



Lee A. Tolbert Community Academy
3400 Paseo Boulevard, Kansas City, MO 64109

Welcome Scholar!

Lee A. Tolbert Community Academy welcomes you and your family to the 2018-2019 school year. We are so excited that you have chosen to be a part of our school family. Whether you are a new scholar or a returning scholar, we are so pleased and eager to serve you and your family. If at any moment, you and your family desire to visit with the school before the school year starts or have a conversation with the principal, please do not hesitate to do so. You may contact us at any time to set up a visit, or a phone conversation to be facilitated by a member of the administration.

The 2017-2018 school year was a busy and exciting year and we are continuing to celebrate the renewal of the AdvancED accreditation for the next 5 years! This is an international accreditation that is very deserving as well as rewarding for our school community. Another reason that this past school year was so busy and exciting was that our administration worked very hard with the Kauffman organization to secure the Individual Schools Grant which will fund our work with the international network of Discovery Education where we have key classroom leaders getting specialized training on instructional, digital expertise. Yes, it is an exciting and inspiring time to serve, lead, and learn at our great school.

YES, we welcome you to what we believe will be an amazing school year! Please visit our website as we update it regularly with new and key information.

Sincerely,

LaQuanda Carpenter, Ed.D., Principal

Mr. Rob Milner, Assistant Principal

Dear Parents/ Guardians;

Welcome to the Lee A. Tolbert Community Academy exciting LINC program. My name is Kelley Harden and I am the LINC Site Coordinator for the 2018-2019 school year. I have been with LINC for 9 years and this will be my 10th school year opening a LINC program at a school.

On behalf of myself and the LINC staff we are so excited to welcome you. We are looking to build successful partnerships with you, your scholar(s), and the school to ensure our children strive for, and achieve their highest potential. This year we look forward to volunteers to read to the students or assist with homework help during the afterschool program. We will also provide recreational and academic activities that will support your child's social, emotional and physical development. We are also looking forward to parents who would like to volunteer their time to support various activities that we will provide (i.e. Boy Scouts, Girl Scouts, etc...). If there are other opportunities for students to get involved, we also welcome your skills and ideas in those areas.

The way we plan to support every child is that we will focus on being an extension of the school day by providing a structured, fun, engaging and hands-on learning environment. We believe every child should have the opportunity to dream, play, learn, and achieve their personal goals through a safe and stable environment.

Once again, welcome to LINC and let's work together to make this the best year ever!

Sincerely,

Kelley Harden

Lee A. Tolbert Community Academy
2018-2019 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 will read the information and also 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!

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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.

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

Daily Schedule

Office Hours	7:30 a.m. - 4:00 p.m. Monday-Friday
Breakfast Served	7:45 a.m. - 8:10 a.m.
School Begins	8:00 a.m.
Students are Tardy	8:20 a.m.
Morning LINC	6:30 a.m. - 8:00 a.m. (only students enrolled in LINC may arrive before 7:45 a.m.)
Evening LINC	3:20 p.m. - 6:00 p.m.

Tentative Lunch Schedule

Kindergarten	10:45 a.m. - 11:15 a.m.
1 st Grade	11:00 a.m. - 11:30 a.m.
2 nd Grade	11:45 a.m. - 12:15 p.m.
3 rd Grade	11:15 a.m. - 11:45 a.m.
4 th Grade	11:45 a.m. - 12:15 p.m.
5 th Grade	12:15 p.m. - 12:45 p.m.
6 th Grade	12:15 p.m. - 12:45 p.m.
7 th Grade	12:45 p.m. - 1:15 p.m.
8 th Grade	12:45 p.m. - 1:15 p.m.

Emergency Dismissals, School Closings and Late Starts

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

If school must be canceled or started late due to dangerous weather and road conditions, every effort will be made through the media, our LATCA social media accounts, and our automated phone system to contact parents. The Academy **does not** follow the school cancellation and late start procedures of the Kansas City, Missouri School District. **Please make sure the office has a current phone number 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/



<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 email address on file to access our parent portal.

Arrival and Dismissal of Students

Drop Off and Pickup of Students

Students may be dropped off at 7:45 a.m. and must be picked up promptly at 3:20 p.m. No students may be picked up from 2:30 p.m. - 3:20 p.m. daily. Children who are picked up at 3:20 receive an assigned parent pickup number. Parents remain in their cars and line up on the 34th street side of the building with their child's number displayed in the windshield. Students remain inside until their numbers are 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 7:45 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.

In the event a student's bus privileges have been temporarily or permanently suspended, it is the parent's responsibility to insure that the child is picked up by 3:35 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 6:30 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 7:45 a.m..

Attendance, Absences, and Tardies

It is vital to your child's education to be on time for school on a regular basis. Regular attendance provides each child with continuity in the educational process. 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. That is, children with irregular attendance (including frequent tardiness) will not be guaranteed a spot for the next school year. Poor attendance will also jeopardize your child's opportunities to participate in Principal's Breakfast/Lunch, school activities, and will affect your child's academic performance and grades.

Children who are consistently late or absent cause our school to lose part of its funding from the state, which impacts our ability to provide books and services to our families.

Daily Absences

Parents must contact the school daily when their child is absent. If the office does not receive a call about your child's absence by 9:00 a.m., the student will be considered absent. On a day that your child is absent or tardy, you will receive a confirmation call from the school's automated system. It is imperative for the school to know that all students who were sent to school arrived safely. This is a safety issue and everyone's cooperation is vital.

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 his/her classroom or assembly.

Middle School Tardy Policy:

The students are given time between classes to go to the restroom and/or their lockers.

Students are required to be in **their seats in class** when the bell rings; this helps each teacher with classroom management and helps the students to be prepared for learning.

All middle school teachers will take attendance for every class they teach. Students who are not seated are tardy. Teachers will record daily attendance, including tardies, and present these records when meeting with parents. There will be consequences for students who are excessively tardy.

Excusing Children from School

We do 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.

Attendance Policy (Adopted 10/20/2000)

Philosophy

The purpose of this policy is to ensure 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. We believe that school is students' work. It is our goal to develop students into responsible, dependable adults who exhibit punctuality and promptness in their daily lives. Regular school and class attendance lay the foundation for future expectations that will positively affect Academy students in their public and private lives.

Compulsory Attendance Requirements

In accordance with Missouri State Law, "A parent, guardian, or other person in this state having charge, control, or custody of a child between seven and sixteen years of age shall cause the child to regularly attend some public, private, parochial, parish, home school or a combination of such schools not less than the entire school term of the school which the child attends." (167.031, RSMo.) The parent, guardian, or custodian of the child will notify the school of the reason for each known absence of the child. Students who are absent an excess number of days as defined by the attendance policy may not receive credit for courses or may be retained in the same grade.

Exceptional Education

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.

Absences

Students returning to school from an absence of two, three, or four consecutive days shall furnish a written explanation from the student's 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 shall furnish 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

The parent should contact the school each time the student is absent from school. The social worker will make an effort to contact the parent/guardian or family when a student is absent from class and the parent has not contacted the school. The parent will be informed of the need for regular attendance. Contacts will be made at the following intervals:

After the student is absent five (5) days, an attendance warning letter will be mailed. Information about school's actions after 10, 12, and 14 days of absence will be included in the warning letter. After ten days of absence, the family liaison and/or counselor will set up a conference with the parent. After twelve days of absence, a student and his/her family will be sent a letter giving notice that the child is in danger of not earning credit or being retained. After fourteen days of absence, the school will contact the Prosecutor's Office. Students with chronic absences or excessive tardies will be placed on attendance contracts. Parents who do not uphold the special attendance contract will cause the student's enrollment to be immediately withdrawn.

MakeUp Work

Elementary and Middle School students who are absent one or two days will have their makeup work arranged and assigned at the convenience of the teacher. 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 makeup work from school. If a student is suspended from school for any reason, he or she is still responsible for the learning and any assignments missed during the time of the suspension. Credit for any assignment missed during an out of school suspension is up to teacher discretion.

Attendance Requirement

A student absent more than 20 days during the school year is subject to being retained in the same grade for the following year.

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 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. A notification will be sent when online re-enrollment begins for next school year. To re-enroll, families are encouraged to participate in fundraisers, perform volunteer hours, ensure good student attendance, and other obligations listed on the contract and compact.

Withdrawing Students

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

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 learn awareness and understanding of entrepreneurial skills, computer literacy, Spanish, music/band and physical education/health.

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. You may pick up copies from either your child's teacher or in the main office. **Students are responsible for having their supplies at school every day.** Please refill your child's supply list in November, January, and April.

Homework

Homework will be assigned based on teacher discretion. This is a reminder 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.

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 conference. 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 for monitoring academic performance:

- a) Students not meeting the requirements for promotion will be identified by instructors.
- b) A Student Assistance Team (SAT) conference will be held with the teacher and parents to discuss the academic concerns.
- c) Collaboratively, a plan will be devised for the student with the understanding that the parent will work along with the school to bring the child's performance to a satisfactory level.

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. 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. The Reading Instructional Level for each child is determined by the Scholastic Reading Inventory, which is administered by each classroom teacher (grades 1-8). It is imperative that 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 (Terms 2-4):

- SRI lexile within grade level range.
- B average in classes.
- B average in Goals for Life.
- Students on modified work do not meet the Honor Roll requirements.

Special Interest Classes

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.

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.

Math Lab

Math Lab instruction is to help students develop a deep understanding of the math content, as well as an understanding of the grade level appropriate content.

Spanish

As the world becomes more global, we believe it is important for students to know more than one language. LATCA offers Spanish to all grades, Kindergarten through grade 8.

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

The theme of our school is entrepreneurial skills. Children will be made aware of small businesses in our community. Students will learn and implement appropriate customer service skills and participate in projects that develop the innovative mindset.

Computer Lab

Computer Lab time is for developing 21st century skills. Students will learn about GSuite and utilize the 4C's (Communication, Critical Thinking, Creativity, and Collaboration).

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, 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.

TECHNOLOGY AND INTERNET USAGE

MISSION:

Lee A. Tolbert Community Academy, in collaboration with parents and the community, is committed to the use of technology as a springboard into the 21st Century. We are committed to the integration of technology into our core curriculum. The use of technology prepares students for the twenty first century. Students will be able to use various forms of technology for school work and personal use, 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 iPads in grades K-2 and 1:1 chromebooks in grades 3-8, 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 reasonably relate to their academic assignments or in support of 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 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

7th & 8th Grade Promotion and 8th Graduation 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 graduation ceremony.

Promotion

Criteria for being promoted to the 8th or 9th 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 Graduation 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 8th grade graduation ceremonies:

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

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 graduation. 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 mission statement; quote it, and put them into action on a daily basis.

Students will be recognized for making the Honor Roll and receiving 90-95% of their student performance points each month. In order to participate in LATCA extracurricular activities, students must earn passing grades in every class.

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:

1. I can take good care of myself, even if I am mad.
2. I can be productive and follow directions even if I don't want to.
3. 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

Mondays Dress Up Day - Each student may wear his/her uniform with a tie (Dress shirt or blouse).
Tuesdays, Wednesdays, Thursdays – Regular Uniform (described below)
Fridays – Spirit Day - Students may wear LATCA spirit shirt.
Special Occasion/Jeans Days - Students may pay to dress down.

Slacks:

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

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

Shirt Colors:

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

Sweatshirts:

The official school uniform sweatshirt may be worn during cold weather. A uniform shirt or turtleneck (navy blue or white) may be worn with the school sweatshirt.

Footwear:

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

Socks:

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

Skirt or Jumper:

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

L.A.T.C.A. Tshirts:

Select 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-shirt must dress in school uniform.

Consequences for Uniform Infractions

At Lee A. Tolbert Community Academy, every student is expected to strictly adhere to the uniform policy. Upon enrollment at L.A.T.C.A., the uniform policy will be explained to the student and the parent. Parents will be notified immediately when children are out of compliance with the school's uniform policy. The first contact will be in writing. The second contact will be a phone call home to parent to pick up the scholar. If the scholar is not picked up before 12:00, he or she is assigned Out of School Suspension (OSS) the following day. Thereafter, each time the student is in violation of the uniform policy, the parent will be called to pick up the student from school.

Excessive infractions may result in suspension from school.

Students who are sent home frequently for improper attire break the contractual obligation and will jeopardize the opportunity for early enrollment the following year.

Health Information & Medical History

If your child wakes up ill, please keep him/her at home in an effort to protect your child and other children and school staff. If your child becomes ill at school, you will be notified and expected to make arrangements for your child to be picked up right away. For this reason, it is important that you complete the emergency information on the "Health Information" form and keep this information updated.

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 your child'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. If you receive any notifications regarding any medical records needed, your immediate attention to the matter will be 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 every child at Lee A. Tolbert Community Academy to 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 child to remain in school. Many times the dosing schedule can be timed to avoid giving medication at school. Please discuss this option with your child's physician. If medication at school is necessary,

please follow the guidelines developed for the health and safety of all children at school. If your child's dosage is before school, please inform the school nurse if he/she did not receive the prescribed dosage prior to arriving to school as well as possible side effects from the missed dosage. This will enable school personnel to make necessary adjustments in the student's schedule for that day.

Prescription Medication

Before giving 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. The doctor's instructions on the prescription, as well as 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. Any child 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 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. Nutritious breakfasts are available to students from 7:45 a.m. – 8:10 a.m. Nutritious lunches and beverages are 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 in the school cafeteria. Students who are eating a school lunch may not bring outside bags of chips, candy or other snacks in the school cafeteria.

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 you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. Anyone not enrolled as a LATCA student must pay \$2.00 for breakfast and \$3.50 for lunch.

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 their teachers pick them up. While in the cafeteria, students will observe the following rules:

- Line up and wait in line patiently to get food and empty trays.
- 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 themselves.
- Clean immediate areas and the floor around 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 to supplement daily lunch.
- Children who bring lunch from home are not to include candy or soda pop as part of the meal.
- Conversations in the lunchroom must be appropriate. No profanity.
- No food or drink should 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, placing parent/teacher signature on 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

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.

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

Administrative Options

CLASS I OFFENSES

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

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 DO 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:** 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.
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 either all 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 any 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

1 st Offense	2 nd Offense	Subsequent Offenses
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	Long Term Suspension
Short-Term Suspension	Long 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 noncontrolled 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 any 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.
 - d. **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.

- e. **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 st Offense	2 nd Offense	Subsequent Offenses
In-School Suspension	Short Term Suspension	Long Term Suspension
Short-Term Suspension	Long Term Suspension	Expulsion
Long 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 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.

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 SWPBS)

B.I.S.T – Behavior Intervention Support Teams 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. **INSCHOOL 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 of 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 In School Suspension.
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 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):

- Remain seated at all times;
- Keep voices low: No loud conversations, shouting, or profanity;
- Keep hands and feet to oneself;
- No fighting or wrestling;
- Keep hands, arms, head, feet, and objects inside the bus;
- Objects will not be thrown inside the bus or out of the door or windows;
- Glass or dangerous objects will not be allowed on the bus;
- No food of any kind on the bus;
- **Obey bus driver at all times.**

If a student is disruptive on the bus and endangers the safety of himself/herself and/or other students, a School Bus Incident Report will be written by the bus driver or school personnel. When this occurs, the following action will be taken:

- **1st Referral** Parents will be called and a copy of the incident report sent home. Parents sign and return it to school by the student. Student will write an essay on bus safety. (It is possible to be suspended from school bus privileges immediately when a student exhibits behavior that endangers himself or herself or others.)
- **2nd Referral** loss of bus privileges for 30 days or more (length of time specified by principal or principal's designee).

- **3rd Referral** loss of bus privileges for the remainder of school year.

Students who do not meet bus discipline expectations must ride with his/her parent in order to participate in field trips. We will not hesitate to deny student's' bus riding privileges.

Student Use of Telephones

All cell phones must be turned off on school property and must be stored in 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 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).

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 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 trainings 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 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

We welcome parents to visit classrooms often, with certain boundaries that insure 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 Thursday, October 18, 2018. There will be no school for students on Friday, October 19, 2018. 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.

Spring Student-Led conferences will be held on Thursday February 14, 2019. There will be no school for students on Friday, February 15, 2019. Families and friends are invited to hear students lead conferences and use portfolios to share their 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 student. 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

To conclude the school year, LATCA will invite friends and family to student-led presentations/conferences of learning to showcase achievements and learning throughout the year. This usually occurs during the Spring 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. .

Site Council

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

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's advisory council representative (**By invitation only**).

Design Teams

Parents are encouraged to join the Academy's design teams and actively participate in the achievement of the Academy's goals. There are four (4) design teams. Parents may join as many as they wish. Below is a list of the design teams along with some of their respective functions.

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.

Student Assistance Team (SAT):

Staff team that brainstorms intervention strategies for students experiencing difficulty in the classroom setting. The parents of the specific students to be referred are invited to attend and participate.

Site Council

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

Advisory Council

Four times per year (TBA) 5:30 –7:00 p.m.

School Board

Monthly meeting dates posted in the main hallway

P.E.A.C.E. Meetings

One per quarter (To Be Announced)

SPECIAL EVENTS & OCCASIONS

Promotion Committee

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

The Promotion Committee consist of 8th grade parents and a designated school employee. This group is responsible for all items and functions surrounding 8th grade graduation. 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 employee to ensure that all ideas and plans are in line with established traditions.

Birthdays

Birthdays are very special to each of us and students are recognized in 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

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

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

For FALL sports your completed physical form must be turned in by September 14th .

For WINTER sports your complete physical form must be turned in by November 30th.

ALL PHYSICALS MUST BE DONE BY YOUR FAMILY DOCTOR.

2. 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.

"Help us by helping them to learn how to help themselves."

Field Work

Throughout the school year, students are expected to participate in field trips and field work 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 be allowed to attend future trips only if accompanied by the parent/ guardian. They 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

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: Ipod, camera, cell phone, video game, 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 out of school suspension.

Fire and Tornado Drills

Fire and tornado drills are held regularly for the safety of students and staff. In cases 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 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. Student will be assigned a locker and receive a lock combination by administration.
3. Lockers will be distributed to the 7th and 8th grade students during the first week of school.
4. Students who are in the 6th and 5th 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

Students will learn eight (8) performance goals they are expected to meet 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 (2) weeks of school. By the third week of school, students should be expected to know them without prompting K6 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 1st 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 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," "thankyou," 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, such as homework and library books 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 (2) months will be given to charitable organizations.

Bicycles, Skateboards, Rollerblades

Bicycles, skateboards, roller skates, scooters, motor bikes, 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 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 out of school suspension.

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, Before and After School Care fees, lost/damaged library and textbooks, fundraisers, Scholastic News fees, 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 36 (with some exceptions) to determine their reading level.

Individualized "Reading Improvement Plans" for students in grades 46 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 Information

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, Lee A. Tolbert Community Academy is required to provide to you in a timely manner, the following information: ⁶

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. ⁶
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. ⁶
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents

General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?

Complaints filed with LEA

Complaints filed with the Department 4. How will a complaint filed with the LEA be

6. How can a complaint be filed with the investigated?

Department? 5. What happens if a complaint is not resolved at

7. How will a complaint filed with the Department the local level (LEA)?

be investigated? 8. How are complaints related to equitable

services to nonpublic school children handled differently?

Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ² 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.

8. 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).

9. 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.

10. 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.

	Kindergarten	Ms. S. Johnson		Special Education	Ms. S. Nettleton
		Ms. K. Gartin			Ms. T. Talley
		Ms. H. Gartin			Ms. J. Stubbs

	Ms. L. Majors			
			Title I Specialists	Ms. D. Evans
First Grade	Ms. B. White			Ms. L. Foster
	Mr. J. Finley			Ms. S. Redmond
	Ms. A. Parks			Ms. C. Sullivan
				Ms. S. Sullivan
Second Grade	Ms. M. Mulvihill			Ms. J. Yocum
	Ms. K. Byrd		Educational Assistants	
	Ms. C. Davis		Kindergarten	Ms. A. Henderson
			1st Grade	Ms. J. Oltvedt
Third Grade	Ms. A. Niederhauser		2nd & 3rd Grade	Ms. D. Edwards
	Ms. S. Oltvedt		4th, 5th & 6th Grade	Ms. M. Wilson
	Ms. M. Allen		Special Education	Ms. D. Weatherspoon
			Middle School ISS	Ms. Cole
Fourth Grade	Mr. B. Parker		SMARTE Room	Mr. M. Parks
	Ms. M. Munday			
	Mr. T. Obermueller		Instructional Coach	Ms. T. Benda
			Federal Programs Coordinator	Ms. L. Lucero
Fifth Grade	Ms. S. Owens		Technology Integration Coach	Ms. D. Sager
	Ms. C. Lewis			
			LINC Coordinator	Ms. K. Harden
Sixth Grade	Ms. Meeks		Nurse	Ms. B. Johnson
	Ms. J. Hoppe		Social Worker	Ms. S. Parks
			Counselor	Ms. M. Phillips
MS Math	Ms. J. Brockman			
MS Science	Ms. P. Crawford		Superintendent	Dr. V. Roper
MS Social Studies	Ms. L. Nash		Principal	Dr. L. Carpenter
MS ELA	Ms. M. Fard-Allah		Assistant Principal	Mr. R. Milner
			Administrative Assistant	Ms. A. Walker
Math Lab	Mr. Reece		Office Receptionist	Ms. J. Bowens
Computer/Debate	Mr. W. Lindsey		Community Support Coord.	Ms. E. Payton
Spanish	Ms. M. Martinez		Parent Liaison	Mr. W. Hathaway
Music	Mr. B. Davenport		Workroom Assistant	Ms. S. Perkins
Band Director	Mr. A. Gill		Office Manager/Core Data	Ms. D. Gould
Y.E.S.	Ms. R. Foster		Business Admin/Benefits	Ms. C. Fautleroy
P.E.	Mr. H. Simons		Technology	Ms. K. Brooks
Art	Mr. J. Washington		Transportation/Sports	Mr. A. Tolbert