

This handbook belongs to: _____

*If printed, this handbook is subject to change. Changes will be updated on the digital version of this handbook, available on the AL Website.



Académie Lafayette

EST. 1999

Student Handbook

2025 - 2026

Armour Campus

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.

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

We encourage students and families to directly contact staff members using their email listed below. Please refer to the course syllabus for the most up to date contact information or use the Académie Lafayette website.

TBC ADAM HAS A NEWLY FORMATTED COPY

ARRIVAL

- 7:45 a.m. Doors open.
- 8:30 a.m. Classes begin.

Arrival time. Please plan to be at school by 8:20 a.m. Classroom instruction starts at 8:30 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. Students arriving on campus may not leave campus once they have arrived, without being signed out by a parent or guardian.

Classes start at 8:30 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 education, time, and punctuality.

If a student arrives at school after 8:30 a.m., they are considered tardy and will need to stop by the front desk to get a pass prior to joining the class. Saturday School write-ups may be issued as a consequence for chronic tardiness.

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

SCHOOL PRIDE and CUSTODIANSHIP

Each student is encouraged to take pride in our school by respecting posters, bulletin boards, displays and signs placed throughout the building. Students should take responsibility for messes that they may make and support custodial staff by keeping desks neat and clean at all times. When wearing uniforms, students are representing our school. Please be on your best behavior. Merci!

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." An American flag will be present in each classroom.

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. Parents, please notify the front desk as quickly as possible if your student will be absent for the day. Be ready to provide any necessary documentation. The Armour front desk may refer you to the nurse for further information. If excessive absences occur, your parents will be notified and a conference will be scheduled with the counselor or social worker. There are state and local ordinances, as well as school guidelines, that they refer to regarding attendance concerns.

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 may 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 make-up 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.
- Additional permissions or accommodations relating to students' medical needs must be requested with a Dr. 's letter stating the need for such permissions or accommodations.

LEAVING EARLY

Should a student need to leave school early, parents should send a **signed, written note or email** in advance. Students or parents/guardians should contact the front desk by phone or email with this information. The parent/guardian must come to the office to request the student's release rather than expecting the student to be released straight to their car. ***Please note that students may not text or call from their cell phone or school phone without prior permission by the administration, social worker, or school nurse. Failure to do so may result in disciplinary action.***

DISMISSAL

- 4:00 p.m. Classes are dismissed.
- 4:00-4:02 p.m. Students pack up from lockers and then return to homerooms.
- 4:03 p.m. From homerooms, bus riders are escorted to buses.
- 4:05 p.m. Buses are allowed to depart. Students who walk home (with permission to walk on file) are also dismissed. Car riders will stay in the classroom until their number is called. Students attending after-school activities will stay in the classroom until 4:15 p.m..
- 4:15 p.m. Remaining students report to the office or leave campus. Parent supervision is required for students who remain on school grounds after 4:15 p.m. without a staff.

DRESS CODE & ETIQUETTE

Uniform Policy:

At ALIHS, 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, clothes shall be sufficient to conceal undergarments and private parts during any and all daily activities and the length of shorts and skirts must hit at mid-thigh or lower. All garments must fit and be worn at the waist. We ask that all families make sure their students leave home in compliance with the dress code.

Consequences:

- **Any staff member** can and must refer a student for uniform violations. After the third uniform violation, students will assigned a Saturday School.
- Starting at the second violation, parents may 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.
- 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 are actively seeking donations for our uniform closet.*

Uniform Rules

Shirts:

- Collared shirt, long or short sleeve (polo or button down).
- Solid red, white or navy blue, no logos, except for the 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

- Shirts, sweatshirts with logos that are not Académie Lafayette logos.
- Gym clothes on non-gym day
- Flip flops, open toe, backless shoes, or crocs
- Wearing hoods or hats indoors

- Bare midriffs, tank tops, or halter type shirts or dresses
- Sagging (below the hip line) pants and shorts.
- Leggings without shorts or skirts covering them.

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 spirit wear 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 spirit wear 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 game/meet days, with permission from administration. Sports coaches must receive approval.

PERSONAL ELECTRONIC DEVICE, PHONE USE AND MESSAGE POLICY

Students cannot use cell phones, smart watches, 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. 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.

Students using phones without permission during the day will receive a Saturday School mark. 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.

TECHNOLOGY USE RULES OVERVIEW

Care:

- Student laptops must be kept inside their bag when not in use.
- 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:

- Laptops must be put away during transitions between classes.
- Students must have staff permission to take out and use their laptop.
- 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.

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; creating inappropriate non-school related documents	Inappropriate language, harassment
Accessing inappropriate images, videos games, or files dangerous to the integrity of the network Sharing inappropriate images etc with other students.	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

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.

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 Assignment 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
- Planning out a longer assignment and then executing multiple steps according to a timeline on your agenda
- Use independent research to learn more about a new concept
- Prepare middle school students to adjust to high schools' expectations
- To teach students the value of staying focused during classwork time

Suggested Time Frames For Student Review:

- 6th Grade = 60 minutes of homework per night
- 7th Grade = 70 minutes of homework per night
- 8th 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
- Reflection recess is assigned
- Saturday School write-up (2 or more missing assignments)
- 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.

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@academielifayette.org.

ONLINE STUDENT INFORMATION SYSTEM

Middle school students use ManageBac to track their assignments, grades, etc. For help, contact Mme Katy Wilson, IB Coordinator, kwilson@academielifayette.org.

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.

MYP Scores and OLA Conversion Chart

Criterion Achievement Levels

0 No Evidence	1-2 Limited	3-4 Basic	5-6 Proficient	7-8 Advanced
Does not meet standard described / no evidence of meeting standard	Currently below expectations	Meeting at least some expectations	Meeting and sometimes exceeding expectations	Exceeding expectations

Example class

MYP Language and Literature Criteria	Semester Achievement Levels
Criteria A : Analyzing	5/8
Criteria B: Organizing	5/8
Criteria C: Producing Texts	6/8
Criteria D: Using Language	4/8
Sum of scores in all 4 criteria	20/32

Once criterion scores are determined for each of the four criteria, the gradebook automatically calculates the student's Overall Level of Achievement (OLA) score using this scale:

OLA	1	2	3	4	5	6	7
Sum of criteria	1-5	6-9	10-14	15-18	19-23	24-27	28-32

These descriptions distinguish differences between the levels of achievement.

Sum of all 4 criteria	OLA score	Overall Level of Achievement (OLA) Descriptions
28-32	7	Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations .
24-27	6	Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication . Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.
19-23	5	Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication . Uses knowledge and skills in familiar classroom and real-world situations, and, with support, some unfamiliar real-world situations.
15-18	4	Produces good quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps . Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations .
10-14	3	Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps . Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.
6-9	2	Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.
1-5	1	Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and skills. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills.



Semester Scores and Letter Grade Conversion

This conversion chart shows how Académie Lafayette determines letter grades when figuring GPAs on a 4.0 scale for the MYP. GPA is available on a transcript.

IB OLA Grade	1	2	3	4	5	6	7
Letter Grade Equivalent	F	D	C	B-	B+	A-	A



Semester Scores and Letter Grade Conversion

Diploma Programme semester grades are determined by the student's achievement towards DP assessment criteria that are subject specific. The Overall Level of Achievement (OLA) uses the 7 point scale, like in the MYP.

The chart below describes the traditional letter grade conversion that is used at ALIHS when determining GPA and processing transcripts.

IB OLA Grade	1	2	3	4	5	6	7
Letter Grade Equivalent	F	D	C	B	A-	A	A

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.
- When moving around the building, students will use hall passes and will only go where they have explicit permission at that time to go, as will be written on their hall pass.
- Students will speak only in French in classes (with the exception of English and World Language classes) and remain quiet in the hallway.
- Students will refrain from selling items to each other and staff, as well as any type of gambling.

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 truantries 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 8:15 a.m. to 8:30 a.m.
- Middle school students should not be on any floor before 8:15 a.m. without permission.
- The last locker time of the day will be from 3:59 p.m. to 4:01 p.m.
- Middle school students **cannot** return to their lockers after 4:15 p.m. unless accompanied by a parent or guardian.

DISCIPLINE PROCEDURES & PHILOSOPHY

Our discipline policies and philosophy are 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.

AL Middle School Behavior Protocol

- Verbal warning explicitly stating the behavior to be addressed.
- Go to the classroom safe seat.
- If behavior continues, student receives a reflection recess or a mark, depending on the behavior.
** Student may 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 in the same period, student can be dismissed from the classroom, and will fill out a reflection form with an administrator or counselor/social worker while sitting out of class for the rest of the period.

1 Mark (No redirection needed)	Automatic Saturday School (Use SIS)	Entry in SIS ISS or OSS after evaluation	Entry in SIS OSS or Expulsion after evaluation
<ul style="list-style-type: none"> ➤ Outstanding Assignment or missing assignment(s) at least two classes ➤ Profanity used in casual conversation not directed at someone ➤ Public Displays of Affection (PDA) ➤ Minor truancy roaming around the building less than 10 minutes; unauthorized elevator use ➤ Rough Play behavior that imitates fighting but is deemed playful ➤ Lying or intentional false statement ➤ Uniform violation / Hood Up ➤ Disrespect: lack of respect or courtesy toward others ➤ Minor disruptive behavior or language (where student's actions do not allow for teacher redirection) ➤ Tardy with no pass less than 5 minutes ➤ Noncompliance with Staff Direction 	<ul style="list-style-type: none"> ➤ Misuse of technology (cyberbullying, inappropriate content, other unauthorized usage.) ➤ Academic Dishonesty: AI, plagiarism ➤ Truancy: being more than 10 minutes late or skipping ➤ AO: Major Disruptive Behavior Behavior that continuously stops the class from learning, actions that lead to escalation or an unsafe learning environment. ➤ AO:Defiance: Repeated deliberate refusal to comply with reasonable requests from an adult; challenging adult authority; actions that lead to escalation and/or an unsafe learning environment. ➤ AO: Disrespect: Continued lack of respect or courtesy toward others including derogatory language and gestures. ➤ AO: Profanity against staff member or other student ➤ AO: Rough Play to such an extreme degree that it causes injury. ➤ AO: More than 3 uniform marks accumulated ➤ High School: detention makeup 	<ul style="list-style-type: none"> ➤ Harassment ➤ Derogatory remarks in regards to (but not limited to): <ul style="list-style-type: none"> • <i>Physical appearance</i> • <i>Gender/Race</i> • <i>Socio-economics</i> • <i>Sexual Orientation</i> • <i>Culture / Ethnicity</i> • <i>Religion</i> ➤ Vandalism or Destruction of School Property ➤ Bullying (Defined as repeated, ongoing behavior or interaction) ➤ Physical fighting ➤ Major Truancy (leaving school premises without authorization) ➤ Stealing or hiding a person's belongings ➤ Refusal to serve Saturday School (Automatic OSS) 	<ul style="list-style-type: none"> ➤ Repeated ISS (2+) ➤ Arson ➤ Possession, distribution or use of drug or alcohol on school grounds ➤ Possession or use of weapons (real or fake) ➤ Threats to harm a student or staff member ➤ Sexual misconduct ➤ Gross misconduct ➤ Gambling ➤ Assault
6th grade: 5 marks in 30 days = Sat. Sch 7th grade: 4 marks in 30 days = Sat. Sch 8th grade: 3 marks in 30 days = Sat. Sch ALIHS: 3 assignment marks = after-school detention. 3 behavior marks = Sat. Sch	After 3 Saturday schools have been served, an ISS will be assigned instead of a 4th Saturday School.	ISS or OSS are considered after evaluation of the facts, and the student's work to make repairs.	OSS and Expulsion are considered after evaluation of the facts, and the student's work to make repairs.

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 an administrator by email. 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.

Saturday School Expectations:

- Get to school by 9 a.m. and be picked up promptly at noon.
- 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.*

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



LOCKERS AND LOCKER TIME

A signed [agreement 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 whisper (voice level 1).

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. This is to keep students and staff**

safe, both in the classroom and around the building from trip hazards and other unsafe situations. Students, therefore, will be taught and guided through the correct materials to pack in a smaller shoulder bag during each section of the school day.

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.

8th grade students must turn in all textbooks and pay outstanding balances before they can attend any end of year celebrations. Students will not be allowed to participate in the 8th grade completion 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.

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.

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov .

This institution is an equal opportunity provider.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Lena Houfaidi, lehoufaidi@academielafayette.org, 816-800-8771

The Section 504 Coordinator's name and contact information: Patty Smith, psmith@academielafayette.org, 816-800-8771

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be disclosed to appropriate staff members with a need to know.

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.

- Asbestos Management Plan
- Bullying Board Policy
- District Report Card
- ESSA Complaint Procedures
- FERPA
- Know Your Rights: Students with Disabilities
- Parents' Right to Know
- Professional Boundaries
- Public Release & USDA Non Discrimination Statement
- Restraint and Seclusion Policy
- Snack & Party Food Policy
- Special Education
- Title IX – Prohibition Against Harassment, Discrimination and Retaliation
- Universal Reading Screening