



2022 - 2023

Académie Lafayette International High School
201 E. Armour Blvd
Kansas City, MO 64111
www.academielifayette.org
816-800-8771

NON-DISCRIMINATION STATEMENT: Académie Lafayette does not and will not discriminate, or in any way prefer any student over another student based on race, religion, gender, ethnicity, national origin, disability, income level, proficiency in English or athletic ability.

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.

The most up-to-date version of the student handbook can be found on our website.

STAFF CONTACT INFORMATION

Please refer to the subject syllabus for contact information or use the Académie Lafayette website.

2022-2023 Académie Lafayette Calendar

August 2022

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			

- August 3 New Teacher Orientation
- August 10 First Day for All Teachers
- August 10-16 Back to School Improvement Days
- August 15 Meet the Teacher Night 5-7pm (All campuses)
- August 17 First Day for Students
- August 31 Armour Student Success Night 6pm

- February 14 Valentine's Day Parties
- February 15-16 NO SCHOOL - Parent/Teacher Conferences
- February 17 NO SCHOOL - School Improvement Day
- February 20 NO SCHOOL - Presidents' Day

February 2023

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

September 2022

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	

- September 1 Oak & Cherry Student Success Night 6pm
- September 5 NO SCHOOL - Labor Day
- September 12-23 Fall NWEA Testing
- September 26 NO SCHOOL - School Improvement Day

- March 13-17 NO SCHOOL - Spring Break
- March 20 NO SCHOOL - School Improvement Day
- March 21 First Day Back for Students
- March 31 End of Quarter 3

March 2023

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	

October 2022

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					

- October 21 NO SCHOOL - School Improvement Day
- October 21 End of Quarter 1
- October 26 Early Release Day
- October 27-28 NO SCHOOL - Parent/Teacher Conferences
- October 31 Fall Parties

- April 10-21 Spring NWEA Testing
- April 26 NO SCHOOL - School Improvement Day

April 2023

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						

November 2022

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			

- November 18 Generations Day
- November 21-25 Thanksgiving Break

- May 1-17 MAP & EOC Testing
- May 24 End of Quarter 4; Semester 2
- May 25 8th Grade Graduation
- May 26 Last Day for Students
- May 30-31 NO SCHOOL - School Improvement Day

May 2023

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			

December 2022

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

- December 7 Early Release Day
- December 16 Winter Parties
- December 17-31 Winter Break

- June 1-2 NO SCHOOL - School Improvement Day
- June 2 Last Day for Teachers
- June 14 Tentative Summer School Start
- June 14-30 Summer School

June 2023

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	

January 2023

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				

- January 1-2 Winter Break
- January 3 NO SCHOOL - School Improvement Day
- January 4 First Day Back for Students
- January 13 End of Quarter 2; Semester 1
- January 16 NO SCHOOL - Martin Luther King Jr. Day

- July 3-4 NO SCHOOL - 4th of July Break
- July 6-21 Summer School

July 2023

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					

last updated 2/16/2022 by JW

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited 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."

ARRIVAL AND DISMISSAL PROCEDURES

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

- Building opens at 7:30 a.m..Students may begin arriving at this time.
- Students must arrive by 8:00 a.m.
- Classes begin at 8:10 a.m.
- If a student arrives at school after 8:10 a.m., they are tardy, and will need to get a pass from the front office prior to joining class.
- Classes are dismissed at 3:25 p.m.
- Students not participating in an after school activity should be out of the building by 3:45 p.m.

Please call the Armour office by 12 p.m. that day at 816-800-8771 to inform us of a change in dismissal plan. 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 office as quickly as possible if a student will be absent for the day. 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 3rd Language (Spanish, Mandarin)	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, computer science, yearbook, personal finance) Fine Arts (visual arts, choir, band) Health	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 8:00 a.m. to 8:10 a.m.
- Students should not be on any floor before 8:00 a.m. without a pass.
- Students who arrive before 8:00 a.m. must go to the cafeteria.
- Students may not return to their lockers after 3:45 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

Staying in touch with student progress: the Tyler 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. The Tyler portal is accessible from the main page of our website.

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 (itdepartment@academielafayette.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 (7:45 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.

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.

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 if there is a pattern of non-compliance with the uniform policy. 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.
- 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 and sweaters/cardigans/sweatshirts:

- Shirts:
 - Collared shirt, long or short sleeve (polo or button down only).
 - White, maroon, or light blue, no logos, except for the Académie Lafayette logo.
 - Undershirts and turtlenecks, short or long sleeve, should be solid white.
 - Shirts must be tucked in.
- Sweaters/cardigans/sweatshirts:
 - Solid burgundy or navy blue cardigan or fleece jacket, no logos, except for the Académie Lafayette logo.
 - Spirit wear with Académie Lafayette logos are allowed.

Pants, shorts, skirts, and jumpers:

- Pants and shorts:
 - Khaki or navy blue
 - Bermuda length shorts
- Skirts and jumpers
 - The length must hit at mid-thigh or lower
 - AL Lands End plaid skirt
 - Khaki or navy skirt
 - Tights and leggings 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.

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.

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.

Students must participate in P.E. with the appropriate gym clothes 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.

*On casual days, students are allowed to wear different colors but must have athletic clothes (specified above) and shoes to participate.

STUDENT CONDUCT GUIDELINES

The Code of Conduct is designed to establish a safe, positive learning environment through the implementation of restorative practices that allow students to grow as individuals and as members of the school community. A focus on building and repairing relationships, rather than punitive consequences, is prioritized. Through these practices, students are empowered to be accountable, sound decision-makers, and to utilize mindfulness and conflict resolution strategies to better understand themselves and others.

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.

ELECTRONIC DEVICE, PHONE USE, AND MESSAGE POLICY

The use of cell phones or other electronic devices during the school day on school grounds/property (including during recess or dismissal) is not permitted. 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. 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:

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 students develop skills and become responsible, respectful, and educated bilingual citizens.

Advisory Program:

Advisory will take place regularly. This class time provides students with the following opportunities:

- Build relationship with school staff members
- Seek extra help with assignments
- Work on foundational skills
- Engage in enrichment activities to extend classroom learning
- Personal Project goals
- Participate in lessons and activities focused on social-emotional development
- Meet with the school counselor to engage in post-secondary and career planning.

Assessment Completion:

Students are expected to complete all assessments in a timely manner in order to meet course expectations.

Formative assessment is assessment for learning. It occurs during the course of instruction, during a lesson, sequence of lessons, or unit. Its purpose is to give both the student and teacher information about how individual students are progressing towards meeting the unit learning targets or objectives.

Summative assessment is assessment of learning. It takes place within a unit to measure student understanding and application of content knowledge and skills previously practiced during formative assessments. Summative assessments are meant to be a final assessment of learning targets or objectives.

Understanding IB Overall Level of Achievement:

Each MYP course is evaluated using four subject-specific criterion on a 1-8 scale. When figuring your semester grade, scores in each of the criterion are added together and then converted to a final grade (overall level of achievement or OLA) on a 1-7 scale. The highest grade a student can achieve on the final report card in any MYP course is a 7.

Please note that although each subject area has four criteria to evaluate, it is likely that not all four criteria will have been evaluated in the early parts of a semester. However, by the end of the course all four criteria will have been evaluated to determine your final score in each criterion. Below you will find a conversion chart to help you read your score at different periods throughout the year. It will also help you understand how your GPA is figured at the end of the school year.

IB OLA Grade 7pt scale	% Grade conversion	32 Marks All 4 Criteria	%	Letter Grade	24 Marks 3 Criteria	%	16 Marks 2 Criteria	%	8 Marks 1 criterion	%
0	0	Did not submit	50	Incomplete	Did not submit	50	Did not submit	50	Did not submit	50
1	52-62	1	52	Incomplete	1					
		2	55	Incomplete	2	55	1	55		
		3	58	Incomplete					1	58
		4	60	Incomplete	3	60	2	60		
		5	62	Incomplete	4	62				
2	64-70	6	64	D	5	64	3	64		
		7	65	D	6	65			2	65
		8	68	D+	7	68	4	68		
		9	70	C-	8	70				
3	71-76	10	71	C-	9	71	5	71		
		11	72	C						
		12	74	C	10	74	6	74	3	74
		13	75	C	11	75				
		14	76	C			7	70		
4	77-82	15	77	C+	12	77	8	77		
		16	79	C+	13	79	9	79	4	79
		17	81	B-						
		18	82	B-	14	82	10	82		
5	83-87	19	83	B						
		20	84	B	15	84	11	84	5	84
		21	85	B	16	85				
		22	86	B	17	86	12	86		
		23	87	B+						
6	90-95	24	90	A-	18	90	13	90	6	90
		25	91	A-	19	91				
		26	93	A			14	93		
		27	95	A	20	95				
7	96-100	28	96	A					7	96
		29	97	A	21	97	15	97		
		30	98	A	22	98				
		31	99	A	23	99				
		32	100	A	24	100	16	100	8	100

Example End of Year Scores for English Language and Literature

MYP Language and Literature Criteria (0-8 Achievement Levels)	Example Semester Level of Achievement
Criteria A : Analyzing	5/8
Criteria B: Organizing	5/8
Criteria C: Producing Texts	6/8
Criteria D: Using Language	4/8
<i>Criterion Levels Total/32</i>	<i>20/32 = 84% on the 4 criteria scale B</i>

IB Published Language and Literature Overall Level of Achievement Boundaries							
Grade (OLA)	1	2	3	4	5	6	7
Boundaries	1-5	6-9	10-14	15-18	19-23	24-27	28-32

USE OF SIS AND STUDENT AGENDA

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

G.O.A.T.T: Get Our Act Together Time

A GOATT will be assigned to a student who is behind in any one class by not completing assignments on time. GOATT takes place Monday, Tuesday and Thursday from 3:30-5:00pm in an assigned high school classroom. Parents and guardians will be notified immediately following the teacher's GOATT referral. **Students seeking extra help at any time are always welcomed and encouraged to attend tutoring with a teacher when available.*

After school detentions for repeated tardiness, cell phone usage, and misbehavior unrelated to classwork completion will take place Monday, Tuesday and Thursday from 3:30-5:00pm. Students must serve these detentions within 48 hours after the detention is issued. Failure to attend after school detentions will result in in-school suspension.

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 Integrity:

As an IB World School, the IB students in the Middle Years Programme and Diploma Programme (grades 6-12) 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.

According to the International Baccalaureate Organization, "Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical

decision-making and behaviour in the production of legitimate, authentic and honest scholarly work” (“What is Academic Integrity?” *Academic Integrity*, 2019. Therefore, all students and families will review and acknowledge the Académie Lafayette’ “Academic Integrity Policy” for the MYP and DP at the start of each year. All assignments, 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 integrity 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.

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.

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 contact your social worker/counselor. 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 Families/Logistics/Meals on our website.

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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (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

(<https://academielafayette.org/families/required-notifications/>). If you need a copy of any of these policies or statements, please contact the main office.

- Professional Boundaries

- Complaint Procedures
- Parents' Right to Know
- Parent Involvement Plan
- Special Education
- FERPA
- Asbestos Management Plan
- Snack & Party Food Policy
- USDA Nondiscrimination Statement
- F&R Public Release
- Universal Reading Screening

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.

1-to-1 STUDENT/PARENT GUIDELINES

Care:

- Your laptop should be kept on top of or inside your desk.
- Close your laptop when walking with it.
- Charge it every night so it is at least 90% charged upon arrival.
- No food or liquids near your laptop (including water bottles).

Usage:

- Your laptop must be closed during transitions between classes.
- Always wait for the teacher's instruction to open it.
- No off-task behavior: music, videos, games, personal emails, texting, instant messaging, etc.
- Translation apps and software should not be used to complete any classwork inside or outside of the classroom.
- Brightness needs to be at 100%.
- School laptops are the property of AL:
 - They should only be used as an educational tool both at school and at home.
 - Your usage is tracked 24/7 and your online history can be pulled at any time.

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, instant messaging, internet surfing, Chromebook games without permission (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior), side-talking
Laptop not charged	No notebook, textbook / missing supplies
Cutting and pasting without citing sources or using an online translator to translate whole paragraphs.	Plagiarism and/or cheating.
Cyberbullying	Bullying
Damaging, defacing, or endangering Chromebook or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Accessing inappropriate images, videos games, or files dangerous to the integrity of the network	Bringing or inappropriate content to school in print form
Using someone else’s login.	Breaking into or using someone else’s locker.
Using translation software or apps to complete school work	Copying someone else’s work and calling it your own