



# Académie Lafayette

## **Agenda** 2017 – 2018

### Oak Street Campus 4<sup>th</sup> & 5<sup>th</sup> Grade Student Handbook

6903 Oak Street  
Kansas City, MO 64113  
Phone: 816-361-7735  
[www.academielifayette.org](http://www.academielifayette.org)

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 de rassembler une communauté diverse d'élèves et un personnel éducatif international 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 bring together a diverse community of students and an international teaching staff to develop critical thinkers, global citizens and engaged-learners through immersion in world languages and cultures.

### Phone Numbers and Email Contacts

Oak Street Campus – 6903 Oak Street, Kansas City, Missouri 64113 Telephone: 816-361-7735

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Homeroom	Madeleine Sifadjam	<a href="mailto:msifadjam@academielifayette.org">msifadjam@academielifayette.org</a>
Homeroom	Zach Mejean	<a href="mailto:zmejean@academielifayette.org">zmejean@academielifayette.org</a>
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5 <sup>th</sup> Grade Teachers		
Homeroom	Franck Brichet	<a href="mailto:fbrichet@academielifayette.org">fbrichet@academielifayette.org</a>
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Homeroom	Sylvie Givens	<a href="mailto:sgivens@academielifayette.org">sgivens@academielifayette.org</a>
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Library  
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Computer  
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## **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. Students' 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**

- 7:30 a.m. Doors open. Students go the auditorium/wait or gym/breakfast.
- 8:05 a.m. Students go to homeroom.
- 8:15 a.m. Classes begin.

### **Arrival time:**

Please plan to be at school by 8:05 a.m. Classroom instruction starts at 8:15 a.m., and having time to transition between home and school is important.

*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.

Chronic tardiness represents a financial burden for our school, as we need staff members to monitor and record all students who are late. Also, the state of Missouri reimburses the school based on the actual time each student spends at school.

If a student arrives at school after 8:15 a.m., he or she is tardy and will need to get a pass prior to joining the class. **Parents must escort their child into the building and sign the tardy pass before they may join their class.**

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

## **The Pledge of Allegiance:**

The Pledge of Allegiance will be recited once a week 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."*

## **SAFETY PROCEDURES**

- Parents and visitors must use the main entrance to enter the building during school hours (8:15 a.m. – 3:45 p.m.). Please be prepared to show identification and state the reason for the visit, as well as give the first and last name of the student, grade level and homeroom teacher.
- All visitors must report to the office immediately upon entering the building, to sign in and receive a visitor's pass. Any visitor without a pass will be asked to go to the office to get one.
- Parents should call ahead, email, or send a note to the office and teacher if they plan to visit the campus or if picking up their child early for an appointment. Parents are asked to wait at the front office desk when picking up their children early. The administrative assistant will call the classroom for the student to report to the office.
- If a parent needs to meet with a teacher, counselor or other staff member, please call ahead or email to schedule your visit.
- If a parent wishes to drop off lunch, classroom supplies, etc., please leave those at the front office with a label (child/homeroom teacher). A staff member will make sure they get to the correct person.

## **ATTENDANCE AND ABSENCES**

Regular attendance is an important part of education.

Extended absences negatively impact a child's education.

**Please schedule appointments and vacations for children when school is not in session.**

**Please notify the homeroom teachers as quickly as possible if a student will be absent for the day. A directory of teacher names and email is provided on page two of the Student Handbook located in the Agenda. Please call the office if there is no access to email.**

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

- ***After 20 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 (please send a signed note to the teacher. At the school's discretion, a physician's statement may be required), serious illness or death of a family member or close relative, obligatory religious observance of the students own faith (students will not be penalized for these absences), participation in a school-sponsored activity, emergency situation requiring immediate action, or an absence which has been requested and approved in writing in advance.
- **Unexcused absences** include: family vacation during the school year or any undocumented absence.

Note: Teachers are not required to provide work ahead of any unexcused absence.

### **Illness:**

Please do **NOT** send a child to school if he/she complains of **severe sore throat or headache**, has nausea or has been **vomiting**, has pink eye, has a rash, or has a **temperature of 99.6 degrees or higher**. Children must be fever-free and/or diarrhea-free (without the help of medication) for 24 hours before returning to school. Report absences due to contagious disease to the nurse so that precautionary measures may be taken for those exposed.

- If a student is absent due to illness, he/she is responsible for obtaining and completing all missed work in all classes. In general, previously assigned homework is due when the student returns. Students will have the same number of days absent to make up missed assignments, unless otherwise specified by the teacher.

### **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 to the homeroom teacher in the morning and give it to the teacher whose class they will need to leave (before class begins).

**The parent/guardian must come to the office to request the student's release.**

## **DISMISSAL**

- 3:45 p.m.                      Classes are dismissed. Bus riders report to buses.  
Students are excused to YMCA and other after-school programs.
- 3:45-3:50 p.m.                Parent-Pick-Up students stay with their teacher in their classroom.
- 4:00 p.m.                        Remaining students report to the office or leave campus.  
Parent supervision is required for students who remain on school grounds after 4:00 p.m.

**Note: A \$1 dollar fee is incurred every minute after 4:00 p.m. for remaining, unsupervised students.**

## **CHANGE OF DISMISSAL PLANS**

It's important for students to have a regular routine, but if a change of plan is absolutely necessary, please notify the school office by 12:00 p.m. on that day. Call the office at 816-361-7735 for changes. *Please understand that we might not be able to honor changes after 12:00 p.m. For emergency dismissal changes please do not email. Call the office instead.*

## **DRESS CODE & ETIQUETTE**

### **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:**

- Khaki (beige)
- Bermuda length only (must be no more than four inches above the knee)

### **Skirts and jumpers for girls:**

- Académie Lafayette French Toast plaid skirts or jumper.
- Khaki (beige) skirts
- Tights 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 time.
- 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 more than four inches above the knee.
- Saggy pants and shorts are not allowed.
- Leggings should be covered by skirt or short.

### **Not Allowed:**

- Shirts, sweatshirts with logos that are not Académie Lafayette logos.
- No blue jeans.
- No blue jean shorts.
- No navy pants or shorts.
- No flip flops or open toe or backless shoes.
- Hoods must remain off heads when indoors.
- No hats inside the school.
- No large hoop earrings.
- No decorative wigs.
- No bare midriffs, tank tops or halter type shirts or dresses allowed.
- No saggy pants and shorts.
- No visible necklaces.

### **Uniform Violation Consequences:**

- Students out of uniform will receive a warning and be sent to the office to change using the uniform closet.
- Second offense: Parents will be called to bring a change of clothes or to take the student home to change. Middle school students will receive a Saturday School write-up.

### **Physical Education Dress Code (Required for grades 4 - 8)**

The Physical Education dress code ensures that students can participate in the physical activities that are required by the Missouri Curriculum. We encourage our students to understand the importance of safety and hygiene during their P.E. lessons and sports activities. The P.E. uniform colors follow the general school dress code. **Physical Education students must wear:**

- Proper-fitting gym/athletic/tennis shoes (no slip-on shoes).
- Red or white t-shirt.
- Navy blue sport shorts (no side stripe or logo except Académie Lafayette).
- Shorts **must** be no shorter than 4 inches above the knee.
- Navy blue sweat top (for colder weather).
- Only AL logos are allowed on navy sweat tops (or approved AL sweat tops).
- Navy blue athletic pants such as sweat pants or AL Spirit Wear pants (no side stripe; only AL logo allowed).
- *Students may wear **leggings or tights** instead of athletic pants but **must** wear shorts over them at all times.*

PE will take place outside as weather permits, so please have your child dress accordingly.

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

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

Students will be allowed to use school phones for emergencies and with permission from his/her teacher and/or office staff.

Students must have a pass to use the office phone.

Students may not use cell phones or other electronic devices during the school day on school grounds/property (including during recess or dismissal). If found, seen or heard, the cell phone/electronic device will be confiscated, and taken to the office.

The cell phone/electronic device will only be returned to a parent during the school day. Personal phones/electronic devices are to be kept out of sight 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.

The office will give messages to students during the school day only for emergency situations.

## **ESCHOOL CORE**

### **Staying in touch with student progress:**

eSchoolCore gives parents, guardians and students access to the Académie Lafayette Student Information System so that they can view grades, attendance, meal balances, and other school information. It is also possible to view teacher comments and set e-mail preferences for communication.

Each parent/guardian has a unique Username and Password to access his/her account. The single sign-on feature allows a parent/guardian to add all students in the same household to the same account. **If you have any questions about your Username and Password, please contact the eSchoolCore Assistant Edem Addoh by phone (816-361-7735), in person, or by email ([eaddoh@academielafayette.org](mailto:eaddoh@academielafayette.org)).**

*\*Note that Passwords or Usernames cannot be delivered over the phone or by e-mail for security purposes. They can be mailed to a physical address or given in person after*



## **ACADEMIC EXPECTATIONS**

### **Homework:**

Each student is responsible for recording homework assignments in his/her Agenda. It is the responsibility of each student to complete the assignment. Parents are asked to check that the work is done.

Expected homework time per night:

4<sup>th</sup> Grade = 40 minutes

5<sup>th</sup> Grade = 50 minutes

We invite parents to be part of the process by providing a quiet place for students to complete their homework and by assuring that the work is done to the best of the student's ability. If your student has difficulty doing his/her homework, please let the child's teacher know by writing a note in the Agenda or by sending an email.

## **SUPPORT CLASSES**

### **Education: Physical**

Students must participate in P.E. with appropriate gym clothes (see P.E. uniform policy) 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 students needs to be excused, and parent/guardian signature.

**Computer Class:** All students are required to bring one pair of earbuds to use in computer class, and leave in their classroom tub. Students who do not have their earbuds will be given alternate assignments and be required to make up the work during their free time. Earbuds can be purchased from Alix Lasker for \$1.

## **WEEKLY MEMOS**

Each homeroom teacher or grade level team sends home a memo electronically or on paper to let parents know the program for the week (lessons, planning of activities and tests). We hope this will be of a great help in following what is being done in class and helping students when at home.

## **AGENDA**

Please check the agenda every night.

## **ACADEMIC DISHONESTY**

There will be no tolerance for cheating, plagiarism (copying someone else's work), or any other kind of academic dishonesty.

## **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.

## **COMMUNICATION**

We all know that it takes teamwork to help students succeed - this includes parents, teachers, staff, and students. **Communication is the key.** We plan to keep in contact with parents on a regular basis via the Agenda, telephone, texts, e-mail, conferences, Facebook page, and our website. Parents are welcome to contact teachers at school anytime via email with questions or concerns about a student's academic or social progress. Please allow a reasonable amount of time (at least 48 hours) for the teacher to respond.

Our goal is to work together. Communication is a part of everyone's responsibility towards the success of our students. Please let the school know if there are any issues or events at home that may affect your student's participation or academic work at school. Teachers will do their best to clarify situations in the classroom and help with other issues. Team meetings will be regularly organized so all aspects of an issue can be discussed.

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.

## **SCHOOL PARTIES: HOLIDAY AND BIRTHDAY**

Teachers will give instructions for class parties. Please follow homeroom teachers' instructions about the classroom policy. Students are expected to follow the school Snack & Party Food Policy.

## **ACADÉMIE LAFAYETTE WELLNESS PROGRAM** **SNACK & PARTY FOOD POLICY**

This program was implemented following 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](http://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.**

Sincerely,

Mr. Elimane MBengue and the Administration Team of Académie Lafayette

- 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, gold fish 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.

Holiday Parties and Monthly Birthday Parties: Monthly Birthday Parties will be held on the last Friday of each month, with summer birthdays being celebrated in the month of May. Holiday Parties will be scheduled by Académie Lafayette and coordinated by room parents with the teachers. The coordination of snacks will be the responsibility of the room parent and the teacher. **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.**

## 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 class) 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. The Code of Conduct contains different “classes” of misconduct, which will result in disciplinary action. The behaviors described are representative of the misconduct, which most frequently causes disruption of the orderly educational process. The list does not include all types of misconduct for which discipline will be imposed. A student who commits an act of misconduct which is not listed in the Code of Conduct, but which is nonetheless disruptive to good order and discipline in the school or which tends to impair the morale or good conduct of students, will be subject to the authority of the classroom teacher and school administrators.

### **Behavior Incident Form:**

COMMUNICATION	CONSEQUENCES	TYPE I VIOLATION	TYPE II VIOLATION		TYPE III VIOLATION
Communication should be done in a timely manner by teacher, Social worker or Principal	The teacher, the principal or the Citizenship Committee reserves the right to apply any or all of the following consequences	<ul style="list-style-type: none"> <li>• Disruptive behavior</li> <li>• Not prepared for class</li> <li>• Uniform violation</li> <li>• Excessive tardies</li> <li>• Misuse of Computer</li> <li>• Lying/ false statement</li> <li>• Possession of personal electronic device</li> <li>• Language use violation</li> <li>• Minor truancy</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated Type I violation</li> <li>• Bullying / cyber bullying</li> <li>• Fighting</li> <li>• Profanity/ obscenity</li> <li>• Physical assault</li> <li>• Threats to a student / staff</li> </ul>	<ul style="list-style-type: none"> <li>• Gambling</li> <li>• Vandalism</li> <li>• Stealing</li> <li>• False alarm</li> <li>• Major truancy</li> <li>• Sexual misconduct</li> <li>• Academic dishonesty</li> <li>• Disrespect / defiance</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated Type II violation</li> <li>• Possession/ use/ distribution of drug/ alcohol</li> <li>• Physical assault of another student or staff</li> <li>• Possession / use of weapon: knife, firearm, explosive etc.</li> <li>• Arson / conspiracy to commit arson</li> </ul>
CONSEQUENCES (please circle the appropriate one)					
Conference with the student	Safe seat	X			
	Buddy Room	X			
Inform the parents	Written Warning (Principal)			X	
Conference with Parents	Saturday School			X	X
	In School Suspension			X	X
	Out of School Suspension			X	X
	Dismissal				X

## **BULLYING AND REPORTING BULLYING**

*Académie Lafayette is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward school personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. (AL Board Policy #2655)*

As a school, we define bullying as aggressive or hurtful behavior that involves unwanted, negative actions, involves a pattern of behavior repeated over time, and involves an imbalance of power or strength.

Examples of bullying behavior include, but are not limited to:

- Punching, kicking, shoving and other acts that hurt people physically
- Spreading negative rumors about people
- Enlisting certain people to “gang up” on others
- Name calling, harassing
- Exclusion
- Cyber bullying
- Teasing in a mean way

Académie Lafayette does not tolerate bullying. When bullying is reported to a teacher or staff member, we do our best to resolve the problem immediately. First, we speak with the students involved to determine the severity of the situation and whether or not the behavior could be characterized as bullying. Next, we take the appropriate steps to stop the bullying behavior and counsel all parties involved.

If a student reports behavior that falls into the above definition of bullying, please follow these steps:

- 1. Inform the classroom teacher so that he/she may be vigilant so that immediate interventions can occur.**
- 2. If the problem is not resolved, contact the school social worker so that everyone can partner to create a plan of action.**
- 3. If the bullying continues, please contact school administration.**

## **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 your 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 this procedure. 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.



**Please sign the following form to indicate that you have read the student handbook with your child.**

*Merci!*

We have read and discussed the above information. We understand and will adhere to these expectations.

Student's Signature: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_