



Académie Lafayette

Agenda 2018 – 2019

Oak Campus K - 5 Student Handbook

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

(Please see the Académie Lafayette website for updates)

Oak Street Campus – 6903 Oak Street

Kansas City, Missouri 64113

Telephone: 816-361-7735

Head of School	Elimane Mbengue	embengue@academielifayette.org
Principal (Oak)	Leslie Houfaïdi	lhoufaïdi@academielifayette.org
Principal (Cherry)	Heather Royce	hroyce@academielifayette.org
Middle School Director (Armour)	Eric Roskam	eroskam@academielifayette.org
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IT Director	Roger Goudiaby	rgoudiaby@academielifayette.org
IT Assistant/eSchool Core	Edem Addoh	eaddoh@academielifayette.org
Development Director	Chris Neher	cneher@academielifayette.org
Office Manager	TBA	
Social Worker	TBA	
Nurse	Alexis Cook	acook@academielifayette.org

5th Grade Teachers

Room 309	Franck Brichet	fbrichet@academielifayette.org
Room 308	Karin Hanriot	khanriot@academielifayette.org
Room 313	Pascale Mauvois	pmauvois@academielifayette.org
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Room 315	Dorothee Werner	dwerner@academielifayette.org
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4th Grade Teachers

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Room 301	Zach Méjean	zmejean@academielifayette.org

English, Room 214	Sheila Rowan	srowan@academielafayette.org
<u>2nd Grade Teachers</u>		
Room 211	Marie Charles	mcharles@academielafayette.org
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Room 212	Sandrine Molinengo	smolinengo@academielafayette.org
English, Room 213	TBA	
<u>1st Grade Teachers</u>		
Room 200	Catherine Defosse	cdefosse@academielafayette.org
Room 102	Amanda Lyons	alyons@academielafayette.org
Room 201	TBA	
Room 101	TBA	
English, Room 209	TBA	
<u>Kindergarten Teachers</u>		
Room 104	Berengere Mailloux	bmailloux@academielafayette.org
Room 112	TBA	
Room 105	Djeneba Coulibaly	dcouliably@academielafayette.org
Room 117	TBA	
Room 125	Justin Jones	jjones@academielafayette.org
English Office, 104A	TBA	
<u>Support Teachers</u>		
Art	TBA	
Music	TBA	
Library	Loubna Ouaret	louaret@academielafayette.org
Physical Education	Yannick Mauvois	ymauvois@academielafayette.org
Computer	Yawo Ekpoh	yekpoh@academielafayette.org

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 and on the grounds. Merci!

OAK ARRIVAL

- 7:30 a.m. Doors open.
- 7:50 a.m. Students go to homeroom.
- 8:00 a.m. Classes begin.

Arrival time:

Please plan to be at school by 7:45 a.m. Classroom instruction starts at 8:00 a.m., and having time to transition between home and school is important.

Students who need breakfast must arrive to school at least 15 minutes before classes begin.

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 tardiness represents a financial burden for our school, as we need staff members to monitor and record all students who are late. 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 8:00 a.m., he or she is tardy and will need to get a pass prior to joining the class. **Parents must escort their child into the building to receive a tardy pass.**

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

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 to enter the building during school hours (8:00 a.m. – 3:30 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 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, email, 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. Parents are asked to wait at the front office desk when picking up their children early. The front office will call 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 or email to schedule your visit.
- If a parent wishes to drop off lunch, classroom supplies, etc., please leave those at 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.
Extended absences negatively impact a child's education.

Please schedule appointments and vacations for children when school is not in session.

Please notify the homeroom teachers as quickly as possible if a student will be absent for the day. A directory of teacher names and email is provided on page two of the Student Handbook located in the Agenda. Please call the office if there is no access to email.

If excessive absences occur, parents will be notified and a conference will be scheduled with the principal.

- ***After 20 absences in a school year, a student may be retained in the same grade.***

HEALTH INFORMATION

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:

- If the child has a fever of 99.6 or more
- If they have been diagnosed with strep throat, do not send them back to school until they have been on antibiotics for at least 24 hours
- If they have been diagnosed with conjunctivitis (pink eye), they can return to school 24 hours after antibiotic treatment has been started.
- Children must be 24 hours free of fever, diarrhea, and vomiting without the use of medication, before returning to school
- All cases of communicable disease should remain home until their doctor clears them for return to school.
- If your child is too sick to stay at school it is your responsibility to pick up your child as soon as possible. Any student who is sent home from the nurse's office must be picked up within one hour.

MEDICATIONS AT SCHOOL:

- **In order to provide the best and safest nursing care to your student all medication orders must be updated on a yearly basis. Any medication orders received by the nurse's office will remain in effect from the first day of the Summer School program through the last day of the Spring semester. It is the responsibility of the parent to pick up their child's medication at the end of the school year and bring in new medication at the beginning of the new school year or Summer School. Medications left in the Nurse's office at the end of the Spring semester will be disposed of.**
- Académie Lafayette's Medication Policy states that the nurse may only give prescription medications if we have a doctor's note or prescription for that medication. All prescription medications need to be in the original pharmacy bottle with prescription printed on the bottle. You can ask the pharmacy for an extra bottle for school use. Finally, if your student needs to receive medication at school, we need signed permission from a parent/guardian as well.
- Parents/Guardians are responsible for providing all medication needed by their student for school use. Please bring all medications to the Nurse's office to make sure all documentation is on file.
- If your child is on a medication at school, please contact the nurse regarding changes in prescription and medication refills.
- If your child is to receive an over-the-counter medication at school, please be in contact with the nurse to determine how much of that medication should be brought to school for your child. This medications must be dispensed by the nurse unless other arrangements have been made prior.
- The nurse's will keep the following over-the-counter medications, or their generic equivalent, on hand in the Health Room: Tums, Benadryl, Tylenol, Ibuprofen. Parents can give written consent for their child to have access to these medications at any time during the school year, including in the reenrollment paperwork.
- If you have consented to your child receiving over the counter medication at school, the nurse will attempt to contact the parent/guardian prior to giving any unscheduled medication.
- Please make every attempt to give your child their medications at home, if they are on a medication that is to be taken three times a day, this can be given in the morning, after school, and at night.
- Siblings are not permitted to share rescue medications such as EpiPens or Inhalers. Every student with a medical condition must have their own medication on file in the nurse's office.

ALLERGY AND ASTHMA ACTION PLANS:

- If your child has been diagnosed with a severe Allergy or Asthma, an Action Plan signed by a physician must be on file in the nurse's office, even if your child has the ability to self-administer their medication.
- The Action Plan must be updated by your physician **on a yearly basis** and be turned in to the nurse by first day of school.

- All allergy and asthma medications will follow the above stated guidelines for medications.
- A prescription for your child's medication must be on file in the nurse's office, even if they carry their rescue medication with them.
- If your student is allowed to self-administer their medication, written permission must be given by the student's doctor *and* by a parent or guardian.

IMMUNIZATIONS:

- The state of Missouri requires immunizations at the beginning of Kindergarten and the beginning of 8 grade
- All students must have one of the following on record in the Nurse's office: an up to date record of immunizations, a Religious Exemption, an In Progress Exemption, or a Medical Exemption.
- Students who do not have the above listed records on file will not be permitted to attend classes or school activities until such time as the records are completed.

INSURANCE:

- If your family loses insurance coverage, or does not have insurance at any time through the year, please notify the nurse or the office and we will supply you with an application for MO Health Net Medicaid.

INJURIES AT SCHOOL:

- If a student becomes sick, or is hurt or injured at school they will be assessed by the nurse or staff member if the nurse is not available. In rare circumstances Académie Lafayette staff may feel it is in the best interest of the student to call emergency services to transport the ill/injured student to the hospital. Any medical treatment, including, but not limited to, transportation by ambulance or emergency services, will be paid for by the family of the student. Académie Lafayette cannot be held liable or financially responsible for any injuries or illnesses that occur at school.

OAK DISMISSAL

- 3:30 p.m. Classes are dismissed
- 3:30-3:45 p.m. Dismissal
- 3:45 p.m. Remaining students report to the office or leave campus.

Parent supervision is required for students who remain on school grounds after 3:45 p.m.

Note: A \$1 dollar fee is incurred every minute after 3:45 p.m. for remaining students.

CHANGE OF DISMISSAL PLANS

It's important for students to have a regular routine, but if a change of plan is absolutely necessary, please notify the school office by 12:00 p.m. on that day. Call the office at 816-361-7735 for changes. *Please understand that we might not be able to honor changes after 12:00 p.m.* **For emergency dismissal changes please do not email. Call the office instead.**

Leaving Early:

Should a student need to leave school early, parents should send an **email the homeroom teacher, front desk and office manager** in advance. If email is not available, a phone call to the front desk is also acceptable.

The parent/guardian must come to the office to request the student's release

DRESS CODE & ETIQUETTE

Shirts:

- Collared shirt, long or short sleeve (polo or button down).
- Solid red, white or navy blue, no logos, except for Académie Lafayette logo.
- Polo or button down shirts only.
- Undershirts, short or long sleeves should be red, white or navy blue.
- Shirts must be tucked in.

Pants and Shorts:

- Khaki (beige)
- Bermuda length only (must be no more than four inches above the knee)

Skirts and jumpers for girls:

- Académie Lafayette French Toast plaid skirts or jumper.
- Khaki (beige) skirts or jumper.
- Tights must be solid red, white or navy blue.

Shoes:

- Appropriate school shoes, including athletic shoes.

Belts and socks:

- Belts and socks may be any color.

Sweaters/cardigans/sweatshirts/turtlenecks:

- Solid red, white or navy blue, no logos, except for Académie Lafayette logo.
- Spirit wear with Académie Lafayette logos are allowed.

Jewelry, scarves and headwear

- Necklaces should be worn under shirts at all time.
- Jewelry must not be distracting or make noise.
- Hair accessories should be solid red, white or navy blue and not be oversized or have logos.
- Hats and other head coverings, including scarves and bandanas, may not be worn except for religious reasons.

Hair and Makeup

- If worn, make-up should be minimal.

Casual Days (usually falls on the first Friday of each month):

- No bare midriffs, tank tops or halter type shirts or dresses allowed.
- Shorts and skirts must not be more than four inches above the knee.
- Saggy pants and shorts are not allowed.
- Leggings should be covered by skirt or short.

Not Allowed:

- Shirts, sweatshirts with logos that are not Académie Lafayette logos.
- No blue jeans.
- No blue jean shorts.
- No navy pants or shorts.
- No high healed shoes.
- No flip flops or open toe or backless shoes.
- Hoods must remain off heads when indoors.
- No hats inside the school.
- No large hoop earrings.
- No decorative wigs.
- No bare midriffs, tank tops or halter type shirts or dresses allowed.
- No saggy pants and shorts.
- No visible necklaces.

Uniform Violation Consequences:

- Students out of uniform will receive a warning and be sent to the office to change using the uniform closet if clothes are available.
- Second offense: Parents may be called to bring a change of clothes or to take the student home to change.

Physical Education Dress Code (Required for grades K-3):

- Gym uniforms are not required for K- 3rd grades, however, students may take off their uniform shirt if they are wearing a solid white t-shirt or a white t-shirt with an Académie Lafayette logo underneath. Or bring a shirt to change.
- Students must wear proper-fitting gym shoes.
- Students must wear shorts under skirts.
- Students must wear appropriate athletic shoes (no slip-on shoes) during P.E. class.
- P.E. will take place outside as weather permits, so please have your child dress accordingly.

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

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

Physical Education Dress Code (Required for grades 4-5):

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 sports activities. The P.E. uniform colors follow the general school dress code. ---

4th and 5th Grade 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 except Académie Lafayette).
 - Shorts **must** be no shorter than 4 inches above the knee.
 - Navy blue sweat top (for colder weather).
 - Only AL 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 his/her teacher and/or office staff.
- Students may not use cell phones or other electronic devices (including Smart watches) 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.

ESCHOOL CORE

Staying in touch with student progress:

eSchoolCore gives parents, guardians and students access to the Académie Lafayette Student Information System so that they can view grades, attendance, 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.*

ACADEMIC EXPECTATIONS

Homework:

Each student is responsible for recording homework assignments in his/her Agenda. It is the responsibility of each student to complete the assignment. Parents are asked to check that the work is done.

Expected homework time per night:

Kindergarten = 0 minutes (Kindergarten students do not have a student Agenda)

1st Grade = 10 minutes

2nd Grade = 20 minutes

3rd Grade = 30 minutes

4th Grade = 40 minutes

5th Grade = 50 minutes

We invite parents to be part of the process by providing a quiet place for students to complete their homework and by assuring that the work is done to the best of the student's ability. If your student has difficulty doing his/her homework, please let the child's teacher know by writing a note in the Agenda or by sending an email.

SUPPORT CLASSES

Education: Physical

Students must participate in P.E. with appropriate gym clothes (see 4th and 5th grade 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.

Computer Class: 2nd-5th grade students are required to bring one pair of ear buds to use in computer class, and leave in their classroom tub. Students who do not have their ear buds will be given alternate assignments and be required to make up missed work during their free time.

WEEKLY MEMOS

Each homeroom teacher or grade level team sends home a memo electronically or on paper to let parents know the program for the week (lessons, planning of activities and tests). We hope this will be of a great help in following what is being done in class and helping students when at home.

AGENDA

Please check and sign the Agenda every night according to the directions of your child's teacher.

ACADEMIC DISHONESTY

There will be no tolerance for cheating, plagiarism (copying someone else's work), or any other kind of academic dishonesty. The Behavior Incident Form guides consequences for academic dishonesty.

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.

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 (at least 48 hours) 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 students in 1st-8th grade have an email address assigned to them by Académie Lafayette. Students use their email address to log information for academic purposes only. Académie Lafayette will provide log in information to parents upon request.

ACADÉMIE LAFAYETTE WELLNESS PROGRAM **SNACK & PARTY FOOD POLICY**

Updated May 15, 2018

This program was implemented in response when the U.S. Congress passed the Child Nutrition and WIC Reauthorization Act. 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." 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 children'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, please check with the school nurse or the teacher to verify what the allergen concerns are for your child'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, goldfish 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 good 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. Students are not permitted to have soda, coffee, or energy drinks at school.

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.
- Any foods for parties should be brought to school prior to 10am to give staff time to review the labels. During all parties healthy snack choices are strongly encouraged.
- The coordination of snacks will be the responsibility of the room parent and the teacher. **All snacks must still 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.**
- The room parent will coordinate class parties. Only one "sweet" item should be allowed for each party.

Daily Snacks:

- Daily snack time(s) will be offered to students in grades K-5 at the teacher's discretion.
- Every student should bring their own daily snack(s) to school. While these snacks are not to be shared among other students, they must comply with any allergy restrictions the classroom may have (Peanut/Tree nut free, etc.).
- If the child forgets his/her snack at home, they can get a piece of fruit from the fruit cart when it is available.
- Daily snacks should be healthy and filling. Please avoid sending sweets, candy, chips, and other junk foods.

Keep this policy for your records and please refer to it before bringing ANY treats

USDA NONDISCRIMINATION STATEMENT

USDA Nondiscrimination Statement: For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its

Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (566) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Required Parent Notifications

These additional Required Notifications can be found on the website (www.academielifayette.org). If you need a copy of any of these policies or statements, please contact the main office.

- Professional Boundaries
- Complaint Procedures
- Parents' Right to Know
- Parent Involvement Plan
- Special Education
- FERPA
- Asbestos Management Plan
- Snack & Party Food Policy
- F&R Public Release for 2018/19
- USDA Non Discrimination Statement

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 and school administrators.

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
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 learning and working environments 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, harassing
- 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 school administration.**

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
- 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.

Merci!

<p>We have read and discussed the above information. We understand and will adhere to these expectations.</p> <p>Student’s Signature: _____</p> <p>Parent’s/Guardian’s Signature: _____</p> <p>Date: _____</p>
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