



2025 - 2026

Académie Lafayette International High School
201 E. Armour Blvd
Kansas City, MO 64111
www.academielafayette.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.

Académie Lafayette District Mission Statement

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.

Code of Conduct Purpose

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. An updated copy is available on the AL website.

ARRIVAL AND DISMISSAL PROCEDURES

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

- The building opens at 7:45 a.m. Students may begin arriving at this time and should report to the cafeteria.
- Students must arrive by 8:30 a.m.
- If a student arrives at school after 8:30 a.m., they are tardy, and will need to get a pass from the front office prior to joining class. Students will receive a detention mark from the front office staff for late arrival to school. Three detention marks will result in an after school detention.
- Classes are dismissed at 4:00 p.m.
- Students not participating in an after-school activity should be out of the building by 4:15 p.m.

ABSENCES

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

Please notify the office when your student will be absent for the day at (816-800-8771) and follow up with an email to the teachers.

Absences fall into two categories: Excused and Unexcused

- Excused absences include: personal illness with a note from a physician, 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. Eleventh and twelfth grade students can have excused absences for up to two college visits per semester.

They will need to provide a note from the college's admissions office. All other absences are unexcused.

- A student shall be allowed a maximum of ten (10) unexcused absences from any class during a semester. Students who accumulate in excess of ten (10) days in any class are subject to loss of credit for that class. (Days of student suspension are not counted as days absent for purposes of this policy.) To avoid further learning loss, possible retention, or other issues- expect an invitation from the school counselor/social work and administrative team for a meeting to discuss the reasons for the absences and possible solutions with you and your child.
- If a student needs to leave early, they must be checked out of school by their parent. If a student drives to school or has a signed permission to walk form on file, a parent may call the front office to check them out. Otherwise, the parent must come into the building to pick them up at the front office. All students must be checked out by a parent regardless of a student's age.

TARDIES & TRUANCY

Tardy: A learner is tardy if they are not present in the classroom at the start of a class period. As with late arrivals, students who are tardy to individual class periods without a pass from a school staff member will be assigned a detention mark. Three detention marks will result in an after school detention.

Truancy: (Chronic Absence) Significant time away from school negatively impacts the academic success of our learners. Chronic absence results in significant time away from the school learning environment. School administration or appointed designee will also assess if the chronic absence is the result of a familial circumstance and refer such instances for intervention through

support services. Note: Chronic absence can be considered truant under state statutes and city ordinances and may result in a referral for a truancy citation or hotline report to Children's Protective Services.

Minor Truancy:

- The student has a pass to go to a certain place, but does not report there.
- The student leaves class or an assigned area without permission.
- A student is excessively tardy to class.

Major Truancy:

- 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. This is considered skipping a class or school activity.

Please note:

- Students should not be on any high school floor before 8:15 a.m.
- Students who arrive before 8:15 a.m. must go to the cafeteria.
- Students may not return to their lockers after 4:15 p.m. unless accompanied by a parent or guardian.

Detentions

Students will receive detention marks for tardiness, cell phone or electronic personal device usage, and other misbehaviors. Three detention marks result in a detention. Detentions are assigned on specified days from 4:15 to 5:15 pm. Failure to attend after school detentions will result in an automatic Saturday School.

COMMUNICATION & THE ONLINE STUDENT INFORMATION SYSTEM

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

HALL PASS & LOCKER USE

Hall Pass: Students are required to use the hall pass system and sign out/in using the class log when leaving the classroom. Students must have permission to visit the nurse, counselor and front office. This tracking process is one part of our safe schools program. Failure to comply will result in a write-up for truancy.

Locker: Students must have a lock for their lockers. This is for the protection of their belongings. Lockers must be kept locked at all times. Teachers, staff, and administrators may inspect lockers at any time, and take away locker privilege.

HEALTH INFORMATION

- All medications should remain with the school nurse to be administered as needed 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.

DRESS CODE

Uniform Policy:

At AL, our students wear school uniforms. 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.

Uniform:

Shirts and sweaters/cardigans/sweatshirts:

- Shirts:
 - Collared shirt, long or short sleeve (polo or button down only).
 - Solid white, maroon, or light blue, ONLY Académie Lafayette logo.
 - Undershirts and turtlenecks, short or long sleeves, 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.
 - On Fridays, spirit wear with Académie Lafayette logos are allowed.

Pants, shorts, skirts, and jumpers:

- Pants and shorts:
 - Khaki, black, or navy blue
 - The length must hit at mid-thigh or lower
 - No saggy pants and shorts
- Skirts
 - The length must hit at mid-thigh or lower
 - ALIHS assigned plaid
 - 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.
- No Crocs.

Athlete Uniforms on Game Days: ALIHS athletes are allowed to wear their team uniform on game days.

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

- 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.

Consequences:

- Students out of uniform will receive a mark which automatically notifies the parent.
- If there is a pattern of non-compliance with the uniform policy, parents will be notified.
- If it is found that the family needs uniform assistance, school support will be provided at that time, and it will not be recorded as a uniform violation.

Physical Education Dress Code:

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.

Athletes on game days may wear their appointed uniforms if permitted by their coach. Uniforms should still comply with the required uniform length.

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, a pattern of behavior repeated over time, and 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.

If a student reports behavior that falls into the above definition of bullying, please inform a teacher so that immediate interventions can occur based on the Behavior Continuum.

ELECTRONIC DEVICE, PHONE USE, AND MESSAGE POLICY

Any violation of the expectations, requirements, and/or learner responsibilities outlined in the district's Technology Acceptable Use Policy If utilizing social media in an unacceptable manner such as: invading the privacy of individuals, publishing or displaying any defamatory, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately and using the district network and devices for illegal, harassing, vandalizing, inappropriate or

obscene activities. Possessing, exhibiting, or distributing material, which offends a person's common decency and morals. Note: Additional interventions may be imposed by administration for violation of this policy.

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.

1-to-1 TECH STUDENT/PARENT GUIDELINES

LAPTOPS:

Care: Come to school with a charged laptop each day, with your charger, and comply with the laptop policy.

Usage:

- ❖ Always wait for the teacher's instruction to open it.
- ❖ No off-task behavior: music, videos, games, personal emails, texting, instant messaging, etc.
- ❖ May not be used to record without the teacher's express permission.

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.

Other Tech-related Violations

Plagiarism/Cheating: Cutting and pasting without citing sources or using an online translator to translate whole paragraphs.

Cyberbullying

Damaging, defacing, or endangering Chromebook or accessories

Accessing inappropriate images, videos games, or files dangerous to the integrity of the network

Using someone else's login.

Personal Electronic Devices (PEDs)

- The use of cell phones or other personal electronic devices, including smart watches, wireless headphones, or airpods during classes, in the hallways, and restrooms is prohibited.
- Personal electronic devices are to be kept powered off and out of sight and in lockers during school hours unless it is for an approved use.
- "School hours" are defined as the period from the start of the first instructional block through the conclusion of the last instructional period, including passing periods, lunch, and recess.
- Do not record or post images or videos made on school grounds during school hours.
- The school is not responsible for lost/stolen phones or electronic devices.
- Students are not to video or photograph anything on school property at any time on any device.
 - 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.
- **Emergencies:** Students will be allowed to use school phones in the front office for emergencies and with permission from his/her teacher and/or office staff in the front office.
 - If you need to contact your student, the office will

give messages to students during the school day.

- *Students are not permitted to use the classroom teacher's phone to contact parents.*

Consequences for Policy Violations

Students who violate this policy may face progressive disciplinary action, including but not limited to:

a. Confiscation & Parent Contact	d. In-school suspension
b. Student / Parent / staff conference	e. 1-180 days out-of-school suspension
c. Saturday School / Detention	f. Expulsion

The severity and frequency of violations will be taken into account when determining appropriate disciplinary measures. Egregious violations, such as using PEDs for cheating, harassment, or illegal activities, may result in immediate suspension or expulsion, as per the district's Code of Conduct.

ACADEMICS

IB Middle Years Program Grades 9 and 10

Formative assessment Formative assessments are for learning. They guide teacher instruction and give students feedback on their learning progress. As units of study unfold, teachers use formative assessments to monitor student learning along the way and adjust instruction where necessary to meet the needs of the students. Formative assessments are not calculated into the course grades communicated on progress reports and report cards (unless a student is missing summative assessments and the teacher must refer to formative work instead).

Formative assessments feedback may be communicated using the MYP criterion 8-point scale, a teacher-created system unrelated to the MYP criterion 8-point scale, and/or teacher comments.

Summative assessments are summaries of learning. They are assigned to students at key points within a unit so students can demonstrate the knowledge and skills they learned. Teachers provide students with a MYP task-specific rubric with every summative assessment they assign so that students understand how they will be assessed on that specific assessment.

IB Diploma Courses Years 11 and 12

All courses are created using the backward design model. Each subject develops an assessment plan similar to the MYP that develops formative assessments that lead to summative assessments. However, each DP course instructor weighs the formative and summative assessments to prepare students for their IB DP examinations, which may lead to college credit. Instructors will communicate their specific syllabi requirements to students and families.

Opportunities to Learn More:

If you would like more information about the specifics of the IB Policies and coursework, please attend the student success night in the Fall, attend IB Coordinator Informational Meetings, and consult with your child's instructor.

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
<i>Sum of scores in all 4 criteria</i>		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

Changing Classes:

If a student wants to change classes, a meeting must take place with the counselor, parent and teacher within the first two weeks of the beginning of the semester. 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 Program and Diploma Program (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.
- Use of translating software: Using applications that translate one language to another without translation input from the student.

- Artificial intelligence (AI) tools: software applications that use artificial intelligence, machine learning (ML), or natural language processing (NLP), to automate tasks, analyze data, recognize patterns, and generate human-like content.

Disciplinary Action for Academic Dishonesty:

Students documented with violations of plagiarism, collusion, plagiarism, cheating and/or copying the work of another student, using translation or artificial intelligence software without teacher permission are at risk of earning a “0” for the assignment in the grade book, and receiving suspensions and loss of course credit for repeated behavior of academic dishonesty.

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.

College & Career Readiness:

Students meet with their advisor and the College and Career Coordinator to create and modify their Individual Career & Academic Plan (ICAP) each year. During this process, students explore college and career options, with special emphasis on careers in high demand in the state of Missouri.

- Aerospace Engineering and Operations Technicians
- Agricultural and Food Science Technicians
- Aircraft Mechanics and Service Technicians
- Architectural and Civil Drafters
- Audio and Video Equipment Technicians
- Automotive Body and Related Repairers
- Automotive Service Technicians and Mechanics
- Billing and Posting Clerks
- Brickmasons and Blockmasons

- Bus and Truck Mechanics and Diesel Engine Specialists
- Cabinetmakers and Bench Carpenters
- Calibration and Engineering Technologists and Technicians, Except Drafters, All Other
- Cardiovascular Technologists and Technicians
- Cargo and Freight Agents
- Carpenters
- Chefs and Head Cooks
- Chemical Technicians
- Childcare Workers
- Civil Engineering Technicians
- Claims Adjusters, Examiners, and Investigators
- Coating, Painting, and Spraying Machine Setters, Operators, and Tenders
- Commercial Pilots
- Community Health Workers
- Computer Network Support Specialists
- Computer Numerically Controlled Tool Operators
- Computer Numerically Controlled Tool Programmers
- Computer Systems Analysts
- Computer User Support Specialists
- Construction and Building Inspectors
- Construction Laborers
- Cooks, Fast Food
- Cooks, Short Order
- Customer Service Representatives
- Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
- Dental Assistants
- Dental Hygienists
- Dental Laboratory Technicians
- Detectives and Criminal Investigators
- Diagnostic Medical Sonographers
- Dispatchers, Except Police, Fire, and Ambulance
- Electrical and Electronics Engineering Technicians
- Electrical Power-Line Installers and Repairers
- Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers
- Electricians
- Electro-Mechanical Technicians
- Elevator Installers and Repairers
- Emergency Medical Technicians and Paramedics
- Excavating and Loading Machine and Dragline Operators, Surface Mining
- Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders
- Farm Equipment Mechanics and Service Technicians
- Farmers, Ranchers, and Other Agricultural Managers
- Firefighters
- First-Line Supervisors of Construction Trades and Extraction Workers
- First-Line Supervisors of Fire Fighting and Prevention Workers

- First-Line Supervisors of Food Preparation and Serving Workers
- First-Line Supervisors of Housekeeping and Janitorial Workers
- First-Line Supervisors of Mechanics, Installers, and Repairers
- First-Line Supervisors of Non-Retail Sales Workers
- First-Line Supervisors of Office and Administrative Support Workers
- First-Line Supervisors of Police and Detectives
- First-Line Supervisors of Production and Operating Workers
- First-Line Supervisors of Retail Sales Workers
- First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling
- Fitness Trainers and Aerobics Instructors
- Food Service Managers
- Glaziers
- Hairdressers, Hairstylists, and Cosmetologists
- Health Information Technologists, Medical Registrars, Surgical Assistants,& Healthcare Practitioners, AO
- Healthcare Support Workers, All Other
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- Heavy and Tractor-Trailer Truck Drivers
- Helpers--Pipe layers, Plumbers, Pipefitters, and Steamfitters
- Helpers--Production Workers
- Highway Maintenance Workers
- Home Health and Personal Care Aides
- Industrial Engineering Technicians
- Industrial Machinery Mechanics
- Installation, Maintenance, and Repair Workers, All Other
- Insulation Workers, Mechanical
- Insurance Claims and Policy Processing Clerks
- Insurance Sales Agents
- Landscaping and Groundskeeping Workers
- Licensed Practical and Licensed Vocational Nurses
- Life, Physical, and Social Science Technicians, All Other
- Light Truck or Delivery Services Drivers
- Loan Interviewers and Clerks
- Locomotive Engineers
- Machinists
- Magnetic Resonance Imaging Technologists
- Maintenance and Repair Workers, General
- Maintenance Workers, Machinery
- Massage Therapists
- Medical Assistants
- Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other
- Medical Equipment Preparers
- Medical Equipment Repairers
- Medical Secretaries
- Millwrights
- Miscellaneous Assemblers and Fabricators
- Mixing and Blending Machine Setters, Operators, and Tenders
- Mobile Heavy Equipment Mechanics, Except Engine
- Molders, Shapers, and Casters, Except Metal and Plastic

- Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders, Metal and Plastic
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
- Nursing Assistants
- Occupational Therapy Assistants
- Operating Engineers and Other Construction Equipment Operators
- Ophthalmic Medical Technicians
- Outdoor Power Equipment and Other Small Engine Mechanics
- Packaging and Filling Machine Operators and Tenders
- Paralegals and Legal Assistants
- Paving, Surfacing, and Tamping Equipment Operators
- Pharmacy Technicians
- Phlebotomists
- Physical Therapist Assistants
- Plumbers, Pipefitters, and Steamfitters
- Police and Sheriff's Patrol Officers
- Police, Fire, and Ambulance Dispatchers
- Preschool Teachers, Except Special Education
- Production Workers, All Other
- Production, Planning, and Expediting Clerks
- Property, Real Estate, and Community Association Managers
- Psychiatric Technicians
- Radiologic Technologists
- Railroad Conductors and Yardmasters
- Real Estate Brokers
- Real Estate Sales Agents
- Recreational Vehicle Service Technicians
- Registered Nurses
- Respiratory Therapists
- Sales Representatives, Services, All Other
- Sales Representatives, Wholesale and Manu
facturing, Except Technical and Scientific Products
- Security and Fire Alarm Systems Installers
- Security Guards
- Self-Enrichment Education Teachers
- Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders
- Sheet Metal Workers
- Social and Human Service Assistants
- Structural Iron and Steel Workers
- Surgical Technologists
- Surveying and Mapping Technicians
- Teacher Assistants
- Telecommunications Line Installers and Repairers
- Tool and Die Makers
- Transportation, Storage, and Distribution Managers
- Veterinary Assistants and Laboratory Animal Caretakers
- Veterinary Technologists and Technicians
- Web Developers and Digital Interface Designers
- Welders, Cutters, Solderers, and Brazers
- Woodworking Machine Setters, Operators, and Tenders, Except Sawing

ACADEMIE 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 \$2.81 and lunch is \$4.35 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 \$0.30 for breakfast and \$0.40 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 50 cents. If your child brings lunch, he/she can purchase regular milk, chocolate milk or juice for 50 cents.

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.

If a student forgets their lunch, or a school lunch is not available, parents may drop off a sack lunch for their student during their scheduled lunch times. We discourage bringing your students fast food meals. Students are not allowed to call out or order food for themselves during the school day. Due to safety concerns, we will not accept food deliveries from non-parent delivery persons for students during the school days.

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:

Laura Richards, lrichards@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

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.