

GENERAL ADMINISTRATION

POLICIES 1110-1830

Religion

Religious Expression

Académie Lafayette will not discriminate against any person on the basis of religious viewpoint or religious expression. Académie Lafayette is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment and the Missouri Student Religious Liberties Act Académie Lafayette and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, Académie Lafayette and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 - Religious or Controversial Issues.)

Académie Lafayette will not discriminate against students or parents on the basis of religious viewpoint or religious expression. Académie Lafayette will view a student’s voluntary expression of a religious viewpoint concerning, and otherwise permissible, subject as protected.

Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based in the religious content of submission. Such homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance. If an assignment requires a student’s course work, artwork, or other written or oral assignment, Académie Lafayette will not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student’s academic work that expresses a religious viewpoint will be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the course work assigned.

Students may pray or engage in religious activities or religious expression before, during and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression provided that such religious expression or activities are not disruptive of scheduled instructional time and do not impede access to school activities or mobility on campus. To the extent nonreligious groups are permitted to advertise or announce meetings of the group, religious expression and groups will be treated in a similar fashion.

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BOARD APPROVED: JULY 7, 2021

Calendar Requirements

School Year and School Day

The Board of Directors will annually adopt a school calendar that will provide for a minimum of 174 days and 1,044 hours of pupil attendance.

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Head of School and approved by the Board. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year, and cannot be changed after that date. Alternatively, the Board may adopt one of two alternative calendars as set out below:

1. A calendar of less than 174 days that provides a minimum of 1,044 hours of instruction. Under this alternative, the school day must have a minimum of 4 hours per day and a maximum of 8 hours; or
2. A calendar of 142 days (four days per week) that provides a minimum of 1,044 hours of instruction with a minimum of 4 hours and a maximum of 8 hours per day.

If Académie Lafayette is dismissed due to inclement weather after school has been in session for three or more hours, that day shall count as a full day, including kindergarten. When the total hours lost due to inclement weather exceed twelve (12) hours, the time must be made up in half- or full-day additions to the school term.

Académie Lafayette shall be required to make up the first six (6) school days lost or canceled due to inclement weather and half the number of days lost or canceled in excess of six days. For purposes of this Policy, “inclement weather” shall mean ice, snow, extreme cold, flooding or a tornado, but not excessive heat.

BOARD APPROVED: JULY 7, 2021

Equal Opportunity

Regulation 1300

Prohibition Against Harassment, Discrimination and Retaliation

Académie Lafayette is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. Académie Lafayette is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, Académie Lafayette does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, Académie Lafayette provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which Académie Lafayette receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the Académie Lafayette's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as Académie Lafayette's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the Académie Lafayette's non-discrimination policies:

Title and/or Name: Ms. Carlos McClain, Office Manger
Address: 201 East Armour Boulevard, Kansas City MO 64111
Number: 816.800.8771
Email: cmcclain@academielifayette.org

A complaint by students, employees, parents, and patrons of Académie Lafayette alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

BOARD APPROVED: JULY 7, 2021

GENERAL ADMINISTRATION

**Policy 1301
(Regulation 1301)**

Equal Opportunity

Prohibition Against Sexual Harassment and Retaliation under Title IX

Sexual harassment as protected by law is prohibited in Académie Lafayette. Académie Lafayette also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs Académie Lafayette's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the Académie Lafayette's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in Académie Lafayette:

Title and/or Name: Ms. Carlos McClain, Office Manger
Address: 201 East Armour Boulevard, Kansas City MO 64111
Number: 816.800.8771
Email: cmclain@academielafayette.org

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of Académie Lafayette alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

BOARD APPROVED: JULY 7, 2021

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School/Community Relations

Parent/Family Involvement in Education

The Board of Directors recognizes the positive effects of parents/families' involvement in the education of their children. The Board of Directors is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students.

BOARD APPROVED: JULY 7, 2021

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School/Community Relations

Relations with Law Enforcement Authorities

It is Académie Lafayette's policy to cooperate fully with law enforcement agencies in promoting the welfare of Académie Lafayette's students, staff and the community. As provided in Policy 2673 – Reporting of Violent Behavior, Académie Lafayette's officials will satisfy the reporting requirements of the Safe Schools Act. (See also Policy 2150 – Searches by School Personnel, and Policy 2160 – Interviews, Interrogations and Removal from School.)

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School/Community Relations

Community Use of School Facilities

Académie Lafayette's facilities are available for community use when facilities are not required for instructional or administration purposes. Use of Académie Lafayette facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Directors as set forth in administrative regulations.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball and similar groups. When outside groups are permitted to use school facilities under this policy, Académie Lafayette will not unlawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.

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GENERAL ADMINISTRATION

Policy 1425
(Form 1425)

School/Community Relations

School Volunteers

Académie Lafayette encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

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School/Community Relations

Visitors To Schools

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of Académie Lafayette. All visitors shall report to the building principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Head of School or his/her designee as far in advance as possible.

All persons who do not obtain permission from the Head of School or his/her designee to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on school property, in any school vehicle utilized to transport students, or be present at school activities without the written permission of the Head of School. If permission is granted for a specific event or events, the Head of School will notify the staff, where the sex offender will be present.

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The Head of School must then grant written permission for the observation to occur. Académie Lafayette reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

BOARD APPROVED: JULY 7, 2021

School/Community Relations

Code of Conduct - Adults

The Board of Directors believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

BOARD APPROVED: JULY 7, 2021

School/Community Relations

Prohibition Against Firearms and Weapons

The presence of firearms and weapons poses a substantial risk of serious harm to Académie Lafayette students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase *school premises* include all of Académie Lafayette's campuses, buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on Académie Lafayette's property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from Académie Lafayette's premises and Académie Lafayette's activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

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School/Community Relations

Research Requests

Requests for research studies involving students and/or staff of Académie Lafayette must be submitted to the Head of School or his/her designee for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of the principal.

Académie Lafayette will provide UMC with the necessary information and data to conduct research and make decisions to support and improve Charter Schools. Student privacy will be respected in all such matters.

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School/Community Relations

Public Access to School Documents

Académie Lafayette will make available for public inspection and provide upon request, to parents, guardians, or other custodians of any school-age student resident of the school district in which the School is located, the following documents:

1. School Charter;
2. Most recent annual report card;
3. Results of background checks of the School's Board members;
4. Where applicable, the written contract between Académie Lafayette and a management company. In addition, and in such instance, the educational management, organization, or the charger management organization for services.

Académie Lafayette may charge reasonable fees not to exceed the rate of ten cents (.10) per copy page as well as the reasonable clerical cost to locate and copy such requested documents.

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GENERAL ADMINISTRATION

Policy 1470

School/Community Relations

Public Gifts to Schools

The Board of Directors recognizes the educational value of appropriate gifts to the school from Parent Teacher Organizations (PTO), other civic groups, corporations, or individuals, and encourages their use to enrich the instructional program. Therefore, gifts which may serve to enhance and extend the work of the schools may be received by the School as approved by the Board of Directors.

Due to the number of and nature of gifts, the Board of Directors maintains the authority to accept or respectfully decline a specific gift. Similarly, the Board of Directors will consider approval of any grant prior to its submission.

BOARD OF DIRECTORS

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School/Community Relations

Memorials

Sadly, the death of a student, former student, or staff member is an event that may occur at any time. Temporary memorials can provide students the opportunity to give testimony to their peers, as well as learn how to direct their generosity to grieving family members. The opportunity to participate in temporary activities and projects can help students and staff come to accept the finality of their loss. An initial memorial site will be designated by the Head of School or his/her designee where flowers, poems, pictures, stuffed animals in an area where those who wish not to be reminded can easily avoid that location. Memorial items will be removed after the family funeral in a way that permits presentation of these symbols of caring to the family.

Memorials for staff and students lost through suicide will not be established. This policy is the result of the fact that recognition of student suicide may adversely affect others predisposed to suicide.

BOARD APPROVED: JULY 7, 2021

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School/Community Relations

Public Complaints

Although no member of the school community shall be denied the right to petition the Board of Directors for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the school community that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Building Principal
3. Head of School
4. Board

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

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GENERAL ADMINISTRATION

Policy 1510

Office Methods and Data Management

Records

Custodian of District Records

The Board of Directors will designate the custodian of records for Académie Lafayette, who shall maintain, protect, and make such records accessible to authorized persons.

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Office Methods and Data Management

School officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

BOARD APPROVED: JULY 7, 2021

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GENERAL ADMINISTRATION

Policy 1600

Private, State and Federal Programs Administration

Where appropriate Académie Lafayette will seek to participate in private, state and federal grant programs as recommended by the Administration and approved by the Board. Procedures for development of grant proposals are set forth in Policy 1620 - Private, State and Federal Funding.

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Private, State and Federal Programs Administration

Protection of Student Rights

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

Académie Lafayette will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

BOARD APPROVED: JULY 7, 2021

Private, State and Federal Programs Administration

Private, State and Federal Funding

Grants from outside agencies are to be related to the needs and priorities of Académie Lafayette in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, in-service education, or capital improvement. Grants may lead to research and development that will be of value to Académie Lafayette. All such funds will be deposited, accounted, and reported through the Académie Lafayette's accounting office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of Académie Lafayette who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for Académie Lafayette use must clear the request with the Head of School or his/her designee before preparing an application. The application must then be approved by the Board before submission to the source of funding.

Grants cannot be requested that would require Académie Lafayette expenditures not budgeted in the current fiscal year. School funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

If a grant requires participation by children in experimental types of instruction, written permission of parents must be secured.

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GENERAL ADMINISTRATION

Policy 1621
(Regulation 1621)

Private, State and Federal Programs Administration

Title I

Parent Involvement

The Board or Directors recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Staff Qualifications

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

Reporting Requirements

Académie Lafayette will submit its Federal Title I LEA Plan describing the School's Title I services.

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Administrative Organization and Roles

Administrative Reports

The Board of Directors may require reports from the Head of School and other administrative officials concerning the status of Académie Lafayette programs, educational needs and long-term School planning. The Board will take steps to monitor the success of the school in achieving its educational objectives.

Académie Lafayette will provide CHARTER SPONSOR with all information necessary to confirm compliance with all provisions of the School's Charter and relevant state statutes in a timely manner as requested by CHARTER SPONSOR. Specifically, Académie Lafayette will provide CHARTER SPONSOR in a timely manner, a copy of all Core Data Screens submitted to KCPS or DESE.

Administrative Organization and Roles

Head of School

The Head of School is the chief administrative officer of Académie Lafayette. The Head of School, under the direction of the Board, is responsible for the general supervision of Académie Lafayette and all Académie Lafayette personnel. The Head of School is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board.

The Head of School is one of the authorized representatives and signatories for all official matters pertaining to Académie Lafayette.

Qualifications of the Principal

The Head of School shall hold licensure or certification in specific educational fields which relate to Charter School administration. Prior experience as a school administrator is desirable.

Terms of Employment

The Head of School's contract will be based on a twelve-month year, with salary and work year to be established by the Board.

Principal's Contract

The Head of School may be employed by the Board for a term of from one (1) to three (3) years. The terms of the Head of School's employment will be contained in a written contract signed by the Head of School, the Board President and the Board Secretary. During the term of the Head of School's contract, the amount of compensation and benefits provided in the contract may not be changed, except as provided in the contract.

Termination

The employment of the Head of School terminates upon expiration of the Head of School's contract. The decision to extend the Head of School's contract or to deny such extension lies in the total discretion of the Board. Where the Head of School maintains a multi-year contract, the Board will, by April of each contract year, vote to extend or not extend the Head of School's contract for an additional year.

In addition, and as provided in the Head of School's employment contract, the Head of School's contract may be terminated by mutual consent, termination for cause, or death or incapacity.

Evaluation of the Principal

The Board will evaluate the performance of the Head of School in or by April in each contract year. The Head of School's evaluation will be based, in part, upon the Head of School's annual goals provided to the Board.

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Administrative Organization and Roles

Business Manager

Duties of the Business Manager

The Business Manager shall maintain:

1. A surety bond in an amount determined by the sponsor to be adequately based on the cash flow of the school; or
2. An insurance policy by an insurance company licensed to do business in Missouri on all employees in the amount of Five Hundred Thousand Dollars (\$500,000.00), or more, that provides coverage in the even to employee theft.

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GENERAL ADMINISTRATION

Policy 1730

Administrative Organization and Roles

Building Administration

The building principals serve as the instructional leaders of their assigned buildings. In that capacity, building administrators are responsible for the implementation of Board policies and regulations. Each building administrator will be evaluated on his/her instructional leadership and the success of his/her students.

BOARD APPROVED: JULY 7, 2021

Operations

Contracting for Educational Services/Management

Académie Lafayette may contract with an educational service provider for substantial educational services or management services by issuing a request for proposals requiring the applicant to:

1. Provide evidence of the provider's success in serving similar population, including as successful management of nonacademic school functions.
2. Provide a term sheet providing the details of their proposal.
3. Disclose conflicts of interest.
4. Disclose any termination or nonrenewal of contracts for equivalent services for any other charter school within the last five (5) years.
5. Ensure that the legal counsel reports that to Académie Lafayette's Board.
6. Ensure that proposed expenditures be first approved by the Académie Lafayette's Board.

In addition to contracting for provision of educational services/management, Académie Lafayette may contract with community partnerships and state agencies acting in collaboration with such partnerships that provide services to children and their families which are linked to Académie Lafayette. Académie Lafayette is eligible for state transportation and is free to contract with the local school district or any other entity for the transportation of students.

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GENERAL ADMINISTRATION

Policy 1820

Operations

Financing

Académie Lafayette is authorized to issue tax anticipation notes based upon the receipt of future funds. Académie Lafayette may also borrow funds to finance facilities and other capital items. Académie Lafayette may utilize bonded indebtedness to provide for physical facilities and other capital items.

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GENERAL ADMINISTRATION

Policy 1830

Operations

Purchase/Lease of Real Estate

Académie Lafayette is authorized to acquire real estate as provided in Policy 3381. However, Académie Lafayette may not acquire property by eminent domain. Académie Lafayette is also authorized to enter into leases for physical facilities of a school district.

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