

This handbook belongs to: \_\_\_\_\_



**Académie Lafayette**

EST. 1999

## **Student Handbook**

**2023 - 2024**

Armour Campus

201 E. Armour Blvd

Kansas City, MO 64111

[www.academielifayette.org](http://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.

**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.

### **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!

### **ARRIVAL**

- 7:15 a.m. Doors open.
- 7:45 a.m. Classes begin.

#### **Arrival time:**

Please plan to be at school by 7:40 a.m. Classroom instruction starts at 7:45 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 7:45 a.m.** 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.

If a student arrive at school after 7:45 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 can be issued as a consequence for chronic tardiness.

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

### **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."

### **ATTENDANCE AND 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 have your parents and caregivers notify the homeroom teacher as quickly as possible if you will be absent for the day. A directory of teachers' names and contact forms are located on our website. Please call the office (816-800-8771) if there is no access to email.

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

*After 17 unexcused absences in a school year, a student may be retained in the same grade.*

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

- **Excused absences** include: personal illness (at the school's discretion, a physician's note justifying the student's absence for the entire day will be required), serious illness or death of a family member or close relative, obligatory religious observance of the student's own faith (students will not be penalized for these absences), participation in a school-sponsored activity, emergency situation requiring immediate action, or an absence which has been requested and approved in writing in advance.
- **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.

### NURSE

- Students are not allowed to keep medication with them during the school day.
- All medications must be given by the nurse or a designated staff member unless the student has a permission form signed by their primary care provider and parent giving them to self carry and self administer.
- If students become sick, hurt, or injured at school, they will be assessed by the nurse or staff member if the nurse is not available.
- In order to use the elevator, students must bring a doctor's note specifying the need for the elevator and the end date of the accommodation. The nurse will then issue an elevator pass. Students riding the elevator without a nurse-issued will face disciplinary action.
- Students must participate in P.E. 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.

### LEAVING EARLY

Should a student need to leave school early, parents should send a **signed, written note or email** in advance. Students should show this notice to the homeroom teacher in the morning and give it to the teachers whose classes they will need to leave (before class begins). *The parent/guardian must come to the office to request the student's release.*

**Please note that students may not text or call from their cellphone or school phone without prior permission by the social worker or school nurse. Failure to do so may result in disciplinary action.**

### DISMISSAL

- 3:07 p.m. Classes are dismissed.
- 3:07-3:15 p.m. Supervised locker time.
- 3:15 p.m. Bus riders escorted to buses.
- 3:20 p.m. Buses dismissed. Students who walk home, or attend after-school clubs and activities are also dismissed. Car riders will stay in the classroom until their number is called.
- 3:30 p.m. Remaining students report to the office or leave campus. Parent supervision is required for students who remain on school grounds after 3:30 p.m.

## **DRESS CODE & ETIQUETTE**

### **Uniform Policy:**

At AL, our students wear school uniforms. Uniforms ensure students 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 when excessive uniform violations have happened. 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. We ask for family assistance to make sure all students are in compliance.
- 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).

Solid red, white or navy blue, no logos, except for Académie Lafayette logo.

Polo or button down shirts only.

Undershirts, short or long sleeves should be red, white or navy blue.

Shirts must be tucked in.

#### **Pants and Shorts:** (the length must hit at mid-thigh or lower)

- Khaki (beige)
- Bermuda length only

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

- AL French Toast plaid skirts or jumper
- Khaki (beige) skirts or jumper
- Tights and leggings must be solid red, 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/turtlenecks:**

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

**Jewelry, scarves and headwear**

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

**Hair and Makeup**

- If worn, make-up should be minimal.

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

- No bare midriffs, tank tops or halter type shirts or dresses allowed.
- Shorts and skirts must not be shorter than mid-thigh.
- Saggy pants and shorts are not allowed.
- Leggings and tights 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 gym clothes on non-gym day
- No flip flops or open toe or backless shoes, no crocs
- Hoods must remain off heads when indoors.
- No bare midriffs, tank tops, or halter type shirts or dresses allowed.
- No sagging (below the hip line) pants and shorts.

**Middle 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).
- Plain red or white t-shirt, or Académie Lafayette spiritwear shirt in any color.
- Navy blue sport shorts (minimal logos/stripes).
- Shorts **must** be LONGER than mid-thigh.
- Navy blue sweat top (for colder weather), or Académie Lafayette spiritwear hoodies/sweaters in any color.
- Navy blue athletic pants such as sweat pants or AL spiritwear pants (minimal logos/stripes).

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 dress accordingly.

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

Students participating in after-school sports may wear their school-issued sports shirts for gym class. Sports uniforms may only be worn on games/meet days, with permission from the coach.

### **PERSONAL ELECTRONIC DEVICE, PHONE USE AND MESSAGE POLICY**

**Students cannot use cell phones, earbuds, headphones, or other electronic devices during the school day on school grounds/property** (including during recess, arrival, and dismissal) unless allowed by a teacher as part of instruction. Personal phones/electronic devices are to be kept out of sight **in locked 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. Students will be allowed to use school phones for emergencies and with prior permission from his/her teacher and/or office staff. ***Students using phones without permission during the day will receive a Saturday School mark or further consequences.*** The device(s) in violation will be brought down to the front desk to be locked up until a caregiver can come pick it up.

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

### **TECHNOLOGY USE RULES OVERVIEW**

#### **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 AI 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.

<b>Tech-related Behavior Violations</b>	<b>Equivalent “traditional” Classroom Violations</b>
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 or school-issued laptop	Breaking into or using some else’s locker
Using translation software or apps to complete school work, including AI	Copying someone else’s work and calling it your own

### **ONLINE STUDENT INFORMATION SYSTEM**

Middle school students use ManageBac to track their assignments, grades, etc. For help, contact Mme Katy Wilson, IB Coordinator, [kwilson@academielafayette.org](mailto:kwilson@academielafayette.org).

### **MIDDLE SCHOOL ACADEMIC EXPECTATIONS**

We have high expectations for our students 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. 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. Please refer to the Homework Guidelines below for more information.

## ASSIGNMENT GUIDELINES

### **Purpose of homework:**

- Practice skills learned at school
- Help build responsibility and self-discipline
- Provide students the opportunity to learn about new concepts before being introduced in class
- Provide opportunity for enrichment and reflection
- Use independent research to learn more about a new concept
- Prepare middle school students to adjust to high schools' expectations

### **Suggested Time Frames For Student Review:**

- 6<sup>th</sup> Grade = 60 minutes of homework per night
- 7<sup>th</sup> Grade = 70 minutes of homework per night
- 8<sup>th</sup> Grade = 80 minutes of homework per night

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

- Warnings
- Working recess
- 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.

## WORKING RECESS

Students can be asked to make up assignments or catch up on tests and quizzes during recess. Working recess allows students to make up missed work and get extra support from teachers during the school day. Part of recess can also be used for counseling students.

## GRADES

Each IB MYP course is evaluated using four subject-specific criteria on a 1-8 scale. Once all four criteria have been assessed, ManageBac will generate a final score (overall level of achievement or OLA) on a 1-7 scale. **The highest score a student can achieve on the final report card in any MYP course is a 7.** Please refer to the IB Assessment Policy on the Académie Lafayette website for more information.

For further guidance on this, please reach out to individual teachers or our IB Coordinator, Mme Katy Wilson at [kwilson@academielafayette.org](mailto:kwilson@academielafayette.org).

## **SATURDAY SCHOOL**

Students will receive a write-up following an observed behavior violation that occurs within the classroom or within the school (hallways, recess, etc.). The teacher will let the student know of this consequence and parents will be notified by Alix Lasker via email (alasker@academielifayette.org). Students with three marks will be assigned a date to serve their Saturday School. 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.

### **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.
- Can be issued as a consequence for chronic unexcused tardiness.
- Serves as an opportunity for students to catch up on their missing homework or projects.
- Contributes to student personal growth and soft skill development.
- Allows students to reflect on their behaviors as it aligns with the IB Learner Profile.

### **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.

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

### **AL Middle School Behavior Protocol**

- Verbal warning explicitly stating the behavior to be address.
- Go to the classroom safe seat.
- If behavior continues, student receives a mark.

\*\* Student will have a chance to calm down in a buddy room for 10 minutes max.

- If behavior still continues, student receives a 2nd mark.
- If behavior continues after return to class, give a 3rd mark.
- At mark #3, student will fill out a reflection form.

## **ACADEMIC INTEGRITY**

Academic integrity is the standard for all IB students. At the beginning of every school year, each student and parent/caregiver is asked to review and sign the Academic Integrity Policy. You can access a copy on the AL website. Violations of the Academic Integrity Policy will result in disciplinary action.

## **HALL PASSES**

Students are required to use the hall pass system and sign out/in using the class log when leaving the classroom. This includes visits to the nurse, counselor, copy room, and front office. Students cannot visit these places without permission. This tracking process is one part of our safe schools program. Students out of class without permission will

be sent back to class. Failure to comply will result in a Saturday School write-up for truancy.

### 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 can 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 permission.
- The student has permission 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 permission.
  
- **Please note:**
- The first locker time is from 7:45 a.m. to 7:55 a.m.
- Middle school students should not be on any floor before 7:45 a.m. without permission.
- The last locker time of the day will be from 3:25 p.m. to 3:30 p.m.
- Middle school students **cannot** return to their lockers after 3:45 p.m. unless accompanied by a parent or guardian.

### LOCKERS AND LOCKER TIME

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

Students need to keep in mind that locker time is not social time and 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.

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

### TEXTBOOKS/LIBRARY BOOKS/SUPPLIES

If a textbook or library book is lost or damaged, students/parents will be assessed a fine or charged the replacement cost of the book. When students are given supplies that are intended to be returned, they are responsible for those supplies and will be charged a replacement fine if supplies are lost or damaged.

**8<sup>th</sup> grade students must turn in all textbooks and pay outstanding balances before graduation. Students will not be allowed to participate in the graduation ceremony unless all requirements are met.**

### COMMUNICATION

All middle 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.

### **SOCIAL MEDIA**

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.

### **MEALS**

Académie Lafayette offers both breakfast and lunch at all campuses every day. Students and parents are not allowed to use delivery services to bring them food at school. Students should plan on bringing their own food if they do not plan on eating the school-provided meals.

### **BEHAVIOR EXPECTATIONS**

To be successful, students are expected to follow these guidelines at all times:

- Students will respect themselves and others.
- Students will respect the property of others, as well as school property.
- Students will arrive on time, in the proper uniform, sit down quickly and quietly, take out the proper materials and be ready to learn.
- Students will follow classroom rules and procedures.
- Students will speak only in French in classes (with the exception of English and World Language classes) and remain quiet in the hallway.

### **INTRODUCTION TO THE CODE OF CONDUCT**

The Code of Conduct is designed to encourage students to accept responsibility for their actions, teach students to respect the rights of others, facilitate learning and promote the orderly operation of Académie Lafayette. 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. An updated copy is available on the AL website.

### **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.

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.**

## ALIHS & MS Bullying Pyramid

Tier 2 Behavior

Definition of bullying:

- Intentional
- Repeated
- Imbalance of power

