



Parent Student Handbook

2020 - 2021

Académie Lafayette International High School

201 E. Armour Blvd

Kansas City, MO 64111

www.academielifayette.org

816-800-8771

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Mission Statement

Notre mission: Notre mission est d'éduquer les enfants de Kansas City 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 educate the children of Kansas City to become globally minded, locally active, critical thinkers through immersion in world languages and cultures.

Staff Contact Information

Phone Numbers and Email Contacts (*Please see the Académie Lafayette website for updates*)

Armour Campus- 201 E. Armour Blvd., Kansas City, Missouri 64111

Telephone: 816-800-8771

Head of School	Elimane Mbengue	embengue@academielifayette.org
Principal (Armour)	Dr. Maritza Paul	mpaul@academielifayette.org
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Librarian	Julia Belcher	

2020-2021 Académie Lafayette Calendar

August 2020							S	M	T	W	TH	F	S
													1
2	3	4	5	6	7	8							
9	10	11	12	13	14	15							
16	17	18	19	20	21	22							
23	24	25	26	27	28	29							
30	31						5						11

February 2021							S	M	T	W	TH	F	S	
February 5	NO SCHOOL - School Improvement Day													
February 12	Valentine's Day Parties							1	2	3	4	5	6	
February 15	NO SCHOOL - President's Day						7	8	9	10	11	12	13	
February 26	End of Trimester						14	15	16	17	18	19	20	
							21	22	23	24	25	26	27	
							28					18	19	

September 2020							S	M	T	W	TH	F	S
			1	2	3	4	5						
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30		20	21							

March 2021							S	M	T	W	TH	F	S	
March 5	NO SCHOOL - Parent Teacher Conferences													
March 15-19	NO SCHOOL - Spring Break							1	2	3	4	5	6	
							7	8	9	10	11	12	13	
							14	15	16	17	18	19	20	
							21	22	23	24	25	26	27	
							28	29	30	31		17	18	

October 2020							S	M	T	W	TH	F	S
				1	2	3							
4	5	6	7	8	9	10							
11	12	13	14	15	16	17							
18	19	20	21	22	23	24							
25	26	27	28	29	30	31							

April 2021							S	M	T	W	TH	F	S
April 5-23	Spring NWEA Testing										1	2	3
April 7	Early Release Day												
April 27-30	MAP Testing						4	5	6	7	8	9	10
							11	12	13	14	15	16	17
							18	19	20	21	22	23	24
							25	26	27	28	29	30	

November 2020							S	M	T	W	TH	F	S
1	2	3	4	5	6	7							
8	9	10	11	12	13	14							
15	16	17	18	19	20	21							
22	23	24	25	26	27	28							
29	30						17						18

May 2021							S	M	T	W	TH	F	S	
May 3-14	MAP Testing													1
May 27	8th Grade Graduation						2	3	4	5	6	7	8	
May 28	Last Day for Students						9	10	11	12	13	14	15	
							16	17	18	19	20	21	22	
							23	24	25	26	27	28	29	
							30	31				20	20	

December 2020							S	M	T	W	TH	F	S
			1	2	3	4	5						
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31			14						14

June 2021							S	M	T	W	TH	F	S	
June 1-4	NO SCHOOL - School Improvement Day													
			1	2	3	4	5							
			6	7	8	9	10	11	12					
			13	14	15	16	17	18	19					
			20	21	22	23	24	25	26					
			27	28	29	30				0			4	

January 2021							S	M	T	W	TH	F	S
					1	2							
	3	4	5	6	7	8	9						
	10	11	12	13	14	15	16						
	17	18	19	20	21	22	23						
	24	25	26	27	28	29	30						
	31							18					19

July 2021							S	M	T	W	TH	F	S
					1	2	3						
	4	5	6	7	8	9	10						
	11	12	13	14	15	16	17						
	18	19	20	21	22	23	24						
	25	26	27	28	29	30	31						

170 Instructional days
1184 Instructional Hours
188 Teacher Work Days

Arrival & Dismissal

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

Arrival time:

- 7:30 a.m. Doors open. Students eating breakfast go to the cafeteria, as well as 8th and 9th graders. 6th and 7th graders go to the gym.
- 8:05 a.m. Students go to lockers and homerooms.
- 8:15 a.m. Classes begin.

Please plan to be at school by 8:05 a.m. Classroom instruction starts at 8:15 a.m., and having time to transition between home and school is important. Middle and high school students need extra time before classes begin to visit their locker and prepare materials for the day.

Classes start at 8:15. Please avoid being tardy. Students who arrive late miss critical classroom instruction time. Late arrival in the classroom disturbs other students and teachers who are engaged in academic activities. Satisfactory school progress depends on regular attendance. Chronically late students receive poor training on the value of time and punctuality.

Chronic 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 8:15 a.m., he or she is tardy and will need to stop by the front desk to get a pass prior to joining the class. A Saturday School write-up may be issued as a consequence after the third tardy and for each subsequent tardy.

Dismissal:

- 3:35 p.m. Classes are dismissed.
- 3:35-3:40 p.m. Supervised locker time.
- 3:40 p.m. Bus riders escorted to buses.
- 3:45 p.m. Buses dismissed. Students who are picked up, walk home, or attend after-school clubs and activities are also dismissed.
- 4:00 p.m. Remaining students report to the office or leave campus. Parent supervision is required for students who remain on school grounds after 4:00 p.m.

Note: A \$1 dollar fee is incurred every minute after 4:00 p.m. for remaining, unsupervised 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 call the Armour office by 12 p.m. that day at 816-800-8771 to inform us of the change. 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.**

Absences

Regular attendance is an important part of education. Extended absences negatively impact a child's education. Parents should schedule appointments and vacations for children when school is not in session.

Please notify the homeroom teacher as quickly as possible if a student will be absent for the day. A directory of teachers' names and email is provided on page two of the Student Handbook as well as on [our website](#). Please call the office (816-800-8771) if there is no access to email.

Absences fall into two categories: **Excused** and **Unexcused**

- **Excused absences** include: personal illness (please send a signed note to the teacher. At the school's discretion, a physician's statement may be required), serious illness or death of a family member or close relative, obligatory religious observance of the students own faith (students will not be penalized for these absences), participation in a school-sponsored activity, emergency situation requiring immediate action, or an absence which has been requested and approved in writing in advance.
- **Unexcused absences** include: family vacation during the school year or any undocumented absence. Teachers are not required to provide work ahead of any unexcused absence.
- If **excessive absences** occur, parents will be notified and a conference will be scheduled with the principal. Excessive absences affect a student's ability to attain credits toward graduation. At ALIHS, we have two types of classes. Some classes are worth one credit at the end of the school year while others are worth half of a credit. The table below explains which classes fall into each category and the maximum number of absences allowed for each type of class.

Classes	Credits	Absences
Core classes (math, English, French, science, social studies) Physical Education	Worth 1 credit at the end of the school year	A student's credit may be withheld if he/she is absent for more than 12 class periods.
Practical Arts (journalism, engineering) Fine Arts (visual arts, choir, band) 3rd Language (Spanish, Mandarin)	Worth 1/2 credit at the end of the school year	A student's credit may be withheld if he/she is absent for more than 6 class periods.

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

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

Please note:

- The first locker time is from 8:05 a.m. to 8:15 a.m.
- High school students should not be on any floor before 8:05 a.m. without a pass.
- High school students who arrive before 8:05 a.m. must either eat breakfast in the cafeteria or wait in the auditorium (6th and 7th graders) or cafeteria (8th graders)
- The last locker time of the day will be from 3:35 p.m. to 3:40 p.m.
- Students may **not** return to their lockers after 3:40 p.m. unless accompanied by a parent or guardian.

Chronic Truancy

A chronically absent student is one who is absent 15 or more school days during the school year. A student is considered absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are verified or unexcused.

The school will take the following steps to problem solve with families. It is our sincere intention to support families in every way possible prior to any legal or Child Protection Service interventions.

Description of Interventions (in order)

➤ Verbal Family Communication

The student's homeroom teacher and the campus counselor/social worker will verbally communicate the nature of the absenteeism concerns, including notification of how many days the student has missed, as well as verbal explanation of the school's Chronic Absenteeism Policy. During this conversation, the school's staff will assess why the student has been chronically absent and will suggest solutions to increase the student's attendance rate.

➤ Written Family Communication

A letter will be written and sent including a printed copy of the school's Chronic Absenteeism Policy, a clearly written and documented list of the dates/times the student has been absent, and the efforts the school has taken so far to help increase the student's attendance rate.

➤ **Family Meeting**

A family meeting will take place with the school counselor/social worker, an administrator, the homeroom teacher, and any other necessary staff member. In the meeting, the Chronic Absenteeism Policy may be reviewed. Meeting topics will include assessment of the reasons for chronic absenteeism, problem solving to increase attendance, and written documentation of an absenteeism improvement plan. A parent/guardian will sign the improvement plan by the end of the meeting.

➤ **Referral to Child Protective Services (CPS) for Educational Neglect**

A CPS referral is not supposed to be a form of punishment. It is meant to provide the family with an additional support team network. CPS case workers are trained to provide families with helpful resources and referrals. After the educational neglect report is made, they will most likely contact the family and set up a meeting to provide such support.

➤ **Referral to Kansas City Truancy Court**

Truancy Court is a “last stop” measure to provide a more structured support to help families work with the school to increase their child’s attendance rate. The family is required by law to attend court meetings. Truancy Court will provide the family with a court representative to engage in problem solving with the school. The point of Truancy Court is to provide the team with a 3rd party mediator and to advocate for the best interest of the child’s well-being.

Distance Learning Absenteeism

We understand that families have varying needs and resources. Access to educational materials, access to technology, technology skills, teacher communication, and language barriers are just a few of the challenges that families face in a distance learning situation. A Distance Learning absenteeism policy must take those factors into account in order to be considered equitable. Within a distance learning school setting, the following events may trigger chronic absenteeism interventions:

- Below 25% monthly attendance of tutoring and live classes combined with:
- 14 days straight of zero-contact communication with educational staff
- Documented lack of effort to follow through with the supports arranged by school staff wherein a barrier to access those supports does not exist
- Refusal to engage in the school’s distance learning offerings without a documented alternative education plan (such as home-schooling)

Communication & the Online Student Information System:

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 high school students have an email address assigned to them by Académie Lafayette. Students should know their address and password, and use the email to communicate with teachers. Examples of communications include homework questions, assignment submissions, absences, and make-up work. That email address should only be used for school-related activities.

Online Student Information System:

Staying in touch with student progress: the Student Information System (SIS) gives parents, guardians and students access to grades, attendance, meal balances, and other school information. It is also possible to view teacher comments and set email 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 IT Assistant Edem Addoh by phone (816-800-8771), in person, or by email (eaddoh@academielifayette.org).

**Note that passwords or usernames cannot be delivered over the phone or by email for security purposes. They can be mailed to a physical address or given in person after identity verification.*

Campus Visitors

- Parents and visitors must use the main entrance on Armour Blvd. to enter the building during school hours (8:15 a.m. – 3:45 p.m.). Please be prepared to show identification and state the reason for the visit, as well as give the first and last name of the student, grade level and homeroom teacher.
- All visitors must report to the front office immediately upon entering the building, to sign in and receive a visitor's pass. Any visitor without a pass will be asked to go to the office to get one.
- Parents should call ahead, email, or send a note to the office and teachers 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 administrative assistant 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.

Passing Time & Locker Use

Students will be required to carry a signed hall pass at all times. This includes visits to the nurse, counselor, copy room, and front office. Students may not visit these places without a pass, and appointments may be necessary. This pass can be found in the back of the agenda. Please use this information to verify students' attendance. This identification process is one part of our safe schools program. Students without passes may be sent back to get a pass or get a Saturday School write-up for truancy.

When moving from class to class or using lockers, all students are to use the west stairs. Stairs are labeled to help students. Students not using the appropriate stairs may get a Saturday School write-up.

A signed authorization form is required for use of a locker. Students are responsible for providing a combination lock. Lockers must be kept locked at all times. Students should never give their locker combinations to anyone. A demonstration will be given to all students on how to properly organize a locker.

Students need to keep in mind that locker time is not social time and to please show respect to other classes by keeping noise to a minimum. Teachers, staff, and administrators reserve the right to inspect lockers at any time, and/or take away locker time if abused. Students will not be allowed to use their lockers outside of scheduled locker time.

Students are **not** permitted to bring their backpacks or purses 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.

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. The nurse must dispense these medications unless prior arrangements have been made.
- The nurses 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 re-enrollment 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 the 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 8th 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.

Dress Code

Uniform Policy:

At AL, our students wear school uniforms. Uniforms ensure children are comfortable and able to focus on learning throughout the day. Uniforms also create a simple and cost-effective clothing option for families and reduce disparities in an economically diverse community. Furthermore, we are teaching our young people to dress appropriately for academic and professional environments. Therefore, the length of shorts and skirts must hit at mid-thigh or lower. Clothes shall be sufficient to conceal undergarments and private parts during any and all daily activities. All garments must fit and be worn at the waist.

Consequences:

- Students out of uniform will be sent to the nurse's office to change privately using the uniform closet.
- When possible, the situation will be addressed outside of instructional time (eg: during morning homeroom, passing period, or recess times). Teachers will address the student individually and discretely. They will state that the student is out of uniform and will write a pass to the nurse's office without commenting on any specifics of the student's appearance.
- Parents will be informed every time that their child is out of uniform at school. If it is found that the family could use uniform assistance, school support will be provided at that time, and it will not be recorded as a uniform violation.
- Starting at the second violation, parents will be called to bring a change of clothes or to take the student home to change. If the parents are unavailable, the student can use the uniform closet.
- Starting at the third violation, middle school students will receive a Saturday School write-up.
- If the uniform closet cannot accommodate a change of clothes and/or parents cannot come, every attempt will be made to allow the student to continue their day without disruption of the learning process.

Uniform:

Shirts:

- Collared shirt, long or short sleeve (polo or button down only).
- White, maroon or light blue, no logos, except for Académie Lafayette logo.
- Undershirts and turtlenecks, short or long sleeve, should be solid white.
- Shirts must be tucked in.

Pants and Shorts:

- Khaki or navy blue
- Bermuda length shorts

Skirts and jumpers for girls: (the length must hit at mid-thigh or lower)

- AL Lands End plaid skirt
- Khaki or navy skirt
- Tights must be solid white or navy blue.

Shoes:

- Appropriate school shoes, including athletic shoes.
- Stacked heels only, no higher than 2 inches.

Belts and socks:

- Belts and socks may be any color.

Sweaters/cardigans/sweatshirts:

- Solid burgundy or navy blue cardigan or fleece jacket, no logos, except for Académie Lafayette logo.
- Spirit wear with Académie Lafayette logos are allowed.

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 shorter than mid-thigh.
- Saggy pants and shorts are not allowed.
- Leggings should be covered by a skirt or shorts that must hit at mid-thigh or lower.

Not Allowed:

- No shirts, sweatshirts with logos that are not Académie Lafayette logos.
- No blue jeans.
- No blue jean shorts.
- No navy pants or shorts.
- No flip flops or open toe or backless shoes.
- Hoods must remain off heads when indoors.
- No hats inside the school.
- No decorative wigs.
- No bare midriffs, tank tops or halter type shirts or dresses allowed.
- No saggy pants and shorts.
- Skirts or shorts shorter than mid-thigh.

High School Physical Education Dress Code:

This 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. 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 mid-thigh or longer.
- Navy blue sweat top (for colder weather). Only AL logos are allowed on navy 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.

Student Conduct

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. Student 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!

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."

Bullying and Reporting Bullying:

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

As a school, we define bullying as aggressive or hurtful behavior that involves unwanted, negative actions, involves a pattern of behavior repeated over time, and involves an imbalance of power or strength. Examples of bullying behavior include, but are not limited to:

- Punching, kicking, shoving and other acts that hurt people physically.
- Spreading negative rumors about people.
- Enlisting certain people to “gang up” on others.
- Name calling, 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 counselor so that everyone can partner to create a plan of action.**

3. If the bullying continues, please contact school administration.

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.

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:

Saturday School Mark	Saturday School Served	Type One Violation	Type Two Violation	Type Three Violation
<input type="checkbox"/> Late or missing homework assignments (2+) <input type="checkbox"/> Off task during instruction <input type="checkbox"/> English Language use violation <input type="checkbox"/> Uniform violation <input type="checkbox"/> Not prepared for class (<i>materials</i>) <input type="checkbox"/> Buddy Room Required <input type="checkbox"/> Horseplay (<i>behavior that imitates fighting but is deemed playful</i>) <input type="checkbox"/> Minor Disruptive Behavior*	<input type="checkbox"/> Three Saturday School Marks received	<input type="checkbox"/> <i>Repeated Saturday School Served (2+) in 30 days</i> <input type="checkbox"/> Major Disruptive Behavior** <input type="checkbox"/> Excessive tardiness (5+) <input type="checkbox"/> Misuse of Computer <input type="checkbox"/> Minor truancy <input type="checkbox"/> Use of personal electronic devices <input type="checkbox"/> Profanity <input type="checkbox"/> Lying or false statement	<input type="checkbox"/> <i>Repeated Type One Violation (2+) in 30 days</i> <input type="checkbox"/> Saturday School Assignment not served <input type="checkbox"/> Derogatory remarks made in regards to: <i>Race</i> <i>Gender</i> <i>Socio-economic status</i> <i>Sexual Orientation</i> <i>Culture or Ethnicity</i> <i>Religious practice</i> <input type="checkbox"/> Bullying (Defined as repeated, ongoing behavior or interaction) <input type="checkbox"/> Cyber bullying <input type="checkbox"/> Physical fighting or assault <input type="checkbox"/> Major truancy <input type="checkbox"/> Stealing <input type="checkbox"/> Academic Dishonesty <input type="checkbox"/> Gambling	<input type="checkbox"/> <i>Repeated Type Two Violation (2+) in 30 days</i> <input type="checkbox"/> Arson <input type="checkbox"/> Possession, distribution or use of drug or alcohol on school grounds <input type="checkbox"/> Possession or use of weapons <input type="checkbox"/> Threats to harm a student or staff member <input type="checkbox"/> Sexual misconduct <input type="checkbox"/> Vandalism (<i>This includes vandalism related to insensitive phrases or symbols related to race, class or gender</i>).

Saturday School:

Saturday School is a consequence for students who have three Type I or Type II behavior violations within 30 days. Students will receive a write-up following an observed Type I or Type II behavior violation that occurs within the classroom or within the school (hallways, recess, etc.).

*If/when a student faces a Type I or Type II behavior violation, a teacher can assign a Saturday School write up as a consequence. The teacher will let the student know of this consequence and will send an email to parents sharing information about a behavior incident and its consequences. Parents can contact the teacher involved for details.

*If/when a student receives three write-ups within 30 days, she or he will be assigned a Saturday School session. These sessions take place from 9 a.m. to 12 p.m. An administrator will contact parents after the third write-up at least one week prior to a scheduled Saturday School session.

*If a student does not acquire three Saturday School write-ups within a 30-day period, previously acquired individual write-ups will expire after 30 days.

Saturday School Guidelines:

Saturday School is a consequence for students who have three **Saturday School Marks** within 30 days as documented by the teacher and administrator. Students will receive a write-up following an observed behavior violation that occurs within the classroom or within the school (hallways, recess, etc.).

Purpose of Saturday School:

- Avoids student missing classroom instructional time due to repeated behavior violations that
- may otherwise result in an in-school suspension.
- Serves as a consequence for students repeatedly disturbing the learning process.
- May be issued as a consequence for chronic unexcused tardiness.
- Serves as an opportunity for students to catch up their missing homework or projects.

Organization: Teachers and parents are notified one week before the Saturday School session to allow time to prepare materials/assignments and parents time to make arrangements for their child to attend Saturday School. One teacher per 5 students will supervise. The student sits alone at a desk and works individually. No disruption is allowed. If the assignment is completed before the end of the session, the student is given additional work by the supervisor.

Communication: When a student has received a Saturday School write-up, teachers will notify the student and parents. An administrator will notify parents after the third violation, one week before the required Saturday School attendance. If parents/guardians have questions about the write-up a student has received, they must contact the involved teachers for details.

Student Expectations:

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

Accountability:

Students are expected to complete assignments by the end of the Saturday School session. Failing to do so may result in another Saturday School. Only a school administrator can reschedule a Saturday School for a later date.

Note: *Failure to serve the assigned Saturday School without prior communication with the administrator will result in an out-of-school suspension.*

Electronic Device, Phone Use and Message Policy

Students may not use cell phones or other electronic devices during the school day on school grounds/property (including during recess or dismissal). If found, seen or heard, the cell phone/electronic device will be confiscated, and taken to the office. The cell phone/electronic device will only be returned to a parent during the school day. Personal phones/electronic devices are to be kept out of sight in lockers 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. In the event that students are being given permission to use cell phones for instructional purposes, they should not be found utilizing social media at that time. Students will be allowed to use school phones for emergencies and with permission from his/her teacher and/or office staff. ***Students using phones without permission during the day will receive a Saturday School write-up or further consequences.***

The office will give messages to students during the school day only for emergency situations. Students must have a pass to use the office phone and are not permitted to use the classroom teacher's phone to contact parents.

Social Media:

Académie Lafayette encourages all parents to be advocates of positive social media interaction. Please make it a regular practice throughout the school year to keep up to date with your child's social media use on all platforms. Under the Safe Schools Act, our administration is required to take disciplinary action against any inappropriate social media usage by an AL student even when it occurs outside of school hours.

We encourage parents to act as positive role models in their own use of social media, as it pertains to comments, postings and interactions between and among parents, teachers and students. In order to maintain the expectation that our students will engage in appropriate use, it is imperative that parents lead by example.

Use of School Computers:

See all relevant information in our 1:1 Student Technology handbook at the end of this handbook.

Academics

High School Academic Expectations:

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

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

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..

Advisory:

Advisory will take place twice a week. This class provides students the following opportunities.

- Seek extra help with assignments
- Work in small groups to review topics taught in class or foundational skills with which students struggle
- Engage in enrichment activities to extend classroom learning
- Build relationship with school staff members
- Participate in lessons and activities focused on social-emotional development
- Meet with the school counselor to engage in post-secondary and career planning

Physical Education:

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

Homework Completion:

Under the IB Program components, homework is not a curriculum requirement, but still remains a good practice for students that value skill review and academic success. The purpose of homework is to...

- Practice skills learned at school
- Inform parents on what is being taught at school
- Help build responsibility and self-discipline
- Giving the students the opportunity to learn about new concepts before being introduced in class
- Provides opportunity for enrichment and reflection
- Use independent research to learn more about a new concept
- Better prepare high schoolers for post secondary opportunities

Communication: Parents can learn about their child’s assignments through the SIS and the student agenda. Students can:

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

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

- Warnings
- Saturday School write-up (2+ missing)
- Lower grades
- Lack of understanding and engagement in class

Students will turn in all assignments neatly and on time. Students who fail to turn in their work on time face reduced practice and feedback opportunities that may limit success on summative assessments.

Teachers are flexible and are willing to work with any student who takes the time to discuss the circumstances **before class** (not in the hallway). It is not appropriate to discuss during class. Students who are absent should email teachers to arrange an appropriate meeting time.

Please keep in mind: one of the many learning opportunities assessment offers students is to learn to be responsible for managing deadlines and completion of work on time. This correlates with the IB Approaches to Learning skills under Self-Management.

Homework participation/completion is an important step in your child’s learning process. Teachers will keep track of your student’s work as it will help define his or her final performance.

Changing Classes:

If a student wants to change classes, a meeting must take place with the counselor, parent and teacher within the first four weeks of the school year. The team will discuss the request and make a decision with the student’s best interest in mind. Administrator approval is also required.

Academic Honesty:

As an IB World School, the IB students in the Middle Years Program (grades 6-9) at Académie Lafayette are expected to follow the personal traits set forth in the Learner Profile. Students will consistently act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Following the International Baccalaureate Organization handbook: “An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged.” Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate’s own language, expression and ideas. Where the ideas or work of another person are represented within a candidate’s work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and

appropriately acknowledged.

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

Academic Dishonesty and Malpractice – Terminology:

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

Disciplinary Action for Academic Dishonesty:

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

Textbooks, Library Books and 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.

ACADÉMIE LAFAYETTE WELLNESS PROGRAM
SNACK & PARTY FOOD POLICY

This program was implemented following the passage of the Child Nutrition and WIC Reauthorization Act of 2004. This act required that “all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity by the start of the 2006-2007 school year.”(Section 204) These wellness policies promote a healthy school environment and work toward countering the increase in obesity and chronic diseases.

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

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

- **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, 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 goods or foods that do not have a manufacturer’s label. **Foods that do not have a label or contain known allergens will not be served.** Please do not send energy drinks such as Red Bull, Monster, etc. 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 first Friday of each month, with summer birthdays being celebrated in the month of May. Holiday parties will be scheduled by Académie Lafayette and coordinated by room parents with the teachers. The coordination of snacks will be the responsibility of the room parent and the teacher.

All snacks must follow the guidelines for food safety: individually wrapped, in the original packaging with the manufacturer’s label, and free of any known allergens. No home-baked goods.

MEALS

Académie Lafayette offers both breakfast and lunch at all campuses every day. Full priced breakfast is \$2.00 and lunch is \$4.25 during the school year. Both meals are catered by Joe Joe's Catering and served on campus. Students who qualify for the Free and Reduced Lunch Program can receive meals either free or at a reduced price of \$.40 for lunch. If you are interested in the Free and Reduced Lunch Program or need to make payment arrangements, please email Peggy Arians at parians@academielafayette.org or call her at 816.800.8771. The Student Information System account page works on a prepaid format. If your child eats school meals we appreciate you adding money to their account in advance.

Milk is included with the purchase of a school lunch or breakfast. Additional milk or juice may be purchased for 25 cents. If your child brings lunch, he/she can purchase regular milk, chocolate milk or juice for 25 cents. Parents can send a quarter or purchase a milk card for 20 drinks for \$5. Just send money with your child to the office or your child's teacher in an envelope marked "MILK MONEY". Please remember that milk sales and meal accounts are separate. Milk cannot be charged.

For more information on how to make meal payments, the Federal Meals Program, or meal menus, please refer to the school website Meals page. The link can be found under Resources/Logistics on the main page or on our website <https://www.academielafayette.org/resources/meals/>.

NON-DISCRIMINATION 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, audiotape, 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 (866) 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](#). If you need a copy of any of these policies or statements, please contact the main office.

- [Professional Boundaries - https://www.academielifayette.org/wp-content/uploads/2017/05/Professional-Boundaries.pdf](https://www.academielifayette.org/wp-content/uploads/2017/05/Professional-Boundaries.pdf)
- [Complaint Procedures - https://www.academielifayette.org/wp-content/uploads/2017/05/Complaint_Procedure_ESSA.pdf](https://www.academielifayette.org/wp-content/uploads/2017/05/Complaint_Procedure_ESSA.pdf)
- [Parents' Right to Know - https://www.academielifayette.org/wp-content/uploads/2017/06/Right-to-Know-2017.pdf](https://www.academielifayette.org/wp-content/uploads/2017/06/Right-to-Know-2017.pdf)
- [Parent Involvement Plan - https://www.academielifayette.org/wp-content/uploads/2017/05/Parental-Involvement-Plan.pdf](https://www.academielifayette.org/wp-content/uploads/2017/05/Parental-Involvement-Plan.pdf)
- [Special Education - https://www.academielifayette.org/wp-content/uploads/2017/06/Special-Education-Public-Notice.pdf](https://www.academielifayette.org/wp-content/uploads/2017/06/Special-Education-Public-Notice.pdf)
- [FERPA - https://www.academielifayette.org/wp-content/uploads/2019/09/FERPA-notification.pdf](https://www.academielifayette.org/wp-content/uploads/2019/09/FERPA-notification.pdf)
- [Asbestos Management Plan - https://www.academielifayette.org/wp-content/uploads/2017/05/2017-Annual-Notice-of-Asbestos-Management-Plan-AL.pdf](https://www.academielifayette.org/wp-content/uploads/2017/05/2017-Annual-Notice-of-Asbestos-Management-Plan-AL.pdf)
- [Snack & Party Food Policy - https://www.academielifayette.org/wp-content/uploads/2018/06/Snack-and-Party-Policy-2018-2019.pdf](https://www.academielifayette.org/wp-content/uploads/2018/06/Snack-and-Party-Policy-2018-2019.pdf)
- [USDA Nondiscrimination Statement - https://www.academielifayette.org/wp-content/uploads/2019/09/USDA-Nondiscrimination-Statement.pdf](https://www.academielifayette.org/wp-content/uploads/2019/09/USDA-Nondiscrimination-Statement.pdf)
- [F&R Public Release for 2020/21 - https://www.academielifayette.org/wp-content/uploads/2017/03/FNS-AttachmentF-PublicRelease.pdf](https://www.academielifayette.org/wp-content/uploads/2017/03/FNS-AttachmentF-PublicRelease.pdf)

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 the 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 the professional norms of the teacher/student relationship. 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.

Acknowledgement of Receipt, Review and Understanding:

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 signature: _____</p> <p>Parent/Guardian signature: _____</p> <p>Date: _____</p>
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Académie Lafayette One-to-One Student/Parent Handbook

Overview:

Académie Lafayette (AL) views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of AL to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student. When signing the Student/Parent chromebook Agreement, you are acknowledging that you understand and accept the information in this document.

AL students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the AL network and equipment must comply at all times with Académie Lafayette technology agreement.
3. Chromebooks are on loan to students and remain the property of AL.
4. All users are accountable to all school, local, state, and federal laws.
5. All use of the chromebook and network must support education.
6. Students and families must follow all guidelines set forth in this document and by AL staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all AL chromebooks whether on or off the school campus.
8. All files stored on AL equipment or the network are property of Académie Lafayette and may be subject to review and monitoring.
9. The term “equipment” or “technology” refers to chromebooks, chromebook, hotspots, batteries, power cord/chargers and cases. Each piece of equipment is issued exclusively as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator
10. Students are expected to keep the chromebook in good condition. Failure to do so may result in bills for repair or replacement.
11. Students are expected to report any damage to their chromebook as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher/administrator or the IT director without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.

15. Students may only log in under their assigned username. Students may not share their password with other students.
16. Students may not loan chromebook components to other students for any reason. Students who do so are responsible for any loss of components.
17. chromebooks come with a standardized image already loaded.
18. Any failure to comply may result in disciplinary action. AL may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
19. Students MUST return their chromebook, charging cord, and bag at the end of each school year or when they leave Academie Lafayette. Failure to do so may result in the chromebook being reported as stolen.
20. AL reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities:

Academie Lafayette makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the chromebooks in the home. There are several responsibilities assumed by the parent/guardian and they acknowledge these responsibilities when signing the student/parent agreement.

Sign the Student/Parent chromebook Agreement

Parent/Guardian Responsibility	The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.
Orientation Topics	<ul style="list-style-type: none"> • Investigate and apply parental controls available through your internet service provider and/or your wireless router. • Develop a set of rules/expectations for chromebook use at home. Some websites provide parent/child agreements for you to sign. • Only allow chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. • Demonstrate a genuine interest in what your student is doing on the chromebook. Ask questions and request that they show you his or her work often.

Monitor Student Use

Parent/Guardian Responsibility	In order for students to be allowed to take their chromebooks home, a student and their parent/guardian must sign the Student/Parent chromebook Agreement. The Parent chromebook Orientation, either an event held at the school or a course that can be completed online, provides background information. Check with your student's school for the options and
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	schedule.
Orientation Topics	<ul style="list-style-type: none"> • Electronic Use Policy and Acceptable Use Procedure • Student/Parent chromebook Handbook • Internet safety • Parent/guardian and student responsibilities

Chromebook Rules and Guidelines:

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned chromebook. In general, this requires efficient, ethical and legal utilization of all technology resources. **Violations of these rules and guidelines will result in disciplinary action.** Students will receive chromebook-related training at school during the first weeks of school.

Electronic Resource Policy and Acceptable Use Procedures:

General Guidelines	<p>All use of technology must:</p> <ul style="list-style-type: none"> • Support learning • Follow local, state, and federal laws • Be school appropriate • All activities requiring chromebook usage require teacher permission
Security Reminders	<ul style="list-style-type: none"> • Do not share logins or passwords <i>Exception: students are asked to share passwords with parents or guardians</i> • Do not develop programs to harass others, hack, bring in viruses, or change others' files • Follow internet safety guidelines
Activities Requiring Teacher Permission	<ul style="list-style-type: none"> • Sending email • Using headphones in class • Downloading programs, music, games and videos • Playing games
Appropriate Content	<p>All files must be school appropriate. Inappropriate materials include explicit or implicit references to:</p>

	<ul style="list-style-type: none"> • Alcohol, tobacco or drugs • Gangs • Obscene language or nudity • Bullying or harassment • Discriminatory or prejudicial behavior
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Thumb Drives, External Devices & Cloud based content/storage

- All AL rules and guidelines apply to these items plugged in to at school

Chromebook Use, Care, and Classroom Routines

Lockers	<ul style="list-style-type: none"> • chromebooks should be stored on the hook or on its side standing up. • Never pile things on top of it. • Never leave it on the bottom of the locker. • Never leave the locker set to open without entering the combination.
Hallways	<ul style="list-style-type: none"> • Keep your chromebook in the AL case at all times. • Always use the handle, strap, or two hands to carry the chromebook. • Never leave the chromebook unattended for any reason. • Log-off or lock the chromebook before you change classes.
Classroom Habits	<ul style="list-style-type: none"> • Center the chromebook on the desk. • Close the lid of the chromebook before standing up. • Lock the chromebook before walking away from it. • Follow all directions given by the teacher.
Care of chromebook at Home	<ul style="list-style-type: none"> • Charge the chromebook fully each night. • Use the chromebook in a common room of the home. • Store the chromebook on a desk or table - never on the floor! • Protect the chromebook from extreme heat or cold, food and drinks, small children and pets.
Traveling To and From School	<ul style="list-style-type: none"> • Completely shut down the chromebook before traveling. • Do not leave the chromebook in a vehicle.

	<ul style="list-style-type: none"> • Use your backpack or carry the case by the handle or shoulder strap. • If ever in a situation when someone is threatening you for your chromebook, give it to them and tell a staff member as soon as you arrive.
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Prohibited Actions Students are prohibited from:

- Putting stickers or additional markings on the chromebooks, cases, batteries, or power cord/chargers.
- Defacing AL issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the chromebooks or any stitching on the case.
- If such action occurs, the student will be billed the cost of repair or replacement.

Student Email Use:

Purpose	<p>All AL students are issued a Gmail email account. The email allows students to safely and effectively communicate and collaborate with AL staff and classmates, giving them an authentic purpose for writing.</p> <p>The effective use of email is:</p> <ul style="list-style-type: none"> • A 21st Century communication tool. • Used in careers and higher education settings. • A way to meet the National Educational Technology Standards (NETS).
Guidelines and Reminders	<ul style="list-style-type: none"> • Email should be used for educational purposes only. • Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email. • All -email and all contents are property of the district. • Email should only be used by the authorized owner of the account. • Students need to protect their passwords.
Restrictions and Limitations	<ul style="list-style-type: none"> • Student email defaults to a “student only” view in the address book, but students may email teachers and other staff as well. • Mailbox size is restricted.
Unacceptable Use Examples	<ul style="list-style-type: none"> • Non-education related forwards (e.g. jokes, chain letters, and images).

	<ul style="list-style-type: none"> • Harassment, profanity, obscenity, racist terms. • Cyber-bullying, hate mail, discriminatory remarks. • Email for individual profit or gain, advertisement, or political
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Webcams:

Purpose	Each student chromebook is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st century tool and to develop 21st century communication skills.
Example of Use	Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include: <ul style="list-style-type: none"> • Recording videos or taking pictures to include in a project • Recording a student giving a speech and playing it back for rehearsal and improvement
Safety	Please refer to the Parent Responsibility section of this document for suggestions on monitoring student use of technology at home.

Listening to Music:

At School	Listening to music on your chromebook is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
At Home	Listening to music on your chromebook is allowed at home with permission from parents/guardians.

Watching movies:

At School	Watching movies on your chromebook is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment
At Home	Watching movies on your chromebook (from a streaming website or DVD) is allowed at home only with permission from parents/guardians.

Gaming:

At School	Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
At Home	Online gaming is allowed at home if all of the following conditions are met: <ul style="list-style-type: none">• The content of the game is school appropriate.• You have permission from your parents/guardian.• The game is in support of education.• All school work is complete.• No download of any kind is needed.

You are not allowed to load personal software onto your chromebook.

Desktop Backgrounds and Screensavers Considerations:

Any images set as the desktop background must be in line with the Electronic Resource Policy and Acceptable Use guidelines.

Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of chromebook privileges.

Copyright and Plagiarism Considerations:

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Technology Discipline: Behaviors Related to Student Chromebook Use

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, instant messaging, internet surfing, chromebook games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism

Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering chromebook or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker

Tech Violations:

Behavior unique to the digital environment without a “traditional” behavioral equivalent

- Chronic, tech-related behavior violations (see above)
- Deleting browser history
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the district’s Internet filter
- Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Examples of Unacceptable Use:

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments

5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a chromebook virus on a chromebook or network
16. Attempting to access or accessing sites blocked by the AL filtering system (lightspeed).
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email

Chromebook Security:

Balanced Approach:

Two primary forms of security exist: chromebook security and internet filtering. Each of the chromebooks has a security program installed on it. AL strives to strike a balance between the usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Academie Lafayette network.

Chromebook Security:

Security is in place on the chromebook to prevent certain activities. These include downloading or installing the software on the chromebooks, removing software, changing system settings, etc.

Internet Filtering at AL School:

Maintains an on-site internet filtering software package. This program automatically filters all student access to the internet.

Lost or Stolen Equipment

If any equipment is lost, the student or parent must report it to the It Director immediately. Students can let a teacher or administrator know, and a staff member will assist him/her.

Financial Responsibility:

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment. Students/families may be billed up to \$350.00 for damaged or lost equipment. (\$350.00 is the replacement cost of each chromebook, chargers cost \$36.00, bags are \$20.00, and the minimum repair charge for a cracked screen is \$100.00).

Stolen Equipment Reporting Process:

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

Agreement:

Every AL High School student will be issued a chromebook for classroom use and to complete assignments and projects throughout the school year. As explained throughout this student/parent handbook the student is responsible for the proper use and care. *Prior to the issuance of a chromebook the receiving student and their parent/guardian must acknowledge, in writing, their receipt and understanding of the AL High School and Academie Lafayette Technology policies and handbook.*

Parent/Guardian:

I have read and understand the rules and regulations as set forth by the Academie Lafayette Technology policy as well as the policies and procedures set forth in the AL High School Student/Parent Technology Handbook. I understand and have discussed these agreements, privileges with my students. I understand that consequence, privileges, and/or restitution could result if policies and procedures are not complied with.

Student:

I have read and understand the rules and regulations as set forth by the Academie Lafayette Technology policy as well as the policies and produces set forth in the AL High School Student/Parent Technology Handbook. I understand these agreements, privileges. I understand that consequence, privileges, and/or restitution could result if policies and procedures are not complied with.

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