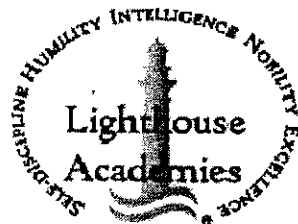


**add school name**  
**College Prep Academy**

**2011 – 2012 Scholar - Family Handbook**



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## Welcome From The Principal

Dear Families and Scholars,

On behalf of the Board of Trustees and staff, I would like to welcome you to the School Name. Our school is part of the national network of Lighthouse Academies charter schools. Lighthouse Academies is a nonprofit organization ([www.lighthouse-academies.org](http://www.lighthouse-academies.org)) dedicated to preparing scholars for college through a rigorous arts-infused program. We are here to make a difference in the lives of the scholars we teach.

Our core values are:

- **Work Hard. Get Smart. Graduate from College.**
- **High expectations equal results.**
- **Nothing less than excellence.**
- **Today is the day we make it happen.**

Because of the urgency of our mission, we have very high expectations for families and scholars. The following pages outline our expectations for ourselves, families, and our scholars.

Do not hesitate to call me if you have any questions about the handbook or any other school issues during the year. I can be reached at telephone number, or email me at email address. We believe that your scholar is a bright and shining star. If your scholar is nurtured with love and care year after year, you will see your scholar capable of making his or her dreams come true and making a difference in the world.

Sincerely,

PAL name  
Principal  
School Name

## **How To Contact Us**

### **Telephone**

Parents/guardians may leave messages for teachers at the school office. Parents/guardians can expect a return call from a teacher within one school day of leaving a message. The telephone number is: telephone number

### **Mail**

You may write to the school administration, Board of Trustees, or Lighthouse Academies if you have concerns or issues you wish to discuss. Please send your correspondence care of the school office: school address

The Records Access Officers under the Freedom of Information Law (FOIL) for the school are add names. Please contact either of them at the school should you have such a request.

### **Electronic Mail - Staff**

In addition to the general voice mailbox, administration and faculty may be contacted via email. Each staff member's address is their first initial and last name @lighthouse-academies.org. For example, if a teacher's name is Isaiah Jones, he could be reached at ijones@lighthouse-academies.org.

### **Electronic Mail - Scholar**

Each scholar is assigned an e-mail account while enrolled in the school. Scholars must sign the Acceptable Use Policy in Appendix G before they can access the account.

### **Web Site**

The school post documents on the Lighthouse web site: [www.lighthouse-academies.org](http://www.lighthouse-academies.org). add URL for school page

### **Visiting the School**

Parents are strongly encouraged to visit and become involved in the life of the school. When you arrive at the school, please go directly to the school office to sign in and obtain a visitor's pass. When you are ready to leave the school, please go to the school office, return the visitor's pass, and sign out. Visitors wishing to observe a classroom must first obtain a pass at the office. Parents/guardians who wish to meet with their scholar must do so in the office.

Because everyone's schedule is important, including your scholar's, please telephone the school to schedule a visit prior to coming by the school during class hours. This will allow us to inform the teacher of your planned visit so he or she can make the appropriate accommodations. Teachers will not have time while teaching to discuss a scholar's progress. Parents/guardians may schedule a time with teacher when he or she is not teaching class to discuss the scholar's progress.

## **Contacting School Leadership**

Principal: PAL name

Phone: PAL phone number

Email: PAL email

Director of College Transitions: DOI name

Phone: DOI phone number

Email: DOI email

Director School Culture: DSC name

Phone: DSC phone number

Email: DSC email

School Counselor: SC name

Phone: SC phone number

Email: SC email

Director of Exceptional Children: DEC name

Phone: DEC phone number

Email: DEC email

Office Manager (Main Office): OM name

Phone: main office phone number

Fax: main office fax number

Email: OM email

Family Coordinator: FC name

Phone: FC phone number

Email: FC email

Homeless Services: add contact information

## **Board of Trustees**

The Board of Trustees may be contacted by sending a letter to the Board Chairman as follows:

Board Chair

LCS

School address

Email: [LCSboardchair@lighthouse-academies.org](mailto:LCSboardchair@lighthouse-academies.org)

Board of Trustee meetings are open to the public and are posted on the school's web site. There is a public comment section on the agenda.

## General Policies

### Non-Discrimination Policy

The **School Name** does not discriminate on the basis of sex, race, and creed, national Origin, ancestry, pregnancy, marital and parental status, homeless status, sexual orientation, Or physical/mental/emotional/learning disability in the provision of educational programs, Activities, services, or benefits. It guarantees all scholars equal access to educational and Extracurricular programs and activities.

Complaints under this policy may be filed with:

add school leader  
add rd/vp and contact info

All complaints will be investigated and the parties involved informed of the outcome. Knowingly made false complaints may result in legal or administrative action against the complainant.

### Bullying and Harassment Policy

The **School Name** prohibits acts of harassment, intimidation or bullying of a scholar. LCS has determined that a safe and civil environment in school is necessary for scholars to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a scholar's ability to learn and a school's ability to educate its scholars in a safe and disciplined environment.

Harassment, intimidation or bullying means any gesture or written, verbal or physical act, or any electronic communication ( Please see **the Acceptable Use Policy**) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. A reasonable person should know, under the circumstances, will have the effect of harming a scholar or damaging the scholar's property, or placing a scholar in reasonable fear of harm to his person or damage to his property; or
2. Has the effect of insulting or demeaning any scholar or group of scholars in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The consequences for violation of this policy may include expulsion for scholars. Please see the code of discipline below.



Complaints under this policy may be filed with:

School Leader or

RD name

RD contact info

All complaints will be investigated and the parties involved informed of the outcome.

Knowingly made false complaints may result in legal or administrative action against the complainant.

### **Complaint Procedure**

LCS is a school of choice. We are glad that you have exercised your choice and have joined the LCS community. All members of the LCS staff will work very hard to make sure that you and your scholar's needs are being met every day. However, there may be times when you do not agree with a policy we have adopted or the way we implement it. Please know that we are open to feedback and want to hear from you. If you have a question or a complaint, there is a procedure for having your issue addressed. We strongly urge you to follow these steps so that we can do our best to resolve issues with you at the school level.

1. Please contact the staff member directly involved with the issue to seek answers to your questions and to reach a resolution.
2. If you are not satisfied with the response or you do not get a response, please contact the Principal to discuss your issue over the phone or to make an appointment. The Principal can be reached at add phone number.
3. If you are still not satisfied with the response, you may bring your issue before the Board of Trustees by writing to:

Chair Name Board Chair

LCS

School address

Email: LCSboardchair@lighthouse-academies.org

If you have any questions about this procedure, please contact the Lighthouse Academies Regional Vice President, name, at phone number.

### **Non Solicitation Policy**

To avoid disruption in the School Name school has adopted **A Non-solicitation Policy** (the "Non-solicitation policy"). For purposes of the Non-solicitation Policy, "Solicitation" (or "Soliciting") shall include, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind ("Materials") on school property or using school resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases). "Commercial Solicitation" means peddling or otherwise selling,

purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on school property or school resources. Solicitation and Commercial Solicitation performed through verbal, written, or electronic means, are covered by the Nonsolicitation policy.

Items to be distributed or offered for sale, which contain school and Lighthouse Academies trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by Lighthouse Academies Inc.

## **School Overview**

### **Admission**

Any scholar may seek admission to School Name if the scholar has met the required school entrance age and an opening exists... Siblings are given preference in admission to the school. Whenever possible the parent/guardian should accompany the scholar when registering.

### **Scholar Records for Enrollment**

Every scholar is required to complete and submit enrollment forms as part of the registration process. For assistance in completing these forms call the Office / Business Manager.

Copies of all scholar records will be maintained on-site at the school. Parents/guardians may request a copy of their scholar's records at any time by completing the required form available from the school office. Parents/guardians should also obtain a copy of their scholar's records from all previous schools attended and forward these records to our school. If parents/guardians do not have such records, School Initials will request that a release form be signed so that the school may request past records directly from other schools the scholar attended. The parent/guardian must allow for the transfer of records before the scholar may be enrolled in our school.

### **School Day and Year**

The school's instructional day begins promptly at add time A.M. and ends at add time P.M., Monday through Friday, unless notified by the school of a unique situation. Please do not drop your scholar off before add earliest time as no entry into the building is allowed and no supervision is available for the scholars. Scholars will be allowed entry into the building at add time students can enter A.M. through the designated door only.

Scholars will attend school for 190 days each academic year. Please see the SCHOOL CALENDAR (Appendix D)

### **Placement**

New scholars admitted to Grade 9 will be required to complete a diagnostic test in reading, mathematics, science, social studies and writing. The school utilizes these results along with other factors to determine course and grade placement to ensure the success of the scholar.

### **Tardies and Early Dismissals**

Tardies and early dismissals hinder learning and should be avoided. All scholars are expected to be at school promptly for the beginning of classes at add time class starts A.M. and to participate in learning and school activities until add time class ends P.M. It is the responsibility of parents/guardians to ensure that scholars are at school on time and depart on time.

A tardy scholar who arrives tardy after this time must go directly to the office to present a signed note from a parent/guardian explaining the reason for the delayed arrival or enter the school with a parent/guardian who will explain the reason for the tardy arrival.

Repeated late arrivals or early dismissals will result in loss of privileges and disciplinary action. Repeated late arrivals or early dismissals may also render the scholar truant pursuant to state/local statutes and require the school to report to state/local officials. Truancy can result in sanctions and legal prosecution of responsible parents/guardians by state authorities.

A scholar will be released for an early dismissal only to an authorized parent/guardian or other person designated in writing by the parent/guardian to be authorized to pick up the scholar. Parents/guardians must make such arrangements in advance. Upon arriving at the school, the parent/guardian must go to the school office to sign out the scholar. A parent/guardian may never go directly to a classroom.

### **Absence**

Our goal is for every scholar to attend school every day. Our school has a goal of 95% attendance for the year. Regular attendance in classes is of vital importance if a scholar is to succeed in school and be prepared for college work. Absences for any reason hinder learning and should be avoided. The only "excused" reasons to miss school are religious observances, illness, a death in the family, or a family emergency. Half day absences are recorded and will be counted as part of the total days present or absent for the year. Attendance \_ is taken at the beginning of each period.

Please notify the school office via phone, voicemail, or letter by Time need to notify school of absence by A.M. if a scholar must be absent from school for any reason. Upon return to school, the scholar must submit to the teacher a note of explanation signed by a parent/guardian. All absences must be documented at the school through a written/typed, signed letter from a parent/guardian, or if the absence is three days or more due to an illness, a doctor's note is required, that includes the date(s) and reason for the absence. Any absence not documented at the school through a letter will be considered an "unexcused" absence.

In the case of an absence in excess of three (3) days and in all cases of contagious diseases, a doctor's note may be required for re-admittance to the classroom. If you suspect or a staff member reasonably believes your scholar may have a contagious disease, such as "pink eye," the scholar may not come to school until he/she has been examined by a doctor. This is in consideration of other scholars and staff.

The school may notify the parent/guardian that a scholar needs to be picked up early. This may be because of illness, behavioral issues, or other reasons. The scholar must be picked up within one hour of the notification, and the appropriate early dismissal or absence policy will apply.

Therefore, all families must have a plan in place as to who will pick up a scholar early when necessary.

Scholars with five (5) or more unexcused absence will be notified in writing that their attendance is not satisfactory and may result in the loss of credit for the course. Scholars with ten or more unexcused absences will lose credit for the course.

Under the No Child Left Behind Act, suspensions and expulsions become part of the scholar's permanent record. This record follows the scholar to the next school.

**In certain circumstances, the law may require us to report to the government social services agency that the scholar is not attending school.**

### **Making up Missed School Work**

Scholars must complete missed homework and in class assignments in a period of time equal to the length of the absence. For example, a scholar who has been absent for two school days will have two school days to make up missed class work and homework. Scholars who have missed any tests will also be expected to begin to take make up tests on the first day after the makeup period ends.

It is the parents/guardians' responsibility to meet with teachers and/or the school administrator to arrange for make-up work, to pick up make-up assignment packages, and to return completed work back to the teacher by the designated due date. Provided at least one day of notification, teachers will do their best to prepare assignments for scholars who are unable to attend school due to an excused absence.

In the event that circumstances require that the scholar be absent from school for three (3) or more days, the scholar's parents/guardians must contact the teacher to develop a plan to make up missed school and homework while the scholar is out of school.

### **Dismissal**

Scholars are dismissed at dismissal time P.M. Unless your scholar takes a school bus or stays for an after-school program, please make arrangements for your scholar(s) to be picked up on time. It is not acceptable for any scholar to be picked up late. We are unable to supervise scholars left at the school after latest time supervised P.M. A scholar who is not picked up on time at the end of the school day will lose certain school privileges, such as attending field trips and school events. Parents/guardians may be required to reimburse the school for costs incurred for providing supervision to ensure your scholar's safety. add information for cost to guardians for late pick up. The school will file a report with family services/social services if an authorized person does not pick up the scholar, including a scholar who has lost bus privileges. The police or other appropriate authorities may be called to pick up scholars who are left at the school repeatedly or for an extended period of time.

### **School Closing**

If the City/School District Public Schools close due to bad weather, then our school will also close. In the event that weather conditions become hazardous during the school day, our school will follow the early dismissal policies and notification process of the City/School District Public Schools unless we advise you to the contrary.

### **Other Emergencies and Contacts**

In case of other emergencies, parents/guardians will be contacted by phone as soon as possible. Parents/guardians must provide the Office Manager with updated contact and emergency notification information any time this information changes during the school year. Please remember to keep your phones/cell phones turned on and with you throughout the day in case of emergency.

If a parent or guardian does not have legal rights to pick up or visit a scholar, the school must be given a copy of legal documents attesting to this fact. Without such valid legal documents, all parents/guardians are assumed to have equal rights to make decisions regarding their scholar's education, to pick up the scholar, and to participate in school activities.

### **Debts Owed To the School**

All amounts owed by scholars/ parents/guardians to the school for scholar lunches, late pick-up charges, school book replacement, or any other reason must be paid promptly and in full. The failure to pay any amounts owed to the school for any reason may result in the loss of scholar privileges, including, without limitation:

- Field trips
- Special events
- Non academic afterschool programming
- Award of the high school diploma

A parents/guardian who is unable to pay a debt promptly and in full may speak with the Principal to make arrangements to set up a payment schedule. All payment schedules must be approved by the Principal in writing.

### **Withdrawal from School**

In the event you need to withdraw your scholar from school, please go to the school office and complete the necessary forms with the Office Manager. We can then forward your scholar's records to the new school.

## **The Education Program**

### **Overview**

The mission of LCS is to prepare our scholars to graduate from college.

The Lighthouse Academies education model is anchored in mastery of course objectives and state standards which define what the scholars should know and be able to do. The four year scope and sequence is included in Appendix A.

### **Integrated Technology and 1-1 Laptop Program**

Scholars in the College Prep Academy receive a personal laptop for use in all academic classes. The 1-1 Laptop program provides an array of learning experiences for students, with writing as one area in which the academic benefits are clear. The 1-to-1 Laptop Program encourages

authentic assessment and provides scholars with varied opportunities to demonstrate their understanding of and use of technology. Opportunities for online or 'distance' learning are also possible. As scholars are immersed in the core content, they use technology to communicate, collaborate, explore and conduct research. Explicit instruction is provided to ensure that scholars understand how to use technology to enhance the learning process, and implement technology-infused activities.

### **More Time on Instruction**

To ensure that every scholar masters the work necessary to prepare them for college, Lighthouse College Prep Academies provide more time on task. This means a longer school year (190 instructional days) and a longer school day (8 hours). This additional time has been shown to result in greater progress over the course of a school year.<sup>1</sup> In addition, a summer academy is offered and an orientation program (Gateway) is conducted for all scholars prior to the 9<sup>th</sup> grade.

### **Advisory Program**

All scholars in the College Prep Academy enroll in an Advisory course. With this program, scholars stay with one "advisor" teacher for four years and the advisor serves as the primary point of contact between the school and family. The Lighthouse Advisory program includes scholar progress case management, family connections, and both academic and non-academic college preparation.

### **Small School/Class Size**

A small school environment ensures that all scholars are known personally by their teachers and by school leaders. In the Lighthouse College Prep Academy, both grade and class sizes are small to create the most responsive learning environment possible.

### **Career Planning and Internships**

Career planning and exploration is introduced in the first semester of grade 11. This is followed by a formal shadowing experience in the second semester of grade 11. In either the first or second semester of grade 12 scholars will participate in an internship program based on the scholars approved schedule. The program may take place during the school day, after school or on weekends.

Internships include a capstone project that adds value to the host organization and builds the skills and knowledge of each scholar. Once the capstone project is approved by the scholar's advisor a presentation is made to an audience that may include peers, family members, teachers and the internship sponsor.

### **Performance-Based Instruction**

Scholars in the College Prep Academy frequently have the opportunity to present their work within their classroom and school community – formally and informally - as a part of ongoing instruction in the classroom. In addition, there are two scheduled forums ("Exhibitions") which require scholars to publicly perform/present their work. At the conclusion of each semester, every scholar at the CPA is expected to successfully complete an exhibition of his/her work

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<sup>1</sup> Pennington, Hillary (2006) *Expanding Learning Time in High Schools*. Center for American Progress.

before an audience of peers, family members and the advisory teacher. Exhibitions incorporate a presentation of each scholar's portfolio and work products.

### **Scholar's Portfolio**

A portfolio is a collection of the scholars work over time. Portfolios document skill and academic achievement, capture a record of academic growth over time, and allow scholars to model individual responsibility by reflecting on their own work and progress. Portfolios are built by each scholar throughout his/her CPA experience. It includes self-selected "best examples" of work in each content area quarterly. At the end of each year, a scholar selects one piece of work from each content area to keep as representative of progress or excellence in his/her work.

### **Testing and Assessments**

*School Initials* uses a variety of tests to assess scholar progress throughout the year. These include curricular assessments which are administered throughout the school year, as well as norm referenced standardized tests (such as the NWEA Measures of Academic Progress test) and assessments required by the state to assess scholar knowledge and skills. Scholars are also required to pass specific state assessments as a high school graduation requirement. These include:

school fill in

In preparation for college entrance exams, Lighthouse CPAs will also administer the EXPLORE test in the 9<sup>th</sup> grade year and the PLAN test for 10<sup>th</sup> graders. These tests are part of the ACT testing sequence that culminates with the ACT college entrance exam during scholars' 11<sup>th</sup> grade year. These assessments will be explained in more detail to parents/guardians and scholars at conferences and throughout the school year.

### **School Books and Resources**

Your scholar is loaned textbooks for use at no cost. Other learning tools may be loaned to the Scholar as well. Scholars may not write in their books unless told to do so. All books, equipment and other loaned materials must be returned in good condition at the end of the year. The scholar's parents/guardians must pay the replacement cost for any book, computer, or other loaned materials that is lost, stolen, or returned to the school in poor condition. Please see the school Office / Business Manager for replacement costs.

### **Ongoing Communication**

#### **Family-Scholar-School Compact (Appendix E)**

We know that the more in line home and school are about a scholar's expectations at school and his or her school experience, the stronger the experience and more successful the scholar will be. For this reason, we will ask parents/guardians, teachers, and scholars to sign a compact that details our expectations for each other. We can review these documents with you during a home visit before school opens or at the school, upon your request.

**Homework**

**Purpose and Content**

- Purposes of homework
  - Reinforces the Lighthouse Academies core value, “Work hard. Get smart. Graduate from college.”
  - Allows scholars to practice, extend learning and engage in new learning.
  - Helps scholars learn how to organize and manage time.
  - Helps scholars develop a range of research skills.
  - Reaffirms the role of parents/guardians as partners in the educational process.
  
- Content of homework
  - Assignments are directly related to Lighthouse Academies standards and curricula.
  - Activities include opportunities for concept and skill development.
  - Activities may involve the use of community and natural resources.

**Organization of Homework**

**Roles and Responsibilities for Homework**

Scholars' Role	Parent/Guardians' Supporting Role
<ul style="list-style-type: none"> <li>• Ask clarifying questions if s/he does not understand an assignment</li> <li>• Complete all homework assignments to the best of their ability</li> <li>• If homework is not completed and turned in on the indicated due date, consequences will result, such as completing work at break times or after-school</li> <li>• Scholars who are absent from school are expected to make up missed homework within a period of time equal to the length of the absence, unless this time allowed is extended by the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Review each completed homework assignment</li> <li>• Ensure scholar reads required number of minutes and signs reading log nightly</li> <li>•</li> </ul>

**Length of Nightly Homework**

Grade Level	Approximate Length of Homework Assignments	Approximate Length of Required At-Home Nightly Reading
Grade 9		
Grade 10		
Grade 11		
Grade 12		

**After-School Academics (ASA)**

To effectively prepare scholars for college, all class work and homework must be completed to the scholar’s best ability. If a scholar does not complete his or her work at the expected time



(during class, for example), another time will be provided. This may be during lunch or a break period. After two instances of not completing homework and/or class work at the appropriate time during a school year, a scholar will be required to remain at school for ASA. If a scholar stays for ASA, it is the parent/guardian's responsibility to provide transportation pick-up at (ASA pick up time) P.M.

**editable section** ...if your school has these options add descriptions. If you do not you can delete.

After School Activities

Athletics

Saturday Academy

**End editable section**

### **Home Visits**

All scholars may receive a home visit prior to the start of the school year and additional visits may be scheduled throughout the year. The purpose of these visits is to help establish clear communication between home and school. A staff member will review the Family Scholar School Compact, share expectations of the school, answer parent/guardian questions, and confirm the scholar's plan to attend the school in the summer/fall.

### **Scholar Gateway Program**

All scholars entering the College Prep Academy in 9<sup>th</sup> grade participate in Gateway Program. The purpose of this program is to prepare all LHA scholars for the College Prep Academy's culture, academic, and behavioral expectations as well as to build community within the small school. This is critical in that the transition to high school requires heightened independence and accountability. With the transition to high school, there may also be a significant number of new scholars beginning at LHA. This enculturation session is paramount in building the community for the upcoming school year at the College Prep Academy.

### **Scholar – Parent/Guardian Orientation**

Over the summer, parents/guardians are invited to a reception where they meet school staff, learn about the school's academic program, and receive the Scholar-Family Handbook. This will be a time for the school to restate and review its expectations and provide information regarding the uniform policy, discipline policy, as well as the school homework requirements.

### **Conference between Parents/Guardians, Scholar, And Teacher**

Our goal is 100% parent/guardian participation in parent/guardian-scholar-teacher conferences! To provide more information to you about your scholar, teachers will schedule up to four conferences each year with you. At these conferences, parents/guardians will see work samples from each class and hear in greater detail about their scholar's successes and struggles. Scholars in the Upper Academy will be taught to lead these conferences (with the teacher there for support and to fill in any gaps). Together, teachers, parents/guardians, and scholars will create scholar learning plans. These plans will include clear statements about current progress levels and goals

for improving problem areas. These learning plans may be modified as necessary during the school year. Parents/guardians may request a conference at any time and as often as they see a need. In addition to quarterly conferences, a parent/guardian may request a conference via phone, email or by sending a note to the teacher.

### **Report Cards and Mid Term Reports**

Teachers will report each scholar's progress at least four times during the school year. The grading system is included on the report card.

### **Interim Reports**

**Mid-Term Reports** will be sent home during each quarter. These reports provide an indication of what the scholars are doing half way through the term and what they need to improve upon. It also provides a brief statement of what is being studied and what will be covered in the last part of the marking period.

**Report Cards** will be delivered and reviewed at parent/guardian-teacher-scholar conferences. If a parent/guardian is unable to participate in a conference, the school will work with him or her to set up another time to meet. These reports inform you as to your scholar's mastery of the state required subject matter and where your scholar needs to improve. The report card must be signed by the parents/guardians.

### **Academic Integrity**

School Name values academic integrity and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment or a final grade. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it!

**Academic Dishonesty** includes, but is not limited to:

Cheating on exams by copying from others, having or using notes, formulas, or other information in a programmable calculator or other programmable device; having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or receive unauthorized information; having or using a cheat sheet; altering a graded exam and re-submitting it for a higher grade; working together on a take home exam unless approved by the teacher; gaining or providing unauthorized access to the examination materials.

**Plagiarism** by copying part or all of another person's work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of a commercial term paper company; using the services of another scholar.

**Note:** Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during an exam, even if it is not used, is an act of academic dishonesty. It will be dealt with as such.

**Scholars who violate the Academic Integrity and Cheating Policy will receive a failing grade on the assignment and have the course grade dropped one letter grade. Second offenses may result in a failing grade for the class.**

### **Monthly Family Nights**

The Lighthouse Academies' vision for scholar success is that all scholars will attend a college or a university. Parents/guardians are our partners in this process. Each month, the Principal, Family Coordinator or other staff members will plan and lead an evening aimed at providing information of use to parents/guardians. These events will be free, open to the public, and held at the school. Topics for parent/guardian meetings and workshops will be designed to empower parents/guardians to support the education, growth and development of their scholars.

### **School Volunteers**

For the safety of all scholars, it is required that all volunteers undergo a background check, which may include fingerprinting if mandated by state law or local regulation, prior to working in the school and/or with the scholars. Information on how to become a school volunteer will be sent home at the beginning of the school year or you may inquire at the office.

### **In-Class Volunteer Opportunities**

The school welcomes parents/guardians who wish to volunteer in classes. As parents/guardians contact the school to offer their assistance, the Principal will connect them with the appropriate teachers for the subjects in which the parents/guardians have expertise. The teacher will work with the parents/guardians prior to his/her arrival in class, in order to review classroom norms, procedures for handling problem behavior, emergency procedures, and the class work for the day or days on which the parents/guardians will be volunteering.

### **Out of Class Volunteer Opportunities**

Outside of classroom support, there are numerous opportunities for parents/guardians to help the school run more smoothly. The school may solicit parents/guardians' time and support for extra fundraising, to lead parents/guardians organizations, to chaperone field trips and to help plan monthly parents/guardians nights. We hope to have parents/guardians, whenever possible, serve in roles that allow the teachers and Principal to focus on teaching, learning, and scholar success.

## **End Of Year Promotion And Graduation Rerquirements**

### **Promotion to Next Grade Level**

Scholar mastery of course content and earning required credits is the basis for promotion to the next grade. Promotion from one grade to the next is confirmed on the end-of-year scholar report card. A scholar may be assigned to a higher level class for instructional purposes based on criteria reference assessments that show the scholar has mastered the content in the assigned class. A scholar may be promoted during the school year. Generally, scholars will be assigned to classes with their age peers so as to support their social development, unless the academic record or Individual Education Plan (IEP) indicates the scholar should be in a different grade. **Please see Appendix B for your school's graduation requirements.**

**Annual Grade Placement** Our goal is for every scholar to graduate from high school with at least one letter of acceptance from a four year college within five years. At the end of each school year scholars will be notified of the credits earned that year and the cumulative number of credits earned toward graduation. The scholar's course assignments, including internships for the next year will be based on courses completed and passed in the previous year.

Scholars who are retained will:

- Have a learning plan developed for the next school year that includes credit recovery.
- Be recommended for summer school which may include distance learning.
- Receive tutorial support to support the objectives of the Individual Learning Plan.
- Be reevaluated at the end of the first and second marking periods the following year to see if promotion is warranted at that time.

### **Summer Academy**

School Initials offers a summer program for scholars who need additional time to master the curriculum or who are enrolled in enrichment activities or dual credit courses. Optional - add details of program here Summer school is free of charge. In June, families will be notified about mandatory summer school or other summer school opportunities for their scholar.

## **Our Culture Of Respect: Standards For Appearance, Conduct, And Behavior**

Everyone at our school is expected to meet the same high standards for appearance, conduct and behavior.

### **Scholar Dress Code**

The Lighthouse Dress Code is an important part of our school culture and instilling our core values in our scholars. LHA believes that neatness in dress and appearance are essential to the school's culture and scholars' focus. Thus, LHA attaches as much importance to the spirit and the letter of the dress code and looks to the scholars to comply with both. We ask that the school staff work with families to support and enforce the dress code.

Directions on where and how to order uniforms will be provided during parent/guardian orientation. If you need any assistance, please call the Office / Business Manager.

Tops	<ul style="list-style-type: none"> <li>• School-issued uniform shirts with the logo must be worn at all times. These shirts may be short or long sleeved. Shirts must be tucked in at all times. <b>College Preparatory Academy (CPA):</b> Navy uniform shirts</li> <li>• A navy blue school sweatshirt or a solid, hoodless sweater with the school logo may be worn in school when it is cold.</li> <li>• White turtlenecks or undershirts may be worn under uniform shirts, but not alone. If the undershirts of another color are worn, scholar will be asked to remove the shirt.</li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>• <b>CPA:</b> Khaki pants (no jeans or athletic pants) worn at the waist, navy blue tights with khaki shorts, skirts, or jumpers (not more than one inch above the knee). Khaki shorts may be worn from June 21 through September 21.</li> <li>• A black belt must be worn if the pants/shorts have belt loops. Belt loops may not be cut off.</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>• Socks may be white, solid black, brown or blue.</li> <li>• Shoes: <ul style="list-style-type: none"> <li>○ All-black shoes must be worn at all times (even for physical education); all-black gym shoes may be worn daily.</li> <li>○ Scholars may wear winter boots when needed. Then, scholars must change into their black shoes for class.</li> </ul> </li> </ul>

### Other

- Jeans, athletic pants, fatigues, cargo pants, excessively baggy, torn, or stonewashed pants are not acceptable. Denim material is not acceptable.
- Purses are not to be brought to school.
- Cell phone use is not allowed during the school day.
- Scholars are permitted to bring backpacks for their school supplies. Backpacks are kept in the classroom or the scholar's designated locker/storage area. Scholars will have access to their backpack at the teacher's discretion.
- Hats, scarves, bandanas, and head coverings may not be worn in the school building, unless for religious or medical reasons and with prior approval of the Principal. Any other decorative hair accessories that the principal deems to be distracting may not be worn at school.
- Athletic caps, visors, athletic-style headbands, and sunglasses may not be worn on school property.
- For safety reasons, the only jewelry permitted will be simple stud earrings in lobes. No scholar may wear earrings in any other visible body part (*e.g.*, nose rings, eyebrow rings, etc.). Necklaces may be worn under a shirt, only. Bangle or multiple bracelets, hoop earrings or dangling earrings are not allowed.
- Tattoos may not be visible.
- Make-up and nail polish must be conservative (at the Principal's discretion)
- Open toe shoes are not allowed.
- Any clothing or grooming that, in the Principal's judgment, may reasonably be expected to cause disruption or interfere with normal school operations will not be allowed. The decision of the Principal will be final.
- other...school can add

If scholars are not in uniform, the school may provide a temporary shirt, shoes, pants or skirt. Failure to follow the dress code policy will have consequences determined by school administration up to and including suspension and expulsion from school depending on the

severity/frequency of the offense(s). Non-conforming items, clothing, jewelry, etc. removed from scholars may be held by the school. Parent/Guardian may be required, upon request of the school or teacher, to retrieve scholar items that do not follow the dress code from the school office. It is the scholar/parent/guardian's responsibility to retrieve any items that were removed from the scholar in violation of the Scholar Dress Code or other school policy. At the end of the year, any remaining items that have not been claimed will be disposed of or donated.

### **SHINE**

**Self-Discipline** is demonstrated by the ability to control oneself and one's conduct in order to be the best person one can be. A person with self-discipline thinks before acting, works hard to reach goals, and perseveres through challenges.

**Humility** is demonstrated by the ability to exhibit modesty and an awareness that no one is perfect or has greater worth than others. A person with humility understands that all people have value, even those who seem different from us. He or she treats other people with respect and always listens carefully to them.

**Intelligence** is demonstrated by the ability to acquire and apply knowledge. A person with intelligence always seeks to learn new things and to get better at solving problems. He or she uses every available opportunity to better understand the world. He or she reads and listens to obtain new knowledge, makes connections to what he or she already knows, evaluates the sources of information, and uses writing and discussion to synthesize ideas and share them with others.

**Nobility** is demonstrated by the ability to act in a way that reflects high moral character and care for the well-being of other people, of society, and of the world in which we live. A person with nobility always tries to do the right thing, even when it's hard. He or she behaves honestly, accepting responsibility for his or her actions. A noble person helps people in need, respects community resources, and tries to make the world a better place.

**Excellence** is demonstrated by the ability to exhibit greatness. A person who demonstrates excellence practices the other SHINE qualities at the highest levels. He or she has high expectations and always gives his or her best effort. He or she does not dwell on failure, but instead uses it as an opportunity to learn and do better the next time. He or she also encourages others to do their best and celebrates their achievements.

### **Core Competencies**

**Effective Communication** is demonstrated by the ability to read, speak, listen and write with clarity, accuracy, authenticity and conviction across various domains.

**Self-Direction and Self-Management** is demonstrated by the ability to take initiative with one's learning and work, ask and answer questions and understand that one is ultimately responsible for their future.

**Critical Thinking** is demonstrated by the ability to problem solve, make decisions, and consider multiple strategies and perspectives when answering questions, approaching challenges , and interacting with others.

**Active Community Membership** is demonstrated by the ability to identify and make positive contributions to the many different kinds of communities of which one is a part.

### **Pledges and Affirmation**

The affirmation and honor pledge help scholars to develop a positive self-concept that includes positive self-identification with learning. The affirmation is a part of the daily routine at the school. Each day all staff and scholars stand to recite the honor pledge and daily affirmation at the Morning Meeting. Teachers and administrators will introduce the pledge and affirmation to parents/guardians during home visits and review these on parent/guardian nights. Parents/guardians are encouraged to say the affirmation with their scholars at home.

### **Pledge of Allegiance**

I Pledge Allegiance to the flag of the United States of America  
and to the Republic for which it stands,  
one Nation under God,  
indivisible, with liberty and justice for all.

### **Lighthouse Academies Honor Pledge**

I am an honorable person.  
I will tell the truth at all times.  
I will do my own work to the best of my ability.  
I will respect others and myself at all times.

### **Adult Role Models**

The school requires that all staff, scholars, and families treat each other with civility at all times. We must always model respectful behavior and appropriate citizenship skills for our scholars. If a parent, guardian, volunteer, or any other adult treats a scholar or staff member in an abusive or inappropriate manner, (including, without limitation, the use of foul language, threats, or elevated angry tones) they may receive notification from the school that they are no longer allowed to come to the school or be present on the school campus. If needed, the school may take immediate legal steps to ensure that the adult is permanently removed from the school's campus. Similar steps will be taken if there are repeated uncivil incidents in communications with the school staff, whether such communications are in person, on the telephone, or by other means.

The school will, of course, continue to serve the scholar's educational needs and will continue to treat him/her with the same fairness and due process with which we conduct all of our affairs.

### **Code of Conduct**

There are four overarching principles/rules in Lighthouse Academies schools. These are:

- Work hard. Get smart.
- Respect ourselves and each other.

- Take care of our classroom and materials.
- Maintain a safe environment for all persons.

At LCS we use the phrase "Rules and Logical Consequences" (RLC) to encompass both proactive and reactive disciplines, both of which are necessary to develop the habits of heart and mind. Rules are the proactive guidelines that are set up in the school to help the scholars and the teacher achieve the goals for the school year. These rules are *always* stated in the positive. Teachers work with scholars in the beginning of the year to develop classroom rules and ensure that the class will have an environment conducive to achieving classroom and school goals.

Some behavior is simply unacceptable in our school. In addition to following the LCS principles/rules described above, scholars are expected to avoid all *prohibitive and illegal* behaviors.

Scholars are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others or oneself that will damage property or that will impede the orderly conduct of the school program. The following behaviors are violations of the code whenever they occur on school grounds, on school buses, during school-sponsored field trips, in connection with school-related events and activities wherever held, when directed against scholars en route to or from school, or when done with intent to disrupt or impede the orderly conduct of any school activity. Scholars who violate this code will be disciplined whether the violation is directed against the school staff, scholars or any other persons. These offenses fall into two categories: ***Prohibited Behavior and Illegal Behavior***.

***Prohibited Behavior*** includes, but is not limited to, insubordination, the refusal to respond to or carry out reasonable and lawful directions of teachers and others; verbal abuse, such as name-calling, racial or ethnic slurs, or derogatory statements. Other infractions, such as lying or hitting, as well as pushing (even if accidental) are prohibited behaviors. Scholars engaging in prohibited behavior will incur in-school suspension and/or other loss of privileges. Repeated acts of prohibited behavior may result in an out-of-school suspension or expulsion. Scholars will not be admitted back into the school until the parents/guardians meet with the Principal.

***Illegal behavior*** is any illegal act prohibited by state, federal or local statutes. This includes, but is not limited to, acts of violence, intentionally causing any type of harm to another, possession of weapons, drugs or alcohol, theft and activating the school's fire alarm system in the absence of an emergency. Scholars engaging in illegal behavior will automatically receive an out-of-school suspension of up to ten days and may be expelled. Suspended scholars will not be admitted back into the school until the parents/guardians meet with the Principal.

***Zero-tolerance behaviors*** are listed below. Zero-tolerance behaviors may result in an in-school or out-of-school suspension or in the case of possession of a firearm or drugs an out-of-school suspension with a recommendation for expulsion.

- Physical touching of another person with the intent to cause injury.
- Bullying means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors



committed; by a scholar or group of students against another scholar with the intent to harass, ridicule, humiliate, intimidate, or harm the other scholar

- Posing a physical threat to oneself or others (e.g., banging head, making a threat).
- Sexually inappropriate touching of another person.
- Verbal harassment of a teacher (e.g., cursing, name-calling, or mocking).
- Tantrum at a volume that inhibits the flow of the class.
- Use of profanity.
- Destruction of school property.
- Theft.
- Possession of weapon, drugs or alcohol.
- Refusal to stay within the teacher's sight.

**Behavior Tiers and Their Consequences**

Scholars who engage in prohibited or illegal behaviors will subject themselves to the following consequences. These behaviors are divided into tiers to reflect the severity of the offense and the consequence.

**SCHOOLS ADD THEIR CHART OF BEHAVIORS AND CONSEQUENCES – BELOW IS AN EXAMPLE – ADDITIONAL TIERS MAY BE ADDED – THESE TIERS CAN BE MODIFIED**

<b>Tier 1 Behaviors</b>	<b>Consequence 1st Offense</b>	<b>Consequence 2nd Offense</b>	<b>Consequences Beyond 2nd Offense</b>
Running and/or making excessive noise in the hall or building			
Speaking or gesturing disrespectfully to an adult/disobeying school personnel			
Fighting- two people, no injuries/ minor physical actions			
Plagiarizing, cheating and/or copying			

<b>Tier 2 Behaviors</b>	<b>Consequence 1st Offense</b>	<b>Consequence 2nd Offense</b>	<b>Consequences Beyond 2nd Offense</b>
Leaving the classroom and/or school without permission			
Any behavior that disrupts that disrupts			

learning			
Failing to attend class without a valid excuse (UA)			
Using the LHA Network for non-academic purposes			
Written, physical or verbal profanity, obscenities language or gestures			
Gambling			
Disorderly conduct			

### Lighthouse Behaviors and Consequences

#### The LCS Way

Good behavior is as important as academic achievement in preparing for college. Many smart people never make it to college because they haven't learned how to behave like college scholars. Our job as parents/guardians and teachers is to teach scholars how to behave just as we teach them how to read and do math. To teach scholars how to behave, we need to work together!

The most powerful tool we have to change scholars' behavior is our own behavior. We want our scholars to treat their classmates, teachers, parents/guardians and environment with respect. So we will be models of respect at all times. When families and school staff interact, we must all maintain that respect. We will not raise our voices, use profanity or insult one another. And we will be especially careful to model respect in public areas of the school.

At LCS, we believe that consequences should be logical and appropriate to the age of the scholar and the situation. For example, a scholar who tears a bulletin board will be asked to repair it. Likewise, a scholar who makes fun of a classmate will be asked to fix that relationship by apologizing and showing kindness to the classmate in concrete ways. This system keeps the school calm and safe for all of us, and it takes your help to make it happen.

Parents/guardians are our partners when it comes to implementing consequences to change scholars' behaviors. Parents/guardians should expect to receive calls and attend meetings with teachers and administrators when scholars have misbehaved. The purpose of these calls will be to solve problems together and to make sure that consequences given at school and at home are consistent. You may not always agree with us about the appropriate consequence. But it is important that your scholar never hears parents/guardians, teachers, or school leaders disagree about discipline!

There are rare occasions when suspensions may be necessary to safeguard the learning environment for all scholars and staff. Suspensions are learning opportunities. The goal is for the scholar to own up to his or her mistakes and spend time away from the community to make sure that she/he never makes those mistakes again.

The Principal reserves the right to respond appropriately to misbehavior. Many parents/guardians chose this school for their scholars because it is a safe and orderly place for all scholars, so let's work together to keep it that way. Below is a guideline the Principal will consider in deciding consequences. For kindergarteners and/or scholars with special needs, consequences will be adapted appropriately and in accordance with the law.

### **Afterschool Detention Policy**

A scholar may be required to serve Afterschool Detention for any behavior that is inappropriate or disruptive to his/her learning or the learning of other scholars. All decisions regarding Afterschool Detention will be made by the Principal or the Director of School Culture.

Duration:        hrs (depending on the behavior)

Time:                P.M. –                P.M. (depending on the behavior)

Pick-Up:        Scholar's parent/guardian will be responsible for picking up scholar **promptly** after detention.

The school will notify a scholar's parent/guardian of the date and time the detention must be served. In some cases, detention may be required on the same day that the behavior occurred.

### **In-school Suspension**

A scholar may be given in-school suspensions for engaging in any Prohibited Behavior.

A scholar who is suspended "in-school" is removed from her/his normal classroom and assigned to another room in the school for at least one full day. The scholar will do her/his class work in the assigned room with coaching and support from a teacher.

The Principal or designee will contact the parents/guardian of the scholar immediately to inform them of the incident and, if appropriate, to request their cooperation in implementing logical consequences.

The Principal or designee, teacher and parent/guardian will determine logical consequences for the scholar to be implemented upon her/his return to the classroom.

### **Out-of-School Suspension**

A scholar may be suspended "out-of-school" for any repeated *Prohibited Behavior* or any instance of *Illegal Behavior* or *Zero-Tolerance Behavior*.

A scholar who is suspended "out-of-school" is prohibited from attending school for at least one full day.

The Principal or designee will discuss with the scholar's parent/guardian before, during, and/or after a suspension to describe the behavior that resulted in suspension, discuss consequences to be implemented at home and ensure that proper work is sent home with scholar.

We will provide scholars who are suspended out-of-school with one hour of "alternative instruction" at the school for each day of suspension. Scholars are required to come to school to receive this alternative instruction. Scholars suspended out-of-school are responsible for making up any work missed while on suspension.

All out-of-school suspensions must be approved by the Principal and communicated to a scholar's parent/guardian by written letter signed by the Principal.

### **Interim Alternative Educational Setting**

As per the Individuals with Disabilities Education Act, an interim alternative educational setting may be provided for scholars with disabilities who are suspended from School name for engaging in a prohibited behavior for not more than 10 days.

An interim alternative educational setting may also be provided if a scholar is suspended from the LCS for one of the following reasons:

- Possession of illegal drugs or weapons;
- Use of illegal drugs;
- Sale or solicitation of illegal drugs on school property or at a school function; or
- Infliction of serious bodily injury on another person.

If an interim alternative educational setting is deemed appropriate in the above instances, the following guidelines will be adhered to:

- The alternative education setting will be determined by the IEP team and should enable the scholar to continue to progress in the general education curriculum while still receiving services and/or modifications described in his/her IEP such that the scholar is able to meet the goals of the IEP. The scholar should also receive services and modifications designed to address the behaviors of concern (*i.e.*, the behaviors that led to the suspension and IAES placement).
- The scholar may be placed in an alternative educational setting for a period of no more than 45 calendar days.
- An additional provision allows a school to seek to remove a scholar for up to 45 school days if the school believes that returning the scholar to the same educational placement is substantially likely to result in injury to the scholar or other scholars. The school must do this by making a request to a hearing officer, who, among other requirements, is not employed by the state education agency or local school district involved in educating the scholar; has specialized knowledge and skills related to IDEA; and has no interests that conflict with his/her objectivity in the hearing process.

For removals to an interim alternative educational setting for more than 10 but fewer than 45 days for incidents involving drugs, weapons or serious bodily injury, all of the following must occur:

- On the day on which the decision is made to remove the scholar because of violations involving weapons, drugs or serious bodily injury, the parents/guardian shall be notified of the decision and of all procedural safeguards.
- A Manifestation Determination Review must be conducted.
- The IEP Team must develop or review, as appropriate, a behavior intervention plan.
- Programs and services and the interim alternative educational setting are determined by the IEP Team. The IEP Team must determine what programs/services or modifications are needed to maintain progress in the general curriculum, progress toward IEP goals, and to help prevent recurrence of the behavior subject to discipline.
- If the behavior subject to discipline is not a manifestation of the disability, the relevant disciplinary procedures applicable to scholars without disabilities may be applied to the scholar with a disability, except for continued services described in the above bullet point
- If the IEP Team determines that the behavior subject to discipline is a manifestation of the disability, the removal (up to 45 calendar days) may be completed. The IEP Team must take immediate steps to remedy any deficiencies in the IEP or placement found during the Manifestation Determination Review. Programs and services must be provided to the scholar as in bullet point 4, above.
- If the parent/guardian requests a hearing to challenge the interim alternative educational setting and/or the manifestation determination, the scholar shall remain in the interim alternative educational setting for up to 45 calendar days as assigned.

## **Due Process**

### Consideration of Factors

The Principal will consider all relevant factors prior to deciding on an appropriate disciplinary action to ensure due process for each scholar. These factors include, but are not limited to, the following factors:

- Age, health, maturity, and academic placement of scholar
- Prior conduct
- Attitude of scholar
- Cooperation of parent/guardian
- Willingness of scholar to make restitution
- Severity of offense
- Willingness of scholar and parent/guardian to enroll in a scholar/family assistance program

### Right to Hearing

Scholars who may be suspended or expelled will be informed of the violation of school policy/the code and given the opportunity for a hearing with the Principal. A scholar or parents/guardians may appeal the decision of the Principal to the Board of Trustees through a written appeal addressed to the Board, c/o of   LCS  

In the event of an expulsion or an appeal of an expulsion, a hearing will be held before the school's Board of Trustees. The scholar's parents/guardians will receive the notice, in the primary language of the household, of the violation, the discipline procedure and process to be followed by LCS. The parents/guardians will have the right to attend any disciplinary hearing. At the hearing, the scholar shall have the right to be represented by counsel or other adult

representative, question witnesses, and present evidence. The formal rules of evidence will not apply.

### Provision of Work

Classroom teachers will be responsible for providing work for suspended scholars. It is the parent/guardian's responsibility to pick the work up at school or arrange for it to be sent home. If supervision or tutoring is legally required, the Principal or designee will hire personnel from a list of qualified substitutes.

### Scholars with Disabilities

In addition, a scholar with disabilities will have his/her Individual Education Plan and Behavior Modification Plan reviewed as may be required. Those scholars removed for a period of fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended scholar to receive instruction on site for an hour per day as described above. Scholars will make up assignments or tests missed as a result of such suspension. LCS also will provide additional alternative instruction with reasonable promptness and by appropriate means to assist the scholar, so that the scholar is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

If a scholar with a disability is suspended for more than 10 days during the school year, the school will provide the scholar the education services necessary to enable the scholar to progress in the general education curriculum and appropriately advance towards achieving his or her IEP goals, including the provision of a tutor if required.

### Scholar Telephone/Cell Phone Use

The school's phone system allows parents/guardians to contact our staff directly by using the voicemail system. Telephone extensions do not go directly into the classrooms in order to assist in preserving a quality learning environment. Scholars are not allowed to use any telephones except in the case of an emergency.

If a scholar must have a cell phone to communicate with his/her parent/guardian before or after school, the parent/guardian may make a written request to the Principal explaining why it is necessary. If the Principal approves the request, the scholar may bring a cell phone to school. However, cell phones and other electronic devices must be given to the scholar's advisor at school. It is the scholar's responsibility to give the teacher his/her cell phone. It is also the scholar's responsibility to ask for the phone before departing at the end of the day. Scholar cell phones must be powered off during the entire school day. Scholars may neither receive nor make calls on a cell phone during school hours. Text messaging is strictly prohibited during school hours or at any time on school grounds. Violation of this policy will result in the confiscation of the electronic device and discipline, up to and including suspension and expulsion. The school is not responsible for the loss, theft or damage to any device, even one which has been confiscated. Any confiscated devices must be claimed by the parent or guardian of the scholar.

### Smoke and Tobacco Free Campus

The school and its campus are smoke free. No individuals, including staff, are to be using any type of tobacco products on the campus at any time, inside or outside.

### **Suspicion of Child Abuse and/or Neglect**

Educational staff is required to comply with state mandatory reporting laws that apply to suspected neglect and/or abuse. School staff who know or have reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observe the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report, or cause a report to be made, to the appropriate state or local child welfare agency. Neglect includes "educational neglect" where a parent/guardian does not provide the scholar with an education by failing to ensure the scholar's attendance at school.

### **Non School Related Items**

Unless requested by a teacher for a special occasion or celebration, scholar's personal items are not to be brought on the bus or to school. This includes but is not limited to PSPs, Nintendo DSs, Gameboys, other handheld video games, iPods or other MP3 players, compact disc players, trading cards, recess outdoor equipment, etc. Should a scholar choose to bring such items on the bus or to school, they risk the probability of the item being confiscated and held until the parent/guardian picks the item up from school. The school has no responsibility or liability for any personal items that are brought on the bus or to school and are lost, broken or stolen. Violations of this rule can result in discipline, up to and including suspension or expulsion.

### **Birthdays, Holidays, and Special Events**

All Lighthouse Academies will highlight the contributions of various cultures throughout the year, *i.e.* Black History Month, Hispanic Heritage Month. Several holidays throughout the year which have a religious and a secular basis may be observed in our schools if the historical and contemporary values and the origin of the religious holidays are explained in an unbiased and objective manner without sectarian indoctrination. Music, art, literature and drama having religious themes or bases are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday. The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource, provided such symbols are temporary in nature. Among these holidays are: Christmas; Kwanza; Easter; Passover; Ramadan; Hanukkah; St. Valentine's Day; St. Patrick's Day; Thanksgiving; and Halloween.

Recognition for scholars and other special events or celebrations within the classroom are held only at a prescribed time no more than once a month. Families who wish to provide refreshments for a birthday celebration should contact the school to find an appropriate time to do so. Food brought in for celebrations must comply with the Lighthouse Academies wellness policy and with the prior approval of the classroom teacher. Food brought from home should be pre-packaged in order to insure scholar safety and conform to the school's Healthy Snack guidelines.

### **Health And Safety**

Scholars' health and safety are the School's foremost responsibility. The following information describes the precautions taken to protect the well being of all scholars. If your scholar has any specific health, safeties, or security needs, please inform the Principal in writing so that appropriate accommodations can be made. Medical documentation may be required to accommodate a health issue.

### **Food Service**

The School Initials offers a breakfast and hot lunch service. Scholars who eat breakfast at school should report to the location upon arrival, but no later than time to report for breakfast.

Some scholars may be eligible to receive meals at no charge or at a reduced charge. To determine a scholar's eligibility for free or reduced price the parent/guardian must submit a complete application that qualifies the scholar for the program under federal guidelines.

At the beginning of the school year, an application will be sent home with your scholar. Applications will be processed as they are returned to the school. Scholars whose families have not submitted a completed application and who have not been directly certified will be billed as full-pay scholars. Families will be invoiced in accordance with the school's policy. Failure to pay within the school's policy may result in denial of services or the scholar may be served an alternative lunch. We ask that all families cooperate in making sure applications and any necessary payments are received so every scholar can get a proper meal on all days. Payment for school lunch should be made promptly each month by submitting cash or money order to the Office Manager in a sealed envelope marked clearly with the scholar's name, grade and teacher. Receipts are available upon payment.

Scholars are also welcome to bring lunch to school that meets the school's wellness policy. Absolutely no candy, gum, chips, or soda pop are allowed in the lunchroom/school since we are part of the Federal Lunch Program and promote healthy eating. Please do not send these types of items in your scholar's lunch. Please do not send any glass bottles or containers in a scholar's lunch. Repeated non-compliance with the wellness policy will result in the school disposing of a scholar's unapproved snacks/drinks.

### **Healthy Snacks**

Proper nutrition is essential for your scholar's health and well being. We ask that you provide your scholar with healthy snacks that are low in sugar and sodium. Scholars who consume less sugar and sodium are more alert and focused and thus better prepared to learn.

### **Illnesses**

Scholars may not come to school if they have any type of illness that is contagious. Examples range from "pink eye" to the flu. This is to protect other scholars and school staff from getting sick and then also having to miss school. For the safety and well-being of your scholar and the school community, if your scholar becomes ill while at school, and the school advises that he/she needs medical attention, he/she must be picked up within one hour by you or your emergency contact. Scholars will be sent home if they are ill; and must be picked up within one hour of the parent/guardian being notified.

### **Emergency Drills and School Evacuations**



There will be regular fire, tornado and other emergency/evacuation drills at the school throughout the school year. Please reinforce with your scholar the importance of following staff directions during these drills.

### **Electronic Surveillance**

In circumstances where it is deemed necessary to further protect the health, welfare, and safety of scholars, staff, and visitors, and to protect school and scholar property beyond protection provided through other less invasive alternatives, the school may use video/electronic surveillance systems in the school, on all school property, and in all transportation and other vehicles owned, operated, contracted or used by the school.

### **Locker Searches**

Scholars may be assigned lockers or other areas for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of LCS. No right, nor expectation of privacy, exists for any scholar as to the use of any locker issued or assigned to a scholar by the school. No lock of any type may be used on a locker without the School's approval. Any locked that is attached without school approval will be removed.

No scholar may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any scholar desk or other storage area shall be subject to search, with or without the scholar being present, if reasonable grounds exist to suspect that the search will yield evidence of the scholar's violation of the law or school rules.

All scholar lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular scholar's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag or an article of clothing, contains evidence of a scholar's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

### **Personal Searches**

The School recognizes scholars have the right to be free from unreasonable searches and seizures. Balanced against this right is the school's official responsibility to create and maintain a safe school environment. Members of the school leadership team or individuals acting on their behalf may search individual scholars and their property (including locker and vehicle on school property) when they have reasonable grounds or reasonable suspicion to believe that the search will uncover evidence that the scholar is violating the law or policies of the school.

### **Immunization Requirements**

State law requires that each scholar entering school have a certificate of immunization at the time of registration or any documentation required by your state or local government. All scholars

must have all immunizations and vaccinations required by law. Scholars may lose their place at the school if written proof of all required immunizations is not provided on time.

### **Vaccination Variances**

School Initials will comply with the Public Health Law concerning any exceptions to the vaccination rule. Vaccination variance requests must be made in writing, indicating the reason for the vaccination variance request.

### **Medication**

The school must be informed of any prescription medication that a scholar is required to take at school. To dispense prescription medication to scholars, the school must receive a written order from the scholar's doctor and a medication administration form signed by the scholar's parents/guardians. Scholars may not bring their own medicine to school and may not keep their own medicine in their backpack, classroom or elsewhere. This includes over-the-counter medication. A medication administration form may be obtained from the school office to be used with any type of medicine.

### **Physicals**

Scholars must have a physical by a qualified physician at the age if required by state regulations. The school will advise you of specific requirements that scholars must meet before entering school. All scholars participating in the school's interscholastic program must have a physical performed by the school's physician or their own.

### **Field Trips**

Field trips may be planned during the school year. Parents/guardians will receive advance notice of all such trips. A permission slip must be signed by the scholar's parents/guardians in order for the scholar to participate in a field trip. Scholars without signed permission slips will remain at the school in another class. Scholars who have "lost privileges" due to misbehavior, incomplete work, outstanding debt, or other non-compliance reasons may not be invited to attend a field trip and instead will participate in learning at school.

### **Bus Transportation**

Bus riding is a privilege. Scholars are required to follow the rules and regulations set by the school while riding school buses. Scholars are expected to adhere to the standards of conduct and behavior stated in this handbook. Additionally, scholars are expected to follow the rules listed below and any other directives of the bus driver:

1. Scholars may not eat or drink on the bus.
2. Emergency exits may be used only in an emergency or when directed by the driver during evacuation drills.
3. Smoking is not permitted at any time on buses.
4. Scholars must remain seated and keep head, hands, and feet inside the bus while it is moving.
5. The bus driver is authorized to assign seats.
6. Scholars causing damage to bus company equipment will be held responsible for restitution and may be referred to police for prosecution.
7. If the scholar is not at the bus stop regularly, the stop may be eliminated due to re-routing of the bus.
8. Scholars may not ride a bus other than the one they are scheduled to ride.

9. Scholars may not be dropped off at any other place other than school or home.
10. Violations of any bus rule may result in loss of riding privilege and further disciplinary action.

If a scholar misbehaves on a school bus, the scholar may lose bus privileges, effective immediately. The school will then call the parent/guardian who must come to school to pick up the scholar.

### **Scholar Records**

Virtually all information pertaining to scholar performance, including grades, test results, and disciplinary records, is considered part of the scholar's confidential educational records. Release is restricted to:

- The parents/guardians—whether married, separated, or divorced—unless parental rights have been legally terminated and the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the scholar becomes eligible (generally at age 18), control of the records goes to the scholar. However, the parents/guardians may continue to have access to the records if the scholar is a dependent for tax purposes.
- Staff members who have a “legitimate educational interest” in a scholar's records. Such persons would include the Principal, school staff members working directly with the scholar (such as teachers, counselors, and diagnosticians), or an agent of the school working directly with the scholar (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a scholar transfers or in which he or she subsequently enrolls.

Release to any other person or agency, such as a prospective employer, or for a scholarship application, will occur only with the parents/guardians' permission.

Unless notified otherwise, Directory Data, (*i.e.*, a scholar's name, address, telephone number, photograph, date and place of birth, honors and awards, participation in extracurricular activities, including school athletics, current grade level and dates of attendance) may be released without seeking prior permission from the scholar/parent/guardian. Each academic year, families will be notified of their right to refuse release of their scholar's Directory Data information. Please contact the school office if you would like your scholar's directory information to remain confidential.

**Photographs or videos of scholars may be used by the school or by Lighthouse Academies for publicity and marketing purposes. Please complete the attached *Scholar Records and Information form* and return it to the school office. If you completed such a form in the past, you must resubmit it this year. By enrolling your scholar in the school, you agree that photographs, videos and copies of their schoolwork may be used as displays in a Lighthouse Charter or Community school or for marketing or publicity purposes.**

### **Forms to be Completed By Every Family**

During the orientation program, each family will be presented with several forms and information sheets to review. Some of the forms will require the signature of the parents/guardians. Please feel free to ask any questions or express any concerns you may have. The forms and information sheets will include:

- **Family Scholar School Compact** ( Appendix E)
- **Notice Regarding Scholar Records and Scholar Information Form** (Appendix F)
- **The Acceptable Use Policy** (for use of computers and school network) (Appendix G)
- **Recognition of Receipt of Lighthouse Scholar-Family Handbook** and agreement to follow the policies of the school as written in the 2010-2011 Lighthouse Academies Scholar-Family Handbook - last page

We are looking forward to working with you this year as we work with you and your scholar to prepare to graduate from college!

## APPENDIX A: COLLEGE PREP ACADEMY COURSE SEQUENCE

### **9<sup>th</sup> Grade**

#### Fall Semester

English 9  
 Geometry or Algebra I  
 Biology  
 World History & Civilization  
 Spanish (I or II)  
 Advisory (Basic Skills Development or Group Discussion)  
 Physical Education, Health, or Elective

#### Spring Semester

English 9  
 Geometry or Algebra I  
 Biology  
 World History & Civilization  
 Spanish (I or II)  
 Advisory (Current Problems, Issues, and Events)  
 Physical Education, Health, or Elective

### **10<sup>th</sup> Grade**

#### Fall Semester

English 10  
 Algebra II or Geometry  
 Chemistry  
 Topics in History (American Prehistory – 1789)  
 Spanish (II or III)  
 Advisory (Composition)  
 Elective

#### Spring Semester

English 10  
 Algebra II or Geometry  
 Chemistry  
 Topics in History (US History 1789 – 1865)  
 Spanish (II or III)  
 Advisory (Speech)  
 Elective

### **11<sup>th</sup> Grade**

#### Fall Semester

English 11  
 Trigonometry/Pre-Calculus or Algebra II  
 Biology AP or Physics  
 US History AP or US History (1865 – 1914)  
 Spanish (III or IV)  
 Advisory (Citizenship and Civics)  
**Career Information and Explorations**  
 Elective

#### Spring Semester

English 11  
 Trigonometry/Pre-Calculus or Algebra II  
 Biology AP or Physics  
 US History AP or US History (1914– present)  
 Spanish (III or IV)  
 Advisory (Personal Finance)  
**Career Planning and College Success**  
 Elective

### **12<sup>th</sup> Grade**

#### Fall Semester

English Language and Composition AP or English 12  
 Calculus AB AP, Trig./Pre-Calc., or Math Elective  
 Biology AP, Physics, or Environmental Science  
 US Government or Social Studies Elective  
 Spanish (IV or V) or Elective  
 Advisory (Advanced Composition)  
 Career Exploration Internship or Elective  
 Senior Capstone

#### Spring Semester

English Language and Composition AP or English 12  
 Calculus AB AP, Trig./Pre-Calc., or Math Elective  
 Biology AP, Physics, or Environmental Science  
 Economics or Social Studies Elective  
 Spanish (IV or V) or Elective  
 Advisory (Advanced Speech)  
 Career Exploration Internship or Elective  
 Senior Capstone

**Note:** Elective course offerings may include Fine Arts, Technology/Computers, alternate academic courses (such as a double science in 11<sup>th</sup> or 12<sup>th</sup> grade), remedial or supplemental instruction (such as intensive writing or mathematics support), or in-school credit recovery (if applicable).

## PROMOTION CRITERIA

### For Promotion to 10<sup>th</sup> Grade

**At Least 10 Credits, including:**

- English (2 credits)
- Mathematics (2 credits and completion of Algebra 1)
- Science (2 credits)
- Social Studies (2 credits)

### For Promotion to 11<sup>th</sup> Grade

**At Least 21 Credits, including:**

- English (4 credits)
- Mathematics (4 credits)
- Science (4 credits)
- Social Studies (4 credits, including at least 2 World History)
- Spanish (2 credits)

### For Promotion to 12<sup>th</sup> Grade

**At Least 32 Credits, including:**

- English (6 credits)
- Mathematics (6 credits)
- Science (6 credits)
- Social Studies (6 credits, including at least 2 US History and 2 World History)
- Spanish (4 credits)
- Physical Education (2 credits)
- Health (1 credit)

### For Graduation

**At least 43 Credits plus completion of all LHA and State Requirements listed in Appendix B, including:**

- English (8 credits)
- Mathematics (8 credits, including: 2 credits Algebra 1; 2 credits Geometry; 2 credits Algebra 2)
- Science (8 credits, including: 2 credits Biology; 2 credits Chemistry or Physics)
- Social Studies (8 credits, including: 2 credits World History; 2 credits US History; 1 credit each US Government and Economics)
- Spanish (6 credits)
- Physical Education (2 credits)
- Health (1 credit)
- Internship / Career Exploration (2 credits)

## **APPENDIX B: CPA GRADUATION REQUIREMENTS**

The transition from high school to college is a remarkable time in a young person's life. High school graduation marks the beginning of a phase in which teenagers leave consistent routines, places and friends and venture into new territory, meet new people and encounter increased expectations for responsibility and independence. In addition to state mandated requirements for graduation, LHA has several additional graduation requirements that we believe help our adolescents to be effective and independent learners after high school.

### **Lighthouse Academics College Preparatory Graduation Requirements**

1. Complete state graduation requirements for courses and credits
2. Letter of acceptance to at least one four-year college or university
3. Completion of an Exhibition for each semester enrolled at CPA
4. Completion of two semester credits of Internship-based learning experiences
5. Completion of a Capstone Project
6. Completion of CPA Portfolio requirements
7. Pass a senior year CPA Competencies Review

#### **1. State requirements for courses and credits**

Each state has slightly different requirements for courses and credits that scholars must complete to earn a standard and/or an honors diploma. Thus, CPAs across our network will have course sequences and state-based graduation requirements that look slightly different. However, our core course of study expectations for English, Math, Social Studies, Science and Language are rigorous enough to meet/exceed the current requirements in Indiana, Illinois, Wisconsin, Washington DC, New York and Arkansas. A state-specific *Graduation Tracker* is designed to help scholars, families and the CPA staff monitor scholar progress toward state and LHA graduation requirements.

#### **2. Letter of Acceptance to at least one four-year college or university**

CPA graduates are required to gain acceptance to at least one four-year college or university. We expect that our scholars have a range of post-secondary options and colleges from which to choose.

#### **3. Completion of an Exhibition for each semester at CPA**

At the conclusion of each semester, every scholar at the CPA is expected to successfully complete an exhibition of their work before an audience of peers, family members and the advisory teacher. Exhibitions incorporate a presentation of each scholar's portfolio and work products.

#### **4. Completion of two semester credits of Internship-based learning experiences**

In 11<sup>th</sup> and/or 12<sup>th</sup> grades, scholars will have opportunities to explore career interests during structured internships. Scholars work and learn alongside a professional mentor in the community and complete related course and project work at school. Each state has unique guidelines for earning internship credits.

#### **5. Completion of a Capstone Project**

In 12<sup>th</sup> grade, every scholar is expected to successfully complete a senior thesis project. Because it is connected to a personal interest, the thesis may have relevance in terms of selecting a post-secondary field of study.

#### **6. Completion of CPA Portfolio Requirements**

The CPA Portfolio is a collection of a scholar's best work over his or her four years of high school. The Portfolio is updated each year and scholars are expected to complete all major required work projects.

#### **7. Pass a senior year CPA Competencies Review**

The Competencies are integrated with many aspects of a scholar's experience at CPA (exhibitions, advisory, portfolio, report cards, etc.). During senior year, a panel of teachers and administrators review each scholar's portfolio and personal growth to assess whether or not he or she demonstrates the competencies we expect of CPA graduates.

**APPENDIX C: POSITIVE BEHAVIOR MANAGEMENT AND DISCIPLINE SYSTEM**

The following chart includes additions to the Lighthouse Academies code of conduct as well as specifics about Initials' positive behavior management and discipline system.

**YOU CAN ADD TEXT HERE - EDITABLE AREA**



**APPENDIX D: SCHOOL CALENDAR**

**YOU CAN ADD TEXT HERE - EDITABLE AREA**

## **APPENDIX E: FAMILY SCHOLAR SCHOOL COMPACT**

When you enroll at School name ("School Initials"), you are agreeing to a partnership with the school and are joining a special learning community. This partnership requires all parties to work together and live up to the promises in the best interest of the scholar. We may make additional requests of you once the school year begins and we have a better understanding of your scholar's needs.

### **As a school, we agree to:**

- Hold a parent/guardian meeting during the school year and this agreement will be discussed.
- Work hard every day to help scholars get smart and be prepared for success in college.
- Prepare excellent lessons each day that engage scholars actively in learning.
- Expect nothing less than excellence from scholars.
- Communicate with families about the scholar's work through the scholar's Weekly Folder sent home.
- Make learning happen every day!

### **As a scholar, I agree to:**

- Come to school each day in uniform, on time and prepared to work hard, get smart and prepare for success in college.
- BEAM in class, do my homework and respect others and myself.
- Do excellent work each day.
- Cooperate with my teacher(s), my fellow scholars and all of the members of the Lighthouse team.

### **As a parent/guardian, I agree to:**

- Attend an orientation meeting to discuss this handbook and my obligations.
- Ensure my scholar is in uniform, on time, attends school each day and does excellent work at school and on homework assignments.
- Sign all of my scholar's homework assignments, school agendas and other documents requested by the school.
- Attend as many school functions as my work and family schedules allows.
- Attend at least 3 out of 4 parent/guardian teacher conferences.
- Expect my child to work hard to get smart to be successful in college.
- Hold high expectations for my scholar in all aspects of school life.
- Work with my scholar's teacher(s) to make it happen!

Teacher, Scholar and Parent/Guardian all agree that they met and discussed and agreed to each commitment in this Compact

**Parent/guardian name:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Scholar Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**School Staff Member Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**APPENDIX F: NOTICE REGARDING STUDENT RECORDS AND INFORMATION**

School Name  
2010-2011 Academic Year

In accordance with the federal Family Educational Rights and Privacy Act ("FERPA"), School Initials must have written permission from the parent/guardian or eligible scholar in order to release any information from a scholar's education record.

However, School Name (School Initials ) may disclose records, without consent, to the following parties or under the following conditions:

- School Initials officials with legitimate educational interest;
- Other schools to which a scholar is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a scholar;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities pursuant to state law.

School Initials may also disclose, without consent, "Directory Data." The School defines Directory Data as the following information: a scholar's name; address; telephone number; photograph; date and place of birth; honors and awards; participation in extracurricular activities including school athletics; current grade level; and dates of attendance.

Photographs and videos may be used for school or Lighthouse Academies marketing or publicity. Please complete the form below and return it to the school office. *This form is effective only for the current academic year.* Please print.

Scholar's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*Please check:*

My scholar's image (photograph or video) may be used in marketing or publicity.

*or*

My scholar's image (photograph or video) may not be used in marketing or publicity.

My scholar's directory information must remain private.

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

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX G: ACCEPTABLE USE POLICY-Scholars**

The school name offers Internet, e-mail and network access for scholar use. The use of the School's computers and network systems is viewed as a privilege and not a right. This document contains the Acceptable Use Policy for scholar use. Parents/Guardians and scholars should be aware that computer activity is monitored by School staff electronically. The School uses an Internet filter to help protect users from inappropriate and potentially harmful material. The ultimate responsibility for acceptable use is the sole responsibility of the individual user.

**No Expectation of Privacy.** Scholars should have no expectation of privacy in the contents of personal files on the School system. The situation is similar to the rights scholars have regarding the privacy of their lockers. The School has access to the system and maintains the right to access and monitor, consistent with the law, all documents, messages and information created on, with or transmitted over the system, including e-mail and Internet usage, without notice to the scholars. All such documents, messages and information can be reviewed by the School consistent with the law. Scholars should expect that routine maintenance and monitoring of the School's computers or network systems and other security systems may lead to discovery that a scholar has violated this Policy, the guidelines established by the Scholar-Family Handbook, or the law. Parents/Guardians have the right at any time to request to see all contents of their child's e-mail account or network directory.

### **A. Educational Purpose**

1. The School's computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development.
2. The School's network has not been established as a public access service or a public forum. The School has the right to place reasonable restrictions on the material you access or post through the system. You also are expected to follow the rules set forth in the Handbook and the law in your use of the computer systems.
3. You may not use the School's computers or network systems for commercial purposes. This means you may not offer, provide, or purchase products or services or participate in on-line auctions through the School's computer systems.
4. You may not use the School's computers or network systems for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues for educational purposes.

### **B. Scholar Internet Access**

1. All scholars will have access to Internet/World Wide Web information resources through their classroom, library, or school computer lab unless their parent/guardian has indicated restrictions for such access.
2. Parents/Guardians should be aware that teachers may request individual e-mail accounts for scholars. Parents/Guardians can withdraw their approval for scholar Internet access and/or e-mail accounts at any time.
3. Scholars may, upon approval of their teacher or Principal, create publicly available web pages relating to class projects or other school-related activities. Material placed on the Web pages must relate to school activities or career preparation.

### **C. Unacceptable Uses**

The following uses of the School's computers or network systems are considered unacceptable:

#### **1. Personal Safety**

- a. Scholars will not post personal contact information about themselves or other people unless sanctioned by a teacher, guidance counselor or administrator and approved by a parent/guardian. Personal contact information includes full name, address, telephone, school address and work address.
- b. Scholars will not agree to have face-to-face contact with someone they have met online without their parents'/guardians' approval. The parent/guardian should accompany the scholar to this meeting.
- c. Scholars will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### **2. Illegal Activities**

- a. Scholars will not attempt to gain unauthorized access to the School's computers/network systems or to any other computer system through the School's network. This includes attempting to log in through another person's account, accessing another person's files or searching for other objects on the network. These actions are illegal, even if only for the purposes of "browsing."
- b. Scholars will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

c. Scholars will not use the School's computers or network systems to engage in any illegal act, such as gambling, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

### **3. System Security**

a. Scholars are responsible for their individual accounts and all computer and Internet usage associated with their account logins and passwords. Scholars should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a scholar provide his/her password to another person.

b. Scholars should immediately notify a teacher or the system administrator if they have identified a possible security problem. Scholars should not go looking for security problems because this may be construed as an illegal attempt to gain access.

c. Scholars will avoid the inadvertent spread of computer viruses by following the School's virus protection procedures. These include not downloading programs from the Internet or opening email attachments unless the source of the content is known to be safe.

### **4. Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

a. Scholars will not use obscene, indecent, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

b. Scholars will not post information that could cause damage or a danger of disruption.

c. Scholars will not engage in personal attacks, including prejudicial or discriminatory language.

d. Scholars will not harass another person. Harassment is defined in the scholar handbook. If a scholar is told by a person to stop sending messages, the scholar must stop.

e. Scholars will not knowingly or recklessly post false or defamatory information about a person or organization.

### **5. Respect for Privacy**

a. Scholars will not forward a message that was sent privately without permission of the person who sent the message.

b. Scholars will not post private information about another person.

## **6. Respecting Resource Limits**

a. Scholars will use the system only for educational and career development activities.

b. Scholars will not download large files without the consent of a teacher or lab supervisor. (Scholars are responsible for managing their file sizes so that they do not exceed their network directory capacity).

c. Scholars will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

d. Scholars will check their School assigned e-mail accounts frequently and delete unwanted messages promptly.

e. Scholars will subscribe only to high quality discussion group mail lists that are relevant to education or career development and as approved by their teacher.

f. Scholars will not play games or use Internet chat programs.

g. Scholars will not install new software.

## **7. Plagiarism and Copyright Infringement**

a. Scholars will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.

b. Scholars will respect the rights of copyright owners. Copyright infringement occurs when people inappropriately reproduce a work that is protected by a copyright. This includes copying images, graphics, audio or text found on the Internet. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. Scholars should request permission from the copyright owner if unsure whether to use a work. Copyright law can be very confusing. If scholars have questions, they should ask a teacher.

## **8. Inappropriate Access to Material**

a. Scholars will not use the School's computers or network systems to access material that is profane, harmful or obscene, that advocates illegal acts, or that advocates violence or discrimination towards others. A special exception may be made if the purpose of access is to conduct research and the teacher, an administrator and parent/guardian have approved.

b. If scholars mistakenly access inappropriate information, they should immediately tell their teacher or another staff member. This will protect scholars against claims that they have intentionally violated this Policy.

c. Parents/guardians should instruct their children if there is additional material that the parents/guardians consider to be inappropriate to access. The School fully expects that scholars will follow parental instructions in this matter.

d. The School uses an Internet filter in an effort to keep Internet use in compliance with School goals. There is not a filter that will block every site that the School deems unacceptable. Therefore, a scholar should not interpret his or her ability to access a web site as an endorsement that the web site is compliant with School guidelines for acceptable use.

### **9. Social Networking Sites**

Scholars may not access MySpace.com, FaceBook.com or any other social networking site while using Lighthouse Academies' equipment or while at the school. Additionally, Lighthouse Academies reserves the right to further restrict sites either through content filtering or written notice.

## **D. Scholar Rights**

### **1. Free Speech**

The School's computers or network systems are considered a limited forum, similar to a school newspaper, and therefore the School may restrict speech for legitimate educational reasons. The School will not restrict speech on the basis of a disagreement with the opinions scholars express.

### **2. Policy Violations**

a. The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the School's computers or network systems.

b. Scholars should be aware that all violations of the School's Acceptable Use Policy will be reported to the Principal's office. The Principal or his/her designee will conduct investigations of all AUP violations. Input from other staff will be sought to determine the full impact of the violation and what loss of privileges may result. The Principal will make a final determination (after consultation with other staff) of any legal action that may be taken against members of the school community who violate the School's AUP.

As in all discipline cases, administrative decisions can be appealed to the Principal and then to the School's Board of Trustees.



**E. Limitation of Liability**

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage scholars may suffer, including but not limited to, loss of data stored on or transmitted through the system or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

**Personal Responsibility Message to Scholars**

When you are using School computers or network systems, it may feel as if you can more easily break a rule without being discovered. This is not true because whenever you do something on a network you leave electronic evidence: therefore, it is likely you will be identified.

In any event, there always is one person who will know whether you have done wrong - and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Failure to follow this policy may result in disciplinary action up to and including expulsion.

**Receipt of Acceptable Use Policy**

I understand and will abide by the Acceptable Use Policy. Should I violate this agreement my access privileges may be revoked and I will be subject to disciplinary action, including expulsion and/or appropriate legal action.

**Scholar Name (Print):** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Scholar Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Recognition of Receipt of Lighthouse Scholar-Family Handbook**

My signature below indicates that I have received and reviewed the 2010-2011 Lighthouse Academies Scholar-Family Handbook. I will review the core components of this with my scholar to reinforce what is expected of him or her at School Initials.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Scholar Name: \_\_\_\_\_

Scholar Signature: \_\_\_\_\_

Scholar Grade Level: \_\_\_\_\_

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