

STAFF HANDBOOK

2023-2024

LEE A. TOLBERT COMMUNITY ACADEMY

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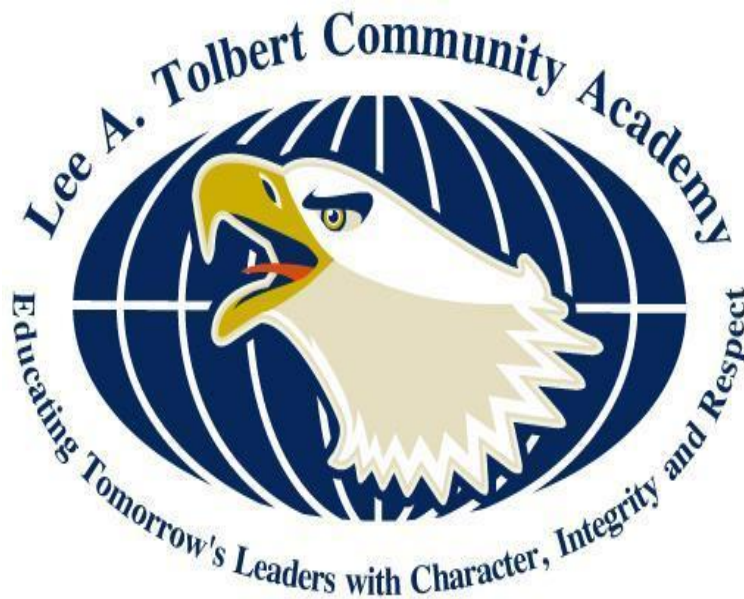


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This handbook gives information about the Academy's procedures concerning staff, students, and overall school operations. Please read this booklet and keep it for reference throughout the school year. It contains guidelines and procedures for staff and students attending Lee A. Tolbert Community Academy. Staff members will be held accountable for all the information provided in this document, the student handbook and the LATCA Binder.

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(Approved 11/2000) (Revised 7/16, 07/17, 08/19, 08/20, 8/21, 8/22,8/23)

INTRODUCTION TO LATCA

MISSION STATEMENT

The Mission of Lee A. Tolbert Community Academy is to prepare students for entrepreneurial leadership in the twenty-first century by providing a nurturing environment and rigorous learning experiences for successful competition in a global society.

PHILOSOPHY

The philosophy of the Academy is based on the belief that all children can and will learn and experience success. It is our belief that children learn by different methods and at different rates and thus, it is the responsibility of members of society to form a coalition in effecting the means necessary to equip our children with the awareness, skills, and resources to become successful in a global society.

ACADEMY MOTTO

A charter school that will motivate your child to love learning!

ACADEMIC FIVE - YEAR PLAN

LATCA's goals for the next five years have been rewritten to reflect the growth we plan to attain. The following goals will be measured using Evaluate and the Missouri Assessment Program (MAP).

- Lee A. Tolbert Community Academy will be one of the highest performing school in the metro Kansas City area. (“50 in 5”)
 - Within 5 years more than 50% of students will score “on grade level and above” on all assessments in the content areas of English Language Arts and Math.
 - By end of school year 2021 - 20% (100 students)
 - By end of school year 2022 - 25% (125 students)
 - By end of school year 2023 - 30% (150 students)
 - By end of school year 2024 - 40% (200 students)
 - By end of school year 2025 - 50% (250 students)

These goals are attainable, realistic and are based on the data that shows that school ended last year with 16% of students scoring at grade level and above level.

GOALS of the ACADEMY

- To provide an innovative educational environment that meets the educational, social, emotional, physical, psychological, individual and special needs of each student in order to maximize academic achievement and reduce the risks that cause students to drop out of school.
- To provide a nurturing environment where high-risk students are able to learn coping, peer mediation and goal setting skills necessary for succeeding in school as well as within their families, the community and society at large.
- To provide creative and integrative programming designed to engage high-risk students by providing them opportunities to develop and practice entrepreneurial skills within a safe, structured, and “real-life” simulated learning environment.

- To provide technology-based education whereby all students can develop the necessary academic and technical skills necessary for successful integration in a high-tech and global society.
- To develop in each student a respect for self and others, through diversity and multicultural training, in order to interact positively with others; make sound, healthy, appropriate decisions; utilize problem-solving skills; and, to become aware of and responsible for his/her own learning as well as his/her potential contributions to school, family, the community, and society.
- To develop in each student a commitment to become a lifelong learner.

LATCA NORMS

1. Be on time for everything.
2. Exercise consistent discipline.
3. Exhibit mutual respect.
 - attentive listening
 - laugh with, not at
 - agree to disagree
 - be open to listen
 - allow one another to have bad days
 - let people know the positive
 - see the whole person
 - no sarcasm
4. Practice open communication.
 - put the issues on the table
 - choose words wisely
 - be supportive of different styles and risk taking
5. If you have a problem with a person, go to the person.
 - come with ideas to solve the problem and follow-through
 - be truthful
 - let it stop with you
 - timing
 - Be respectful at all times in tone, word choice, actions, etc.
6. Trust the leadership decisions and support them.
 - no spreading of negative gossip (always maintain professionalism)
 - no negative side meetings after leadership meetings (use positive, problem solving communication)
 - use open and honest communication in the appropriate manner
 - use appropriate leadership protocol (ALL building level problems - Principal; ALL District Level Problems - Superintendent; Student Discipline - begin with the Dean & move to Principal as necessary)
7. Grade Level and Subject Team Meetings must be designed for student success.
 - These meetings must have Agendas and Meeting Notes to turn in to the IC and the Principal.
 - Leaders must be positive and proactive in solving problems and coming up with solutions for Grade Level Teams.
 - Reach out to your IC and/or the Principal as needed.

PLATFORMS for STUDENT EXCELLENCE

We believe that the best learning environment is one in which community, parents, children, and school staff work together. At Lee A. Tolbert Community Academy, we believe . . .

- all children can learn and succeed
- in putting children first
- everyone is a learner
- every child is special
- children have different learning styles
- learning should be relevant
- children learn in a safe, stimulating environment
- learning should be contagious and inviting
- children have choices and responsibilities in learning
- families play a key role
- parent involvement enhances learning

SCHOOL PLEDGE for LATCA

I was created to be successful. I can do anything I set my mind to do. I achieve all my goals. I respect my parents, my elders, my peers, my teachers; but most of all, I respect myself.

I am wise; therefore, I listen and obey instructions. I not only accept responsibility, but I take it! I am **responsible** for myself, my actions, my supplies, my school, my home, and my community.

Daily, I am **prepared** for success: mentally, emotionally, spiritually, and physically. I allow nothing and no one to stop my progress. I am ready to combat fear, ignorance, violence, drugs, and all other enemies of my community, my home, my school, and my life.

Knowledge is power and my greatest weapon; therefore. I will become skillful in science, mathematics, social studies, reading, English, technology, and foreign languages. I will graduate from high school and complete college or gain advanced training in preparation for my role as a **leader** and an **entrepreneur**. I will use my creativity to create businesses, jobs, and other opportunities in my community.

As a student at Lee A. Tolbert Community Academy, I am RESPONSIBLE, PREPARED, AND READY TO LEAD. Have an 8 point Day!

SCHOOL SONG

Lift Every Voice and Sing

Lyrics on page 47

SCHOOL UNIFORMS (School Wear Policy)

The Lee A. Tolbert Community Academy is proud of our well-dressed student body. A student's appearance has an impact on his/her attitude and behavior which helps to establish and maintain an environment conducive to learning and good manners. We are especially proud of the difference our policy makes in the learning environment. Any attire, fashion, or item that distracts or disrupts the learning environment is unacceptable. As part of this policy, LATCA students must satisfy the following uniform guidelines:

All students are expected to be in the official school uniform at all times during school hours. Students may be out of uniform only on special occasions designated by the principal. (Parents will always be notified of those special occasions.)

Slacks:

All students must wear solid khaki or navy blue slacks or **knee length** shorts. (If shorts are not just above the knee, they are too short.) Solid black, navy blue, khaki or brown belts are to be worn with slacks and shorts. **Slacks and shorts are to fit nicely.** Oversized baggy pants or shorts are not acceptable for uniform dress.

SAGGING/OUT OF UNIFORM IS NOT TOLERATED: If a student is sagging, parents will be called the first time to notify them of this infraction. If the student continues to not wear a belt or sag after notifying the parent, the parent will be called to pick up the student. Thereafter, if this non-compliance continues, the parent will be called to pick up the student. If the student is not picked up, he or she may not come to school the next day.

Shirt Colors:

Solid white or navy blue polo style or dress shirt. Shirts are to be tucked inside pants (not bloused under or rolled under). Solid white undershirt may be worn under a white dress shirt or polo shirt.

Sweatshirts:

A uniform shirt must be worn with a Lee A. Tolbert sweatshirt or jacket.

Jackets/Sweaters:

A plain colored white, navy, gray or black jacket/sweater may be worn with the school uniform (no logos or designs). Hoods must remain off in the building.

Footwear:

Any shoes that are soft-soled and durable may be worn. Shoe laces must be laced completely and tied at all times. For safety reasons shoes with high heels; shoes that have extremely thin, soft soles; house slipper type soles; and flip flops are not to be worn during school hours. Shoes with wheels of any kind are not permitted. Tennis shoes must be worn on P.E. days.

Socks:

Students may wear solid white, blue, black, or beige socks, tights, or leggings.

Skirt or Jumper:

Girls may wear a solid navy or khaki uniform skirt or jumper.

LATCA T-shirts:

Select Fridays are community building days and student dress reflects school spirit. These days also act as a whole-school fundraiser and students may pay \$1 to wear a **Spirit shirt** with their uniform slacks/skirts. Students who do not have a L.A.T.C.A. t-shirt must be dressed in a school uniform.

Consequences for Uniform Infractions

At Lee A. Tolbert Community Academy, every student is expected to strictly adhere to the uniform policy. Upon enrollment at L.A.T.C.A., the uniform policy will be explained to the student and the parent. Parents will be notified immediately when children are out of compliance with the school's uniform policy. Each time the student is in violation of the uniform policy, the parent will be called to bring the appropriate uniform item to school. Every attempt will be made to provide a uniform for a student who is in need.

Excessive infractions or blatant refusal to adhere to this policy may result in further action from the administration.

GENERAL DAILY INFORMATION:

CALENDAR FOR EVENTS/LOG IN/ LOCATIONS

All scheduled school events will be pre-scheduled before the beginning of the school year (as much as possible). This LATCA Master School Calendar will be used to coordinate all school events at the Academy (e.g., field trips, assemblies, pictures, etc.). All unapproved (unscheduled) events must first go through the Principal. The Principal's Secretary will record and revise all the information on the LATCA Staff 23/24 Master Schedule on paper and on the 23/24 Google Master Calendar to keep track of all school events and to avoid conflicts in scheduling.

DAILY HOURS of OPERATIONS

Office Hours	7:30 a.m. – 4:00 p.m., Monday – Friday
Breakfast Served	8:00 a.m. – 8:20 a.m.
Students Report to Class	8:00 a.m. - 8:20 a.m.
Students Marked Absent	8:21 a.m.
Student Dismissal	3:15 p.m.
Instructional Schedules	<u>Instructional Minutes</u> <u>Specials Schedule</u>

DAILY STUDENT ARRIVAL PROCEDURE

Walkers/PPU will enter from the 34th Street side and Walkers/PPU will grab a breakfast in the Main Hallway. Bus riders will grab breakfast in the cafeteria. Students will enter the building with a level zero voice. Students will go to the cafeteria for breakfast. Children are to eat breakfast and clean their areas until the morning meetings begin at 8:20 am. Teachers are to pick up their students from the cafeteria. Remember, children deserve a personal greeting from you each morning.

DAILY STUDENT DISMISSAL PROCEDURE

- 1) At dismissal, teachers will stay in class while LINC is called to pick up their students. This will occur at 3:15 pm.
- 2) Next, the EAs will be called by floor to take Parent Pick-up Students to the Cafeteria, the Walkers to the Side Door and the Boys & Girls Club students over to the Quad. EAs will then return to the Cafeteria to help with Parent Pick-up Students. Two EAs will be assigned to each grade level team (K-2nd; 3-5th' 6-8th) **to walk the students to their parents.**
- 3) Teachers will be called last to walk their classes to the busses and must stay with their students until they board the bus.

**** At no time will students be allowed to be in the building by themselves during dismissal.**

Teachers will not dismiss their students earlier than the scheduled time without prior notification from the nurse, office, or principal. Parents and/or designated adults are required to sign **ALL** students out under all circumstances of early departure.

After LINC dismissal, teachers will stay in their classrooms with bus students until they are dismissed by intercom. When your floor is dismissed, teachers will walk students across the parking lot to their buses on Paseo.

EMERGENCY DISMISSALS, SCHOOL CLOSINGS and LATE STARTS

Every effort is made to maintain regular schedules, regardless of weather conditions. However, if dangerous weather requires early dismissal, every effort will be made through the media and our automated phone system to contact parents. In such cases, the school office will remain open until students are picked up.

If Kansas City has dangerous weather and road conditions, please watch your television stations. The Academy **does not** follow the school cancellation and late start procedures of the Kansas City, Missouri School District. If the Academy cancels school or starts late due to inclement weather, Channel 41 will list Lee A. Tolbert Community Academy's schedule change. Please listen to your voicemail for a message from the school regarding emergency school closing or late starts. The notifications will also be posted on the Academy's website and social media.

L.I.N.C. & BOYS & GIRLS CLUB HOURS

Morning Before Care Hours 6:30 a.m. to 8:00 a.m.

- Only students who are enrolled in the LINC Program will be allowed to arrive before 7:45 a.m.
- Boys and Girls Club participants are not allowed in the School Building and must stay in Quad Bldg.

Evening After School Care Hours 3:20 p.m. to 6:00 p.m. (B&G 6:30 pm)

STAFF MEETINGS

District Office	Tuesdays	9:00 a.m. - 11:00 a.m.
Building Leadership Team	1st Tuesday	3:30 a.m. - 4:15 p.m.
Staff Meetings	Every Wednesday	3:30 p.m. - 4:15 p.m.
Instructional Teams (By Subject)	2nd Wednesday	3:30 p.m. - 4:15 p.m.
Eagle Teams	3rd Wednesday	3:30 p.m. - 4:15 p.m.
Grade Level Meetings	Thursdays Weekly	On plan time
Specialist Teachers and Supervisor	Tuesdays Weekly	On plan time
Teacher Mentor Program	2nd Wednesday	On plan time.
Site Council	4th Thursday	3:45 p.m.- 4:45 p.m.
Supt. Advisory Council	2nd Tuesday	November - April (Invitation Only)
Academic Advisory Meeting	2nd Thursday	September - April (Invitation Only)
PEACE	Quarterly on Thursday	5:30 p.m. - 7:00 p.m.
School Board Mtg	3rd Monday	7:00 p.m. - 9:00p.m.

*School Board meetings are posted on the school's website
 Agenda will be posted on the main entrance door 3 days prior to the monthly meeting.

STUDENT FIELD-TRIPS

Our goal is to coordinate field trips on a school-wide basis. Lack of coordination causes some students to go to the same events each year. All field trips will be scheduled with the prior approval of the principal. Please try to keep field work costs to a minimum. Over-use of student pay field work puts undue stress on some families. When field work is scheduled, have your students write it on the monthly calendar in front of the planner.

Grade levels must make long-range plans in order to:

1. Use money for buses effectively.
2. Coordinate trips effectively (i.e., select which grade will visit the Pumpkin Patch).
3. Participate in a minimum of 2 field trips per Grade Level.

All field work experiences must tie into the curriculum. Classes will not be allowed to plan trips as rewards for good behavior.

- Only buses will be used for grade level field trip transportation. Field trips are planned for grade levels, not individual classes.
- Field work procedure forms are available in the office. Please follow guidelines closely. After the Classroom Teacher or Grade Level Lead fill out the Field Work form in its entirety, they will submit it to their Instructional Coach for approval. The Coach will then submit it to the Principal and then turn it into the Bus Coordinator who will confirm completion to the Coach and Teacher who submitted the form.
- Children must not be excluded because of lack of finances. Please see the principal if it appears that a child may be excluded for this reason.
- Children must have signed parent permission slips to participate. Verbal approval is not acceptable.
- All children in the class are expected to attend each field trip. A child who consistently exhibits inappropriate behavior must be accompanied by his/her parents. If a parent does not want the child to attend, it is the teacher's responsibility to arrange the child's academic activities for the day with another teacher. Students will not be sent to the S.M.A.R.T.E. Room or Buddy Room simply because their parents will not allow them to attend field trips.
- Staff members' children and other children who are not enrolled at LATCA are not to be included or invited to field trips.
- The buses are for students and staff members. Volunteers are appreciated and will need to provide their own transportation to the field trip destination.

When submitting your field-trip request form, please include a class roster with each submission, so our Parent Involvement & Community Specialist can record all payments.

Any monies placed in the school fundraiser account and used to support or fund a trip for extra-curricular activities is a school trip. This includes any grade level, sports, debate, or other trip in which LATCA students participate. The guidelines listed in the handbook for Field Work also apply to trips inside or outside of school hours where the school fundraiser account is used to help defray any expenses.

In addition:

A School Leader must be assigned as the project manager for any such trip. This will normally be the Dean or one of the ICs. The manager will either attend the field trip or coordinate with another school Leader to attend. If approved by the Principal, the manager may designate a school employee who will adhere to school guidelines to participate as a chaperone and person-in-charge.

Whenever possible, fundraisers should have taken place to cover the costs involved for one school leader or designee to attend. When insufficient funds are raised, the costs for one school leader or designee may be covered (at the Principal's discretion).

15 passenger vans cannot be used for travel that involves more than 10 riders. Rental cars cannot be signed out on behalf of Tolbert Academy. Adults who rent cars must do so under their personal signatures.

Drivers for trips must show proof of licensure and insurance. A copy of each must be provided to the school. Drivers must follow government regulated laws, which include not driving under the influence. All safety laws must be followed- seat belts, etc.

Tolbert Academy does not reimburse students, staff, or others for personal belongings that get lost.

PARENT & COMMUNITY COMMUNICATION

ADVISORY COUNCIL: PRINCIPAL'S ACADEMIC ADVISORY COUNCIL

The Principal's Academic Advisory Council is composed of a small group of parents, Teachers and Instructional Coaches from the school and community. They enjoy the opportunity to learn more about the Curriculum Initiatives and Changes throughout the year as LATCA perseveres in meeting long term and short term Academic Goals. The Academic Advisory council meets 4-5 times a year.

ADVISORY COUNCIL: SUPERINTENDENT'S PARENT ADVISORY COUNCIL

The Superintendent's Advisory council is composed of a small group of parents in the school and community. They enjoy the opportunity to learn more about Tolbert Charter Academies, make recommendations regarding student and community needs, and advise the Superintendent's Office as it strives to meet the needs of our school-community population. The advisory council meets 4-5 times a year.

AGENDA PLANNERS (School-Wide Use)

The School Planner is an essential tool for students and a communication tool for parents. Students will use their planners every day. It serves many purposes. It is an organizational instrument, hallway pass, communication device for/with parents, and a reference guide for students. Teachers are to communicate daily through the student's planner. Please check for notes from parents and acknowledge any comments right away.

Planners are a required communication resource at LATCA.

Please review the following LATCA Planner Guidelines for students and parents:

- 1) Parents and students should make sure that the personal information within the planner is accurate.
- 2) Students are to bring the planner to school every day, and take their planners home every afternoon.
- 3) The planner is to be in the student's possession at all times.
- 4) The planner should be readily available at all times during the school day.

- 5) Please stress to parents that in order for the planner to be an effective communication tool, parents should check the planner daily for communication from the teacher. To begin communicating with parents early in the year, write a note to the parent in the planner. Ask the parents to initial the planner, to let you know that they are checking it. Then, as teachers respond to parent comments, the parents know that teachers are checking the planners also..
- 6) Please stress the importance of the planner during Back to School/Curriculum night.
If a student needs a replacement planner, the replacement cost is \$10.00 paid to the school through the Front Office.

CONFERENCES: PARENT-TEACHER CONFERENCES/STUDENT-LED CONFERENCES

Parent-Teacher Conferences will be held during the first and third quarters of the school year. Parents will be notified approximately three (3) weeks before the conference dates. Parents will sign up for times via Sign Up Genius. Teachers should contact parents to assist with signups. Submit a copy of your completed conference schedule to the office. More information will be given as Quarter 1 ends.

All Teachers, including those who teach Special Classes must participate in parent conferences in an effort to communicate with parents. Conferences should be in person, and staff members who are not classroom teachers, must also attend conference night on scheduled conference dates. Parents may request a Zoom meeting with teachers and other needed staff. All staff involved with individual students' grades (i.e., Special Education Teachers, Speech Teachers) should coordinate with the classroom teachers to be in conferences.

HOME VISITS PRIOR TO START OF SCHOOL

At the Academy, classroom teachers visit every student's family at the beginning of the school year. All families must be offered a home visit. Please use the link below to receive information and documentation regarding home visits. Please check with your grade level lead if you have any questions or concerns.

Home Visits Procedure

In order to be paid the home visit stipend, you will need to share ALL the forms on August 25, 2023 by 3:00 p.m. with the Principal's Assistant.

FUNDRAISING & STUDENTS/PARENTS

Any fundraising activity which involves students, LATCA families & employees shall require the approval of the principal. Involvement is defined as: any activity which advertises the school, students, or school organization. The school participates in 2-3 major fundraisers and groups needing additional funds should plan to support the designated fund raisers.

LOST AND FOUND

Parents depend on the school having an appropriate procedure to assist them in retrieving their child's belongings when they are lost.

Articles and money found by the students are to be given to the front office. If a student has lost something, he/she should check the "Lost and Found" (on the stage in the cafeteria) and ask the front office or workroom assistant. Items such as money, keys, watches, and other small personal items will be kept at the front desk.

PARENT NEWSLETTERS

Each Grade Level is responsible for sending home grade level information to their parents in the form of a one-sheet newsletter as monthly, quarterly or weekly.

LATCA's Parent Involvement Specialist will be responsible for sending home an All-School Parent Newsletter to keep parents informed of School Events and Upcoming Dates.

THURSDAY FOLDERS

This year, we will continue to use our "THURSDAY FOLDERS." Every Thursday, students will take home a folder that includes weekly schoolwork, communication from the teacher, and communication from the school. Families should spend some time reviewing the information in this folder. Parents should sign and send the empty Thursday Folder back to school with their child on Friday. We believe that the Thursday Folders help ensure that important communication and student work gets home consistently.

The Principal will be sending home information for parents within the Thursday Folder.

VERBAL COMMUNICATION WITH PARENTS

Any time teachers call a parent, they must maintain a [PARENT/STUDENT CONTACT LOG](#) on SISK12 for each scholar. If a teacher calls a parent from the school, they must also notify the office so that when the response call comes in, the school secretary may transfer the responding call to the appropriate person. The expectation for staff is to respond to inquiries from parents within 36 hours.

VISITORS

All visitors should make arrangements with staff beforehand. Classrooms are not to be interrupted during active lessons. Upon entering the building, all visitors must sign in at the office, present their driver's license and obtain a visitor's pass during school hours. No visitor shall enter a classroom or visit with a student unless they have a visitors' pass. If a parent or visitor attempts to enter the classroom or visit with a student and does not have visitors' pass, please send them to the office to sign-in. If they refuse, use your silent telephone alarm to call for security.

VOICE MAIL

Please check your voicemail daily. To access voicemail, press VMsg and then follow the prompts on your school phone. Please alert the office to problems encountered by you or parents who use our voice mail system.

For family members only who need to reach your classroom after school hours:

Dial (816) 561-0114

When the automated attendant begins to talk, dial "7" and the extension.

It will ring the extension and then forward to voicemail if not picked up.

To check school voicemail from home: Dial (816) 561-0114. When the automated attendant begins to talk, dial "9" and your extension. Follow the prompts.

VOLUNTEERS

Teachers are encouraged to utilize the services of volunteers. Consistent volunteers who come regularly must go through fingerprinting. Many parents and retired persons are willing to assist if only asked to do so. Volunteers should be carefully selected and be given training in the tasks you wish them to perform. Have a list of things to do if volunteers are able to help in your classroom. Schedule them for small groups and various activities. Volunteers should never be left in the room to supervise students without a LATCA staff member available.

Upon entering the building, visitors must sign in at the office and obtain a visitor's pass when visiting during school hours. Unless accompanied by a school staff member, no parents or visitors shall enter a classroom or visit with a student unless they have visitors' passes. If parents or visitors attempt to enter the classroom or visit with a student and do not have visitors' passes, please send them to the office to sign-in. If they refuse, use your silent telephone alarm to call for security.

BUILDING SAFETY

All Classrooms should contain a safety manual within the classrooms. One side is red and the other is green. The different colors signify whether teachers have secured all of the students or not during drills. Information about all drills are in the safety manuals. These manuals must be taken to every drill.

FIRE/TORNADO/ ACTIVE SHOOTER DRILL PROCEDURES

Fire and tornado drills are held regularly for the safety of students and staff.

Fire Drills

Fire drills are required by law and are an important safety precaution. When the fire alarm is heard, teachers are to escort pupils outside according to the instructions posted. Exits should be made quickly and in an orderly manner. Class lists must be carried out by the teacher for roll check. Classes will walk at least seventy-five (75) feet away from the building. Fire drills will be held once monthly. Please post your classroom's fire drill instructions in the classroom. The office will provide fire drill instructions for each classroom.

Tornado Drills

During times of threatening tornado weather, school personnel will listen to weather information on the radio and direct students accordingly. Under Tornado Watch conditions, school will operate as usual and dismiss at regular times. Under Tornado Warning conditions, students will not be dismissed until an All Clear is announced over the radio. It is the parents' decision to pick up their child(ren) during those times.

Active Shooter Drills

Active shooter drills will be held when scheduled by the principal. In case of an active shooter in the school, students will follow the direction of their trained teachers who will assess the situation and barricade or flee the site to safety.

In the case of any emergency, it is expected that each teacher bring the following items:

- Safety Manual
- Class Roster (ex. point sheets)

Staff will report all Crimes and incidents to the proper sources, (building Security and/or Local police)

IDENTIFICATION BADGES

Please display your name badge at all times when you are on duty inside of outside of the building. Your ID badge will grant you access to the building and must be your form of entry upon arrival to school and reentry from the blacktop at recess.

ID badges will also allow personnel to distinguish between school staff members and persons who are not associated with the Academy. Anyone not wearing a school ID Badge may be approached by staff and asked to report to the office. Visitor and volunteer badges will be issued to non-school personnel who have permission to be on school grounds. All Staff Members should wear ID Badges at all times.

INTERCOM USAGE

To avoid disruption of the learning environment, office staff are not to make “all calls” without specific permission from the principal. Staff members are not to use the phone to call other teachers’ rooms during instruction. If you need to speak with a teacher, walk to the room to assure that you are not interrupting instructional time.

KEYS

Keys will be checked out from the Administrative Assistant’s office. The keys are charged to the teacher; if lost during the school year, a fee of \$50.00 will be charged. Keys may not be duplicated or transferred to another person except through the office. Keys must be turned in at the end of the school year. *The custodians must have uninterrupted time to clean the facility at year’s end..0.*

SECURITY

All staff members should be alert to unfamiliar visitors in the building. Parents and visitors are asked to “sign-in” at the office. All purses and valuables should be kept locked up at all times. Do not collect money from students-send them to the business office. In situations that are of concern to staff or where help is needed, the emergency should be clearly stated during communication.

Any phone that is taken off the hook and remains off the hook for 10 seconds or more sounds an alarm. Several offices are notified and it is the belief of security that there is an emergency in the room.

Please secure your personal belongings at all times. Conceal them in a drawer, cupboard, etc. Please lock valuables.

SECURITY GUARDS

LATCA employs two security guards to oversee the entrances and exits of the building. A security guard should be at the entrance throughout the school day to ensure that safety is provided to our students, teachers and visitors. The security guard may not be pulled from the building to carry items in or out of the building, etc. Security personnel will also accompany the Principal if a problem arises within the building with adults or students or may be requested to assist all personnel if a security issue arises..

TELEPHONE ALARM SYSTEM

When the classroom telephone is off the hook for longer than 10 seconds without being used, an alarm sounds in several offices. This is a silent way for you to alert the office if you need someone to come immediately to your room. To reduce the number of false alarms, remember to always hang up the receiver appropriately and quickly after use.

Intrusion Alarm System (Intrusion)

In order to protect the community's investment in educational facilities and equipment, our school is equipped with a sophisticated alarm system. When unauthorized persons attempt to enter protected areas after-hours or on weekends, the system sends an alarm message directly to the alarm dispatch center. Your keypad code does not work on weekends. So do not plan to enter the building on weekends without making prior arrangements.

TELEPHONE USAGE

Personal phone calls are not to be made when students are present in classrooms. Please limit the number of calls made to other classrooms where children are present. This can be very disruptive to the classroom and learning environment. Please do not allow cell phones to interrupt classroom instruction. Personal calls to staff members should be limited to emergencies. Please remind friends and family members that you cannot be interrupted for a phone call when you are with students. At those times, their calls will be transferred to your voicemail, unless it is for an emergency.

Teachers are expected to stay in close communication with parents. However, it is not appropriate to have lengthy telephone conversations with parents while your class is in session. Arrange phone calls for times when you can talk out of the presence of your entire class. When a teacher stands in the hall on the phone, the class is not being properly supervised. Unless another adult is in the room monitoring student work and behavior, please do not talk on the phone in the hallway. Teachers may not suggest parents pick up their students. This call will be made by the Nurse or Dean after notifying the principal. If a parent says they are coming to pick up their child, notify the Principal's secretary immediately.

CELL PHONE USAGE BY STAFF: When you are supervising a class, cell phone usage is inappropriate. Proper use of a cell phone is during your lunch break and planning periods. When you are supervising students on the playground, in class, and in the halls, they need your undivided attention. Please be respectful about the use of cell phones in our building. Cell phones must be set to vibrate during the school day. Audible ring tones and tunes are very disruptive to the learning environment.

Classroom phones do not have long distance calling. Please notify the office if you need assistance in this matter.

HEALTH SERVICES

A nurse will be on duty on a full-time basis. Nurse's office is Ext. **109** and is located on the first floor, old wing, bottom of the stairs on the west side. The workroom assistant will cover helping sick children when the nurse is unavailable. ****Students experiencing Covid-19 symptoms are to be picked up by family members immediately. They will wait in the main auditorium until their ride home arrives..**

Protocol for handling sick or injured students:

- If a student is ill or is injured, send the student to the nurse immediately (using the agenda planner as a hall pass). If the student needs assistance getting to the Nurse’s Office, please notify the office.
- Do not permit sick children to call home PRIOR to seeing the nurse. Send to the nurse if a child complains of illness and let the nurse call the parent.
- Err on the side of caution. If a child is a chronic complainer, hold a conference with the parent and agree on a plan for handling complaints.
- Do not permit a sick or injured student to leave school without permission from the office.
- Teachers are not to treat sick students. Never give or apply medication, external or internal, to students.
- For routine scratches, cuts, bumps, etc., use good judgment in giving first aid. A supply of simple sterile dressings and Band-Aids are available in the Nurse’s Office and Main Office.
- Parents should submit a “Permission to Administer Medication” form from the doctor to the nurse if a student is to take medicine at school. The form should state what the medicine is, what the medicine is for, and at what intervals the child is to take the medication. Forms are available in the office.
- After any absence, a note from the parents should accompany the student upon his/her return to class stating nature and cause of illness, as well as any medical or physical conditions that may interfere with the student's school activities.
- Early fall and late spring are especially bad times for the spread of ringworm. Please be on the lookout for this skin infection as it is highly contagious and must be controlled by a doctor’s treatment

FOOD SERVICES

BREAKFAST PROCEDURES

Breakfast: Staff members who wish to eat breakfast at school must do so BEFORE 7:50 a.m. At 7:50 am, you are on duty. Breakfast is \$2 for staff.

Breakfast Time for Students: 8:00– 8:20 a.m.

Breakfast will be provided to all students who arrive at the cafeteria by 8:10. Breakfast will be no charge for students. Teachers are not to send late students to the cafeteria for breakfast. If there is a special problem, alert the social worker, nurse, or principal. (Late students may receive a breakfast bar from the office, when a breakfast bar is available. Quantities are limited).

Students will be eating breakfast in the cafeteria. Students will have approximately 15 minutes to eat their breakfast, and will be given a granola bar if they come in too late for regular breakfast. Students must be in their classes by 8:20 to begin the school day.

Walkers/PPU/Bus Riders Breakfast

- Walkers/PPU/Bus Riders will enter from the 34th Street side and Walkers/PPU will grab a breakfast in the Main Hallway. Bus riders will grab breakfast in the cafeteria.
- Students will enter the building with a level zero voice.
- Students will line up silently, grab a breakfast and go straight to their classroom.
- Students should remain seated at their designated desk and keep all food items on the tray in front of them.
- Students are only to eat from their own tray.
- Students should display table manners and may have appropriate conversations at teacher discretion.
- Students are to clean their area prior to throwing away their tray.

Students are encouraged to try a wide variety of foods. Nutritious lunches and beverages are served by the Academy to students who do not choose to bring their lunches from home. Students who bring their lunches from home may purchase milk for 50 cents. Carbonated beverages (brought from home or purchased) are not allowed in the school cafeteria.

LUNCH PROCEDURES

- (1) The teacher is to have their students at the lunchroom at the scheduled time. Please check your daily schedule.
- (2) The cafeteria monitor(s) will dispense hand sanitizer and students will proceed to the serving counter. Students pick up their plates and milk/juice. Students are expected to remain in their seats and raise their hand for assistance.
- (3) Teachers are to pick up their classes at the end of the lunch period, on time. **It is imperative that staff members be on time to pick up students from the lunchroom.** Late arrival throws off the next lunch period and creates chaos in the lunchroom.

Lunchroom Monitors

The cafeteria monitor is responsible for ensuring that the cafeteria rules are followed. The monitor should be moving around the room among the students, not sitting and stationed in one area of the cafeteria. If there is a problem with a student, the monitor will report the problem to the classroom teacher. The teacher will be asked to intercede in an attempt to solve the problem.

Students who bring their lunches from home must have their lunches with them when they leave the room. Teachers will escort their students to the cafeteria and to the check-in line. It is your responsibility to:

- Be on time.
- Review table and conversation manners.
- Pick up students from the lunchroom on time.

Note: Please do not send students immediately to the office or S.M.A.R.T.E. Room or I.S.S. (Middle School) as a consequence for inappropriate lunchroom behavior. Student consequences involving missed recess are not to be sent to the office to sit for fifteen (15) minutes **unless you have made prior arrangements with the principal.** Even during the Lunch Period, follow the BIST Continuum using documentation and find a buddy teacher whose class is in session during your recess. Using an isolated spot in other classrooms can be quite effective. Only serious or consistent misbehavior problems should be referred to the office.

Staff Payment for Lunch

Lunch money for Staff MUST BE COLLECTED BY THE CASHIER.

- Staff Lunch Price = \$3.50
- Staff Breakfast = \$2.00

(Staff members who do not see the cashier will receive an invoice for meals taken from the cafeteria)

*Students are **not allowed** to bring or purchase soda pop. **Moreover, students are not allowed to purchase soft drinks for teachers. Please do not send your students to the Cafeteria to purchase soft drinks or to get coffee or your breakfast.***

TECHNOLOGY

TECHNOLOGY USAGE

All staff members are to be aware that random sweeps of computers purchased by the academy will take place throughout the school year. Activities that are prohibited while on duty include: personal shopping; and sites that have nothing to do with improving the lives of the scholars at the academy. Inappropriate sites (of a sexual, gambling nature) are never allowed on school computers. The technology specialist has access to computer usage at all times. Cause for termination includes incidents of prohibited activity during instruction/duty times. Cause for termination also includes the utilization of school-issued devices for any type of inappropriate, unprofessional behavior, and any type of illegal activity.

The purpose of internet access for students is to facilitate education and research, to promote access to information that will assist in providing information to students and to assist staff in carrying out their responsibilities.

Lee A. Tolbert Community Academy, in collaboration with parents and the community, is committed to the use of technology as a springboard into the 21st Century. We are committed to the integration of technology into our core curriculum. The use of technology prepares students for the twenty-first century. Students will be able to use computers for accessing and applying information, for problem solving, and for communicating ideas and data.

In all of our efforts to provide this technology to staff and students, anyone who vandalizes the equipment will be held ***financially responsible for such damage***. If this matter is not resolved, said person will no longer have access to any of the technology at the school. Use of technology and the internet shall be governed by LATCA Policies and Procedures, including the Code of Student Conduct, as well as local, state, federal and international law.

1. Staff and students may use the internet to access information, which will further their educational opportunities, including locating, using and exchanging appropriate information.
2. Staff and students may examine and use all information formats, including interactive electronic formats, which reasonably relate to their academic assignments or in support of the educational process.
3. LATCA shall have the right to determine which internet information resources will be accessible.
4. The Principal and other administrators may review files and monitor all student computer and internet activity to maintain system integrity and ensure that users are acting responsibly.
5. Electronic messages and files stored on school-based computers can be considered school property.
6. Staff and students will conduct themselves as representatives of LATCA while communicating with others via the internet.
7. It is the policy of LATCA that employees and students comply with all copyright laws governing the use, distribution or duplication of all material, subject to the provisions of copyright laws, rules and regulations. Including but not limited to, print material, video material, film, computer software, and audio material obtained from internet resources.
8. Staff and students may not use LATCA provided internet resources to further personal or commercial ventures.

Failure to comply with these guidelines may result in the revocation of access to the Internet and other disciplinary action.

CUSTODIAL CONCERNS

CARE OF THE FACILITY

All of us want to be proud of our academy. We all want to be a part of keeping the physical facility looking as clean and neat as possible. Your extra efforts to keep it nice will be appreciated by the entire community.

Carpets

Your help in keeping the carpet presentable is appreciated. Avoid spills on carpet. When there is a spill, please contact the custodian immediately. Please use cups that have covers that fit well. Masking tape must not be used on carpets. Carpeted areas can receive permanent damage as a result of the use of masking tape.

Classroom Neatness and Student Participation in Clean-Up

All classrooms should be neat and orderly. Students are to participate in the daily clean-up of the classroom. At the end of each day, students should place chairs on tables and pick up items on the floor.

Our school is always a showcase. Use the large teacher cart year-round for storage of items not in use.

Food and Beverages

Breakfast may be eaten by staff in the classroom when children are present. Breakfast should be finished by 8:15 and cleaned up ready for school or morning assembly to start at 8:20. **NO FOOD OR BEVERAGES ARE EVER ALLOWED IN THE AUDITORIUM**. Coffee pots in classrooms present a fire hazard, therefore, **no coffee pots, microwaves, or grills are allowed in rooms**. For coffee, use the coffee maker in the staff room. Do not send children to get coffee or buy pop for you. Children are not to use the vending machines. Do not leave food out in any of the rooms. This encourages pests. When you want to reward your class by eating with a small group, it will no longer be appropriate to use the classroom. Please make arrangements to use a corner of the cafeteria for your special group.

Furniture

Classrooms are equipped with furniture. Please do not bring furniture, put up curtains, paint, or in any way alter classroom settings without prior approval from the principal.

Teachers' Lounge

- A clean-up crew sign-up sheet will be posted requesting staff to participate in cleaning the lounge and refrigerators. Refrigerators should be cleaned before lengthy vacations. Each person has a responsibility to clean up after him/herself.
- Rearranged furniture should be returned to its original position throughout the building.
- Persons using any other rooms are responsible for keeping them clean.

Walls

Do not use staples on the walls. The school will provide the appropriate materials to use for hanging items not on bulletin boards. You may use staples on the bulletin boards. **DO NOT LEAVE STAPLES IN THE BOARDS. WHEN YOU TAKE SOMETHING DOWN, TAKE OUT THE STAPLES.** Use "Marvelous Tape" (brand) or Velcro to fasten posters and other items to walls. Frequent use and removal of staples will eventually cause chunks to be eaten out of the tack board. Again, **Staples are not to be used on the walls**. Removal of tape can ruin the paint on the walls. Do not attempt to mount anything permanently without prior approval from the custodial staff. The facility is being leased and we cannot make changes without the approval of the landlord.

PERSONNEL GUIDELINES AND PROCEDURES

ABSENCE REQUESTS FOR ADVANCE NOTICE PTO

When you are going to be absent for **personal** leave, complete and submit the Advance Request for Leave form to the Principal a minimum of ten (10) working days before your requested date. Leave forms are located in the staff workroom. ****NOTE: Please submit your request for leave 36 hours before the day of the absence, you must contact the principal for approval then fill out the Advance Request for Leave form****

Leave days cannot be used the day before or after a holiday. Leave days cannot be used the first or the last 10 days of the contracted school year (This practice is based on the teacher contract/calendar dates for instructional and non-instructional staff). Leave days cannot be used on Pre-designated Whole School Professional Development days listed on the district calendar. Absences on above-mentioned days will be loss-of-pay. Staff members who, in rare circumstances, miss any of the first or last ten days of school must request permission from the Principal for pre-approval. A letter of request must be submitted to the Principal fifteen (15) days prior to requested absence.

ABSENCE REQUESTS FOR EMERGENCY PTO

If you find that emergency PTO is needed due to illness or family emergencies, **please text the Principal and text or send an email to Ms. Starks** beginning at 6 a.m. the day you are ill, and no later than 7 a.m. If you become ill the night before the requested emergency absence, you may also text and email by 10 p.m. In these instances, please still fill out the PTO form once you return to work so we may maintain a copy of the absence in our files.

ABSENCE REQUEST for BEREAVEMENT LEAVE

Tolbert Charter Academy will provide time off from work with pay to full-time and permanent part-time employees due to the death of a family member as described below. TCA will also designate appropriate employees to attend funerals of current employees who pass away. To request bereavement leave, notify your immediate supervisor. All Bereavement Leave must be followed up with appropriate documentation.

Procedures for Bereavement Leave

1. Absence Due to Death of Immediate Family Member
 - a. All employees will be allowed up to 5 **consecutive** days from work due to bereavement in the event of the death of a member of the employee's **immediate** family. This time includes travel time, time needed to assist with funeral arrangements, and other matters related to the family member's death.
 - b. A member of the immediate family for purposes of this policy includes employee's: spouse, child, stepchild, parent (in-law), stepparent, sibling (in-law), grandparent (in-law), grandchild, and any other relative who lives in the employee's immediate household at time of demise. Adoption is the same as a blood relationship, a "half" relationship is the same as a

“whole” relationship, and “step” relationships apply to parents and stepchildren. “In-law” applies to the immediate family of one’s legal spouse.

- c. All employees will be allowed 1 day from work due to bereavement in the event of the death of a member of the employee’s **extended family**. For purposes of this policy, extended family includes an employee’s: uncle, aunt, nephew, and niece (in-law).

2. Absence Due to Death of a Friend or Relative who is not Included as Immediate or Extended Family (in LATCA Bereavement Policy)

An employee will need to complete a “paid time off” request form to be absent due to the death of a friend. Granted time will be subtracted from the employee’s total PTO hours to attend or participate in the funeral services of a friend or relative who is not listed as an immediate or extended family member, for the sake of this policy.

ABSENCE REQUEST FOR PROFESSIONAL DEVELOPMENT EVENTS

Professional development is crucial to the success of Lee A. Tolbert Community Academy. The academy invests thousands of dollars each year to develop and equip staff members with the tools needed to effectively teach our future leaders. All Professional Development dates are a part of contracted dates and no predetermined PTO will be issued on these dates. Any leave during PD days must be at the discretion of the Principal. Please be aware of professional development dates and plan doctor, dentist appointments so as not to interfere with those dates.

Procedures for OFF-Site Professional Development and Reimbursement *subject to change

1. Lee A. Tolbert Community Academy will pay for professional development costs only if staff commit their employment to LATCA for the next eighteen months following the conference.
(Reimbursement arrangements to LATCA will be made for early separation according to the situation.)
2. All paperwork must be completed and submitted before approval is granted.
3. All attendees will be expected to provide conference information in a written format.
4. Only the conference fee will be paid for approved local conferences. (Kansas City Metro Area)
5. Out of town conferences will only be approved if absolutely necessary to the improvement of the Staff, and LATCA may cover - conference fees, lodging, meals, and/or fuel. (Fuel for trips above 50 miles)
6. The following amounts are an estimate of what will be allocated for meals:
 - a. Breakfast \$8.00 Lunch \$12.00 Dinner \$24.00

PER DIEM ALLOTMENTS

Per-diem allotments are subject to the city where the conference is held and the departure and arrival times. ***Per-diem may be used for the following: Breakfast, Dinner, Snacks, Lunch, Tips. Turn in Receipts for Parking, Baggage Fees**

Eighty Percent (80%) of the maximum allotment will be advanced 1 week prior to the conference.

If only the advanced allotment is used – no receipts or forms are needed upon return.

Professionals are eligible for reimbursement up to the maximum allotment if you exceed the advanced allotment. **ALL** receipts and the return receipt form must be delivered to the business office no later than 5 days following travel in order to receive reimbursement; otherwise, the amount exceeded (the difference) remains at the professional’s expense.

ACCIDENT REPORTING PROCEDURES for STUDENTS & STAFF

An accident report must be completed for students and staff injured at school who require medical attention or loss of school days. The nurse or health aide will assist you in this report. Listed below are the guidelines that are to be used for handling the reporting of student accidents.

- Two (2) copies of the accident report form are to be completed for each accident. One copy is to be retained by the school nurse and the other copy is to be retained by the office of the Principal.
- The “Student Accident Report” forms are available in the Main Office or Nurse’s Office.
- A “reportable accident” is any accident in which any amount of school time is lost.
- Be sure all information is “checked” and/or filled out where applicable. The back of the form may be used to provide detailed information.
- Any accident of a serious nature or a fatality should be immediately reported to the principal. For purposes of this section, “serious accident” refers to any accident which requires calling an ambulance or contacting the police.
- All accident reports should be reviewed and signed by the principal.
- The teacher directly responsible for supervision of an injured student should be identified on all accident reports.

ATTENDANCE MARKING FOR CLASSROOM

All attendance should be marked in the Homeroom Class by 8:25 a.m. every day.

To mark attendance: (SISK12 360 Version)

From the Home Page of SIS (Student Information System), click the homeroom box under ATTENDANCE TODAY.

If a student is ABSENT, in P1, input A for absent and select MARK ALL (**Do not mark Tardies**) Once you have marked the attendance for everyone who is absent, click SAVE.

The Office will mark attendance for the rest of the day and update tardies.

Attention: Because our funding is dependent upon attendance, students (including 8th graders) cannot mark attendance. An adult must take the daily attendance.

ATTENDANCE: TRACKING TARDY STUDENTS

SISK12 will be the tool for documenting student attendance. If technology is not available, a copy of each class roster will be distributed to teachers to record attendance. Completed rosters should be submitted to the front office by 8:30 am. In the event of technical difficulties, teachers will be notified and reminded of the paper roster procedure.

COPY MACHINE USE

Our copiers are provided under a lease agreement. We must pay for each copy made. Teachers are limited on the number of copies permitted each month. You will be assigned a copy pass code for use with the copier. Please see the workroom assistant if you have problems with the copier pass code issued to you.

The regular copier is for making 1-2 copies of one document. The Risograph is reserved for making twenty (20) or more copies of one document at a time. If you do not know how to use the Risograph, please ask the receptionist/workroom assistant for assistance.

As a 1:1 school, the amount of copies created for students should be limited. Using the devices provided (chromebooks, iPads), students should complete most work electronically.

Laminators

The receptionist/ workroom assistant is responsible for laminating all material. Laminating is expensive and should be used on a limited basis. Only material that will be used and handled regularly should be laminated (Please do not laminate wall posters). Please allow adequate time for your items to be returned to you.

Technology Equipment

The tech coordinator will distribute technology equipment as requested by each teacher before school starts in the fall. This equipment includes such items as document cameras, smart boards, computers, etc. Notify the technology specialist when you have problems with equipment.

DRESS CODE for STAFF

Professional dress is a non-negotiable LATCA Rule, and therefore, a daily expectation. Minimum dress standard consists of apparel similar to the student uniform – polo shirt with collar and slacks or skirts.

Staff members may not wear see-through or excessively revealing clothing in the building. This includes tight joggings. Staff members may not wear hats, sweat suits or jogging clothing on days that students are in the building. Remember to demonstrate to students your “dress for entrepreneurial standards of success” on a daily basis. Appropriate jeans may be worn with LATCA shirts on Fridays when LATCA students have special jeans days. It is important for staff members to model appropriate dress at all times. It is unprofessional for staff members to wear apparel that displays the navel, mid-ridge, excessive cleavage or leggings without a long top. We are models for ALL students who must also follow a dress code to attend LATCA. For safety reasons, Flip-flop sandals are not permitted.

DUTIES - On Site

Types of duty include bus, cafeteria duty, recess duty, and hall duty. Please be on duty when scheduled. We have a legal responsibility to always report to duties on time. If a child is injured and no staff is on duty, the school as well as the individual staff member will be held liable.

Please see the document linked before for staff duties and report times.

[Staff Duties](#)

Bus Duty

- Buses will be dismissed by intercom. Please wait for the intercom announcement and then escort students to buses.
- Teachers must escort all bus riders directly to the bus every afternoon. Teachers are NOT to stand at the school entrance and watch students walk to the buses. Adults are to walk to the buses and make sure students board safely and are seated, or until the transportation director or administrator instructs them differently.

- Teachers must help keep order during bus dismissal; all students must be safely organized at all times.

Cafeteria Duties

- Count and mark the sheet to ensure all students have been counted for breakfast
- Consistently walk amongst and monitor ALL students in the cafeteria
- Assist with keeping lines moving
- Wiping off tables or encouraging students to do so.
- Alert custodial staff of any major spills or accidents.

Hall Duties

- During duty times remain at your designated post: 8a - 8:25a and 3:10p - 3:25p
- Monitor students traveling the hallways and stairwells

Parent Pick-up Duty

- Be in the Parent Pick-up Location at 3:20 p.m. daily. One duty person uses the school handset to receive the numbers radioed in by staff members on duty. The other people on duty are to supervise behavior. Students must sit and keep voices low so that they can hear their pickup numbers when called in.
- Students picked up by parents AND walkers are dismissed through the designated parent-pickup area.
- Security personnel who are working outside for parent-pick-up will radio into the building for the student. Each student must have a student number assigned to them for security purposes. The person picking up the student must know the student number as well as the student's name. The student will be asked for their number and name before they are allowed to leave with the person who is picking them up. If the pick-up person does not know the student's number, they must go into the building to pick up the student.

*Parents who pick up their children after school will line up next to the 34th Street door. Assigned staff and security will ask the person for the students name and number and call for the student on the radio.

EAGLE TEAMS

Design/Eagle Teams will meet once a month during the Wednesday Staff meeting after a short staff meeting. These Teams will be overseen by non-teaching staff (Instructional Coaches, Dean, Parent Involvement) The goal of the DESIGN/EAGLE TEAM is to ensure input of school-wide Annual Events, as well as to maintain a positive school culture. Every staff member serves as a member of one of the design teams. The design teams (and subcommittees) are organized around the themes of: Curriculum, Climate, Character, and Community. The design team rep will attend the Site Council meeting on the fourth Thursday of each month. Staff members will be required to attend their team meetings and encouraged to recruit a parent to attend as well. The Site Council consists of representatives from each design team, parents, principals, and co-chairpersons. This group acts as a filter for design team decisions and makes recommendations to the Superintendent's Parent Advisory Council.

EVALUATION

Evaluation Process

Evaluations will occur quarterly, bi-Annual or Annually by either the Principal - Building Level Staff and Teachers, Superintendent - District Staff, Head Custodian - Custodians. If necessary, employees will be

formally placed on a Professional Improvement Plan if necessary. The improvement plan will last for 30, 60 or 90 days at the discretion of the Evaluator, and could possibly end in termination.

Teacher Evaluations

Formal observations are given through Network for Educator Effectiveness (NEE) from the Principal. Teachers will receive feedback from informal and formal observations throughout the year from their Instructional Coach, for the purpose of growth and development of their planning, instruction and assessment.

Teacher Evaluations will be based by the following NEE Indicators:

NEE INDICATOR 5.3b: The teacher establishes secure teacher-student relationships.

NEE INDICATOR 7.4: The teacher monitors the effect of instruction of the whole class and individual learning.

NEE INDICATOR 1.2 The teacher cognitively engages the students in the lesson

Goals of Staff Evaluation

The goal of the NEE is “Leader Growth” & “Teacher Growth.”

In addition, the following are a priority:

- To continuously upgrade the quality of education at the Academy.
- To promote the professional development of staff and improve staff performance.
- To ensure that the performance of all employees meet acceptable and clearly stated standards

Performance Inventory

- Does the teacher call on the same individuals?
- Are there students who are overlooked or forgotten?
- Are lower achievers given time to respond to questions?
- Does the teacher exhibit enthusiasm?
- Are students involved in the lesson?
- Does the teacher have good questioning skills?
- Does the teacher teach at the correct level of difficulty?
- Is there variety and challenge in independent student assignments?
- Is there immediate feedback given upon completion of work?
- Are students rewarded for taking risks? (problem solving and thinking skills)
- Does the teacher give recognition for student success?
- Does the teacher have good classroom management skills?
- Does the teacher turn in paperwork on time?
- Does the teacher keep the classroom and personal spaces clean?

Teaching Strategies

- Does the teacher have a working knowledge of running records or guided reading?
- Does the teacher use cooperative learning strategies effectively?
- Does the teacher teach social skills and review frequently?

- Does the teacher have a working knowledge of the math problem-solving model?
- Does the teacher continuously assess student knowledge and use it to diagnose deficits?

Interpersonal Skills

- Does the teacher give good customer service to our patrons?
- Does the teacher foster a positive relationship with every student?
- Does the teacher interact with faculty appropriately and use conflict resolutions when needed?
- Is the teacher a professional in dealing with work, people, and appearance?

MEETINGS AND PROFESSIONAL DEVELOPMENT

In an effort to support the development of effective instruction, LATCA encourages the active participation of staff in the planning, designing, and implementation of staff development offerings. All staff members are expected to report to meetings promptly. Please reserve Wednesdays, immediately after classes are dismissed, for staff meetings. Please do not schedule meetings, calls or appointments on Wednesdays.

MONEY HANDLING PROCEDURES

According to State law, anytime money is handled by school employees, it is considered public funds. We are liable and therefore, for our protection, **must** have an audit trail. Ultimately, the principal, superintendent, and the School Board are responsible for funds collected by public employees.

Several large fundraisers are being supported by our school and parent group this year in an effort to help with class projects. Every classroom teacher is encouraged to participate in the fundraisers. This money helps to support your classroom activities. Except for the cashier, school staff is not allowed to handle money for the parent organization (P.E.A.C.E. which stands for "Parents Empowered to Appreciate Children's Education"). When community fundraisers occur, the parent involvement specialist is responsible for handling all money collected. She will then provide the parent organization with a status and financial report. Students may bring money in sealed envelopes which must be turned into the parent involvement specialist.

For special entrepreneurial projects or after-school events involving the collection of money, submit all monies to the business office located on the 2nd floor first thing in the morning with the appropriate deposit form. On all checks, write L.A.T.C.A. on the back. Also, indicate on the memo section (bottom left-hand corner of check) your name. This needs to be done for proper tracking of funds. **Money must not ever be collected in classrooms. Money should not leave campus. Money should be submitted to the business office.**

Individual classroom and/or staff fundraisers are not allowed. Projects requiring funds must receive prior approval by the principal. Staff members are encouraged to pursue grants and write proposals for funds to the parent organization.

Please remember that these procedures must be adhered to in order to cover our ankles!! It is an effort to protect employees. Money unaccounted for will be the responsibility of the teacher if these procedures are not followed.

PAYROLL CHECKS AND CHECK STUBS

All payroll checks must be direct deposit. If the pay date falls on a date when there is no school, your direct deposit will be accessible on the 15th or 30th. If, in some rare instance, your payroll check is not following the required direct deposit option, it will be available when the school offices are open, after the holiday or vacation dates.

Staff members receive their pay two times per month, the 15th and the 30th. When a pay date of the 15th or 30th falls on a Saturday, staff may receive direct deposit on Friday, the 14th or the 29th. When the pay dates of the 15th or 30th falls on a Sunday, staff may receive direct deposit on the Monday following the 30th.

Check stubs are accessible online. See Business Office for steps to retrieve stubs online. Make sure that your name and address are printed correctly on your check stub. If changes are needed, please make the corrections with the Business Office.

All check stubs can be accessed via the ADP website. This is the employee's responsibility.

PURCHASING POLICIES AND PROCEDURES

Purchases for the Lee A. Tolbert Community Academy will be made using the following policies and procedures:

ORDERING

Suppliers – You will receive a list of vendors from which to order. Please do not be alarmed if the vendor you request is not where the order is made.

Grade Level Ordering - Books and educational supplies are to be reviewed by Grade Level and/or Subject Level Leads and submitted by the team leader to the Instructional Coach. As part of our commitment to *Team Teaching*, individual orders for books and educational supplies will not be accepted.

Do not submit purchase orders for office supplies. They will be ordered in bulk and distributed by the workroom EA. A supply request form must be completed and submitted to the workroom office assistant in order to obtain any office supplies from the workroom. Distribution of office supplies will be done on an individual basis, not by teams. The workroom EA will keep copies of all filled requests on file. This system of ordering will reduce the amount of ordering and paperwork, as well as help us to control inventory.

Forms – Purchase requisitions, check request and supply request forms are kept in the school workroom. All forms are filed in the right hand side of the staff mailbox. (We are currently updating our forms to all digital. Please watch for these changes.)

Purchase Orders - A LATCA Purchase Order must be completed for all orders. Verbal requests, as well as requests written on notebook paper or post-its will not be accepted. Only approved vendors may be used. Make sure you complete the vendor information, including phone, website, address and fax number. Incomplete forms will slow down the processing of your order. When your purchase requisition has been approved by the Instructional Coach, and by the Principal, a purchase order will be generated and completion of order will be handled by the workroom assistant. Once you have completed your Purchase Requisition, please make a copy for your records. The original is to be placed in the IC's box (or emailed) for review and approval. If the Instructional Coach has questions, or for whatever reason does not approve your Purchase Requisition, he/she will make the necessary comments and return it to you before submission to the Principal. IC Approved Purchase Requisitions will be signed by the Principal for final approval and placed in the workroom assistant's box for a purchase order. Once the workroom assistant receives the purchase order, the order will be placed. After orders are placed, a copy will be kept in the workroom files until the order has been filled and invoiced. The invoice, along with packing slip along and the purchase order, will be forwarded to the accountant's office for payment.

- *Check Requests* - Supplies needed from local stores, payment in advance or C.O.D. orders may require a check request form. In this case, a P.O. is not needed, however you must list on the check request form the specific supplies you are requesting, quantity and price. Make a copy for your records and place the original in the principal's box for approval. (Only selected vendors may be used.) If approved, he will sign and give to the administrative assistant, who will in turn forward to the accountant to issue a check. When the purchase is complete, the receipt must be attached to the check stub and turned in to the accountant's office to retain in the records.
- *Reimbursements*- No reimbursements will be made for any materials and supplies purchased out of pocket, without prior approval. **No Exceptions!**

Receiving - Most orders will arrive by UPS within five to 10 business days. It is important that you plan ahead your lessons and activities, in order to receive your supplies in a timely manner. We will not incur the extra expense of overnight or quick shipping.

Orders will be checked in by the receptionist/workroom EA. If there are any backorders, out of stock or discontinued items, it will be noted on the original P.O. and the staff member will be notified.

Distribution - Under no circumstances is any staff member to take orders from the workroom, before they have gone through the proper check-in procedure. Once your order is checked in, whether partial or complete, sign and date the P.O. as confirming receipt of supplies. ****Do not take ANY incoming orders/boxes/packages from the front office. These items must first be checked in by the workroom assistant so we know they have arrived.**

At the completion of the order check in and distribution procedures, the workroom assistant will sign and date the P.O. The packing slip for the order is to be attached and placed back in the vendor files.

SUBSTITUTE TEACHERS & SUB FOLDERS

Emergency SubTub should be completed and given to Mrs. Wilson in the front office w/ Monday - Friday Grade Level work that is current for each content area

Procedures

Contents of Substitute Teacher Folders for Day of Absence

Please prepare and have available at all times a "Substitute Folder." The folder should be identified and placed in the plastic clear mailbox located on the inside of each classroom door. Below is a list of items to be readily available for the substitute. The items marked with an asterisk must be included in the folder:

- Roster(s):: 1 for attendance & 1 for class comments
- Title 1 & SPED Pullout Schedule with the teachers of assistance; helpful students, office/support staff phone numbers and Buddy Room and Restroom Procedures
- Daily schedule (e.g., Instructional time, specials, lunch, and recess)
- Detailed lesson plans with times
- Teacher guides and texts (as needed)
- Necessary supplies
- Duty schedule
- Updated class roster(s)
- List of teachers who can be of assistance
- Fire, tornado, and active shooter drill procedures

- Classroom procedures (e.g., drinking and restroom privileges, use of free time, etc.)
- Dismissal Procedures

All materials needed for the guest teacher must be copied, prepared and readily available. Please do not expect an EA, the IC, or another teacher to make copies for you. We understand that emergencies do arise and we believe in supporting each other, however if you know you are going to be out in advance, please be considerate and plan in advance. It is extremely difficult to secure substitute teachers for Mondays and Fridays. Please request substitute teachers only in dire emergencies on these days.

TERMINATION POLICY (Voluntary or Non-Voluntary)

Faculty & Staff Members Who Voluntarily Leave or Who Are Terminated

The departing staff member and their team must transfer shared documents and websites that pertain to the grade level/team. This may include tasks such as transferring ownership of all school-related documents to a current staff member within his or her team.

Terminated staff may retain access to their email accounts up to two weeks after the final day of the last term, depending on the nature of the termination.

TEACHER’S CLASSROOM RESPONSIBILITIES

CLASS NEWSLETTER

Every grade level is responsible for publishing a newsletter at the end of each quarter. The newsletter should be sent to administration for review/approval before sharing with families.

CUMULATIVE FOLDERS

Cumulative folders are kept in the core data office. Teachers may check them out to use **on the school’s campus only**. These are confidential records and only necessary personnel should have access to cum. files. A log of access must be attached to each folder and signed by each person who views the record, including the teacher. (The classroom teacher needs to sign only once during the school year.)

The student’s legal name, student number, and birth date should be clearly written on the cumulative folder and envelope. Information in cumulative folders should include:

- test results
- grade card
- pertinent notes
- other information marked for the cumulative folder

Student progress is recorded at the end of the school year or when a student leaves the Academy. Do not place information in the folder unless it is a necessary record. Four good questions to ask when considering what to put in the record are:

- Is it necessary to record this? (Some information should be kept only for personal notes.)
- Is this information accurate? (No hearsay information should be included in the written record.)

- Is the statement a fact that can be supported by evidence? (Phrase statements positively whenever possible.)
- Is the person writing the record qualified to make the statement?

Parents requesting to view their child's cumulative folder must make an appointment with the principal or dean of students. Parents have a right to view their child's cumulative folder, so teachers should be aware that their statements might be viewed at any time.

CURRICULUM / PACING GUIDES

This year, all teachers will have curriculum guides assigned to them per Grade Level and Subject. These curriculum guides are mandatory to use and are living documents which will be updated throughout the year by the Principal, Instructional Coaches in collaboration with the Teachers. The guides will follow the State Standards for all Grades and will include: suggested time frames, Unit Topics, Student Activities, Vocabulary, Suggested Resources and Assessments.

HOMEWORK

It is the Academy's recommendation that teachers provide daily homework opportunities that are considered enrichment. Homework should include fluency and practice skills. It is recommended that reading be an option every night. Homework should not be over new material students are learning in class but over previously taught topics, challenge areas in foundational skills in order to master current content, differentiated practice on previously taught topics and/or MAP Preparation.

LESSON PLANS and DAILY AGENDA

Lesson plans are to be submitted in Google Classroom by Thursday by 11:59 pm. Lesson plans will be based on Missouri Learning Standards and follow the curriculum resources and curriculum guide. Lesson Plans are a guide to instruction for the week and will guide both informal and formal observations. All grade level teachers should collaborate weekly to create weekly plans. Each teacher will play a role in planning and preparation. Each grade level will follow the guide of their scope and sequence and the required curriculum to determine the order of instruction. All components of the lesson plan must be completed before submission.

Teacher's daily schedule should be visible in their classroom *and* outside their door. Please make sure your daily schedule aligns with the required [instructional minutes](#).

LOCKER USAGE:

Students may bring their own combination locks from home and all combinations must be registered with the homeroom teacher.

Lockers:

Lockers are the property of L.A.T.C.A. Only items pertaining to school may be placed in lockers (books, notebooks, school supplies and backpacks). Items not pertaining to school are suggested to not be placed in lockers (radios, iPods, toys, extra clothing, etc.). L.A.T.C.A. (office) has access to all lockers.

Dos and Don'ts for Locker Usage:

Do:

- Do keep your combination to yourself (Do not give your combination to anyone).
- Do keep your locker locked at all times when you are not around.
- Do keep only your belongings in your locker (not anyone else's belongings.)

Don't:

- Don't share your locker combination with anyone.
- Don't set your combination to open on one turn of the dial.
- Don't take the lock from the locker and take it to class or any other location.
- Don't share your locker with any other person other than your locker partner.

If you abuse your locker privileges, these privileges will be taken away.

MOVIES/ VIDEO STREAMING

The LATCA School Board recognizes that videos and movie clips, which directly relate to the instructional program, may be of benefit for classroom viewing. **All movie clips must have prior approval by the principal.** After approval is received, video clips should be included in the lesson plan and should never serve as time fillers. Accordingly, it is the policy of the LATCA School Board to forbid usage of "R" rated movies in the classroom at all grade levels. Any clip of a "PG-13" rated film shown at the elementary level must have:

- prior approval of the principal; and
- direct relationship to the curriculum and instructional program.

Guidelines

- Any "PG" rated movie clip shown in the classroom must have prior approval by the principal.
- Any movie shown in the classroom must directly relate to the instructional program. In order to show movies for longer than 12-18 minutes there must be prior approval by the Principal. It is recommended to use a movie clip to tie in relevant connections. Clips are useful in getting students interested in academic topics.
- Movies are not to be used as rewards and entertainment. Do not promise students movie time in exchange for good behavior. This is not productive use of instructional time.

PHYSICAL EDUCATION EQUIPMENT

The equipment is kept in the Gymnasium. We will limit the use of equipment that is difficult to disinfect in the classroom or at recess.

PORTFOLIOS

The purpose of a portfolio is to encourage students to take an active role in their own learning and to document progress over time, therefore, it is expected that all LATCA Staff keep a "working portfolio" for each student. (Specialist Teachers, Title I Teachers and Special Education Teachers should work with the classroom teachers in collecting/storing work). Each student's "working portfolio" must have documentation from each department.

Please encourage students to take an active role in selecting work and monitoring their portfolios (students, parents, and administrators may have access to portfolios at any time). Student work that is collected over time will assist in creating a "Presentation of Learning" notebook to be used during student-led conferences, parent/teacher conferences, etc.

PROMOTIONS

A student is promoted each year on the recommendation of the teacher and the principal. When evaluating the student's progress, the teacher is to consider the social, emotional, and physical as well as academic development of the student. Record of mastery or failure of competencies is part of the promotion and retention process.

The following procedure will be followed for monitoring academic performance:

- Instructors will identify students not meeting the requirements for promotion during the first grading period.
- The staff member will complete and submit a Student Assistance Team (SAT) referral on [Apricot](#).
- A member of the SAT Team will schedule a conference with the family and staff members.
- Collaboratively, a plan will be devised for the student with the understanding that the parent will work along with the school to bring the child's performance to a satisfactory level.
- Methods to help improve the student's performance will vary including tutoring, mentoring, peer tutoring, Saturday school, and alternate methods of evaluation.

8TH GRADE ACADEMIC PROMOTION

Lee A. Tolbert Community Academy prides itself on high academic achievement standards. The Board of Directors, along with school administrators, has established guidelines and requirements for students participating in the 8th grade celebration ceremony.

Promotion

Criteria for being promoted to the 9th grade are as follows: A student must earn a cumulative grade of "C" or better in three out of the four core courses.

Participation in Celebration Ceremony

The promotion ceremony, planned under the direction of the school and the parent group is a way to reward students for their hard work and dedication to academic excellence.

Guidelines and requirements for students participating in 8th grade celebration ceremonies:

- Students who do not pass all their core classes may not participate in the celebration ceremony even if they earned a cumulative GPA of 2.5 or higher. The student will be promoted to the next grade level and will be allowed to be a spectator of the celebration.

RECESS

The outdoor spaces may be used for students to play games using social distancing and no equipment. The school will develop a recess schedule that limits the number of students on the playground or within a specific area of the playground. Appropriate social distancing will be maintained.

Morning or afternoon recess is the responsibility of each teacher. Recess is to be only fifteen minutes in length. On recess duty, teachers should be walking among students. Teachers are encouraged to interact with students by

playing organized games with them. Adults on duty may not gather together for conversations during this time. All attention must be focused on students.

Note: All staff must stress that students must always walk out to the playground! Students are to wait in line until the supervising adult is in place on the playground BEFORE students are allowed out of line and on the playground. Students are not permitted to run in the building.

Students are expected to obey the following rules:

Playground Norms

- Play only on the playground.
- Students are to walk on cemented areas and keep their hands and feet to themselves.
- Students should not climb or swing on poles anywhere on school grounds.
- Students should not play or congregate in areas that are out of view of staff.
- No students should be left alone without adult supervision in a classroom or on the playground at any time.

Recess Norms

- Staff on recess duty should position themselves where they can see a large part of the playground.
- Staff members may not stand together to visit. Your entire duty time should be spent interacting with students by playing games and supervising behavior.

When children report problems, provide consequences immediately.

Things you can do are:

- Talk with children involved in conflict
- Remove offenders from the area

Note: Please do not send students immediately to the office or S.M.A.R.T.E. Room as a consequence. Student consequences involving missed recess are not to be sent to the office to sit for fifteen minutes **unless you have made prior arrangements with the principal**. Find a buddy teacher whose class is in session during your recess. Using an isolated spot in other classrooms can be quite effective. Only serious or consistent misbehavior problems should be referred to the office.

REPORT CARDS AND GRADING PROCEDURES

Grades will be inputted on SISK for participation/individual assignments.

Grades are due two days after the end of the quarter, by 3:30 pm. If the quarter ends on Friday, grades are due the following Tuesday at 3:30 pm. Teacher comments should be written for each grading period for D's and F's.

Grades will be available for parents to view on the parent portal of SISK 12. Reporting grades to parents is an important part of school-to-home communication. Parents deserve a realistic assessment of their children's progress in curriculum areas. The dates for each quarter is listed below: Please send the information for your student awards to your IC by the monday after the quarter ends. The Award celebration will be held on the following Friday.

Grading Periods

1st Quarter	August 15 - October 13
2nd Quarter	October 16 - December 19
3rd Quarter	January 04 - March 15
4th Quarter	March 18 - Last Day of School

RETENTION

Please discuss with the principal, early in the year, each student being considered for retention. The following procedures must take place prior to a retention decision being made:

- Fill out the required documents on the [Apricot website](#). Contact the help desk for login assistance. Once everything is completed, you will be contacted with a date and time for a meeting involving the SAT Team, the family, and other necessary staff.
- Implement interventions discussed during the SAT meeting and document the results of those interventions.
- The LIGHT Retention form may be used as a part of the process.
- Retention Form must be completed. Forms will be provided in the SAT meeting.

A scholar may not be retained if he/she were not taken through the SAT process.

When a student is retained, the parent, teacher, and principal sign the retention form. A student can be retained without parent permission when recommended by the Student Assistance Team.

SUPPLIES

Teachers need to requisition some school and office supplies. Needed supplies will be given to each teacher at the beginning of the year. Additional supplies may be requested or requisitioned by grade level. You may pick up a requisition form from the workroom.. The workroom assistant will notify you when the supplies that are used frequently are getting low. Please order supplies only as needed.

TEST DATES

TEST DATES FOR SCHOOL WIDE EVALUATE ASSESSMENT

<u>Test</u>	<u>Testing Window-Within the First Two Weeks of the Month</u>	<u>Grade Levels</u>
Form A	Sept.	K & 1st
Form B	Nov.	K & 1st
Form C	Feb.	K & 1st
Post	Apr.	K & 1st
Form A	Sept., Nov., Jan., Mar.	2nd - 8th Grade
Form A		
Form B	Oct., Dec., Feb., Apr.	2nd - 8th Grade
Form B		

TEST DATES FOR STANDARDIZED TESTS

<u>Test</u>	<u>Testing Window - Tues. thru Thurs.</u>	<u>Grade Levels</u>
EOC	Apr/May 2024	8th
MAP	Apr/May 2024	3rd - 8th Grade

In addition to state required assessments, Evaluate will be administered monthly in the classroom for every student. Teachers must make sure that every student completes missing assessments.

STUDENT AWARDS & BEHAVIOR MANAGEMENT

STUDENT EXPECTATIONS

Building Rules

Below is a list of student responsibilities in various areas of the school building.

Classroom

- Maintain social distancing
- Stay in your assigned seats
- Participate
- Follow directions
- Be on time, on tasks and engaged in learning

Hall

- Walk in the halls on the second square. Running is strictly prohibited.
- Quiet in the halls at all times.
- Walk in single file lines through the halls and on the stairs.
- Keep hands and feet to yourself. Walk arms' length from the person in front of you.

Recess/Playground Rules

If a student cannot go outside because of a medical condition and is under doctor's treatment, the parent must bring a note from the child's physician explaining the medical condition and restriction on activities.

- 15 minutes
- Students must be visible at all times (not inside or outside without teacher's presence)
- Outside unless weather requires indoor
- Maintain social distancing
- Follow all teacher directions.
- Play on the blacktop away from the cars.
- Let a teacher know when a ball goes into the street.
- Stay on the playground and out of the building unless there is an emergency.
- Line up quietly and quickly.
- Use climbing structures safely – No pushing, pulling, or rough play.
- Use good manners when speaking to other students and teachers.
- Be respectful of others and their property.
- No playing football, wrestling or chasing games.
- Leave rocks, snow, or other objects on the ground.

Restroom

- Maintain social distancing
- Quiet in restrooms at all times.
- Attend restrooms only when accompanied by a teacher or teacher's designee unless in a case of emergency.
- Monitors will be assigned by the teacher to assist in keeping order and area clean.
- All classrooms will use restrooms before 2:50 p.m. each day.

Cafeteria

- Maintain social distancing
- Grab and Go breakfast/lunch
- Wait in line quietly.
- Keep hands, feet, and objects to yourselves.

- Keep your area clean.
- Use low voices.
- Follow cafeteria monitors' directions.

STUDENT PERFORMANCE PROGRAM (8 Point Day)

Program Objective

To teach students how their performance (e.g., academically, behaviorally, and socially) affects their ability to be successful in school, life, and on the job.

Program Description

The Student Performance Program is a self-monitoring discipline component of the Y.E.S. Program. During this time in a student's life (i.e., elementary school), going to school is their job. As a result, it is important for students to learn life-long work habits necessary to become responsible citizens in a productive society. The habits instilled in our students now will stay with them throughout their life. If we teach them how to be successful elementary students, they will become successful middle school, high school, college and vocational students, as well as successful businessmen and women.

The program was designed to help students control their behavior by teaching them accountability and responsibility for their academics, behavior, and social skills. Incentives, awards, and various recognition opportunities were created to help motivate students to become more cognizant of their behavior. Through this program, students begin to recognize and understand the correlation between job responsibilities, setting goals, achieving goals, and receiving consequences for failing to meet approved performance standards.

The term "performance" is used in lieu of "behavior." For many students, the term "behavior" has a negative connotation. In addition, the term "performance" is utilized by most businesses in determining the continued employment status of their employees.

School-wide Implementation

All classes **must** participate in this program. To increase the effectiveness of the program,

- There **must** be consistent implementation throughout the school.
- Teachers must not use the program to threaten students. ("If you don't sit down, I'll take a point.")
- Points cannot be earned if a student does not meet the goal. This is the **only** reason points can be taken.
- Explain to students why they did not earn points by referring to specific incidents. This will help students identify which behaviors will earn or lose them points. They will then begin to develop points of reference for the future situations.

It is imperative for specials' teachers and duty teachers to communicate with the regular teacher about students' performance during specials, recess, lunch, and transition times. Students need to understand that they are expected to meet each performance goal **regardless** of the activity or teacher working with them. Teachers must follow through in not assigning points upon receipt of negative reports from specials and duty teachers. The program becomes ineffective for students if they know they can earn points for acting out in areas other than the classroom.

PERFORMANCE GOALS

Students will learn eight performance goals they are expected to meet every day. Each goal is listed below along with 3-4 examples of each. Please review and practice these goals with your students every day the first two weeks of school. By the third week of school, students should be expected to know them without prompting from staff.

1. **Display a positive attitude** – How do I display a positive attitude?
 - I keep a pleasant face.
 - I say nice things.
 - I encourage others to do the right thing.
2. **Work well with others** – How do I work well with others?
 - I work as a team. I do not work alone.
 - I respect differences.
 - I wait my turn to speak or do something.
3. **Follow directions the 1st time** – How do I follow directions the 1st time?
 - I look at the person to see if he or she is talking to me.
 - I listen to directions.
 - I do exactly what I am asked to do RIGHT AWAY.
4. **Show respect for others** – How do I show respect for others?
 - I listen when others talk.
 - I keep my hands and feet to myself.
 - I ask students to be quiet. I do not tell students to shut up.
5. **Show good customer service skills** – How do I use good customer service skills?
 - I use my manners.
 - I greet visitors with a positive attitude.
 - I help others.
6. **Do my work** – How do I do my work?
 - I work quietly.
 - I complete all my work on time.
 - I turn in my work.
 - I bring my Thursday Envelope back to school every Friday.
7. **Use good communication skills** – How do I use good communication skills?
 - I talk in a low voice.
 - I say “please,” “thank-you,” and “excuse me,” to students and adults.
 - I call students and adults by their names.
8. **Set and work toward my goals** – How do I set and work toward my goals?
 - I decide what I need to do. I decide what my goals are.
 - I make a plan for how to reach my goals.
 - I work with my teacher to follow my plan.
 - **I ACHIEVE MY GOALS!!**

PRINCIPAL’S BREAKFAST

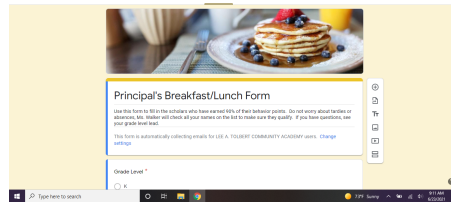
In the events we are able to take them outside of the building, students who earn 36-40 points or 90% of their weekly points for four consecutive weeks will have breakfast with the principal each month (the date varies depending upon other school events). Other requirements for eligibility to attend the Principal's Breakfast/Lunch are as follows: Eligible students are at school and on time 95% of the time for the month; no buddy room or

SMARTE Room visits (exception: part of behavior success plan); and no school or bus suspensions issued for the month.

The breakfast is usually held from 8:10 a.m.-8:50 a.m.

7th and 8th grade students who are eligible to attend the principal’s breakfast will be treated to lunch.

Principal’s Breakfast form will be sent out every month for teachers to fill out.



Students can earn a minimum of 0 points and a maximum of 40 points each week. The points have been divided into following levels:

- 36-40 points Outstanding Performance!
- 31-35 points Good Job!
- 25-30 points Keep Working!
- 17-24 points Need to Work Harder!
- 8-16 points No Focus!

Points are not to be used to threaten students. In the height of emotion, teachers must never say, “You just lost all of your points.” Start the day with 0 points and give students the opportunity to earn points all day. It changes the adult’s language and lends itself to a more positive attitude by all participants.

Absent Students and Days School is Not in Session

Special adjustments will be made for absent students and days school is not in session during the week. The point system is based upon students attending school five (5) days a week. Students can earn a maximum of 8 points a day, 40 points per week. For each day school is closed, the maximum number of points they can earn that week will be reduced by 8 points. Below is a breakdown of the adjustments:

- 4 day week = 32 points maximum
- 3 day week = 24 points maximum
- 2 day week = 16 points maximum

Tardy Students: Students who are consistently tardy impact Point # 8. A student with five tardies within a month will not be able to attend the principal’s breakfast.

STUDENT DISCIPLINE MANAGEMENT

Every classroom teacher should have a pro-active and well-communicated classroom management plan outside of BIST and PBIS which are school wide initiatives.

PBIS can be used as a classroom management tool in addition to classroom management layouts.

BIST should not be used as a classroom management tool.

PBIS & BIST are designed to enhance the classroom management of scholars.

Please follow the [PBIS Matrix](#)

Please take advantage of the relationship that you have begun to build with the parents at the beginning of the school year. For instance, use the student's agenda as a communication tool and call the parent if additional assistance is needed after all other procedures and processes have been followed through. Be sure to use all resources and tools available and mapped out, in order to be proactive and not reactive to behavior challenges. Following BIST with fidelity and maintaining documentation, will assist with school wide management, so that classroom teachers are also respectful of parents/families work and personal time as well.

PROFANITY POLICY

At LATCA, we encourage students and staff to use linguistics that express success and imply respect to their leaders and peers. Profanity, described as mean spirited, insulting or disrespectful language, is absolutely forbidden on the premises of the school. Students who choose to use offensive language, gestures, or written content in the classroom, on the playground, in the cafeteria or any location on school grounds may be subject to in-school suspension, out-of-school suspension or in habitual cases, expulsion. It is our expectation that staff members will model appropriate standard English for students at all times.

PUBLIC DISPLAYS OF AFFECTION

Students/ Staff at LATCA will recognize that there are appropriate and inappropriate ways of showing affection to people on school property. Kissing and inappropriate touching are not acceptable. If appropriate judgment is not exercised, the student or staff member runs the risk of suspension and/or loss of employment. **Any PDA whether mutual or not may be viewed as sexual harassment.

SUPERVISION OF STUDENTS

Students must be under adult supervision at all times. Never leave students unsupervised, not even to run across the hall to chat briefly with a teacher or parent, etc. Students should not be in the hallway unsupervised. If an accident were to occur and staff members were not on duty, the school and the staff member would be considered negligent and liable for any injury.

DISCIPLINE PROCEDURES

School-based Interventions

When students violate school rules, any of the following school-based interventions will be utilized to help the student understand the wrongfulness of his/her behavior and correct his/her behavior:

- Academic modifications
- Daily or weekly progress reports
- Daily points not earned
- Behavior Modification Programs (BIST: Behavior Intervention Support Team)
- Behavior contracts
- Student/Teacher or Student/Administrator Conferences
- Parent/Teacher or Parent/Administrator Conferences

- In-school Suspension
- Short-term suspension (imposed only if other interventions are unsuccessful)

Suspensions and Expulsions

The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violation of school rules. The principal or their designee shall have the power to suspend from school any student guilty of gross misconduct or continual insubordination to school organization and/or regulations. When a student is suspended or expelled from school, he/she is not to be on any school property or attend any school-sponsored activity for the duration of the suspension or expulsion. It is the responsibility of the principal to determine the type of exclusion and/or action recommended for students who violate school rules.

STUDENTS IN BUDDY ROOM

Students assigned to a buddy room cannot earn points during the time they are out of the regular classroom setting, unless a student is on a plan.

Once the student returns to the regular classroom, the student may continue to earn points.

STUDENTS IN S.M.A.R.T.E. ROOM

Students assigned to the S.M.A.R.T.E. Room will not earn points for that day, unless a student is on a plan. It may seem unfair to the student who complies with written and oral directions of S.M.A.R.T.E. teacher. However, students earn points for their performance during regularly scheduled activities only. The S.M.A.R.T.E. Room is not considered a regularly scheduled activity. Students receiving zero (0) points for being in the S.M.A.R.T.E. Room are analogous to employees receiving leave without pay for misconduct on the job. Hopefully, this will be an incentive for students to control their behavior and remain in the classroom.

SAFE SCHOOLS ACT (Missouri)

Reporting Requirements

By state law, school administrators are required to report acts of school violence to teachers and other school district personnel with a need to know. “Need to know” is defined to mean school personnel who are directly responsible for the student’s education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School administrators will report to the appropriate law enforcement agency, as soon as possible, any of the following felonies, or any act which if committed by an adult would be one of the following felonies, if committed on school property, including but not limited to actions on any school bus in service on behalf of the District or while involved in school activities:

- First Degree Murder under 565.020, RSMo.;
- Second Degree Murder under 565.021, RSMo.;
- Voluntary Manslaughter under 565.023, RSMo.;
- Involuntary Manslaughter under 565.024, RSMo.;
- First Degree Assault under 565.050, RSMo.;
- Second Degree Assault under 565.060, RSMo.;
- Forcible Rape under 566.030, RSMo.;

- Forcible Sodomy under 566.060, RSMo.;
- First Degree Child Molestation under 566.067, RSMo.;
- Sexual Misconduct involving a child under 566.083, RSMo.;
- Sexual Assault under 566.040, RSMo.;
- Deviate Sexual Assault under 566.070, RSMo.;
- Sexual Abuse under 566.100, RSMo.;
- First Degree Robbery under 569.020, RSMo.;
- First Degree Burglary under 569.160, RSMo.;
- Second Degree Burglary under 569.170, RSMo.;
- First Degree Arson under 569.040, RSMo.;
- First Degree Property Damage under 569.100, RSMo.;
- Kidnapping under 565.110, RSMo.;
- Felonious Restraint under 565.120, RSMo.;
- Distribution of Drugs under 195.211, RSMo.;
- Distribution of Drugs to a Minor under 195.212, RSMo.;
- Possession of a Weapon under Chapter 571, RSMo.;

The appropriate law enforcement agency will be notified in all situations where a student’s conduct violates state law or municipal ordinances. The District will fully cooperate in any investigations by appropriate law enforcement officers. In addition, if the District is notified by the juvenile officer that a petition has been filed alleging a student has committed a serious offense against persons or property, teachers and other school personnel with a need to know will be notified of that information.

Any information regarding serious offenses will be kept confidential and will only be used for the limited purposes of assuring that good order and discipline are maintained in the school. This information may not be used as the sole basis for not providing educational services to a student.

If a student’s Individualized Education Plan (I.E.P.) provides information that the student’s condition includes violent behavior, such information will be provided to teachers and other school personnel with a need to know.

Serious Violations of the Academy’s Discipline Policy

According to the Academy’s Discipline Policy, the following offenses are considered serious violations of the policy:

- Touching students in inappropriate places
- Possessing drugs, alcohol, and weapons
- Hitting students and staff members (this does not include fighting or wrestling with students)
- Setting fires

Violent Acts

Pursuant to the Safe Schools Act, the phrase “act of school violence” or “violent behavior” means the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the Academy, or while involved in school activities. “Serious physical injury” is physical injury that creates a substantial risk of death or causes serious disfigurement or protracted loss or impairment of the function of any part of the body. For example, assaulting a student, teacher, or any other school employee is considered an act of school violence.

Mandatory Discipline for Certain Weapons Violations

If the Academy determines that a student brought any of the following weapons to school or upon school property in violation of this policy or state law, the student shall be suspended for a period of not less than one (1) calendar year or recommended for expulsion. Such suspension or expulsion may be modified on a case-by-case basis. Under state law, a weapon is defined as a firearm, a blackjack, a concealable firearm, an explosive weapon, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, and a switchblade knife.

For purposes of this section, a “knife” means a dagger, dirk, stiletto, or bladed-hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. In determining whether a student will be subject to a mandatory one (1) year suspension, a “knife” shall not include any ordinary pocket knife with a blade measuring four inches or less in length.

SEXUAL HARASSMENT

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board to maintain learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the School to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the school to harass a staff member or student of the school through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the school or while such student is under school supervision.

THE CODE OF ETHICS OF THE EDUCATION PROFESSION*

PREAMBLE

We, professional educators of the United States of America, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard, as essential to these goals, the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

A. PRINCIPLE 1: Commitment to the Student

We measure success by the progress of each student toward achievement of his/her maximum potential. We, therefore, work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home.

In fulfilling our obligation to the student, we:

1. deal justly and considerately with each student.
2. encourage the student to study and express varying points of view and respect his/her right to form his/her own judgment.

3. withhold confidential information about a student or his/her home unless the release is allowed or required by law.
4. conduct conferences with, or concerning, students in an appropriate place and manner.
5. refrain from commenting unprofessionally including, but not limited to, racially or biased comments.
6. avoid exploiting our professional relationship with any student.
7. tutor only in accordance with local board policies.
8. seek constantly to improve learning facilities and opportunities
9. all school personnel shall refrain from any sexual harassment or exploitation of students including, but not limited to, any verbal, written or physical sexual advances.

B. PRINCIPLE II: Commitment to the Community

We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public.

In fulfilling our obligations to the community, we:

1. share the responsibility for improving the educational opportunities for all.
2. recognize that each educational institution has a person authorized to interpret its official policies.
3. acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
4. evaluate, through appropriate professional procedures, conditions within a district or institution of learning, make known serious deficiencies and take action deemed necessary and proper.
5. use educational facilities for intended purposes consistent with applicable policy, law and regulation.
6. assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities.
7. protect the educational program against undesirable infringement and promote academic freedom.

C. PRINCIPLE III: Commitment to the Profession

We believe that the quality of the services of the education profession directly influence the future of the nation and its citizens. Therefore, exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning and programs of our professional organizations.

In fulfilling our obligations to the profession, we:

1. recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of our profession.
2. participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
3. cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns and those colleagues new to their positions.

4. accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities and support them when unjustly accused or mistreated.
5. refrain from assigning professional duties to non-professional personnel when such assignment is not in the best interest of the student.
6. refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues.
7. keep the trust under which confidential information is exchanged.
8. make appropriate use of the time granted for professional purposes.
8. interpret and use the writings of others and the findings of educational research with intellectual honesty.
9. maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts.
10. represent our professional qualifications honestly and identify ourselves only with reputable educational institutions.
11. respond accurately to requests for evaluation of colleagues seeking professional positions.
12. provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

D. PRINCIPLE IV: Commitment to Professional Employment Practices

We regard the employment agreement as a solemn pledge to be executed in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships governing boards are built upon integrity, dignity and mutual respect between employees, administrators and local school boards. In fulfilling our obligations to professional employment practices, we:

1. apply for or offer a position on the basis of professional and legal qualifications.
2. apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
3. fill no vacancy except where the terms, conditions and policies are known.
4. adhere to, and respect, the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
5. give prompt notice of any change in availability of service, in status of applications or of change in position.
6. conduct professional business through the recognized educational and professional channels.
7. accept no gratuities or gifts that might influence our judgment in the exercise of our professional duties.
8. engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.

Lift Every Voice And Sing Lyrics:

Lift Every Voice And Sing, till earth and Heaven ring,
Ring with the harmonies of liberty;
Let our rejoicing rise, high as the listening skies,
Let it resound, loud as the rolling sea.
Sing a song full of the faith that the dark past has taught us,
Sing a song full of the hope that the present has brought us;
Facing the rising sun of our new day begun,
Let us march on till victory is won.

God of our weary years, God of our silent tears,
Thou Who hast brought us thus far on the way;
Thou Who hast by Thy Might, led us into the light,
Keep us forever in the path, we pray.
Lest our feet stray from the places, our God, where we met Thee,
Lest our hearts drunk with the wine of the world we forget Thee.
Shadowed beneath Thy Hand, May we forever stand,
True to our God, True to our native land.