

# STUDENT HANDBOOK

## 2023-2024



## LEE A. TOLBERT COMMUNITY ACADEMY

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**SCAN ME**

Lee A. Tolbert Community Academy  
2023-2024 School Year

My signature and my child's signature below indicate that I have received the parent/student handbook. I understand that it is my family's responsibility to be aware and in support of the procedures and rules about the Academy that are listed and discussed in this handbook. I have read the information and will make sure that my child is informed of its contents.

---

Parent Signature

Date

---

Child Signature

Grade

Date



**Purpose of LATCA School Planner**

At Lee A. Tolbert Community Academy, the school planner is an essential tool for students (K-8), parents and teachers. Students will use the planner every day. It serves many purposes, such as: an organizational instrument, a hallway pass, a communication device between parents and teachers, and a reference guide for students. Please review the following LATCA planner guidelines:

1. Parents and students should make sure that the personal information within the planner is accurate and complete.
2. Students should bring the planner to school every day, and they should bring the planner home every afternoon. The planner should be readily available at all times during the school day.
3. In order for the planner to be an effective communication tool, parents should check the planner daily for communications from the teacher. A useful way to communicate with teachers is to write a note to the teacher in the planner.
4. When parents initial the planner, it lets the teacher know that parents are checking the planner.
5. Activities within the planner may be used as enrichment homework.
6. If your child's planner is destroyed or lost, the replacement cost is \$10.00.

Please check your child's planner daily for upcoming tests, projects, and daily assignments.

**Students may not use another student's planner for any reason!**

# TABLE OF CONTENTS

Letter from the Principal	Page 1
Welcome	Page 2
Mission Statement	Page 2
Philosophy	Page 2
Student Pledge	Page 2
<b><u>ACADEMIC PROGRAM</u></b>	
Daily Schedule	Page 3
Emergency Dismissals, School Closings and Late Starts	Page 3
Arrival and Dismissal of Students	Page 4
Attendance, Absences and Tardiness	Page 4
Tardy to School and Class (Middle School)	Page 5
Attendance Policy	Page 6
Student Enrollment and Withdrawal Procedures	Page 6
Curriculum and Academic Expectations	Page 7
Homework	Page 7
Academic Promotion, Reading Grade, Honor Roll	Page 7
Special Interest Classes	Page 8
Technology and Internet Usage	Page 9
Middle School Promotion Requirements and Ceremony, Promotion	Page 10
<b><u>STUDENT INFORMATION</u></b>	
Student's Role	Page 10
Uniforms (School Wear Policy)	Page 10
Health Information and Medical History	Page 11
Student Breakfast and Lunch Program	Page 12
Recess and Playground Rules	Page 13
Student Discipline	Page 14
Behavior Support Systems	Page 24
Student Transportation	Page 20
Student Use of Telephones	Page 21
<b><u>PARENTAL INVOLVEMENT</u></b>	
Parent Involvement Policy	Page 21
Thursday Envelopes	Page 22
Classroom Visits	Page 22
Parent/Teacher Conferences and Student Conferences	Page 23

P.E.A.C.E. (Parents Group)	Page 23
Site Council	Page 23
Advisory Council	Page 23
Eagle Teams	Page 23
Board Meetings	Page 24

**SPECIAL EVENTS & OCCASIONS**

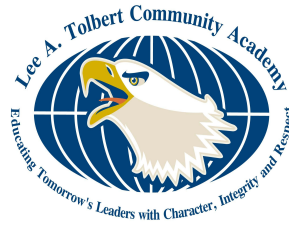
Promotion/Graduation Committee	Page 24
Birthdays	Page 24
L.A.T.C.A. Athletic Department	Page 25
Field Work	Page 25
Fundraisers	Page 25

**GENERAL INFORMATION**

Virtual Courses	Page 26
Resolution of Concerns Policy	Page 26
Electronic Devices	Page 26
Fire and Tornado Drills	Page 27
Cubbies / Lockers/ Locks and Usage	Page 27
Procedures for Locker Assignments	Page 27
Performance Goals	Page 27
Personal Belongings	Page 28
Outstanding Fees	Page 29

**COMPLIANCE WITH FEDERAL & STATE LAWS**

Notice of NonDiscrimination	Page 29
Human Rights Statement	Page 29
Sexual Harassment Policy	Page 30
Missouri Safe Schools Act	Page 30
Senate Bill 319	Page 31
Parent Notification	Page 32
Grievance Procedures	Page 33



Greetings Students and Parents of Lee A. Tolbert Community Academy,

As the new principal of Lee A. Tolbert Community Academy, it is my pleasure to welcome everyone back for another school year. I am excited to be your new academic leader. We are looking forward to a productive partnership this year to ensure our children can achieve their highest potential. We recognize that in order to be successful, our children need support from both home and school. We want you to know that we will do our very best to carry out our responsibilities, and ask that you also guide and support your child's learning by ensuring that they:

- 1) attend school daily, arrive on time and be ready for the day's lessons
- 2) complete all homework assignments given by teachers
- 3) read (books) daily to develop a love for reading and to improve literacy skills
- 4) share school events with parents to help us keep our parents aware
- 5) inform parents of additional support needed within any area or subject

In addition, we have planned several parent meetings and student programs throughout the school year and would like for you to join us. We will be sending out a monthly parent newsletter and a bi-weekly parent memo to help keep you informed of all school events. Lee A. Tolbert Community Academy strives to challenge and prepare students for entrepreneurial leadership in the 21st century by providing a nurturing, safe environment with rigorous learning experiences. Our teachers utilize research-based practices, analyze academic data and collaborate with Instructional Coaches to set goals for growth and improvement.

For additional information throughout the year, we hope that you find our website helpful. All information sent out via email will also be posted on our website. For your convenience, we also have Twitter, Instagram and Facebook. Please feel free to contact me as well at (816) 561-0114 or at [phayes@tolbertacademy.org](mailto:phayes@tolbertacademy.org)

Sincerely,

Dr. Patricia Hayes, Principal

## **Welcome to Lee A. Tolbert Community Academy**

The Academy was established in 1999 as a public charter school. We believe that the best learning environment is one in which the community, parents, children, and school staff work together. This handbook gives you information about the Academy's policies and procedures. Please read this booklet and keep it for reference. It will help you understand the guidelines and procedures for students attending the Academy. The handbook will also be posted online at our school's website: [tolbertacademy.org](http://tolbertacademy.org)

### **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**

**At Lee A. Tolbert Community Academy, we believe...**

- all children can learn and succeed
- learning should be contagious and inviting
- in putting children first
- children have choices and responsibilities in learning
- everyone is a learner
- families play a key role
- every child is special
- parent involvement enhances learning
- children have different learning styles
- parents and educators are partners
- learning should be relevant
- in developing the entrepreneurial spirit
- children learn in a safe, stimulating environment
- children want adults to be in charge of classrooms

### **STUDENT PLEDGE**

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 instruction. 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.**

## SCHEDULES

Office Hours	7:30 a.m. - 4:00 p.m. Monday-Friday
LINC Breakfast Served	7:45 a.m. - 8:00 a.m
School Breakfast Begins Students are Tardy	8:00 a.m. 8:20 a.m
School Ends	3:20 p.m. (Parent Pick up will begin at 3:15 p.m.) *Students must be picked up by 3:30 p.m. **We will not call students down for individual dismissal after 2:30 p.m.*
Morning LINC	7:00 a.m. -7:50 a.m. (only students enrolled in LINC may arrive before 7:50 a.m.)
Evening LINC	3:25 p.m. - 6:00 p.m. (LINC dismissal to parents will begin at 3:35 p.m.)

## TENTATIVE LUNCH SCHEDULE

<b>Kindergarten and 1st Grade</b>	<b>11:00 am - 11:30 am</b>
<b>2nd and 3rd &amp; 4th Grade</b>	<b>11:30 am - 12:00 pm</b>
<b>5th &amp; 6th Grade</b>	<b>12:00 pm - 12:30 pm</b>
<b>7th, and 8th Grade</b>	<b>12:30 pm - 1:00 pm</b>

## Emergency Dismissals, School Closings and Late Starts

Every effort will be made to maintain regular schedules, regardless of weather conditions. However, if dangerous weather requires early dismissal, every effort will be made to contact parents through the media, our LATCA social media accounts, and our automated phone system. In such cases, it is always our intent to try to keep the school office open during regular school hours.

If school must be canceled or start late due to dangerous weather and road conditions, every effort will be made to contact parents through the media, our LATCA social media accounts, and our automated phone system. Please make sure your current phone numbers are updated on the [Parent Portal](#) so you can be reached by our automated phone system in case of emergency dismissals, school closings or late starts.

## Other Ways to Stay Informed

LATCA Website: <https://tolbertacademy.org/>



[www.facebook.com/LeeA.Tolbert/](http://www.facebook.com/LeeA.Tolbert/)



<https://twitter.com/LeeATolbertAcad>



<https://www.instagram.com/leeatolbertacad>

## **Contact Information**

Changing Student Information & Contact Information:

It is essential that parents inform the school of correct home and business addresses and telephone numbers. This is important for emergencies and for school records. This also includes unlisted numbers. Your privacy will be respected. **Please make sure you have a current working e-mail address on file to access our parent portal. Please update all information in SISK12.**

## **Arrival and Dismissal of Students**

Drop Off and Pickup of Students:

**Students may be dropped off at 8:00 a.m. and must be picked up promptly at 3:20 p.m. No students may be picked up between 2:30 p.m. and 3:20 p.m. daily.** Parents remain in their cars and line up on the 34th street side of the building. Students remain inside until their name is called. Parents will be charged accruing late fees for failure to pick up students by 3:35, at a rate of \$1 per minute. **This late charge will be enforced this school year. Please pay any fines in full.** If students who do not participate in the Before and After School Care Program arrive before 8:00 a.m. or remain on campus after 3:20 p.m., parents will be notified to make arrangements with the Before and After Care Program. **Please keep in mind that L.I.N.C. services are scholars at no cost to our families.**

In the event a student's bus service has been temporarily or permanently suspended, it is the parent's responsibility to ensure that the child is picked up by 3:30 p.m. from the parent pickup area.

## **LINC Before and After School Care Program Arrival and Dismissal of Students**

Students who participate in the LINC Before and After School Care Program may arrive as early as 7:00 a.m. and all students must be picked up no later than 6:00 p.m. Students must be signed in and out daily. Only students who are enrolled in the LINC program will be allowed to arrive before 8:00 a.m. LINC serves scholars in grades Kindergarten-6th.

**Students who attend LINC may not be picked up after school from LINC prior to 3:35 p.m.**

## **Attendance, Absences, Tardies and Leaving Early**

School is very important, it is the expectation of the academy that all scholars will attend. Students will arrive at school on time, and stay for the full school day. The purpose of this policy is to ensure that students attend school and classes on a regular basis to achieve academic success. Regular, uninterrupted instruction, classroom participation, and interaction with classmates are essential to the educational success and grade promotion of students at the Lee A. Tolbert Community Academy. We will monitor and enforce policies and Missouri Statutes that mandate regular school attendance. It is vital to each student's education to be on time for school on a regular basis. Helping children establish regular attendance patterns during school years can have a positive influence on the attendance patterns they establish as adults in the workforce.

Please be aware that poor attendance will jeopardize your child's placement at the Academy for the following school year. Any children with irregular attendance (including frequent tardiness or leaving early) will not be guaranteed a spot for the next school year. Poor attendance affects your child's academic performance and grades and will also jeopardize your child's opportunity to participate in our Principal's Breakfast/Lunch, other fun school activities.



## **Absences**

Any day that a student is absent or tardy, the parent will receive a confirmation call from the school's automated system. Parents must contact the school daily if their child is absent for more than one day. If the office does not receive a call about a child's tardiness by 9:00 a.m., the student will be considered absent. It is imperative for the school to confirm that all students who were sent to school have arrived safely. This is a safety issue and everyone's cooperation is vital. \*\*Absences must also be reported to the school registrar, Ms. Eatman, at enrollment@tolbertacademy.org.

Students returning to school from an absence of two or more consecutive days must provide a written explanation from their parent, guardian, custodian, or doctor stating the date and reason for each absence. The written explanation shall be given to the school within 24 hours of the student's return to school. Students returning from an absence of five or more consecutive days must provide a written health care provider's explanation on the provider's stationery or letterhead with the provider's phone number and business address legible and clearly visible.

## **Notification of Excessive Absences**

Parents must contact the school secretary each morning when the student is going to be absent. An automated message will be sent to contact the parent/guardian or family when a student is absent from class and the parent has not contacted the school. When that message is received, the parent/guardian or family is responsible to call the school before the end of school hours.

**After the student has been absent for five (5) days, an attendance warning letter will be sent.**

**After ten days of absence, a conference will be set up with the parent to complete an attendance contract. Parents who do not uphold the attendance contract will cause the student to be immediately withdrawn.**

**After twelve absences, students and families will be sent a letter giving notice that the student is in danger of being retained. The family will also be hotlined for educational neglect. After fifteen days of absence, students will be required to attend Summer School & Saturday School. Also, after fifteen days of absence, the school will contact the Prosecutor's Office.**

## **Tardy to School and Class:**

Like absences, tardies can be quite disruptive to your child's education. Students arriving late to class cause the entire class to lose instructional time. Please help your child arrive at school on time daily. Students who arrive after 8:20 a.m. **must be signed in at the office by the adult dropping them off** and will receive a late pass before going to their classroom or assembly. \*\*Siblings may not sign students in when they are late to school.

## **Middle School Tardy Policy:**

Students are given time between classes to go to the restroom and/or their lockers. All middle school teachers will take attendance during homeroom. Students who do not arrive to class on time are considered tardy. There will be consequences for students who are excessively tardy.

ALL students who arrive after 9 a.m late and their first class is PE or Music, will have to remain in a holding room until their next class begins.

### **Leaving Early from School**

Leaving early counts against students' attendance hours. We hope you will make every possible effort to avoid appointments during school hours; however, if a student needs to leave early, parents must sign students out in the office. **Only persons listed on a student's approved contact information will be allowed to sign him/her out.** Therefore, it is extremely important that parents keep the contact information updated at all times. Any person attempting to check out a scholar from school must have legal IDENTIFICATION in hand. \*\*If a parent needs to request permission for their child to be released to another person who is not listed on their paperwork, an email must be sent to the registrar at [ceatman@tolbertacademy.org](mailto:ceatman@tolbertacademy.org) and that person will still need legal identification.

### **Make-Up Work**

Elementary and Middle School students who are absent one or two days will have their make-up work assigned and given to them by their teachers within that school week. After receipt of the schoolwork, the student will be given one day for each day absent to make up his/her schoolwork. When a student is absent three consecutive days, it will be the responsibility of the parent to pick up the make-up work from school and ensure that student completes the work before returning to school. When students are suspended from school, they are still responsible for assignments missed during the time of the suspension. Students may be assigned a day in ISS by the Principal or Dean in collaboration with the teacher to catch up on missed assignments upon returning from a suspension.

### **Attendance Requirement**

A student absent more than 15 days during the school year is subject to being retained in the same grade for the following year. The student may be required to also attend Saturday School & Summer School.

### **Student Enrollment & Withdrawal Procedures**

#### **Enrolling Students**

In order to attend the Academy, the parent or legal guardian must reside within the district boundaries of the Kansas City, Missouri School District. In addition, the parent or legal guardian must provide copies of the following documents:

- child's birth certificate
- child's current immunization records
- school records (school records will be requested from previous school)
- current utility bill or 2 party affidavit

#### **Re-Enrollment for Next School Year**

Families who meet the contractual obligations of the parent contract and compact will be eligible to be guaranteed a spot for the following school year as long as all of the child's legal documents are on file in the school office. **Parents must re-apply every year** by submitting an online application for the child to be admitted to the academy; failure to do so will jeopardize your child's placement or admission to the academy. Students who have 85 percent or lower attendance percentage, must come in on an attendance contract for the 1st semester. Students with behavior concern, must also come in on a behavior contract for the 1st semester. A notification will be sent when online re-enrollment begins for next school year. To re-enroll, families are encouraged to participate in fundraisers, 20 hours of volunteer services, ensure good student attendance, and complete other obligations listed on the contract and compact.

### Withdrawing Students

Upon withdrawing a child from the Academy, you must notify your child's teacher, and meet with the school registrar, Ms. Eatman, to complete a "Student Withdrawal" form. In addition, all books and materials assigned to your child must be returned to his/her teacher.

### Student Records Request

There is a processing fee of \$5.50 for parents/guardians to pick up and receive records. There will be a 3 to 5 day turnaround time to pick records up in the front office.

### Curriculum and Academic Expectations

The Lee A. Tolbert Community Academy offers a variety of educational opportunities for students. The curriculum provides a foundation of skills and knowledge at each grade level to increase each student's learning for college and career readiness in all disciplines. In addition, all students will be offered a Specials class on a daily basis.

### Textbooks and Supplies

Student textbooks are provided by the Academy and will be assigned to students by the classroom teacher. Parents and students are responsible for the proper care of these books. Lost or damaged books will be assessed fines and/or replacement costs.

Supply lists for each grade level are available on our website and social media. **Students are responsible for having their supplies at school every day.** Please refill your child's supply lists at the beginning of second semester and as needed.

### Homework

Homework will be assigned based on teacher discretion. Homework assignments will be written in the student planner. Please remember to use the agenda planner as a regular form of communication between school and home. When homework comes home, please assist your scholar to complete any task assigned and promptly return to the teacher.

### Missouri Assessment Program

All students attending Lee A. Tolbert Community Academy are **required** to take the Missouri Assessment Program (MAP test) at the end of each school year. Parents are not allowed to opt out of this assessment.

### Academic Promotion

A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of 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. Retention discussions initiated by parents or teachers must **take place no later than the third quarter**. Promotion/retention forms must be signed by all involved. Signers indicate agreement or disagreement with the decision of the Student Assistance Team (SAT).

The following procedure will be followed if a student begins to display a need for collaborative intervention:

- Students not meeting the requirements for promotion will be identified by instructors or staff.
- A Student Assistance Team (SAT) conference, led by the school Social Worker, will be held with the teacher, attendance monitor, an administrator and parents to discuss their concerns.
- Collaboratively, a plan will be devised for the student with the understanding that the parent will work along with the school to help the student. A plan will be devised and signed.

## **Parent Portal**

The parent portal (<https://sdm.sisk12.com/LT360/apphost/TylerSis#/login>) is a website available to our parents to monitor student performance/student grades. This site is used for family contact information. A current email must also be entered to receive students' grade cards. All information should be entered by parents and updated upon any changes. To receive a login please contact the school office.

## **Academic Reporting to Parents**

Reporting grades to parents is an important part of school-to-home communication. Students' daily academic progress and progress reports will be available on the parent portal. Grades on report cards reflect the performance for the grade level to which the student is assigned.

## **Honor Roll Requirements**

Students must meet the following criteria to earn Honor Roll (beginning in 2nd Quarter):

- B average in classes.
- B average in Goals for Life.
- Students on modified work do not meet the Honor Roll requirements.

## **SPECIAL INTEREST CLASSES**

### **Music/Band**

Music/Band will be available to all students. Students will have the opportunity to participate in music programs (Winter/Spring) that support the Academy's curriculum. Absences at night performances will affect grades.

### **Physical Education**

Physical education is an important part of your child's overall education. The students will participate in a wide variety of activities that support the Academy's curriculum. It is necessary that students dress appropriately for participation in physical education. All students are required to wear tennis shoes in physical education class. No sandals, slip on shoes, shoes with heels, flip-flops, or hiking boots will be permitted in P.E.

### **Art**

Art will be available to all students. Learning to create and appreciate visual aesthetics are some of the most important building blocks of child development. All students will experience art once per week, and Middle School students will have art twice per week for one semester.

### **Y.E.S. Program (Young Entrepreneurial Spirits)**

At our school, we have a strong focus on nurturing the entrepreneurial spirit within our students. Throughout this class, we will immerse children in the world of small businesses right here in our community. In this class, students will not only gain an understanding of various small businesses but also actively apply their knowledge by developing essential customer service skills. They will learn how to effectively engage with customers, understand their needs, and provide outstanding service.

But it doesn't stop there! Our goal is to cultivate an innovative mindset among our students. Through engaging projects and activities, they will be encouraged to think creatively, identify opportunities, and develop solutions that meet the needs of our ever-changing world of business.

### Social and Emotional Learning

Students will learn skills for social and emotional well being in a classroom environment with a trained SEL teacher.

### Extracurricular Activities

LATCA offers a variety of after school activities to keep students excited about learning. Students who receive lower than a 2.5 grade point average every quarter will not be eligible to participate in any extracurricular activities. They will be on probation and unable to participate in any extracurricular activities until the following semester grades are posted. For example, students who receive a 2.5 or above may participate on LATCA basketball, track, volleyball, cheerleading or debate teams. Students not meeting grade requirements in academic areas will be unable to participate in extracurricular activities until the next posted semester grades show adequate improvement.

Additionally, scholars not meeting behavioral expectations may be excluded from extracurricular activities as well.

### **TECHNOLOGY AND INTERNET USAGE**

Lee A. Tolbert Community Academy, in collaboration with parents and the community, is committed to the use of technology as a springboard into the 21<sup>st</sup> 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 various forms of technology for school work, for accessing and applying information, for problem solving, and for communicating ideas and data.

Lee A. Tolbert Community Academy aims to provide a greater degree of technology for each student. In our efforts to do so, we have purchased various forms of technologies. We have 1:1 tablets in Kindergarten and 1:1 chromebooks in grades first grade through eighth grade, along with smartboards, document cameras and staff technology.

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.

### **ACCEPTABLE USE:**

All lab and network use by LATCA students shall be in support of education and research, to communicate with local, state or federal government agencies; to assist in carrying out LATCA responsibilities, or to exchange information among students, faculty, and the global community. Any network traffic that originates in LATCA and moves to other networks must conform to the acceptable use policies of those subsequent networks.

Use of the Computer Lab and the Internet shall be governed by LATCA Policies and Procedures, as well as local, state, federal and international law

- Students may use the internet to access information, which will further their educational opportunities, including locating, using and exchanging appropriate information.
- Students may examine and use all information formats, including interactive electronic formats, which relate to their academic assignments or support the educational process.
- LATCA shall have the right to determine which internet informational resources will be accessible.

- Administration may review files and monitor all student computer and internet activity to maintain system integrity and ensure that users are acting responsibly.
- Electronic messages and files stored on school-based computers may be treated like school lockers/desks.
- Students will conduct themselves as representatives of LATCA while communicating with others via the internet.
- It is the policy of LATCA that 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 the internet.

#### TECHNOLOGY USE RULES:

- Eating or drinking while operating a device is not permissible.
- Devices may not be removed from campus.
- Anyone using equipment inappropriately or destructively will lose further privileges. Furthermore, anyone causing such damage will be charged accordingly.
- All work must be saved to the student's Google Drive.
- Only approved software may be used.
- NO software may be loaded onto a computer without approval by the technology coordinator.
- Software on the devices may not be copied.

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

#### MIDDLE SCHOOL ACADEMIC PROMOTION

##### Eighth Grade Promotion Requirements:

The 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 promotion ceremony.

##### Promotion

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

##### Participation in Promotion 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. In addition, the goal is to prepare 8th graders to set goals for their 12th grade graduation. Guidelines and requirements for students participating in 8<sup>th</sup> grade promotion ceremonies:

Students who do not pass all their core classes may not participate in the promotion 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 promotion ceremony.

All materials, textbooks and library books belonging to the academy must be returned in good condition in order to participate in graduation. Lost, damaged or missing items will be assessed a fee that must be paid in full before promotion. Ex. Math textbook replacement fee is \$80.00.

## **STUDENT INFORMATION**

### **Student's Role**

**Expectations are very high for each student at the Academy. Each student is to be on time daily and prepared for class. Students are to follow directions the first time and not interrupt time on task in the classroom. Every student is to memorize the school pledge and put it into action on a daily basis.**

**Students will be recognized for perfect attendance, honor roll, principal's honor roll and receiving 90-95% of their student performance points each month for Principal's Breakfast. In order to participate in LATCA extra curricular activities, students must earn passing grades in every class, including SPECIALS.**

**Students must also exhibit an understanding of our goals for life. The following goals are posted around the school and are a part of the report card grade:**

**I can take good care of myself, even if I am mad.**

**I can be productive and follow directions even if I don't want to.**

**I can be okay, even when others are not okay.**

### **Uniform (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, Lee A. Tolbert Community Academy 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.)

### **Weekly Dress Code**

***(students may wear the regular uniform daily or participate in the special days listed below)***

Monday - Business Attire Day - (Uniform pants, skirt/dress and a dress shirt or blouse - Uniform colors).

Tuesday - Regular Uniform (described below)

Wednesday - Spirit Day - Regular uniform bottoms (described below; and a LATCA Emblem Shirt).

Thursday's – Regular Uniform (described below)

Friday - Spirit Day - All-School Fundraiser - (Students may pay \$1 to wear Jeans with a LATCA t-shirt)

### **Slacks:**

All students must wear solid khaki or navy blue slacks or **knee-length** shorts. Shorts must be at a fingertip length. 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 or out of uniform, parents will be called to notify them of this infraction. Parents will then be required to bring the appropriate clothing to the school. After 3 infractions, the student and parent will be required to meet with school administrators. If a student is in need of uniform clothing, the parent must contact the school Social Worker who will work with the family to find resources. If a student simply refuses to follow the uniform policy, Administrators will follow LATCA's regular discipline policy

**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.

**Outerwear:**

A uniform shirt must be worn at all times. Students may wear a solid white, navy, gray or black sweater, sweatshirt or jacket. Hoods must remain off in the building. No outerwear may be worn outside the classroom with the exception of movement to Specials and/or Recess.

**Footwear:**

Shoes with laces/velcro must be worn daily. Shoe laces must be laced completely and tied at all times. Students must wear tennis shoes to school on their assigned day of PE class. For safety reasons shoes with high heels; shoes that have extremely thin and soft soles; shoes with house slipper type soles or resemble house slippers; crocs and flip flops are not to be worn during school hours. Shoes with wheels of any kind are not permitted.

**Socks:**

Socks, tights or leggings should be a solid color of white, blue, black, or beige.

**Skirt or Jumper:**

Girls may wear a solid navy or khaki uniform skirt or jumper. Skirts or jumpers must be at a fingertip length (minimum).

**L.A.T.C.A. T-shirts:**

Wednesdays & Fridays are community building days and student dress reflects school spirit. ***Spirit shirts*** can be worn with uniform slacks/skirts. Students who do not have a L.A.T.C.A. t-shirts must dress in school uniform.

**The administration is authorized to apply a higher level of consequence for violations of the *Uniform Policy* even if it is a student's first offense.**

**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 students 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. After 3 infractions, the parent and student must meet with school administrators.

\*Excessive infractions may result in further action from the administration.

**Health Information & Medical History**

If a parent deems that their student is ill before school (i.e., temperature, stomach ache, and/or vomiting), the student should be kept home in an effort to protect them, other students and school staff. If the student becomes ill at school (i.e., temperature, stomach ache, and/or vomiting), or is hurt in any manner, parents



will be notified and expected to make arrangements for the student to be picked up right away. For this reason, it is important that all parents complete the emergency information on the "Health Information" form and keep this information updated. In the case of a serious illness or medical situation, the Nurse will call for an ambulance. The Nurse will **attempt** to reach the parent(s) before any transport to a hospital occurs.

### **Immunizations**

All students entering Lee A. Tolbert Community Academy for the first time must bring a record of current immunizations. Immunization records are to be brought to the school where they will be placed in the student's school records. All children in Missouri must be immunized according to state guidelines. State health regulations Section 167.181 of School Law mandate that students cannot attend school unless they are properly immunized and can provide written documentation of any immunizations received unless they are medically or religiously exempt. We will notify parents regarding any medical records needed, and immediate attention to the matter will be required and greatly appreciated. Parents can obtain copies of their child's immunization records from the physician who administered the shot(s). If shots were obtained at the Health Department, parents can obtain copies of records there.

### **Administering Medication**

Our goal is to help Lee A. Tolbert Community Academy students have a safe and productive school year. For some, that means medication will need to be administered at school. Academy guidelines ask that the administration of medications at school be done only if absolutely necessary for the student to remain in school. Many times, the dosing schedule can be timed to avoid medication being administered at school. Please discuss this option with your child's physician. If medication at school is necessary, please follow the written guidelines (for the health and safety of all students). If the dosage is to be administered before school, please inform the school nurse of any missed dosage as well as possible side effects from a missed dosage. This will help school personnel make necessary adjustments in the student's schedule for that day.

### **Prescription Medication**

Before the school Nurse gives any medication at school, the "Authorization to Administer Medication" form must be completed and on file in the Nurse's Office. Copies of this form may be obtained from the school nurse. Most doctors or clinics have a similar form that may be acceptable. Written doctor's instructions on the prescription as well as the parent's permission and signature, must be provided. An adult must bring the medication to the Nurse's Office. Medication must be brought to school in a container labeled with a pharmacy label. You may ask your pharmacist for an extra labeled bottle. Students **may not** carry prescription medication around with them. Any student found carrying any type of medication at school will be sent to the Principal's Office and a parent will be notified.

In order to safeguard student health and remain in compliance with state public health regulations, students with the following conditions **may not attend** school: **fever, vomiting, diarrhea, chicken pox, measles, head lice, impetigo, and unidentified rashes and sores**. If the previous conditions occur during the school day, the student must be picked up in a timely manner and may not return until the date noted by the school nurse. Students with ringworm must have a note from the doctor on the doctor's letterhead stationery indicating that the student is being treated in order to return to school.

### **Student Breakfast and Lunch Programs**

Students are encouraged to try a wide variety of foods. The serving of nutritious breakfasts begin at 7:45 a.m. for LINC participants and begin at 8 a.m. for all other students. Nutritious lunches and beverages are also served by the Academy to students who do not choose to bring their lunches from home. Students are

not allowed to bring or purchase carbonated beverages. Students who are eating a lunch provided by the school **may not** bring outside bags of chips, candy or other snacks to eat in the school cafeteria. All snack bags and drinks in lunches brought from home must be individually-sized, and are not to be shared.

We are pleased to inform you that Lee A. Tolbert Community Academy will continue to implement the Community Eligibility Provision (CEP) this school year.

**What does this mean for you and your children?** All enrolled students of Lee A. Tolbert Community Academy are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day this school year. No further action is required of parents. LATCA students will be able to participate in these meal programs without having to pay a fee or submit an application.

A monthly menu is sent home at the beginning of each month. If your child has allergic reactions to milk, and a note from the child's DOCTOR is on file in our office, your child will be able to receive juice as a substitute for milk. Children who bring lunch from home are not to share items with other students.

### **Cafeteria Procedures and Rules of Conduct**

During lunch, students are expected to enter the cafeteria with the class in a quiet fashion and wait in line or at the table for their meals. Upon receiving their servings, students will proceed to their assigned tables. When instructed to do so by a lunch monitor, students will empty their trays and return to their assigned tables until dismissed. While in the cafeteria, students will observe the following rules:

- Line up and wait in line patiently to get food and to empty trays after finishing.
- Keep food, beverages, trays, utensils, or napkins off the floor or away from other students.
- Keep voices at low, conversational levels.
- Keep hands and feet to yourselves.
- Clean immediate areas and the floor around the seat. (Clean up what you mess up.)
- Students may not trade, borrow, or share lunches, beverages, or money.
- Students who receive a school lunch are not to bring additional food or soda pop from home
- Children who bring lunch from home are not to include candy or soda pop as part of the meal.
- Conversations must be appropriate. No profanity.
- No food or drink may leave the cafeteria.

### **Recess and Playground Rules**

Students in grades kindergarten through five are provided recess. Recess is held outside, unless weather requires that it be held inside (e.g., rain or temperatures below freezing, 32 degrees). During the winter months, please make sure your child has a coat, hat, gloves, scarf, and boots.

Safety and respect are key when playing during recess and using the playground equipment. Following the rules will help keep everyone safe and ensure that all students have an enjoyable time:

- Use playground equipment safely (K-1) — 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 tackle football, wrestling, or chasing games.
- Leave rocks, snow, or other objects on the ground.
- Never tell other students "You can't play!"

# Student Discipline

## Class I Offenses:

1. **ACADEMIC DISHONESTY:** Plagiarism, cheating on tests, copying assignments or papers, and placing parent/teacher signatures on a document.
2. **CLASSROOM DISRUPTIONS:** Intentional acts, behaviors, or conduct in the classroom or in the school building which disrupt the educational process.
3. **DISRUPTION OF LEARNING:** Any behavior and/or action that causes students to be distracted from learning.
4. **EDUCATIONAL NUISANCE:** Devices that impede or interrupt the educational process and serve no educational purpose.
5. **EXCESSIVE TARDINESS:** Repeated failure to report without acceptable excuse to assigned classrooms or other instructional areas after class has started.
6. **FAILURE TO ADHERE TO DRESS CODE:** Please see School Uniform Policy.
7. **FAILURE TO FOLLOW DIRECTIONS IN CLASS OR TO DO CLASS ACTIVITIES:** The refusal to participate in required assigned classroom activities
8. **USE OF PROFANE LANGUAGE:** The use of any language, act, remark or expression, including obscene gestures, which is offensive to modesty or decency.
9. **VIOLATING HALL, LUNCHROOM, CLASSROOM, OR GENERAL SCHOOL RULES:** The failure to comply with or follow established procedures and/or conduct for use of the hallways, lunchroom facilities, classrooms, or any other school area.
10. **DEFIANCE OF AUTHORITY:** The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of school conduct.

## Classroom Teacher Intervention

Classroom teachers will evaluate each incident of student misconduct and select appropriate interventions. These interventions are designed to empower the teacher to maintain safety and order in the classroom.

- Conference with student and teacher
- Parent/Guardian contact
- Safe Seat
- Time out in another supervised classroom (buddy room)
- Send student to administration to process
- Mandatory student, parent/guardian and teacher conference
- Contract with student, parent/guardian and teacher
- Detention(s) or other extended school options
- Administrative referral

## Administrative Options

### CLASS I OFFENSES

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offenses
Teacher Action (Please refer to above)	Teacher Action (Please refer to above)	<ul style="list-style-type: none"><li>● Conference with student</li><li>● Detention or other Extended school time options.</li><li>● In-School Suspension.</li><li>● Academic Success Plan</li></ul>

**The Administration has the authority to use discretion and common sense in enforcing the *Student Interaction Policy*. The administration is authorized to apply a higher level of consequence for serious violations of the *Policy* even if it is a student's first offense.**

\*Class I offenses typically do not require a police report.

### Class II Offenses:

1. **BATTERY:** Physical contact with another person when done in a rude, insulting and/or angry manner.
2. **CONSTANT REFUSAL TO FOLLOW DIRECTIONS IN CLASS OR TO PARTICIPATE IN CLASS ACTIVITIES:** The consistent refusal to participate in regularly assigned classroom activities.
3. **CONTRIBUTING TO A DISRUPTIVE SITUATION:** The intentional promotion or advocacy of student misconduct by any student, for any purpose including gang related graffiti or attire, or signs/symbols.
4. **DEFIANCE OF AUTHORITY:** Consistent refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of school conduct.
5. **GAMBLING:** The participation on school property in games of chance with the express purpose of exchanging money or other tangible barter.
6. **INCENDIARY DEVICES:** The possession of any combustible or explosive substance or devices is forbidden (including fireworks). The intentional damaging of a building or the disruption caused either in the building or on school grounds by the use of any combustible or explosive substances or devices. The violations may result in Class III consequences.
7. **INCITING TO FIGHT:** The intentional promotion by a student to engage another student in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict or the willful engagement of two or more students in physical combat.
  - This includes video recording a fight to share with other students. This will result in Class II Offense consequences, such as out of school suspension.

8. **INCORRIGIBLE CONDUCT:** Persistent violations of the Student Interaction Policies or persistent violation of the criminal laws of Missouri. **Three offenses of Class I or in combination with Class II offenses in a school year can be considered as “persistent.”**
9. **MISBEHAVIOR ON BUS:** The failure to comply with or to follow established procedures for bus transportation.
10. **MISUSE OF COMPUTER OR VIOLATION OF NETWORK PRACTICES:** Any misuse or inappropriate network practices including, but not limited to, practices that do not conform to District policy or procedures.
11. **STEALING:** The unlawful taking or disposition of property of another with intent to deprive the person of the property. Receiving stolen property or possession of stolen property is included in this offense.
12. **TOBACCO POSSESSION, USE, SALE OR DISTRIBUTION:** Possession use, sale or distribution of tobacco products at school, on school district property or during a school activity. In all instances, the tobacco products will be confiscated from the student and turned over to local law enforcement agencies.
13. **TRUANCY:** The unauthorized absence from a scheduled class or school without obtaining consent of the proper school authority. This includes leaving school without permission.
14. **VANDALISM:** The willful or malicious destruction or defacement of property or attempt to do so.
15. **VERBAL ABUSE OR THREAT OF OTHERS:** Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional unlawful threat or intimidation by word or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person.

**Administrative Options**  
**CLASS II OFFENSES**

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Subsequent Offenses</b>
In-School Conference With Student	Detention or Other Extended School Time Options	In-School Suspension
Parent/Guardian Conference		
Suspension or Forfeiture of Access to Computer Privilege		
Detention Or Other Extended School Time Options	In-School Suspension	Long-Term Suspension
Restitution		
In-School Suspension	Short Term Suspension	Expulsion
An academic success plan will be made for repeat offenders along with any of the consequences above.		

**The Administration has the authority to use discretion and common sense in enforcing the *Student Interaction Policy*. The administration is authorized to apply a higher level of consequence for serious violations of the *Policy* even if it is a student’s first offense.**

Class II offenses may result in a police report.

### **Class III Offenses:**

- 1. AGGRAVATED ABUSE OF OTHERS (ASSAULT):** An intentional, willful threat or attempt to do bodily harm to a teacher, staff member, student or other person in school, blatant degrading verbal abuse of others; the unwanted, intentional touching of or application of force to another person when done in a rude, insolent or angry manner or the unintentional touching of or application of force to another person which is the result of conduct committed in violation of other Class II or Class III offenses in the Student Interaction Policies.
- 2. ALCOHOL POSSESSION, CONSUMPTION OF ALCOHOL, AND/OR BEING UNDER THE INFLUENCE OF ALCOHOL:** Possession, use, or being under the influence of alcohol at school, on school district property or during a school activity. In all instances, the alcohol will be confiscated from the student and turned over to local law enforcement agencies. The first offense will result in a short-term out of school suspension. Subsequent offenses will result in a recommendation for a long-term out of school suspension or expulsion.
- 3. DISTRIBUTION OF ALCOHOL:** The distribution of alcohol to anyone at school, on school district property or during a school activity is prohibited. In all instances, the alcohol will be confiscated from the student and turned over to local law enforcement agencies.
- 4. POSSESSION AND/OR USE OF DRUGS, BEING UNDER THE INFLUENCE OF DRUGS, AND/OR POSSESSION OR USE OF DRUG PARAPHERNALIA:** Possession, purchase or attempt to purchase, use or being under the influence of controlled substances (other than alcohol and tobacco) at school, on school district property or during a school activity. In all instances, the drug or drug paraphernalia will be confiscated from the student and turned over to local law enforcement agencies. All incidents involving possession and/or use of these drugs will result in a recommendation for a long-term out of school suspension or expulsion
- 5. PURCHASE, POSSESSION OR DISTRIBUTION OF NON CONTROLLED SUBSTANCES, OR TOXIC SUBSTANCES:** Purchase, Distribution, attempt to distribute, or possession with intent to distribute a non controlled substance, over the counter drugs or upon the representation that the substance is a controlled substance. Use and/or possession of intoxicants which cause a loss of control or inebriation and which shall include, but not be limited to glue, solvents, and misuse of over the counter drugs.
- 6. ARSON:** The willful and malicious burning of a building or its contents and/or the personal property of others.
- 7. CAUSING SERIOUS PHYSICAL HARM TO STUDENT OR STAFF:** Intentional efforts resulting in serious physical harm to a student or staff members.
- 8. CRIMINAL DAMAGE TO PROPERTY:** The willful or malicious destruction or defacement of any property on school district grounds or in a school district building.
- 9. EXTORTION:** Verbal threats or physical conduct designed to obtain money or other valuables or services.
- 10. POSSESSION AND/OR USE OR THREAT TO USE A WEAPON OTHER THAN A FIREARM:** Possession and/or use or threat to use weapons, knives (including pocket knives), explosives, or other dangerous articles if such articles may be used as weapons or are designed to hurt someone or put someone in fear. The school will turn over all weapons, explosives, or dangerous articles to the appropriate law enforcement agency. The use of laser pointers in a harmful way is forbidden in school.

**11. LEWD AND LASCIVIOUS ACT (SEXUAL MISCONDUCT):** The unlawful act that is intended to stimulate the libido or sexual interest of themselves or another person. It can include:

- a. **Actual or simulated conduct**, including but not limited to, fondling, inappropriate touching or the engagement in any sexual activity on school property, during school functions, or at school sponsored activities.
- b. **Indecent exposure:** the deliberate exposure by a person of a portion or portions of his or her own body.
- c. **Pornography:** posing for, engaging in, or distributing any forms of pornography
- d. **Sexting:** The act of sending sexually explicit photos, images, or messages electronically, primarily by cell phone or the internet.

**12. SETTING OFF DISASTER ALARM FALSELY:** The intentional activation of fire alarms or like warning devices.

**13. STUDENT HARASSMENT OF OTHERS:**

- a. **Bullying:** Persistent aggressive behavior that involves unwanted, negative actions. It can include any action that is intended to emotionally, verbally, or physically abuse another student.
- b. **Cyber Bullying:** The willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. **(This can include an action that is done off campus and before or after school hours, if the action results in a disruption of the learning environment.)**
- c. **Sexual Harassment:** Persistent unwelcome sexual behavior that includes, but is not limited to:
  - i. Verbal, such as derogatory comments, jokes, slurs or remarks/questions of a sexual nature;
  - ii. Physical, such as unnecessary, unwanted or offensive touching;
  - iii. Visual, any derogatory writings such as: email, drawings, graffiti, gestures and looks.

**Harassment Because of Race or Color, National Origin or Ethnicity, Disability, Gender, or Sexual Orientation or Perceived Sexual Orientation:** Verbal or physical conduct relating to an individual's race or color that is sufficiently severe, persistent, or pervasive in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

**Hazing:** Any actions that are being performed in a group and inflicted upon an individual. Acts that intimidate, provoke, harass, in any manner, ridicule, taunt, and/or initiate unwanted and uninvited acts of a mental and/or physical nature or cause in any way mental and/or physical aggravation, fear, uneasiness, nervousness, shock, fatigue, humility, demoralization, anguish, and/or discomfort or injury.

**14. UNAUTHORIZED GROUP BEHAVIOR:** Wearing, carrying, or displaying unauthorized group paraphernalia, exhibiting behavior or gestures, which symbolize unauthorized group membership, or causing and/or participating in activities which intimidate or affect the attendance of another student. Group violence which is not limited to threats, confrontations, intimidations, fighting, and/or possession or use of weapons, when such can be credited to organized groups.

**Administrative Options**  
**CLASS III OFFENSES**

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offenses
In-School Suspension	Short Term Suspension	Long Term Suspension
Short-Term Suspension	Long Term Suspension	Expulsion
	Expulsion	
An academic success plan will be made for repeat offenders along with any of the consequences above.		

**The Administration has the authority to use discretion and common sense in enforcing the *Student Interaction Policy*. The administration is authorized to apply a higher level of consequence for serious violations of the *Policy* even if it is a student’s first offense.**

Class III offenses may require a police report.

**CLASS IV OFFENSES**

- 1. POSSESSION AND/OR USE OF OR THREAT TO USE A FIREARM:** Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. This policy may be applied to replicas and/or toy firearms or guns.

The school will turn over all firearms to the appropriate law enforcement agency. In compliance with the “Gun Free Schools Act”

Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or be expelled and will be referred to the appropriate legal authorities. The Superintendent may modify such suspension on a case by case basis.

"Weapon" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sand club, metal knuckles or throwing star; (8) any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.



2. **POSSESSION OF DRUGS WITH INTENT TO SELL OR DISTRIBUTE:** which by virtue of the quantity, packaging, or other circumstances demonstrates intent or effort to sell or distribute.

## Administrative Options

### CLASS IV OFFENSES

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offenses
Short Term Suspension	Short Term Suspension	Long Term Suspension
Long-Term Suspension	Long Term Suspension	Expulsion
	Expulsion	
An academic success plan will be made for repeat offenders along with any of the consequences above.		

**The Administration has the authority to use discretion and common sense in enforcing the *Student Interaction Policy*. The administration is authorized to apply a higher level of consequence for serious violations of the *Policy* even if it is a student's first offense.**

Class IV offenses will require a police report.

## B.I.ST

### **Behavior Support Systems**

Students in grades kindergarten through eighth are held accountable for their actions. The Academy has two research-based school wide behavioral support systems in place (B.I.S.T. and PBIS).

**B.I.S.T** – Behavior Intervention Support Team supports a caring community and a productive academic environment. BIST empowers schools to change students' lives and behavioral skills.

Common elements include...

- Balance of grace and accountability
- Powerful language to problem solve
- Consistency in expectations

### **PBIS- Positive Behavioral Interventions & Supports**

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

At Lee A. Tolbert, PBIS is used schoolwide to manage behavior and assist scholars using positive language and positive reinforcements (eagle bucks). As students earn eagle bucks, they can be used to purchase items at the SOAR Store.

## **DEFINITION OF CONSEQUENCES**

1. **IN-SCHOOL CONFERENCE WITH STUDENT:** A private conference between student, teacher and/or principal attempting to resolve unacceptable behavior.
2. **DETENTION:** A period of temporary custody during regularly scheduled or beyond the length of the regular school day.
3. **EXTENDED SCHOOL TIME:** A period of temporary custody for a period of several hours either with a teacher or with other school personnel. Appropriate supervision, school assignments, and parental notification will be provided. Transportation is not provided.
4. **LUNCH DETENTION:** Students will eat lunch in a predetermined excluded area during their regularly scheduled lunch.
5. **THINK SHEET:** The students will be sent to an administrator's office to complete a "think sheet." There they will reflect on their actions. After the administrator meets with students, they will be sent back to class.
6. **ACADEMIC SUCCESS PLAN:** The student will meet with the grade level teams. Together they will determine the student's problem areas, goals, and a plan of action. They will also discuss and document possible consequences for breaking the plan.
7. **PARENT/GUARDIAN CONTACT:** Written notice, phone conference or meeting in person with school representative regarding student misbehavior.
8. **PARENT/TEACHER CONFERENCE:** A meeting between parent and teacher or other school representative.
9. **SUSPENSION OR FORFEITURE OF ACCESS TO COMPUTER PRIVILEGE:** Any student found responsible for misuse or inappropriate network or technology practices may have access privileges suspended for a specific period or terminated. This includes district computer access, Internet, or any other technology applications.
10. **INDIVIDUAL BEHAVIOR CONTRACT:** A behavioral agreement between parties outlining future actions, limitations, and/or consequences.
11. **RESTITUTION:** An agreement between student and school that the student will attempt to restore or replace damaged property, equipment or supplies to their original condition.
12. **IN-SCHOOL SUSPENSION (ISS):** The interruption of classroom attendance and regular school participation, by official directive from the administration for a period of time not to exceed five days. A designated, supervised, academically conducive but restrictive atmosphere will be substituted. Administrators will attempt to notify parents prior to placing a student in the ISS room.
13. **SHORT-TERM SUSPENSION:** The interruption of school attendance by the administration, for a period of time not to exceed 10 school days. Notification will be provided to the parent before initiation. Students may not participate in extracurricular activities during suspension.
14. **LONG-TERM SUSPENSION:** The exclusion from school for a period of up to 90 school days. A long-term suspension begins with a short-term suspension. Parental notification is given at the time of the short-term suspension. Students may not participate in extracurricular activities during suspension.
15. **EXPULSION:** The exclusion from school for a period up to 186 days begins with a short-term suspension. Parental notification is given at the time of short term suspension. Students may not participate in extracurricular activities during expulsion.

# Student Transportation

## **Bus Regulations and Discipline**

The following bus regulations are for students who ride the buses (daily or field trip):

### **School Bus Rules**

1. Stay in your assigned seats with your feet on the floor at all times.
2. Keep hands, feet, objects and negative comments to yourself at all times.
3. Absolutely NO food or drinks allowed on the bus!
4. No spraying of perfumes, deodorants, hair products or use of nail polish on the bus!
5. All electronics must be low enough so as to not disturb persons sitting near you.
6. BE RESPONSIBLE, BE RESPECTFUL & BE SAFE!

### **School Bus Misconduct**

1. When the first notice is given, parental contact will be made.
2. If a second notice is necessary, it will result in a minimum of 3-day suspension.
3. If a third notice is necessary, it will result in an automatic 5-day suspension from transportation.
4. If a fourth notice is necessary, it will result in an automatic 10-day suspension or quarter, depending on which is longest.
5. If a fifth notice is necessary, it will result in suspension for the remainder of the school year.

\*Violations involving fighting, weapons, drugs, alcohol, safety, physical abuse or verbal abuse may result in suspension or expulsion of the student from the bus permanently

### **Student Use of Telephones**

All cell phones must be turned off on school property and must be stored in a backpack or locker at all times. Students may be given permission to use the school telephone for emergencies only.

Cell phones will be confiscated if seen or heard and must be picked up by a parent or guardian. **Students who violate this policy may be subject to a \$10.00 fee per incident.**

**(LATCA is not responsible for lost, stolen or misplaced cell phones).**

### **Gum**

Students are not allowed to chew gum on campus.

### **Special Education Services**

Procedures and policies governing English as a Second Language (ESL) and students with disabilities according to IDEA and/or Section 504 of the Rehabilitation Act of 1973 shall take precedence over this attendance policy whenever an application of this policy would conflict with the legal rights specially provided to such students.

# PARENTAL INVOLVEMENT

*At the Academy, we truly believe that "it takes a village to raise a child."*

## **Parent Involvement Policy**

The teachers and staff at Lee A. Tolbert Community Academy (LATCA) believe that the education of children is a cooperative effort between parents and the school. Parents are their child's first teachers and involvement by parents improves the educational achievement of their children.

The staff at LATCA strives to involve parents in activities throughout the school year. A minimum of 1% of Title I funds are spent on parent involvement activities. During the September P.E.A.C.E. meeting is the Annual Title I meeting. The purpose of this meeting is to inform parents of the programs and activities provided with Title I funds, as well as their right to be involved in the planning and implementation of the program. All the information related to the school and parent is communicated in a format and language that parents can understand.

At the beginning of the school year, a Student, Teacher, Parent Compact that outlines how parents, school staff and students will share responsibility for improved student achievement is reviewed and signed for each student in the school. The school's Parent Involvement Policy and School Home compact is reviewed annually by the Parent Advisory Council and P. E. A. C. E. Board. To help guide these plans the parents are surveyed in the spring of each year as to the effectiveness of the parent involvement activities to help plan for the next school year.

Parent involvement activities are listed in the student handbook and the school calendar. Parents will be made aware of these events via: phone messages, Facebook, school newsletters, the school website and take home flyers. As a schoolwide Title I program we provide all our scholars' families the opportunity to participate in our informational and educational activities offered throughout the school year. Two way communications about school programs and students' progress are promoted due to the belief that education is a shared responsibility between parents and the school.

Through conferences and newsletters, parents are provided with timely information about curriculum, assessments, and student proficiency levels. Parents are invited to attend appropriate training sessions to help the school and students reach our goals, objectives and standards. Parents are also encouraged to be involved by attending the school site council, design teams, and other advisory boards by invitation, such as the Advisory Council and PEACE Board.

Parents will always be offered the opportunity to confer with their child's teacher. Parent/teacher conferences will be held in the first and third quarters and on a continuing basis as needed. Weekly updates on student performance are available via the Parent Portal.

At Lee A. Tolbert Community Academy, we believe that the parents have the responsibility and opportunity to work with the school in a mutually supportive and respectful partnership with the goal of helping their children succeed in school. We are committed to increasing parental involvement, which will ultimately improve student achievement.

### **Thursday Envelopes**

**Large 10"x 13" envelopes are used to send important information from the classroom teacher and the office to home every Thursday. There are spaces for parents' signatures which acknowledge receipt of information on the outside of the envelopes. Please read the contents in your child's envelope, sign the envelope, and return the emptied envelope to school on Friday.**

### **Classroom Visits**

#### **AVAILABLE ONLY UPON REQUESTS**

We welcome parents to visit classrooms often, with certain boundaries that ensure no classroom disruption during instructional time. In order to avoid conflict with the teaching schedule, all conferences must be arranged in advance with your child's teacher. Teachers cannot visit with parents while conducting class. We appreciate the courtesy of your cooperation in setting up visits with teachers.

Visitors must report to the main office before entering classrooms. They will be issued a badge that indicates they have been cleared to be on school grounds and escorted by a staff member to the class they are visiting. (Thank you in advance for your patience in the event that you wait a short time for your escort to arrive.) After completing your classroom visit, you must sign out in the main office. This is a safety precaution for everyone.

### **Parent/Teacher Conferences and Student-Led Conferences**

Fall Parent-Teacher-Student conferences will be held on Wednesday, October 18, 2023 and Thursday, October 19, 2023. Conferences will be twenty (20) minutes in length and provide an opportunity for parents, teachers, and students to share information about the student's progress.

Student conferences may be held periodically between the student and teacher and/or principal or principal's designee. Conferences will be used to discuss academic progress, academic concerns, behavior concerns, or overall performance of students. Parents will be asked to attend similar conferences. Parents are encouraged to confer with teachers throughout the school year. Parents are also encouraged to confer with the instructional guide to address issues of academic concern and discuss students' school performance.

### **Presentations of Learning**

**LATCA will invite friends and family to student-led presentations/conferences of learning to showcase achievements and learning throughout the year. This occurs during the 2nd Semester.**

### **P.E.A.C.E. (Parent Group)**

P.E.A.C.E. stands for Parents Empowered to Appreciate Children's Education. This is a parent organization that is organized by the parents at LATCA and meets one day out of each school quarter after school. Parent attendance at these meetings counts toward the required volunteer hours. P.E.A.C.E. meetings are coordinated by the school's Community & Parent Liaison Department.

One meeting per quarter (TBA)

### **Site Council**

This group consists of parent and staff representatives from each grade level and meets the fourth Thursday of each month. Eagle Teams report on upcoming events in order to receive feedback from constituents. Building administrators are participants as well.

Meetings every 4th Thursday 4:00- 5:00 p.m. (except holidays)

### **Advisory Council**

The Advisory Council meets with the superintendent to discuss and investigate issues. They also recommend policy to the Board of Directors. Parents who have concerns and general suggestions should contact their grade level advisory council representative (**By invitation only**).

Meetings four times per year (TBA) 5:30- 7:00 p.m.

### **School Board Zoom Meeting**

Monthly meeting dates posted in the main hallway and on the school's website.

### **Eagle Teams**

Parents are encouraged to join the Academy's eagle teams and actively participate in the achievement of the Academy's goals. There are four eagle teams. Parents may join as many as they wish.

**Parents who wish to be part of and have input about what goes on at LATCA are encouraged to sign up and be included in one of the design teams.**

### **PARENT GRIEVANCE PROTOCOL:**

Parents are encouraged to meet with the school principal to discuss any form of concern and/or grievance. If the situation cannot be resolved with the Principal, the next step is for the parent to meet with the Superintendent.

If by any chance, the situation cannot be resolved with the Superintendent, the parent is invited to participate in the next scheduled Superintendent Parent Advisory Council meeting. The Superintendent Parent Advisory Council will listen to the parent's concern, and work toward a collaborative solution. If a solution cannot be determined, the parent is invited to attend and provide public comments at the next scheduled board meeting.

### **BOARD MEETINGS; PARTICIPATION BY THE PUBLIC:**

The Board of Lee A. Tolbert Community Academy adopts the following policy, as of the last update of October, 2018 as adopted by the board.

The Lee A. Tolbert Community Academy Board is very interested in citizen viewpoints and problems; however, citizens are encouraged to work through problems at the school and/or administrative levels before coming to the Board. Although the Board's chairperson retains the discretion to decide how long and who may be permitted to speak during public comment sessions, remarks generally will be limited to three minutes and to one appearance, thus allowing a maximum number of participants in the allotted time period in which citizens are to speak to issues.

The first fifteen minutes of all Board meetings will be designated for public comments. Remarks should pertain to issues affecting the entire school. Public comments may or may not be addressed at the present session and the board may ask persons with comments to return to the next school board meeting to receive an answer, or to have the issue addressed further. Questions directed to the board may not always be answered immediately. Persons who wish to suggest items for the agenda should contact the Superintendent.

*Board meeting dates are posted on the school website upon being scheduled.*

# SPECIAL EVENTS & OCCASIONS

## **Promotion Committee**

Promotion from the 8<sup>th</sup> grade is a momentous event in the educational journey of our students. We pride ourselves on establishing and maintaining high expectations for our 8<sup>th</sup> grade graduates.

The Promotion Committee consists of 8<sup>th</sup> grade parents and a designated school employees, and a designated Instructional Coach. This group is responsible for working with the eighth grade students to prepare for the 8<sup>th</sup> grade promotion celebration. This includes but is not limited to: establishing graduation fee amounts which are related to graduation attire, reception menu and decorations, graduates' photographs, ceremony program and certificates, and graduates' gifts. This committee will work closely with the school's previous year's committee and designated employees to ensure that all ideas and plans are in line with established traditions.

## **Birthdays**

Birthdays are very special, and students are recognized in the Monday morning assembly celebrating this special day. We encourage you to celebrate this special day by eating lunch with your child at school. Having Mom, Dad, Grandma, and/or Grandpa eat lunch at school on one's birthday makes it a special day indeed! We ask you to adhere to this policy of celebrating during lunch time only so that valuable instructional time is not interrupted.

Please do not pull out siblings or students in another class to participate in class parties. We want to minimize the amount of instruction time that is lost.

## **Sports/Athletic Department**

Lee A. Tolbert Community Academy is a member of the Missouri State High School Athletic Association (MSHSAA), so we are able to compete against any middle school program in the state of Missouri. We are also a member of the Metro Charter Conference (MCC) run by the Kansas City Charter School Sports Association (KCCSSA).

The sports that are available at L.A.T.C.A. are as follows:

- FALL SPORTS      Girls Volleyball
- WINTER SPORTS   Girls & Boys Basketball
- SPRING SPORTS   Girls & Boys Track
- CHEERLEADING   Girls
- FOOTBALL         Boys

In order to participate in the L.A.T.C.A. athletic program there are a few requirements needed from every student/athlete:

Every student/athlete **MUST HAVE** a Physical Examination. Physical exam forms will be available in the workroom.

For FALL sports, the completed physical form must be turned in by September 11th.

For WINTER sports your complete physical form must be turned in by November 20th.

## ***ALL PHYSICALS MUST BE DONE BY YOUR FAMILY DOCTOR***

All student athletes (as well as participants in other LATCA extracurricular activities) must have and maintain a 2.5 G.P.A. entering and throughout the season. All student athletes and parents will be required to sign & date an athletic contract, which covers their academics and behavior in class. Remember participating in the athletic program is a privilege and not a requirement. Parents, let's work together as a team and help our student athletes manage their behavior in school and maintain academic eligibility by maintaining C+ or above in every course taken.

### **Field Trips**

**Throughout the school year, students are expected to participate in field trips with their regular classes or special interest classes. Adequate supervision will be provided by teachers and parent volunteers.** Permission forms are sent home whenever students participate in field trip activities. There may be an admission fee for students to participate. Costs for field trips will be written on the permission slip forms. These forms must be signed and returned to school with required fees prior to the trip in order for the student to participate. **We are not able to accept verbal parental permission in lieu of written permission.** Students will not be allowed to ride a field trip bus without written permission.

School and bus rules apply for all field trips. Students who fail to obey school rules during field trips will only be allowed to attend future trips if accompanied by the parent or guardian. Any student may be restricted from attending future field trips, at the principal's discretion.

### **Fundraisers**

Parents are required to participate in the fall and spring school fundraisers. There are a variety of fundraisers facilitated during the school year, such as Candy, Trash Bags, Popcorn, and various fundraisers that are associated with our school clubs & activities, such as Spanish, Debate, etc.

## **GENERAL INFORMATION**

### **Virtual Courses**

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty discrimination, harassment, bullying and cyber bullying. More information at ([mocap.mo.gov](http://mocap.mo.gov))

### **Resolution of Concerns Policy (Policy 1110)**

The Board of Lee A. Tolbert Community Academy adopts the following policy effective on the date that the policy is adopted by the Board.

SECTION 1. Purpose and General Policy Provisions Relate to Resolution of Concerns.

SECTION 1.1 Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns.

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. The levels of lowest levels of authority shall be as follows:



1. **Classroom related concerns-** Teachers
2. **School related concerns** (including policies, procedures, administration, unresolved classroom related concerns, etc.)- School Principal
3. **Appeals-** Superintendent's Parent Advisory Council
4. **Appeals-** Governing Board Grievance Committee

*Decisions rendered by the Governing Board shall be considered final*

SECTION 2.2. Any teacher, staff member, or administration shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation

SECTION 3. All Appeals to the Governing Board Grievance Committee must be submitted in writing and submitted to the Office of the Superintendent.

### **Electronic Devices – Items Not Allowed in The School Building**

Students may not bring electronic equipment to school. Electronics include, but are not limited to the following: Ipad, camera, video games, kindle, Ipad etc. The school is not responsible for lost or stolen personal items that are brought to school. Failure to adhere to this policy may result in administrative action.

### **Fire and Tornado Drills**

Fire and tornado drills are held regularly for the safety of students and staff. In case of fire, students will follow their teachers or designated staff to safety. 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.

### **Lockers and Cubbies**

Students are assigned lockers or cubbies and may store jackets and backpacks daily. Teachers keep a list of locker assignments. Locks that are the property of LATCA will be used and students are not to bring or store items other than coats and books in lockers. The school reserves the right to search and seize any contents on school property. The school is not responsible for materials taken from lockers and cubbies.

### **Locker and Lock Usage (Middle School Students)**

Locks and 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 not to be placed in lockers.

L.A.T.C.A. (office) has access to all lockers, if the items listed above are found in a student's locker, the items will be confiscated. If you abuse your locker privileges, these privileges will be taken away.

### **Do's and Don'ts for Locker Usage**

Do keep your combination to yourself: Do not give your combination to others.

Do keep your locker locked at all times when you are not around.

Do keep only your belongings in your locker.

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.

### **Procedures for Locker Assignments:**

1. Students must first rent a lock from L.A.T.C.A. office (\$3.00 nonrefundable fee) and receive a receipt. Students may pay this fee during orientation or during the first week of school. If a lock is lost or broken (damaged) due to student neglect, a new lock must be purchased from the office. The cost for a replacement lock is \$5.00. If the lock is not replaced, the student will not have access to a locker.
2. Students will be assigned a locker and receive a lock combination by administration.
3. Lockers will be distributed to the 7<sup>th</sup> and 8<sup>th</sup> grade students during the first week of school.
4. Students who are in the 5<sup>th</sup> and 6<sup>th</sup> grade will not have to purchase lockers. Teachers will assign two students together as locker partners (students do not have locks on lockers).

### **Inappropriate Times to Visit Lockers**

Students **may not** go to their lockers:

1. During Before and After School Care hours (before and after school.)
2. Before and after school without teacher or other staff member as an escort (in exceptional cases, must have a pass stating "Permission to go to locker.")
3. Without a pass from the teacher.

### **Performance Goals for Attendance at the Principal's Breakfast/Party**

Students are expected to learn eight performance goals and to meet them every day. Students will also be able to describe 3-4 examples of each performance goal. 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 K-6 students who during the month: (1) earn 3640 points or 90% of their weekly points, (2) have 95% attendance, (tardies included ) and (3) do not go to the Buddy or SMARTE Room for a behavior problem will have breakfast with the principal the first Friday of the following month (the date varies depending upon other school events). Middle school students who earn 95% of their points help serve the principal's breakfast and then are treated to lunch. Following are the 8 performance goals:

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 1<sup>st</sup> time** – How do I follow directions the first time?
  - I look at the person to see if he or she is talking to me.
  - I listen to directions.
  - I do 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 wear my uniform correctly.
  - I look professional
  - I use my manners.
  - I greet visitors with a positive attitude.
  - I help others.
  - I demonstrate good eye contact.
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 follow the LATCA uniform policy every day.
  - **I ACHIEVE MY GOALS!!**

## **Personal Belongings**

### *Forgotten Items*

Sometimes students forget items at home which are needed at school. If a parent brings a forgotten item, it should be brought to the school office. This will help to minimize classroom interruptions. School personnel will see to it that your child receives his/her belongings at the appropriate time.

### *Lost and Found*

Please make sure that your child's coats, caps, lunch boxes, and all school supplies are clearly marked with the child's name. Please come in and check the lost and found for your child's missing item(s) as soon as you are aware that something is missing. The "Lost and Found" is located next to the Office. Unmarked items that are not claimed within two months will be given to charitable organizations.

## **Bicycles, Skateboards, Rollerblades**

Bicycles, skateboards, roller skates, scooters, motor bikes, heelys, and rollerblades are not allowed on school grounds.

## **Items Not Allowed in the School Building**

Personal items are not allowed at school. In rare instances, a teacher may give special permission for certain items to be on school grounds. This includes special items to be shared or brought for display purposes.

**Otherwise, all toys and other personal items should be kept at home.** If a student brings a toy or personal item without his/her teacher's permission the item will be confiscated. Second offenses may result in administrative action.

### **Pets**

Pets are not allowed unless specifically requested by the teacher. In those cases, a pet may be brought to school by an adult who can take the animal away after a short visit.

### **Weapons**

Knives or other items that can be used as weapons of any kind are not to be brought to school. *We have a zero tolerance weapons policy in an effort to protect students and staff at Lee A. Tolbert Community Academy.* Our intent is to make school a safe place for all students.

### **Outstanding Fees**

Students with any outstanding fees at the end of the school year will be unable to re-enroll for the following school year. Students' applications will not be accepted until all outstanding balances are paid in full. Outstanding fees can include, but are not limited to, lunch money, lost/damaged library and textbooks, fundraisers, and returned check penalties on checks returned by your banking institution for insufficient funds. **There will be a \$35.00 fee on all "Returned Checks."**

## **COMPLIANCE WITH FEDERAL AND STATE LAWS**

### **Notice of NonDiscrimination**

The Lee A. Tolbert Community Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries regarding the Lee A. Tolbert Community Academy's compliance with the regulations implementing the Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title IX of the Education Amendments of 1972 (Title IX), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Human/Employee Relations Specialist at 3400 Paseo Boulevard, Kansas City, Missouri 64109, (816) 5610114. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the Academy's compliance with the regulations implementing Title VI, Title IX, or Section 504.

### **Human Rights Statement**

In conformity with the Academy's general nondiscrimination policies, no person shall intimidate, insult, ridicule, or take any other disruptive, discriminatory, threatening, or harmful action against any person on the basis of the person's race, color, religion, sex, national origin, ancestry, or disability, in any school related activities and facilities or in any other manner that has the effect of disrupting the learning or work environment. In addition, no person shall take any other actions that would cause the Academy to be in violation of human rights and nondiscrimination laws. The Academy will abide by the laws and its own policies regarding human rights and nondiscrimination when administering the Academy's discipline policy.

### **Sexual Harassment Policy**

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for any employee of the Academy 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 or staff 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.

## **Missouri Safe Schools Act**

### ***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 discipline 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:

- 1) First Degree Murder under 565.020, RSMo.;
- 2) Second Degree Murder under 565.021, RSMo.;
- 3) Voluntary Manslaughter under 565.023, RSMo.;
- 4) Involuntary Manslaughter under 565.024, RSMo.;
- 5) First Degree Assault under 565.050 RSMo.;
- 6) Second Degree Assault under 565.060, RSMo.;
- 7) Forcible Rape under 566.030, RSMo.;
- 8) Forcible Sodomy under 566.060, RSMo.;
- 9) First Degree Child Molestation under 566.067, RSMo.;
- 10) Sexual Misconduct Involving a Child under 566.083, RSMo.;
- 11) Sexual Assault under 566.040, RSMo.;
- 12) Deviate Sexual Assault under 566.070, RSMo.;
- 13) Sexual Abuse under 565.100, RSMo.;
- 14) First Degree Robbery under 569.020, RSMo.;
- 15) First Degree Burglary under 569.160, RSMo.;
- 16) Second Degree Burglary under 569.170, RSMo.;
- 17) First Degree Arson under 569.040, RSMo.;
- 18) First Degree Property Damage under 569.100, RSMo.;
- 19) Kidnapping under 565.110, RSMo.;
- 20) Felonious Restraint under 565.120, RSMo.;
- 21) Distribution of Drugs under 195.211, RSMo.;
- 22) Distribution of Drugs to a Minor under 195.212, RSMo.;
- 23) 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 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, setting fires, sexual harassment

### ***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, 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.

### **Senate Bill 319**

State Policy Regarding Reading Assessment, Reading Improvement Plans and Student Retention

Enacted in 2001, Senate Bill 319 clarified reading assessment as defined in Missouri Revised Statute § 167.645. Senate Bill 319 calls for the early assessment of students' reading skills and requires school districts to intervene with students who are reading below grade level. The law requires:

Assessment of students in grades 3-6 (with some exceptions) to determine their reading level.

Individualized "Reading Improvement Plans" for students in grades 4-6 who are substantially below grade level in reading.

Additional reading instruction for students with Reading Improvement Plans.

Retention of students in grade 4 if they are reading below the third grade level. (Several exceptions to this requirement are specified in the law)

### **Parent Notification**

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds.

1. LEAs must annually disseminate DESE’s ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:
  - a. the subject matter assessed
  - b. the purpose for which the assessment is designed and used;
  - c. the source of the requirement for the assessment (statutory cite);
  - d. the amount of time spent on the assessment;
  - e. the schedule for administering the assessment; and,
  - f. the time and format for disseminating results.

## **Grievance Procedures**

### **Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

#### **Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs**

##### **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

##### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

##### **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

#### **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

#### **5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> *Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17* <sup>2</sup> *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

#### **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

#### **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

**1. Record.** A written record of the investigation will be kept.

**2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.

**3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

**4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

**5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

**6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

#### **7. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

#### **8. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

#### **9. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.