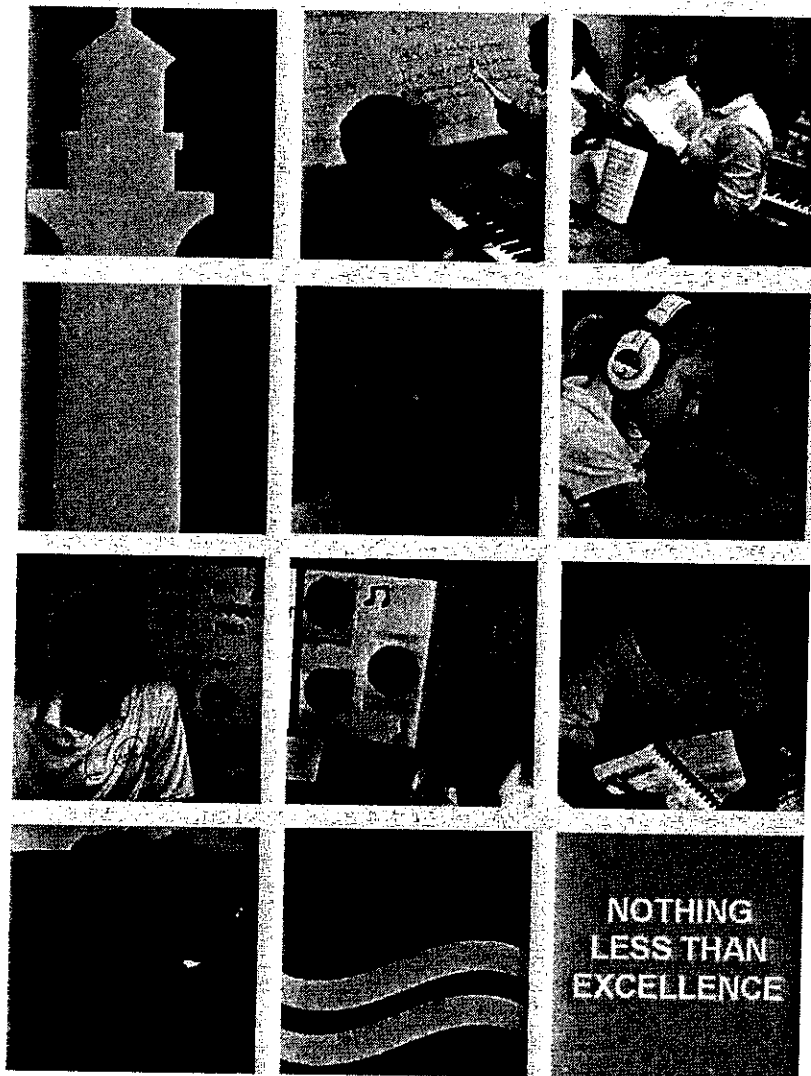


5



2010 – 2011 Student-Family Handbook

My Child's Teacher: _____

Email address: _____@lighthouse-academies.org

School Phone Number: _____

School Hours: Time School Starts 8:00 A.M - Time School Ends 4:00 P.M.

Tardy = arriving 1 minute after school begins. Dismissal begins at 4:00 Dismissal Begins P.M.



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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 . Our school is part of the national network of Lighthouse Academies charter schools. Lighthouse Academies is a nonprofit organization (www.lighthouse-academies.org) dedicated to preparing students for college through a rigorous arts-infused program. We are here to make a difference in the lives of the students 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 students. The following pages outline our expectations for ourselves, families, and our students.

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 , or email me at . We believe that your student is a bright and shining star. If your student is nurtured with love and care year after year, you will see your student capable of making his or her dreams come true and making a difference in the world.

Sincerely,

Principal

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:

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:

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

Electronic Mail

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.

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.

Because everyone's schedule is important, including your student'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 student's progress. Parents/guardians may schedule a time with teacher when he or she is not teaching class to discuss the student's progress.

Contacting the School Leadership

Principal:

Phone:

Email:

Director of Instruction:

Phone:

Email:

Office Manager (Main Office):

Phone:

Fax:

Email:

Family Coordinator:

Phone:

Email:

Homeless Services:

Board of Trustees

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

Board Chair
LCS

Email: 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 [REDACTED] does not discriminate on the basis of sex, race, 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 students equal access to educational and extracurricular programs and activities.

Complaints under this policy may be filed with:

or

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 student. The [REDACTED] has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students 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 student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
2. Has the effect of insulting or demeaning any student or group of students 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 students. Please see the code of discipline below.

Complaints under this policy may be filed with:

or

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

██████ is a school of choice. We are glad that you have exercised your choice and have joined the ██████ community. All members of the ██████ staff will work very hard to make sure that your and your student'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
3. If you are still not satisfied with the response, you may bring your issue before the Board of Trustees by writing to:

Board Chair

Email: LCSboardchair@lighthouse-academies.org

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

SCHOOL OVERVIEW

Admission

Any student may seek admission to _____ if the student has met the required school entrance age. If a grade level is oversubscribed, a lottery will be used to select students. A student who was retained by a previous school will remain at the grade level of the previous school. Siblings are given preference in admission to the school. (In Arkansas founders children are given preference as well.)

School Day and Year

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

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

Placement

Students admitted to Lighthouse Academies schools may be required to complete a diagnostic test in reading, mathematics, and/or writing. The school utilizes these results along with other factors to determine the instructional needs and appropriate services to ensure the success of the student.

Tardies/Early Dismissals

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

A tardy student who arrives _____ 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 student 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 student 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 student. 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 student. A parent may never go directly to a classroom.

Absence

Our goal is for every student 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 student 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.

Please notify the school office via phone, voicemail, or letter by _____ A.M. if a student must be absent from school for any reason. Upon return to school, the student 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 student may have a contagious disease, such as "pink eye," the student may not come to school until he/she has been examined by a doctor. This is in consideration of other students and staff.

The school may notify the parent/guardian that a student needs to be picked up early. This may be because of illness, behavioral issues, or other reasons. The student 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 child early when necessary.

Students with five (5) or more absences will be notified in writing that their attendance is not satisfactory and may result in their being retained at the end of the school year. Students with ten or more absences may not be able to advance to the next grade and will face consequences such as loss of incentive points, additional time required at school (including summer school), and missed field trip or team opportunities. The school will arrange a conference to discuss the absences with the parents/guardians.

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

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

Making up Missed School Work

Students must complete missed homework and in class assignments in a period of time equal to the length of the absence. For example, a student who has been absent for two school days will have two school days to make up missed class work and homework. Students 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 students who are unable to attend school due to an excused absence.

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

Dismissal

Students are dismissed at _____ P.M. Unless your student takes a school bus or stays for an after-school program, please make arrangements for your student(s) to be picked up on time. It is not acceptable for any student to be picked up late. We are unable to supervise students left at the school after _____ P.M. A student 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 student's safety. _____ The school will file a report with family services/social services if an authorized person does not pick up the student, including a student who has lost bus privileges. The police or other appropriate authorities may be called to pick up students who are left at the school repeatedly or for an extended period of time.

School Closing

If the _____ 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 _____ 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 student, 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 student's education, to pick up the student, and to participate in school activities.

Debts Owed To the School

All amounts owed by parents/guardians to the school for student 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 student privileges, including, without limitation:

- Field trips
- Special events
- Non academic afterschool programming

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 student from school, please go to the school office and complete the necessary forms with the Office Manager. We can then forward your student's records to the new school.

THE EDUCATION PROGRAM

Overview

The mission of is to prepare our students for college through a rigorous arts-infused program. Arts Infusion is a teaching and learning strategy that utilizes practices from the arts to teach the core content areas. We believe that infusing the arts into our teaching of the core content areas increases students' creativity and active engagement. Early arts instruction will provide students with opportunities to sing, dance, listen to music, participate in dramatic play, draw, and paint and create with various media.

The Lighthouse Academies education model is anchored in grade level mastery objectives and state standards which define what the students should know and be able to do at each particular grade level. In order for students to reach these standards, rigorous, research-based programs and instructional practices are utilized by all teachers across the network, including:

- ❑ **Open Court Reading** teaches students to read by the second half of first grade. Open Court is a comprehensive reading program which explicitly and systematically teaches phonics and reading comprehension strategies while exposing them to quality literature. This is the core reading program for students in grades K-6.
- ❑ **Readers and Writers Workshop** is a student-centered approach to reading and writing. Using a combination of group and independent reading and writing, students hone their reading and writing skills through authentic literature (both teacher and self-selected). This approach is the core approach for students in grades 7-8, although components of readers and writers workshop may be used to supplement core instruction K-6.
- ❑ **Saxon Math** teaches skills in small increments and gives students plenty of practice. Students learn the basic skills necessary to solve more complex problems. This is the core math program for students in grades K-8.

- ❑ **Full Option Science System (FOSS)** teaches science concepts through engaging lab work. Students read about important scientific ideas and then explore and test those ideas through experiments. This is the core science program for students in grades K-8.
- ❑ **Core Knowledge Sequence for social studies** is a specific outline of specific knowledge taught in grades K-8. Students in K-6 use Pearson's History and Geography text series, while students in grades 7-8 use *The History of US* as the core social studies resource. Social studies instruction not only emphasizes key content and concepts for history and geography, but also is an extension of literacy instruction, allowing students to read a variety of expository and primary sources.

Testing and Assessments

uses a variety of tests to assess student progress throughout the year. These include program assessments which are administered throughout the school year, as well as norm referenced standardized tests and assessments required by the state to assess student knowledge and skills. These assessments will be explained in more detail to parents/guardians and students at conferences and throughout the school year.

School Books

Your student is loaned textbooks for use at no cost. Students may not write in their books. All books must be returned in good condition at the end of the year. The student's parents/guardians must pay the replacement cost for any book that is lost, stolen, or returned to the school in poor condition. Please see the school Office Manager for replacement costs.

Looping

In every instance possible, uses a looping approach to teaching. Looping is when the same teacher and group of classmates stay together for two years. For example, students entering first grade stay with their classmates and teacher straight through their second grade year. Research has proven looping effective because it allows teachers and students to develop long term relationships, it creates a stable, consistent environment, and it provides more time for teaching and learning. Finally, parents and teachers gain an extra year to work together as partners to help students achieve excellence.

ONGOING COMMUNICATION

Family-Student-School Compact

We know that the more in line home and school are about a student's expectations at school and his or her school experience, the stronger the experience and more successful the student will be. For this reason, we will ask parents/guardians, teachers, and students 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.

The Weekly Folder

Weekly Folders are a standard part of school-parent communication at Lighthouse Academies Schools. Parents should expect to receive these folders each week with notices, feedback on student performance, and/or letters from the Principal and teacher. The folder will include a place for a parent's signature indicating that they have read the material in the folder. The folder

should be organized so that items on the left-hand side of the folder are meant to stay at home and items on the right-hand side are intended to come back to the school with the student.

Homework and the Daily Folder

Purpose and Content

- Purposes of homework
 - Reinforces the Lighthouse Academies core value, “Work hard. Get smart. Graduate from college.”
 - Allows students to practice, extend learning and engage in new learning.
 - Helps students learn how to organize and manage time.
 - Helps students develop a range of research skills.
 - Reaffirms the role of parents 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

- Lower Academy (Kindergarten – Grade 4) Homework Folders: All students will be given a homework folder to hold all of their homework papers as well as their reading log. Homeroom teachers will collect these folders as a part of their morning routine to determine homework completion. In the event that this folder is lost, damaged, or stolen, a small fee for replacement or replacement will be necessary.

- Upper Academy (Grades 5 – 8) Daily Agendas: All students in the Upper Academy will be given a Lighthouse Academies daily agenda/planner. They will be responsible for writing all homework assignments in the planner on a daily basis. Parents will be asked to sign the agenda each night to communicate with the school that the work was completed and seen by parents. In the event that this folder and/or agenda is lost, damaged, or stolen, a small fee for replacement or replacement will be necessary.

Roles and Responsibilities for Homework

Students' Role	Parents' Role
<ul style="list-style-type: none"> • Ask clarifying questions if s/he does not understand an assignment • Complete all homework assignments to the best of their ability • If homework is not completed and turned in on the indicated due date, consequences will result, such as completing work at recess or after-school academies (ASA) • Students 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. 	<ul style="list-style-type: none"> • Review each completed homework assignment • Ensure student reads required number of minutes and signs reading log nightly • Sign behavior chart/star report nightly • Sign homework “cover sheet” or agenda (for Upper Academy students) nightly

Length of Nightly Homework

Grade Level	Approximate Length of Homework Assignments	Approximate Length of Required At-Home Nightly Reading
Kindergarten	15 - 20 minutes	15 minutes
1st through 4th Grades	30 minutes	30 minutes
5th and 6th Grades	45 - 60 minutes	30 minutes
7th and 8th Grades	60 - 90 minutes	30 - 45 minutes

After-School Academics

To effectively prepare students for college, all class work and homework must be completed to the student's best ability. If a student 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 recess. After two instances of not completing homework and/or class work at the appropriate time during a school year, a student will be required to remain at school for ASA. If a student stays for ASA, it is the parent/guardian's responsibility to provide transportation pick-up at P.M.

Home Visits

All students 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 Student School Compact, share expectations of the school, answer parent questions, and confirm the student's plan to attend the school in the summer/fall.

Annual Parent/Student Summer Orientation

Over the summer, parents are invited to a reception where they meet school staff, learn about the school's academic program, and receive the Student-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, Student, And Teacher

Our goal is 100% parent participation in parent-student-teacher conferences! To provide more information to you about your student, 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 student's successes and struggles. Students 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 students will create student 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 student's progress at least four times during the school year. The grading system is included on the report card.

Report Cards will be delivered and reviewed at parent-teacher-student 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 child's mastery of the state required subject matter and where your student needs to improve. The report card must be signed by the parents/guardians. Kindergarten through fourth grade report cards give feedback based on a year-long skills continuum; 5th grade and up focus on mastery of specific skills each quarter which are averaged at the end of the school year.

Mid-Term Reports will be sent home during each quarter. These reports provide an indication of what the students 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.

Academic Integrity

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 high 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 student.

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.

Students who violate the Academic Integrity and Cheating Policy may 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 student success is that all students will attend a college or a university. Parents 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 students.

School Volunteers

For the safety of all students, 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 students. 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 student success.

END OF YEAR PROMOTION

Promotion to Next Grade Level

Student mastery of the Lighthouse Academies standards is the basis for promotion to the next grade. Promotion from one grade to the next is confirmed on the end-of-year student report card. A student may be assigned to a higher level class for instructional purposes based on criteria reference assessments that show the student has mastered the content in the assigned class. A student may be promoted during the school year. Generally, students 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 student should be in a different grade.

Retention

Retention is to remain in the same grade based on unsatisfactory performance or lack of readiness for the material in the next grade. The decision to retain means moving the student from his/her current loop into a new one. Retention is most successful when certain factors are considered in the decision, including achievement/skill development, attendance as it affects

achievement, study and work habits, student attitudes, relationships with peers, and chronological age as related to classmates.

Staff and parents who recommend students for retention shall generally proceed according to the following timeline:

- By February 1, the teacher or parent considering recommending retention identifies the student and notifies the principal.
- By February 15, the building level support team, consisting of the principal, psychologist/counselor, teacher and others convene to discuss the recommendation. If retention is being considered, Lights Retention Scale and an intellectual assessment will be administered. If the student qualifies for ESL/special education services, the team will determine the appropriate follow up.
- No later than April 15th, the building team meets with the parent/guardian. The team asks the parent for input and shares their findings. After meeting with the parent, the team reviews the data and develops a recommendation to the principal.
- The principal makes the decision.
- The parent is informed no later than May 15.

Students who are retained will:

- Have a learning plan developed for the next school year.
- Be recommended for summer school.
- 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 School

offers a summer program for students who need additional time to master the curriculum.

Summer school is free of charge. In June, families will be notified about mandatory summer school or other summer school opportunities for their student.

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.

Student Dress Code

The Lighthouse Dress Code is an important part of our school culture and instilling our core values in our students. LHA believes that neatness in dress and appearance are essential to the school's culture and students' focus. Thus, LHA attaches as much importance to the spirit and the letter of the dress code and looks to the students 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 Manager.

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

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.

- Students are permitted to bring backpacks for their school supplies. Backpacks are kept in the classroom or the student's designated locker/storage area. Students will have access to their backpack at the teacher's discretion.
- Students needing personal hygiene items throughout the school day may check those supplies in with the school wellness center or office for safekeeping.
 - 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 student 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.

If students 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 students may be held by the school. Parent/Guardian may be required, upon request of the school or teacher, to retrieve student items that do not follow the dress code from the school office. It is the student/parent/guardian's responsibility to retrieve any items that were removed from the student in violation of the Student 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

Lighthouse Academies believes the social curriculum is as important as the academic curriculum and that there is a set of social skills and character traits that all children need in order to be successful. These skills and traits are included in our SHINE character education program:

- **Self-Discipline**
- **Humility**
- **Intelligence**
- **Nobility**
- **Excellence**

These qualities are part of the school logo that is worn by all students and are reinforced throughout the school year through the Responsive Classroom (RC) and Developmental Designs for Middle School (DDMS) approach in tandem with the SHINE program. Lighthouse Academies believes that it is the responsibility of the adults in the school and home community to help develop these qualities, and others, in every child as they are essential traits for being a responsible and productive citizen.

BEAMing

We expect students to quietly sit tall, listen, participate and visually follow the teacher during instructional time. We call this student expectation for academic behavior “BEAMing”.



- Be quiet
- Engage in learning
- Ask and answer questions
- Move your eyes with the speaker

Be quiet: It is important for students to learn to keep their voices and bodies quiet at school. Students need to understand that school is a time for listening, learning, reflecting and working. There is a time for quiet and a time for discussion. There is a time for stillness and there is a time for action. We will model for students that during lesson time they are quiet and they keep their hands to themselves.

Engage in learning: How do students do this? They sit tall in their seats with their materials organized. They listen to directions. They get to work right away when teachers give instructions.

Ask and Answer Questions: Students need to learn how to speak and listen to the teacher and each other. How do students do this? They raise their hand to ask questions when they do not understand a concept and/or need help with work. They speak to the teacher and the classmates using standard English and standard enunciation. They use appropriate language and volume.

Move Your Eyes with the Speaker: How do students do this? They listen by always looking attentively at the speaker who is speaking or performing. If the speaker moves around the room, the students continue to keep their eyes on the speaker, turning their body if necessary.

Morning Meeting

Every Lighthouse Academies classroom starts every day with a Morning Meeting. This meeting sets the tone for the respectful learning and interactions which are demonstrated throughout the day. Each day all staff and students recite the Pledge of Allegiance and the Lighthouse Academies Honor Pledge following the Morning Meeting.

Pledges and Affirmation

The affirmation and honor pledge help students 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 students stand to recite the honor pledge and daily affirmation at the Morning Meeting. Teachers and administrators will introduce the pledge and affirmation to parents during home visits and review these on parent nights. Parents are encouraged to say the affirmation with their students 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.

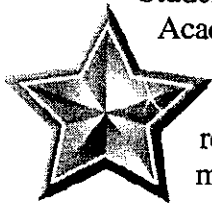
Lighthouse Academies Honor Pledge

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.

Lighthouse Academies Daily Affirmation

I am a bright shining star with my own special light.
I can do anything because I believe I can.
I know more today than I did yesterday.
I am thankful for this opportunity.

The Shining Star Award



Students who earn the shining star award have demonstrated the Lighthouse Academies Core Virtues – Self Discipline, Humility, Intelligence, Nobility, and Excellence (SHINE). These core values are displayed on the emblem students wear on their uniforms and on posters in the school. The Shining Star award recognizes students who have made choices that allowed them to be effective members of the school community. Shining star awards will be announced to the school family during the town hall meeting, and students will be presented with a Shining Star Award certificate.

Adult Role Models

The school requires that all staff, students, and families treat each other with civility at all times. We must always model respectful behavior and appropriate citizenship skills for our students. If a parent, guardian, volunteer, or any other adult treats a student 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 student'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 we use the phrase "Rules and Logical Consequences" (LCS) 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 students and the teacher achieve the goals for the school year. These rules are *always* stated in the positive. Teachers work with students 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, students are expected to avoid all *prohibitive and illegal* behaviors.

Students 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 students en route to or from school, or when done with intent to disrupt or impede the orderly conduct of any school activity. Students who violate this code will be disciplined whether the violation is directed against the school staff, students 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. Students 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. Students 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. Students engaging in illegal behavior will automatically receive an out-of-school suspension of up to ten days and may be expelled. Suspended students 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.
- 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 For All Grades

Scholars who engage in prohibitive 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.

Additionally, at BZLCS, any illegal behavior will result in immediate recommendation for expulsion. The following behaviors are prohibited. Any offenses will result in a consequence. *Please see Table 2 for consequences.*

* See Glossary for Definition

** Will Require a Parent Conference.

Table 1

Tier 1 Behaviors	Tier 2 Behaviors	Tier 3 Behaviors *Behaviors may Constitute Board Review and/or Police Notification	Tier 4 Behaviors *Behaviors Constitute Recommendation for Expulsion and/or Police Notification	Tier 5 Behaviors Immediate recommendation for expulsion and police notification.
Running and/or making excessive noise, which does not breach the peace in surrounding classrooms, in the hall or building.	Leaving the classroom without permission or refusal to stay within the teacher's sight.	Disorderly conduct *	Overt display of gang affiliation*	Use, possession and/or concealment of a firearm or other weapon or "look-alikes" of weapons
Occupancy of an unauthorized area on school grounds.	Disorderly Conduct *	Persisting in serious acts of disobedience*	Bullying behaviors*	Arson
Disrespectful speech, gestures, or written language.	Skippping Class*	Vandalism or criminal damage or destruction to any property on school grounds not exceeding \$100 *	Gambling	Bomb threat
Using the LHA Network for non-academic purposes	Initiating or participating in any unacceptable minor physical actions *	Theft or possession of stolen property not exceeding \$100 in value *	Use of intimidation, credible threats of violence, coercion or persistent severe bullying	Robbery

Exhibiting or publishing any profane, obscene, indecent, immoral or offensive written materials, language or gestures.	Disobeying school personnel*	Being on school grounds during a suspension*	False activation of a fire alarm	Use, possession, sale or delivery of alcohol, illegal drugs and/or controlled substances
	Forgery		Initiating or participating in any inappropriate physical contact with school personnel	Sex violations or aiding and abetting the commission of a sex violation
	Plagiarizing, cheating and/or copying the work of another student or source			Aggravated battery, or aiding and abetting in the commission of an aggravated battery
	Unauthorized use or possession of cell phones.			

Table 2

Tier 1 Behaviors	Consequence 1st Offense	**Consequence 2nd Offense	**Consequences Beyond 2nd Offense
Running and/or making excessive noise, which does not breach the peace in surrounding classrooms, in the hall or building.	Teacher-Student Conference	Teacher-Student-Parent Conference	In School Suspension (1-3 Days)
Occupancy of an unauthorized area on school grounds.	Teacher-Student Conference	Teacher-Student-Parent Conference	Saturday Academy
Disrespectful speech, gestures, or written language.	Teacher-Student Conference	Teacher-Student-Parent Conference	In School Suspension (1-3 days)
Using the LHA Network for non-academic purposes	Loss of Network Privileges for 1 week	Loss of Network Privileges for 1 Month	Loss of Network Privileges for 1 Quarter
Exhibiting or publishing any profane, obscene,	Community service with or for the individual with	In School suspension (1-3 days), with community	Out of school suspension (1-3 days)

indecent, immoral or offensive written materials, language or gestures.	whom the interaction took place and a Teacher-Student Conference	service	
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Note: 3 or more offenses in Tier 1 will result in an out of school suspension for 1-5 days.

Tier 2 Behaviors	**Consequence 1st Offense	**Consequence 2nd Offense	**Consequences Beyond 2nd Offense
Leaving the classroom without permission or refusal to stay within the teacher's sight.	Saturday Academy	Saturday Academy and a Reflection Plan	In school Suspension (1-3 days) and a School-Home Conference
Disorderly Conduct *	Out of School Suspension (1-3 days)	Out of School Suspension (2-5 days)	Out of School Suspension and Saturday Academy (3-10 days)
Skipping Class*	Saturday Academy Parent-Teacher-Student Conference	Saturday Academy and Reflection Plan	2 Saturday Academies Develop a Behavior Intervention Plan
Initiating or participating in any unacceptable minor physical actions *	Out of School Suspension (1-3 days)	Out of School Suspension (2-6 days)	Out of School Suspension (3-10 days)
Disobeying school personnel*	School-Home Conference	School-Home Conference and an Out of School Suspension (1-3 days)	School-Home Conference, Out of School Suspension (3-7 days), and a Behavior Intervention Plan
Forgery	Saturday School	In-School Suspension (1-3 days) and Reflection Plan	Out of School Suspension (1-3 days) and a Home-School Conference
Plagiarizing, cheating and/or copying the work of another student or source	In-school Suspension (1-2 days)	In-school Suspension (2-5 days) and a Reflection Plan	In School Suspension (3-7 days) and a Behavior Intervention Plan
Unauthorized use or possession of cell phones.	Confiscation of Cell Phone, to be returned upon Parent-Teacher Conference.	Confiscation of Cell Phone, to be returned to guardian during School-Home Conference. (Subject to cell phone check on a daily basis)	Confiscation of Cell Phone and a Saturday Community Service Project at school. (Subject to cell phone check on a daily basis)

Note: 3 or more offenses in Tier 2 will result in an out of school suspension for 3-10 days and possible recommendation for board review.

Tier 3 Behaviors *Behaviors may Constitute Board Review and/or Police Notification	**Consequence 1st Offense	**Consequence 2nd Offense	**Consequences Beyond 2nd Offense

Disorderly conduct *	Out of School Suspension (1-3 days)	Out of School Suspension (2-5 days)	Out of School Suspension (3-10 days) and Board Review*
Persisting in serious acts of disobedience*	Out of School Suspension (3-5 days)	Out of School Suspension (4-7 days)	Out of School Suspension (5-10 days) with Referral for Board Review*
Vandalism or criminal damage or destruction to any property on school grounds not exceeding \$100 *	Out of School Suspension (3-5 days) Payment of Fees or Repair/Replace	Out of School Suspension (4-7 days) Payment of Fees or Repair/Replace Community Service	Out of School Suspension (5-10 days) with Referral for Board Review* Payment of Fees to Repair/Replace Community Service
Theft or possession of stolen property not exceeding \$100 in value *	Out of School Suspension (3-5 days) Payment of Fees or Repair/Replace	Out of School Suspension (4-7 days) Payment of Fees or Repair/Replace	Out of School Suspension (5-10 days) with Referral for Board Review* Payment of Fees to Repair/Replace
Being on school grounds during a suspension*	Parent and Police Notification	Parent conference Police Notification	Referral for Board Review*

Note: 3 or more offenses in Tier 3 will result in recommendation for expulsion.*

Tier 4 Behaviors *Behaviors Constitute Recommendation for Expulsion and/or Police Notification	**Consequence 1st Offense	**Consequence 2nd Offense	**Consequences Beyond 2nd Offense
Overt display of gang affiliation*	Out of School Suspension (3-5 days)	Out of School Suspension (4-7 days) and Implement a Behavior Intervention Plan	Out of School Suspension (5-10 days) with Referral for Board for Review*
Bullying behaviors*	Out of School Suspension (3-5 days)	Out of School Suspension (4-7 days), School-Home Conference and Implementation of a Behavior Intervention Plan	Out of School Suspension (5-10 days) with Referral for Board Review*
Gambling	School-Home Conference and Loss of Extracurricular Privileges	School-Home Conference, Out of School Suspension (1-3 days), and Recommendation for Social Services /Behavior Intervention Plan	School-Home Conference, Out of School Suspension (2-7 days), Referral for Board Review
Use of intimidation, credible threats of violence, coercion or	Out of School Suspension (1-3 days)	Out of School Suspension (2-7 days)	Out of School Suspension (5-10 days) and Referral for Board Review

persistent severe bullying			
False activation of a fire alarm	Out of School Suspension (5-10 days)	Out of School Suspension (10 days)	Recommendation for Expulsion*
Initiating or participating in any inappropriate physical contact with school personnel	Out of School Suspension (10 days) and Recommendation for Board Review*	Recommendation for Expulsion*	

Note: 3 ore more offenses in Tier 4 will result in recommendation for expulsion.*

Tier 5 Behaviors (An immediate recommendation for expulsion* and police notification)
Use, possession and/or concealment of a firearm or other weapon or "look-alikes" of weapons
Arson
Bomb threat
Robbery
Use, possession, sale or delivery of alcohol, illegal drugs and/or controlled substances
Sex violations or aiding and abetting the commission of a sex violation
Aggravated battery, or aiding and abetting in the commission of an aggravated battery

Glossary of Terms

- **Board Review:** The student and parent/guardian are required to attend a meeting with the child's teacher, staff members who have been involved with the student, the Principal, and member(s) of the board. The member(s) of the board review the student's case and determine what further action needs to take place in order for the student and the school to be successful. At the conclusion of the Board Review, the board may recommend an expulsion hearing or a plan of action for the student, parent/guardian, and/or the school.
- **Bullying Behaviors:** Verbal or nonverbal behavior that occurs repeatedly over time, and causes physical and/or emotional harm to another. Behaviors include, but are not limited to: teasing, taunting, threatening, hitting, stealing and/or destroying personal property.
- **Disorderly Conduct:** An act done in an unreasonable manner so as to alarm or disturb others and which provokes a breach of peace.
- **Disobedience:** Non-compliance, talking back, use of disrespectful language
- **Inappropriate sexual conduct:** includes unwelcome sexual contact or consensual but inappropriate displays of affections, indecent exposure or other sex crimes which do not involve the use of force.
- **"Look-alike" Substance:** any substance which by appearance, representation, or manner of distribution would lead a reasonable person to believe that the substance is an illegal drug or other controlled substance.
- **Overt Display of Gang Affiliation:** Includes, but is not limited to: wearing clothes or paraphernalia, the display of gang signs, symbols and signals, implied actions.
- **Possession:** Physical control over real or personal property whether lost, found, mislaid or stolen.
- **Recommendation for Expulsion:** The student and parent/guardian are required to attend a meeting with the child's teacher, staff members whom have been involved with the student, the Principal, and member(s) of the board. The member(s) of the board review

the student's case and determine what further action needs to take place in order for the student and the school to be successful. At the conclusion of the Board Review, the board will determine if the student will or will not be expelled from BZLCS.

- **Skipping Class**: More than 5 minutes late for class after passing period in Upper Academy or absence from class while in attendance in both Upper and Lower Academy
- **Unacceptable Minor Physical Actions**: pushing another student and/or furniture, throwing or slinging objects, scratching, pinching, plucking, hitting the wall or other objects.
- **Vandalism**: the willful or malicious destruction or defacing of school property or the personal property of others.

Behavior Monitoring System, K-4

In each classroom, in grades K-4, a "Green /Yellow/Red" class chart will remind students that they are part of a community with rules and procedures. Each child will also have a take-home chart which is colored daily to correspond with the color the child "earned" in school that day. Parents should review and sign their child's color chart as one part of nightly homework.

Teachers will establish a positive classroom culture and encourage good behavioral choices of students through the following strategies: redirection; reminders; and reinforcement. Each child begins his/her day on green. If a student's name is on the "green" section of the chart, that means the student is a fully participating member of the community and has made choices that contribute to a safe and productive learning environment. Student actions that allow them to remain on the green section are positively reinforced by the teacher.

If a student moves from "green" due to a choice that is neither prohibited nor illegal, s/he typically follows these steps:

- 1) *Speak to the student* - A student must be held accountable for misbehaviors that de-value the non-negotiables of the school, even if the behavior was unintentional. All misbehaviors are acknowledged, addressed, and modeled correctly. The first infraction is addressed with minimal disruption by a teacher look or a quiet reminder of expectations.
- 2) *Take a Break* - Students who make a choice that stopped him/herself or others from learning are reminded to make a smarter choice and may be directed to a "take a break" area in the classroom where they can reflect on their behavior and a more appropriate choice. At Lighthouse, we call this "logical consequences." This student is now on "yellow."
- 3) *Loss of Free Time/Buddy Room* - An additional infraction will require a loss of 30 minutes of free time (or will earn silent lunch) as determined by the teacher and/or going to a "buddy class" to complete work. Parents will be notified via phone/note if a child earns "red."
- 4) *Meeting with Administrator* - If a child demonstrates additional misbehavior and/or has difficulty following the school rules, s/he will be sent to the office where the Principal, Director of Instruction, or Director of School Culture will select from a number of different consequences including, but not limited to, parent conference, in-school suspension, and out-of-school suspension.

If any behavior causes a child to miss work or turn in incomplete work (including work given during “buddy class” time), s/he will be required to complete this work for homework or attend Saturday Academy.

In addition to the above code of conduct and behavior monitoring system, your child’s school may have additional discipline and/or incentive programs. Please see Appendix B for these additional plans.

Behavior Monitoring System, 5-8

Each day, students in grades 5-8 will earn “checks” and “points” based on their behavior. At the end of the week, the results will be tallied and each child will earn a certain color star that will represent their self-control for the week. This will be shared with parents through a weekly report, called a Scholar Report, which should be reviewed and signed every weekend. Both rewards and consequences in Upper Academy will be based on this system. Checks and points are earned or lost each subject/class period for:

- BEAMING
- Homework completion
- Participation and completion of work in class
- On time arrival and attendance
- Uniform – proper uniform, shirt tucked in, and shoes tied
- Prohibitive or illegal behavior will be dealt with according to the handbook

Teachers will first encourage positive behavioral choices from students by establishing consistent routines and expectations for students. Teachers will also reinforce positive behavior; remind students of what is expected, and redirect minor distracting behavior. If this does not stop misbehaviors, the following may occur:

- 1) Student will be given a check – By earning points, the student has the opportunity to make up for the slip in behavior.
- 2) If the behavior is defiance/disrespect or one of the prohibited behaviors listed below, the student may be sent to “buddy class or take a break” time.
- 3) If misbehavior continues, the student will earn Steps to Self-Discipline (this includes sitting separately from classmates in class and at lunch, having during the day and after school detention, and total loss of points for those days)
- 4) Other consequences that a student could earn for continued misbehavior are, but are not limited to:
 - a) In-class suspension with parent supervision
 - b) In-school suspension
 - c) Out-of-school suspension
 - d) Out-of-school suspension with parent supervision upon return
 - e) Loss of bus privileges
 - f) Saturday school

In addition to those written above which apply to all students, further examples of Prohibited Behavior for grade 5-8 students are:

- Verbal abuse, such as name-calling, racial or ethnic slurs or derogatory statements

- Not returning Scholar Report, or signed tests/quizzes
- Forging parents signature
- Disruptive behavior in class
- Disruptive behavior in lunchroom
- Disruptive or unsafe behavior during arrival, dismissal or drop off
- Talking or being disruptive during a fire drill
- Refusing to follow directions
- Talking back
- Being disrespectful
- Teasing
- Using hurtful language
- Playing in hallways or bathroom
- Using the bathroom without permission
- Lying
- Cheating on homework
- Using threatening language
- Throwing paper or objects in building
- Running in building except for PE
- Behaving poorly on bus

Your child's school may have additional discipline and/or incentive programs to complement those written above. Please see Appendix B for these additional plans.

Lighthouse Behaviors and Consequences For All Grades

The 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 students. Our job as parents and teachers is to teach students how to behave just as we teach them how to read and do math. To teach students how to behave, we need to work together!

The most powerful tool we have to change students' behavior is our own behavior. We want our students to treat their classmates, teachers, parents 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 _____, we believe that consequences should be logical and appropriate to the age of the student and the situation. For example, a scholar who tears a bulletin board will be asked to repair it. Likewise, a student 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 are our partners when it comes to implementing consequences to change students' behaviors. Parents should expect to receive calls and attend meetings with teachers and administrators when students 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 student never hears parents, teachers, or school leaders disagree about discipline!

There are rare occasions when suspensions may be necessary to safeguard the learning environment for all students and staff. Suspensions are learning opportunities. The goal is for the child 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 chose this school for their students 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 students with special needs, consequences will be adapted appropriately and in accordance with the law.

Afterschool Detention Policy

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

Duration: 30 min - 1 hour (depending on the behavior)

Time: 4:00 P.M. – P.M. (depending on the behavior)
Pick-Up: Student's parent will be responsible for picking up student **promptly** after detention.

The school will notify a student's parent 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 student may be given in-school suspensions for engaging in any Prohibited Behavior.

A student 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 student 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 of the student 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 will determine logical consequences for the student to be implemented upon her/his return to the classroom.

Out-of-School Suspension

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

A student 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 student's parent 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 student.

We will provide students who are suspended out-of-school with one hour of "alternative instruction" at the school for each day of suspension. Students are required to come to school to receive this alternative instruction. Students 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 student'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 students with disabilities who are suspended from _____ for engaging in a prohibited behavior for not more than 10 days.

An interim alternative educational setting may also be provided if a student is suspended from the _____ 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 student to continue to progress in the general education curriculum while still receiving services and/or modifications described in his/her IEP such that the student is able to meet the goals of the IEP. The student 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 student 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 student for up to 45 school days if the school believes that returning the student to the same educational placement is substantially likely to result in injury to the student or other students. 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 child; 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 student because of violations involving weapons, drugs or serious bodily injury, the parents 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 students without disabilities may be applied to the student 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 student as in bullet point 4, above.

- If the parent requests a hearing to challenge the interim alternative educational setting and/or the manifestation determination, the student 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 student. These factors include, but are not limited to, the following factors:

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

Right to Hearing

Students 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 student 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

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 student'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 . The parents/guardians will have the right to attend any disciplinary hearing. At the hearing, the student 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 students. 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.

Students with Disabilities

In addition, a student with disabilities will have his/her Individual Education Plan and Behavior Modification Plan reviewed as may be required. Those students 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 student to receive instruction on site for an hour per day as described above. Students will make up assignments or tests missed as a result of such suspension. also will provide additional alternative instruction with reasonable promptness and by appropriate means to assist the student, so that the student 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 student with a disability is suspended for more than 10 days during the school year, the school will provide the student the education services necessary to enable the student 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.

Student Telephone/Cell Phone Use

The school's phone system allows parents 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. Students are not allowed to use any telephones except in the case of an emergency.

If a student 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 student may bring a cell phone to school. However, cell phones and other electronic devices must be given to the student's homeroom teacher upon arrival at school. It is the student's responsibility to give the teacher his/her cell phone. It is also the student's responsibility to ask for the phone before departing at the end of the day. Student cell phones must be powered off during the entire school day. Students 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 student.

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 are 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 does not provide the student with an education by failing to ensure the student's attendance at school.

Toys

Unless requested by a teacher for a special occasion, celebration, show and tell, etc., toys and student 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 student 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.

Birthday recognition for students 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 student safety and conform to the school's Healthy Snack guidelines.

Non solicitation policy

To avoid disruption in the 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.

HEALTH AND SAFETY

Students' health and safety are the School's foremost responsibility. The following information describes the precautions taken to protect the well being of all students. If your student has any specific health, safety, 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 _____ offers a breakfast and hot lunch service. Students who eat breakfast at school should report to the _____ upon arrival, but no later than _____.

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

At the beginning of the school year, an application will be sent home with your student. Applications will be processed as they are returned to the school. Students whose families have not submitted a completed application and who have not been directly certified will be billed as full-pay students. 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 student may be served an alternative lunch. We ask that all families cooperate in making sure applications and any necessary payments are received so every student 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 student's name, grade and teacher. Receipts are available upon payment.

Students 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 student's lunch. Please do not send any glass bottles or containers in a student's lunch. Repeated non-compliance with the wellness policy will result in the school disposing of a student's unapproved snacks/drinks. Please see Appendix A for a list of suggested healthy snacks and beverages.



Healthy Snacks

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

Illnesses

Students 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 students and school staff from getting sick and then also having to miss school. For the safety and well-being of your child and the school community, if your child 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. Students 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 student 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 students, staff, and visitors, and to protect school and student 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

Students 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 the school. No right, nor expectation of privacy, exists for any student as to the use of any locker issued or assigned to a student by the school. No lock of any type may be used on a locker without the School's approval. Any lock that is attached without school approval will be removed.

No student 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 student desk or other storage area shall be subject to search, with or without the student being present, if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student'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 student'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 students 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 students 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 student is violating the law or policies of the school.

Immunization Requirements

State law requires that each student entering school have a certificate of immunization at the time of registration or any documentation required by your state or local government. All students must have all immunizations and vaccinations required by law. Students may lose their place at the school if written proof of all required immunizations is not provided on time.

Vaccination Variances

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 student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a medication administration form signed by the student's parents/guardians. Students 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

Students must have a physical by a qualified physician at the age designated by state regulations. The school will advise you of specific requirements that students must meet before entering school.

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 student's parents/guardians in order for the student to participate in a field trip. Students without signed permission slips will remain at the school in another class. Students 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. Students are required to follow the rules and regulations set by the school while riding school buses. Students are expected to adhere to the standards of conduct and behavior stated in this handbook. Additionally, students are expected to follow the rules listed below and any other directives of the bus driver:



1. Students 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. Students 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. Students causing damage to bus company equipment will be held responsible for restitution and may be referred to police for prosecution.
7. If the student is not at the bus stop regularly, the stop may be eliminated due to re-routing of the bus.
8. Students may not ride a bus other than the one they are scheduled to ride.
9. Students 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 student misbehaves on a school bus, the student may lose bus privileges, effective immediately. The school will then call the parent/guardian who must come to school to pick up the student.

In the event that there is no one at the bus stop to meet the student, the bus may return the student to the school. The school will contact the parent/guardian or other designated person to pick up the student. If the student is not picked up within a reasonable amount of time, the student will be brought by a police officer or a designated school employee to the local police station. In addition, if the student is not picked up in a timely manner, social services/family services will be called. For liability reasons, no student will be transported home by a staff member.

Student Records

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

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

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered part of the student'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 student becomes eligible (generally at age 18), control of the records goes to the student. However, the parents/guardians may continue to have access to the records if the student is a dependent for tax purposes.
- Staff members who have a “legitimate educational interest” in a student's records. Such persons would include the Principal, school staff members working directly with the student (such as teachers, counselors, and diagnosticians), or an agent of the school working directly with the student (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student 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 student's name, address, telephone number, photograph, date and place of birth, honors and awards, participation in extra curricular activities, including school athletics, current grade level and dates of attendance) may be released without seeking prior permission from the student/parent/guardian. Each academic year, families will be notified of their right to refuse release of their student's Directory Data information. Please contact the school office if you would like your student's directory information to remain confidential.

Photographs or videos of students may be used by the school or by Lighthouse Academies for publicity and marketing purposes. Please complete the attached *Student 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 student in the school, you agree that photographs, videos and copies of their schoolwork may be used as displays in a Lighthouse school or for marketing or publicity purposes.

APPENDICES

Appendix A: List of Suggested Healthy Snacks and Drinks

Healthy Beverages and Snacks

Beverages

Milk: 1% and fat-free

Soy Milk: Not flavored

Juice drinks that are all natural *No sugar added, No other additives

Martinelli's Sparkling Cider

Fruit flavored water with no additives

Sparkling Water

Tomato Juice -all natural *No sugar added, No other additives

Water

Snacks

Applesauce: Natural, Original

Animal crackers

Baked white corn tortilla chips

Baked cheese crackers

Cereal bars

Cliff Bar

Chewy Trail Mix Bars: Fruit and Nut

Envirokidz Crispy Rice Bar: Chocolate, Peanut Butter, Rice Berry

Frunola Energy Bars

Fruit Leathers: All natural

Fruit Bowls

Fresh Fruit

Fresh Vegetables

Granola bars

Graham crackers

Luna Bars: Peanut Butter and Jelly, Sesame Raisin Crunch

Multigrain bars

Non-Fat Yogurt

Nuts

Oyster crackers

Pita Chips

Pretzels: no added flavors

Popcorn

Raisins

Rice cakes

Saltine crackers

Trail Mix

Adapted from list of beverages approved for sale within the Los Angeles Unified Schools District and list of snacks that meet the standards set by California's SB19. Both lists are available at: <www.nojunkfood.org>.

Appendix B: 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.

Upper Academy

Upper Academy tracks student behaviors, consequences and incentives through a checks and points system called Nothing Less Than Excellence. Because all of Upper Academy is departmentalized, it's very important that all teachers and parents share a common language around the expectations of our system. Parent investment is a key to the system's success!

In the NLTE system, students earn checks for negative behaviors, which have corresponding consequences. They also earn Scholar Points for positive behaviors, which cancel out their checks. At the end of the week, a star color is assigned to correspond with the number of checks earned. Your Scholar will be receiving a weekly report letting you know how their behavior was for the week. These reports **MUST** be returned every Monday. If they are not returned, your child's participation grade will decrease. If they are not returned 2 weeks in a row, the child will have to attend Saturday school.

Students can earn rewards and privileges for positive behavior, and will lose privileges for consistent negative behavior as well. For examples, see the charts below!

Positive Consequences

Privilege Earned
Name on classroom Wall of Scholars
Name on Academy Wall of Scholars
Put on list to help in office and Lower Academy
Allowed to wear Shining Stars t-shirt on Monday morning
Put on list to be hallway monitors
Put on list to be peer mediators
Lunch provided by PAL/DOI
Allowed to attend quarterly dance
Allowed to be on sports teams

Negative Consequences

Privileges Lost
Lunch w/ friends
Recess
Dress down days
Passing period
Must attend Saturday School

Appendix C: SCHOOL CALENDAR

2010-2011 CS Calendar

JULY/AUGUST				
M	T	W	T	F
16	17	18	19	20
23	24	25	26	27
30	31			

July:
26-30 National Summit

August:
2-13 PDI (all staff)
16 First Day of School

FEBRUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
	15	16	17	18
21	22	23	24	25
28				

February:
14 No School-
President's Day
16 Early Dismissal 12:00

SEPTEMBER				
M	T	W	T	F
		1	2	3
	7	8	9	10
13	14	15	16	17
20	21	22	23	24
	28	29	30	

September:
6 No School-Labor Day
15 Early Dismissal 12:00

MARCH				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	
28	29		31	

March:
1-11 ISAT Testing
25 PD Day-No School for students
16 Early Dismissal 12:00
25 End of 3rd Quarter
30 PT Conferences 12:00 Dismissal

OCTOBER				
M	T	W	T	F
				1
4	5	6	7	8
	12	13	14	15
18	19	20	21	22
25	26	27	28	

October:
11 No School-Columbus Day
20 Early Dismissal 12:00
22 End of 1st Quarter
28 PT Conferences 12:00 Dismissal
29 PD Day- No School

APRIL				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
25	26	27	28	29

April:
13 Early Dismissal 12:00
18-22 Spring Break

NOVEMBER				
M	T	W	T	F
1	2	3	4	5
8	9		11	12
15	16	17	18	19
22	23			
29	30			

November:
10 Veteran's Day-PD
17 Early Dismissal 12:00
24-26 Thanksgiving Break

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	
	31			

May:
18 Early Dismissal 12:00
27 No School for Students
PD Day
30 Memorial Day

DECEMBER				
	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	

December:

15 Early Dismissal
12:00

17 PD Day- No School

21-31 Winter Break

JUNE				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

June:

10 End of 4th Quarter

PT
Conferences

14-15 PT Conferences

12:00
Dismissal

15 Last Day of School

12:00
Dismissal

JANUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
	18		20	21
24	25	26	27	28
31				

January:

□

14 End of 2nd Quarter

17 No School-Martin

19PT Conferences 12:00
Dismissal

Luther King, Jr.
Day

Key:	
Assessments	
Quarter	Attendance Days
1st	48
2nd	44
3rd	47
4th	51
Total Days:	190

Family Student School Compact

When you enroll at (“ ”), 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 student. We may make additional requests of you once the school year begins and we have a better understanding of your student’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 everyday 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 student’s Weekly Folder sent home.
- Make learning happen every day!

As a student, 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 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, Student and Parent/Guardian all agree that they met and discussed and agreed to each commitment in this Compact

Parent/guardian name: _____ **Signature** _____

Student Name: _____ **Signature** _____

School Staff Member Name: _____ **Signature** _____

Date _____

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

We are looking forward to working with you this year!

2010-2011 Academic Year

Notice Regarding Student Records and Student Information

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

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

- officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- 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.

may also disclose, without consent, "Directory Data." The School defines Directory Data as the following information: a student's name; address; telephone number; photograph; date and place of birth; honors and awards; participation in extra curricular 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.

Student's Name: _____

Grade: _____ Date of Birth: _____

Please check:

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

or

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

My student's directory information must remain private.

Parent/Guardian's Name: _____

Signature of Parent/Guardian: _____ Date: _____

ACCEPTABLE USE POLICY-Students

The offers Internet, e-mail and network access for student 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 student use. Parents/Guardians and students 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. Students should have no expectation of privacy in the contents of personal files on the School system. The situation is similar to the rights students 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 students. All such documents, messages and information can be reviewed by the School consistent with the law. Students 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 student has violated this Policy, the guidelines established by the Student-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. Student Internet Access

1. All students 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 students. Parents/Guardians can withdraw their approval for student Internet access and/or e-mail accounts at any time.

3. Students 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. Students 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. Students 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 student to this meeting.

c. Students 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. Students 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. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

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

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

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

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

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

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

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

5. Respect for Privacy

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

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

6. Respecting Resource Limits

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

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

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

- d. Students will check their School assigned e-mail accounts frequently and delete unwanted messages promptly.
- e. Students 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. Students will not play games or use Internet chat programs.
- g. Students will not install new software.

7. Plagiarism and Copyright Infringement

- a. Students 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. Students 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. Students should request permission from the copyright owner if unsure whether to use a work. Copyright law can be very confusing. If students have questions, they should ask a teacher.

8. Inappropriate Access to Material

- a. Students 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 have approved.
- b. If students mistakenly access inappropriate information, they should immediately tell their teacher or another staff member. This will protect students against claims that they have intentionally violated this Policy.
- c. Parents should instruct their children if there is additional material that the parents consider to be inappropriate to access. The School fully expects that students 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 student 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

Students 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. Student 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 students 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. Students 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 students 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 Students

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.

Student Name (Print): _____ **Parent Name (Print):** _____

Student Signature: _____ **Parent Signature:** _____

Recognition of Receipt of Lighthouse Student-Family Handbook

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

Parent/Guardian Name: _____

Signature: _____

Student Name: _____

Student Grade Level: _____

Date: _____