



## Gary Lighthouse Charter School

### 2011 – 2012 Scholar-Family Handbook

My Child's Teacher: \_\_\_\_\_  
 Email address: \_\_\_\_\_@lighthouse-academies.org  
 School Phone Number: 219-880-1762

**School Hours:** School starts at 8:00 A.M – School ends at 4:00 P.M.  
**Tardy =** arriving 1 minute after school begins. **Dismissal** begins at 3:45 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 Gary Lighthouse Charter School. Our school is part of the national network of Lighthouse Academies charter schools. Lighthouse Academies is a nonprofit organization ([www.lighthouse-academies.org](http://www.lighthouse-academies.org)) dedicated to preparing scholars for college through a rigorous arts-infused program. We are here to make a difference in the lives of the scholars we teach.

Our core values are:

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

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

Do not hesitate to call me if you have any questions about the handbook or any other school issues during the year. I can be reached at 219-880-1762, or email me at [tshultz@lighthouse-academies.org](mailto:tshultz@lighthouse-academies.org). We believe that your scholar is a bright and shining star. If your scholar is nurtured with love and care year after year, you will see your scholar capable of making his or her dreams come true and making a difference in the world.

Sincerely,

Kristina L. Shultz, Interim  
Principal  
Gary Lighthouse Charter School

## **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: 219-880-1762

### **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: 1775 W. 41<sup>st</sup> Avenue, Gary, IN 46408

The Records Access Officers under the Freedom of Information Law (FOIL) for the school are Erica Williams and Erika Blackmon. 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 scholar's, please telephone the school to schedule a visit prior to coming by the school during class hours. This will allow us to inform the teacher of your planned visit so he or she can make the appropriate accommodations. Teachers will not have time while teaching to discuss a scholar's progress. Parents/guardians may schedule a time with teacher when he or she is not teaching class to discuss the scholar's progress.

### **Contacting the School Leadership**

Principal: Kristina Shultz, Interim Principal

Phone: 219-880-1762 x4101

Email: tshultz@lighthouse-academies.org

Director of Instruction: Andrea Granzow, Grades K-4

Phone: 219-880-1762 x4112

Email: agranzow@lighthouse-academies.org

Director of Instruction: Melissa Lafever, Grades 5-8

Phone: 219-880-1762 x4113

Email: mlafever@lighthouse-academies.org

Special Education Coordinator: Terrell Lockett  
Phone: 219-880-1762 x4109  
Email: tlockett@lighthouse-academies.org

School Counselor: Jennifer Figueroa  
Phone: 219-880-1762 x4111  
Email: jfigueroa@lighthouse-academies.org

Business Manager (Main Office): Robin Danzy  
Phone: 219-880-1762  
Fax: 219-884-4858  
Email: rdanzy@lighthouse-academies.org

Family Coordinator: Erika Blackmon  
Phone: 219-880-1762  
Email: eblackmon@lighthouse-academies.org

Homeless Services: Ericka Blackmon, Family Coordinator  
Phone: 219-880-1762 x4102

### **Board of Trustees**

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

Board Chair  
GLCS  
1775 W. 41<sup>st</sup> Avenue  
Gary, IN 46408  
Email: glcsboardchair@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 Gary Lighthouse Charter School 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 scholars equal access to educational and extracurricular programs and activities.

Complaints under this policy may be filed with:

Kristina Shultz, Interim Principal or

Charles Salter, Regional Director  
219-359-3911

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

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

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

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

Complaints under this policy may be filed with:

Kristina Shultz or

Charles Salter, Regional Director  
219-359-3911

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**

School Initials is a school of choice. We are glad that you have exercised your choice and have joined the School Initials community. All members of the School Initials staff will work very hard to make sure that your and your scholar's needs are being met every day. However, there may be times when you do not agree with a policy we have adopted or the way we implement it.

Please know that we are open to feedback and want to hear from you. If you have a question or a complaint, there is a procedure for having your issue addressed. We strongly urge you to follow these steps so that we can do our best to resolve issues with you at the school level.

1. Please contact the staff member directly involved with the issue to seek answers to your questions and to reach a resolution.
2. If you are not satisfied with the response or you do not get a response, please contact the Principal to discuss your issue over the phone or to make an appointment. The Principal can be reached at 219-880-1762.
3. If you are still not satisfied with the response, you may bring your issue before the Board of Trustees by writing to:

Thakena Hogue, Board Chair  
GLCS  
1775 W. 41<sup>st</sup> Avenue  
Gary, IN 46408  
Email:GLCSboardchair@lighthouse-academies.org

If you have any questions about this procedure, please contact the Lighthouse Academies Regional Director Charles Salter, at 219-359-3911.

## **SCHOOL OVERVIEW**

### **Admission**

Any scholar may seek admission to Gary Lighthouse Charter School if the scholar has met the required school entrance age. If a grade level is oversubscribed, a lottery will be used to select scholars. A scholar 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 8:00 A.M. and ends at 4:00 P.M., Monday through Friday, unless notified by the school of a unique situation. Please do not drop your scholar off before 7:30 as no entry into the building is allowed and no supervision is available for the scholars. Scholars will be allowed entry into the building at 7:30 A.M. through the designated door only.

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

### **Placement**

Scholars 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 scholar.

### **Tardies/Early Dismissals**

Tardies and early dismissals hinder learning and should be avoided. All scholars are expected to be at school promptly for the beginning of classes at 8:00 A.M. and to participate in learning and school activities until 4:00 P.M. It is the responsibility of parents/guardians to ensure that scholars are at school on time and depart on time.

A tardy scholar who arrives after 8:00 must go directly to the office to present a signed note from a parent/guardian explaining the reason for the delayed arrival or enter the school with a parent/guardian who will explain the reason for the tardy arrival.

Repeated late arrivals or early dismissals will result in loss of privileges and disciplinary action. Repeated late arrivals or early dismissals may also render the scholar truant pursuant to state/local statutes and require the school to report to state/local officials. Truancy can result in sanctions and legal prosecution of responsible parents/guardians by state authorities. Any student, who arrives to school after 8:30 A.M. without a valid excuse, will be marked with an "unexcused" tardy. Three (3) unexcused tardies will equal one (1) unexcused absence for purposes of determining truancy.

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

### **Absence**

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

A student, with ten (10) unexcused absences is considered by the state of Indiana to be truant. A student with thirty (30) unexcused absences can be recommended for expulsion due to non-attendance. Attendance will be taken twice daily: once at the beginning of classes in the morning and once after lunch. Scholars must be present for both the morning and afternoon sessions to be counted as present. A scholar who is picked up before 3:00 will be marked as early dismissal, which is considered tardy.

Please notify the school office via phone, voicemail, or letter by 8:30 A.M. if a scholar must be absent from school for any reason. Upon return to school, the scholar must submit to the teacher a note of explanation signed by a parent/guardian. All absences must be documented at the school through a written/typed, signed letter from a parent/guardian, or if the absence is three days or more due to an illness, a doctor's note is required, that includes the date(s) and reason for the absence. Any absence not documented at the school through a letter will be considered an "unexcused" absence.

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

The school may notify the parent/guardian that a scholar needs to be picked up early. This may be because of illness, behavioral issues, or other reasons. The scholar must be picked up within one hour of the notification, and the appropriate early dismissal or absence policy will apply. Therefore, all families must have a plan in place as to who will pick up a child early when necessary.

Scholars 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. Scholars 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 scholar's permanent record. This record follows the scholar to the next school.

**In certain circumstances, the law may require us to report to the government social services agency that the scholar is not attending school.** State law requires the school to notify CPS upon truancy, which is ten (10) or more unexcused absences.

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

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

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

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

### **Dismissal**

Scholars are dismissed at 3:45 P.M. Unless your scholar takes a school bus or stays for an after-school program, please make arrangements for your scholar(s) to be picked up on time. It is not acceptable for any scholar to be picked up late. We are unable to supervise scholars left at the school after 4:15 P.M. A scholar who is not picked up on time at the end of the school day will

lose certain school privileges, such as attending field trips and school events. Parents/guardians may be required to reimburse the school for costs incurred for providing supervision to ensure your scholar's safety. Beginning at 4:15 P.M., GLCS will charge \$1.00 per minute per child who is picked up late. On Wednesdays, scholars must be picked up at 2:00 P.M., and late fees will apply starting at 2:15 P.M. The school will file a report with family services/social services if an authorized person does not pick up the scholar, including a scholar who has lost bus privileges. The police or other appropriate authorities may be called to pick up scholars who are left at the school repeatedly or for an extended period of time.

### **School Closing**

If the Gary/Lake Ridge/School Corporation 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 Gary 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 designated school Office Manager with updated contact and emergency notification information any time this information changes during the school year. Please remember to keep your phones/cell phones turned on and with you throughout the day in case of emergency.

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

### **Summer School**

GLCS may offer a summer program for scholars who need additional time to master the curriculum. If offered, program information will be sent home in April or May. Summer school is free of charge. In June, families will be notified about mandatory summer school or other summer school opportunities for their scholar

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

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

- Field trips
- Special events
- Non-academic afterschool programming

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

## **Withdrawal from School**

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

## **THE EDUCATION PROGRAM**

### **Overview**

The mission of GLCS is to prepare our scholars 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 scholars' creativity and active engagement. Early arts instruction will provide scholars 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 scholars should know and be able to do at each particular grade level. In order for scholars to reach these standards, rigorous, research-based programs and instructional practices are utilized by all teachers across the network, including:

- ❑ **Open Court Reading** teaches scholars 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 scholars in grades K-6.
- ❑ **Readers and Writers Workshop** is a scholar-centered approach to reading and writing. Using a combination of group and independent reading and writing, scholars hone their reading and writing skills through authentic literature (both teacher and self-selected). This approach is the core approach for scholars 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 scholars plenty of practice. Scholars learn the basic skills necessary to solve more complex problems. This is the core math program for scholars in grades K-8.
- ❑ **Full Option Science System (FOSS)** teaches science concepts through engaging lab work. Scholars read about important scientific ideas and then explore and test those ideas through experiments. This is the core science program for scholars in grades K-8.
- ❑ **Core Knowledge Sequence for social studies** is a specific outline of specific knowledge taught in grades K-8. Scholars in K-6 use Pearson's History and Geography text series, while scholars 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 scholars to read a variety of expository and primary sources.

## **Testing and Assessments**

GLCS uses a variety of tests to assess scholar 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 scholar knowledge and skills. These assessments will be explained in more detail to parents/guardians and scholars at conferences and throughout the school year.

### **School Books**

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

### **Looping**

In every instance possible, GLCS uses a looping approach to teaching. Looping is when the same teacher and group of classmates stay together for two years. For example, scholars 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 scholars to develop long term relationships, it creates a stable, consistent environment, and it provides more time for teaching and learning. Finally, parents/guardians and teachers gain an extra year to work together as partners to help scholars achieve excellence.

## **ONGOING COMMUNICATION**

### **Family-Scholar-School Compact**

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

### **The Weekly Folder**

Weekly Folders are a standard part of school-family communication at Lighthouse Academies Schools. Parents/guardians should expect to receive these folders each week with notices, feedback on scholar performance, and/or letters from the Principal and teacher. The folder will include a place for a parent/guardian'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 scholar.

### **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 scholars to practice, extend learning and engage in new learning.
  - Helps scholars learn how to organize and manage time.

- Helps scholars develop a range of research skills.
- Reaffirms the role of parents/guardians as partners in the educational process.
- Content of homework
  - Assignments are directly related to Lighthouse Academies standards and curricula
  - Activities include opportunities for concept and skill development.
  - Activities may involve the use of community and natural resources.

**Organization of Homework**

- Lower Academy (Kindergarten – Grade 4) Homework Folders: All scholars 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 scholars 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/Guardians will be asked to sign the agenda each night to communicate with the school that the work was completed and seen by parents/guardians. 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**

Scholars' Role	Parents/Guardians' Role
<ul style="list-style-type: none"> <li>● Ask clarifying questions if s/he does not understand an assignment</li> <li>● Complete all homework assignments to the best of their ability</li> <li>● If homework is not completed and turned in on the indicated due date, consequences will result, such as completing work at recess or after-school academies (ASA)</li> <li>● Scholars who are absent from school are expected to make up missed homework within a period of time equal to the length of the absence, unless this time allowed is extended by the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>● Review each completed homework assignment</li> <li>● Ensure scholar reads required number of minutes and signs reading log nightly</li> <li>● Sign behavior chart/star report nightly</li> <li>● Sign homework “cover sheet” or agenda (for Upper Academy scholars) nightly</li> </ul>

**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 - 45 minutes	30 minutes
5th and 6th Grades	45 - 60 minutes	30 minutes
7th and 8th Grades	60 - 90 minutes	30 – 45 minutes

### **Home Visits**

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

### **Annual Parent/Guardian-Scholar Summer Orientation**

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

### **Conference Between Parents/Guardians, Scholar, and Teacher**

Our goal is 100% parent/guardian participation in parent/guardian-scholar-teacher conferences! To provide more information to you about your scholar, teachers will schedule up to four conferences each year with you. At these conferences, parents/guardians will see work samples from each class and hear in greater detail about their scholar's successes and struggles. Scholars in the Upper Academy will be taught to lead these conferences (with the teacher there for support and to fill in any gaps). Together, teachers, parents/guardians, and scholars will create scholar learning plans. These plans will include clear statements about current progress levels and goals for improving problem areas. These learning plans may be modified as necessary during the school year. Parents/guardians may request a conference at any time and as often as they see a need. In addition to quarterly conferences, a parent/guardian may request a conference via phone, email or by sending a note to the teacher.

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

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

**Report Cards** will be delivered and reviewed at parent/guardian-teacher-scholar conferences. If a parent/guardian is unable to participate in a conference, the school will work with him or her to set up another time to meet. These reports inform you as to your child's mastery of the state required subject matter and where your scholar needs to improve. The report card must be signed by the parents/guardians. 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 scholars are doing half way through the term and what they need to improve upon. It also provides a brief statement of what is being studied and what will be covered in the last part of the marking period.

### **Academic Integrity**

Gary Lighthouse Charter School values academic integrity and does 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 scholar.

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

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

### **School Volunteers**

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

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

The school welcomes parents/guardians who wish to volunteer in classes. As parents/guardians contact the school to offer their assistance, the Principal will connect them with the appropriate teachers for the subjects in which the parents/guardians have expertise. The teacher will work with the parents/guardians prior to his/her arrival in class, in order to review classroom norms,

procedures for handling problem behavior, emergency procedures, and the class work for the day or days on which the parents/guardians will be volunteering.

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

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

## **END OF YEAR PROMOTION**

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

Scholar 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 scholar report card. A scholar may be assigned to a higher level class for instructional purposes based on criteria reference assessments that show the scholar has mastered the content in the assigned class. A scholar may be promoted during the school year. Generally, scholars will be assigned to classes with their age peers so as to support their social development, unless the academic record or Individual Education Plan (IEP) indicates the scholar should be in a different grade.

### **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 scholar 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, scholar attitudes, relationships with peers, and chronological age as related to classmates.

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

- By February 1, the teacher or parent/guardian considering recommending retention identifies the scholar 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 scholar qualifies for ESL/special education services, the team will determine the appropriate follow up.
- No later than April 15<sup>th</sup>, the building team meets with the parent/guardian. The team asks the parent/guardian for input and shares their findings. After meeting with the parent/guardian, the team reviews the data and develops a recommendation to the principal.
- The principal makes the decision.
- The parent/guardian is informed no later than May 15.

Scholars 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.

**OUR CULTURE OF RESPECT: STANDARDS FOR APPEARANCE, CONDUCT, AND BEHAVIOR**

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

**Scholar Dress Code**

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

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

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

## Other

- Jeans, athletic pants, fatigues, cargo pants, excessively baggy, torn, or stonewashed pants are not acceptable. Denim material is not acceptable.
- Purses are not to be brought to school.
- Cell phone use is not allowed during the school day.
- Scholars are permitted to bring backpacks for their school supplies. Backpacks are kept in the classroom or the scholar's designated locker/storage area. Scholars will have access to their backpack at the teacher's discretion.
- Scholars 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 scholar may wear earrings in any other visible body part (*e.g.*, nose rings, eyebrow rings, etc.). Necklaces may be worn under a shirt, only. Bangle or multiple bracelets, hoop earrings or dangling earrings are not allowed.
- Tattoos may not be visible.
- Make-up and nail polish must be conservative (at the Principal's discretion)
- Open toe shoes are not allowed.
- Any clothing or grooming that, in the Principal's judgment, may reasonably be expected to cause disruption or interfere with normal school operations will not be allowed. The decision of the Principal will be final.

If scholars are not in uniform, the school may provide a temporary shirt, shoes, pants or skirt. Failure to follow the dress code policy will have consequences determined by school administration up to and including suspension and expulsion from school depending on the severity/frequency of the offense(s). Non-conforming items, clothing, jewelry, etc. removed from scholars may be held by the school. Parent/Guardian may be required, upon request of the school or teacher, to retrieve scholar items that do not follow the dress code from the school office. It is the scholar/parent/guardian's responsibility to retrieve any items that were removed from the scholar in violation of the Scholar Dress Code or other school policy. At the end of the year, any remaining items that have not been claimed will be disposed of or donated.

## **SHINE**

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 scholars 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 scholars to quietly sit tall, listen, participate and visually follow the teacher during instructional time. We call this scholar 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 scholars to learn to keep their voices and bodies quiet at school. Scholars 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 scholars that during lesson time they are quiet and they keep their hands to themselves.

**Engage in learning:** How do scholars 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:** Scholars need to learn how to speak and listen to the teacher and each other. How do scholars 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 scholars do this? They listen by always looking attentively at the speaker who is speaking or performing. If the speaker moves around the room, the scholars 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 scholars recite the Pledge of Allegiance and the Lighthouse Academies Honor Pledge following the Morning Meeting.

### **Pledges and Affirmation**

The affirmation and honor pledge help scholars to develop a positive self-concept that includes positive self-identification with learning. The affirmation is a part of the daily routine at the school. Each day all staff and scholars stand to recite the honor pledge and daily affirmation at the Morning Meeting. Teachers and administrators will introduce the pledge and affirmation to

parents/guardians during home visits and review these on parent/guardian nights. Parents/Guardians are encouraged to say the affirmation with their scholars at home.

**Pledge of Allegiance**

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

**Lighthouse Academies Honor Pledge**

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



**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**



Scholars 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 scholars wear on their uniforms and on posters in the school. The Shining Star award recognizes scholars 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 scholars will be presented with a Shining Star Award certificate.

**Adult Role Models**

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

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

**Code of Conduct**

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

- Work hard. Get smart.
- Respect ourselves and each other.
- Take care of our classroom and materials.
- Maintain a safe environment for all persons.

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

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

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

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

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

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

- Physical touching of another person with the intent to cause injury.
- 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 prohibited or illegal behaviors will subject themselves to the following consequences. These behaviors are divided into tiers to reflect the severity of the offense and the consequence.

<b>Tier 1 Behaviors</b>	<b>Consequence 1st Offense</b>	<b>Consequence 2nd Offense</b>	<b>Consequences Beyond 2nd Offense</b>
Running and/or making excessive noise in the hall or building	Warning—will count against infractions given in class.	In-school suspension and parent phone conference	out of school suspension and parent conference
Speaking or gesturing disrespectfully to an adult/disobeying school personnel	In-school suspension and parent phone conference	Out of school suspension	Out of school suspension and parent conference
Fighting- two people, no injuries/ minor physical actions	Out of school suspension 1-3 days	Out of school suspension 3-5 days	Out of school suspension 5-10 days (potential expulsion)
Plagiarizing, cheating and/or copying	Student receives “0” for assignment and must conference with teacher.	Student receives “0” for assignment, in-school suspension	Student receives “0” for assignment, out-of school suspension

<b>Tier 2 Behaviors</b>	<b>Consequence 1st Offense</b>	<b>Consequence 2nd Offense</b>	<b>Consequences Beyond 2nd Offense</b>
Leaving the classroom without permission	In-school suspension	In-school suspension (can accumulate for out-of-school suspensions)	In-school suspension (can accumulate for out-of-school suspensions)
Leaving the school without permission	In-school suspension	Out-of-school suspension	Out-of-school suspension, potential expulsion
Any behavior that disrupts that disrupts learning	Behavior infraction against classroom discipline system	Behavior infraction against classroom discipline system,	Behavior infraction against classroom

		potential in-school suspension	discipline system, potential in-school suspension, out-of-school suspension
Failing to attend class without a valid excuse (UA)	In-school suspension	In-school suspension (can accumulate for out-of-school suspensions)	In-school suspension (can accumulate for out-of-school suspensions)
Using the LHA Network for non-academic purposes	Loss of computer privilege for rest of class	Loss of computer privilege, parent conference	Loss of computer privilege
Written, physical or verbal profanity, obscenities language or gestures	In-school suspension	In-school suspension, can accumulate for out-of-school suspension	In-school suspension, can accumulate for out-of-school suspension
Gambling	In-school suspension	Out-of school suspension	Out-of school suspension, potential expulsion
Disorderly conduct	Discipline based on nature of offense		

### **Behavior Monitoring System, K-4**

In each classroom, in grades K-4, visual display will remind scholars that they are part of a community with rules and procedures. Each child will also have a take-home chart which is marked daily to correspond with the behavior the child “earned” in school that day. Parents/Guardians should review and sign their child’s behavior chart nightly as one part of nightly homework.

Teachers will establish a positive classroom culture and encourage good behavioral choices of scholars through the following strategies: redirection; reminders; and reinforcement. Each child begins his/her day with no infractions. For example: Using a green, yellow, red color system; if a scholar’s name is on the “green” section of the chart, that means the scholar is a fully participating member of the community and has made choices that contribute to a safe and productive learning environment. Scholar actions that allow them to remain on the green section are reinforced by the teacher.

If a scholar receives a behavior infraction due to a choice that is neither prohibited nor illegal, s/he typically follows these steps:

- 1) *Speak to the scholar* - A scholar 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. At Lighthouse, we call this “logical consequences.”
- 2) *Take a Break* - Scholars who make a choice that stopped him/herself or others from learning are reminded to make a smarter choice and receive a warning or may be directed to a “take a break” area in the classroom where they can reflect on their behavior and a more appropriate choice. This scholar 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/Guardians 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 will select from a number of different consequences including, but not limited to, parent/guardian 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 stay after-school for **After School Academics (ASA)** from 4-5 P.M. A child in ASA must stay after-school for the full hour for as many days as it takes to complete the work. A parent/guardian is responsible for coordinating their own transportation for the child on these days.

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**

Scholarly behavior is expected of all students throughout the day. Examples of expectations include:

- BEAMING
- Homework completion
- Participation and completion of work in class
- On time arrival and attendance
- Uniform – proper uniform, shirt tucked in, and shoes tied

Teachers will first encourage positive behavioral choices from scholars by establishing consistent routines and expectations for scholars. Teachers will also reinforce positive behavior; remind scholars of what is expected, and redirect minor distracting behavior. If this does not stop misbehaviors, the GLCS discipline policy will be enforced.

Further examples of Prohibited Behavior for grade all scholars may include:

- Verbal abuse, such as name-calling, racial or ethnic slurs or derogatory statements
- Not returning points chart, or signed tests/quizzes
- Forging parent/guardian’s 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 GLCS Way

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

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

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

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

There are rare occasions when suspensions may be necessary to safeguard the learning environment for all scholars and staff. Suspensions are learning opportunities. The goal is for the 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/guardians chose this school for their scholars because it is a safe and orderly place for all scholars, so let's work together to keep it that way. Below is a guideline the Principal will consider in deciding consequences. For kindergarteners and/or scholars with special needs, consequences will be adapted appropriately and in accordance with the law.

### **In-school Suspension**

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

A scholar who is suspended "in-school" is removed from her/his normal classroom and assigned to another room in the school for an amount of time designated by the teacher.. The scholar will do her/his class work in the assigned room with coaching and support from a teacher.

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

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

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

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

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

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

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

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

### **Interim Alternative Educational Setting**

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

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

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

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

- The alternative education setting will be determined by the IEP team and should enable the scholar to continue to progress in the general education curriculum while still receiving services and/or modifications described in his/her IEP such that the scholar is able to meet the goals of the IEP. The scholar should also receive services and modifications designed to address the behaviors of concern (*i.e.*, the behaviors that led to the suspension and IAES placement).

- The scholar may be placed in an alternative educational setting for a period of no more than 45 calendar days.
- An additional provision allows a school to seek to remove a scholar for up to 45 school days if the school believes that returning the scholar to the same educational placement is substantially likely to result in injury to the scholar or other scholars. The school must do this by making a request to a hearing officer, who, among other requirements, is not employed by the state education agency or local school district involved in educating the 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 scholar because of violations involving weapons, drugs or serious bodily injury, the parents/guardians shall be notified of the decision and of all procedural safeguards.
- A Manifestation Determination Review must be conducted.
- The IEP Team must develop or review, as appropriate, a behavior intervention plan.
- Programs and services and the interim alternative educational setting are determined by the IEP Team. The IEP Team must determine what programs/services or modifications are needed to maintain progress in the general curriculum, progress toward IEP goals, and to help prevent recurrence of the behavior subject to discipline.
- If the behavior subject to discipline is not a manifestation of the disability, the relevant disciplinary procedures applicable to scholars without disabilities may be applied to the scholar with a disability, except for continued services described in the above bullet point
- If the IEP Team determines that the behavior subject to discipline is a manifestation of the disability, the removal (up to 45 calendar days) may be completed. The IEP Team must take immediate steps to remedy any deficiencies in the IEP or placement found during the Manifestation Determination Review. Programs and services must be provided to the scholar as in bullet point 4, above.
- If the parent/guardian requests a hearing to challenge the interim alternative educational setting and/or the manifestation determination, the scholar shall remain in the interim alternative educational setting for up to 45 calendar days as assigned.

## **Due Process**

### Consideration of Factors

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

- Age, health, maturity, and academic placement of scholar
- Prior conduct
- Attitude of scholar
- Cooperation of parent/guardian
- Willingness of scholar to make restitution

- Severity of offense
- Willingness of scholar and parent/guardian to enroll in a scholar/family assistance program

### Right to Hearing

Scholars who may be suspended or expelled will be informed of the violation of school policy/the code and given the opportunity for a hearing with the Principal. A scholar or parents/guardians may appeal the decision of the Principal to the Board of Trustees through a written appeal addressed to the Board, c/o of GLCS, 1775 W. 41<sup>st</sup> Avenue, Gary, IN 46408

In the event of an expulsion or an appeal of an expulsion, a hearing will be held before the school's Board of Trustees. The scholar's parents/guardians will receive the notice, in the primary language of the household, of the violation, the discipline procedure and process to be followed by GLCS. The parents/guardians will have the right to attend any disciplinary hearing. At the hearing, the scholar shall have the right to be represented by counsel or other adult representative, question witnesses, and present evidence. The formal rules of evidence will not apply.

### Provision of Work

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

### Scholars with Disabilities

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

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

### Scholar Telephone/Cell Phone Use

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

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

### **Smoke and Tobacco Free Campus**

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

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

Educational staff 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/guardian does not provide the scholar with an education by failing to ensure the scholar's attendance at school.

### **Toys**

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

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

All Lighthouse Academies will highlight the contributions of various cultures throughout the year, *i.e.* Black History Month, Hispanic Heritage Month. Several holidays throughout the year which have a religious and a secular basis may be observed in our schools if the historical and contemporary values and the origin of the religious holidays are explained in an unbiased and objective manner without sectarian indoctrination. Music, art, literature and drama having religious themes or bases are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday. The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other

symbols that are a part of a religious holiday is permitted as a teaching aid or resource, provided such symbols are temporary in nature. Among these holidays are: Christmas; Kwanza; Easter; Passover; Ramadan; Hanukkah; St. Valentine's Day; St. Patrick's Day; Thanksgiving; and Halloween.

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

### **Non-solicitation Policy**

To avoid disruption in the school day Gary Lighthouse Charter 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 Non-solicitation 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**

Scholars' health and safety are the School's foremost responsibility. The following information describes the precautions taken to protect the well being of all scholars. If your scholar has any specific health, 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**

GLCS offers a breakfast and hot lunch service. Scholars who eat breakfast at school should report to the Gymnasium/Cafeteria upon arrival, but no later than 7:50 AM.

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

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

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



### **Healthy Snacks**

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

### **Illnesses**

Scholars may not come to school if they have any type of illness that is contagious. Examples range from "pink eye" to the flu. This is to protect other scholars and school staff from getting sick and then also having to miss school. For the safety and well-being of your 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. Scholars will be sent home if they are ill; and must be picked up within one hour of the parent/guardian being notified.

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

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

### **Electronic Surveillance**

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

### **Locker Searches**

Scholars may be assigned lockers or other areas for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of the Gary

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

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

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

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

### **Personal Searches**

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

### **Immunization Requirements**

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

### **Vaccination Variances**

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



### **Medication**

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

## **Physicals**

Scholars must have a physical by a qualified physician at the age designated by state regulations. The school will advise you of specific requirements that scholars 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 scholar's parents/guardians in order for the scholar to participate in a field trip. Scholars without signed permission slips will remain at the school in another class. Scholars who have "lost privileges" due to misbehavior, incomplete work, outstanding debt, or other non-compliance reasons may not be invited to attend a field trip and instead will participate in learning at school.

## **Bus Transportation**

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



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

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

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

## **Scholar Records**

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

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

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

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

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

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

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

### **GLCS SCHOOL DISCIPLINE PLAN (2011)**

#### **Introduction**

In an effort to maintain a safe learning environment that enforces the Lighthouse Academies culture of achievement and respect, GLCS adopts the following discipline system. This system is designed to keep our scholars where they need to be: in the classroom and in school. It is designed to be fair and consistent, where each scholar will be treated equally as the young adults they are becoming.

#### **Step 1: The Classroom**

Every teacher at GLCS is responsible for designing their own classroom management system that will foster the healthy development of each scholar under the Lighthouse Academies model, encourage a strong community of learning within the classroom, and provide adequate opportunities for scholars to correct their behavior before being removed from the classroom.

While the classroom teacher will design their own personalized classroom system (GLCS encourages parents to discuss the classroom system with their child's teacher) in terms of monitoring behavior, incentives for good behavior, consequences for bad behavior, etc., all classroom systems must contain the following elements:

- Grades K-6 classrooms model their systems after the program known as **Responsive Classroom** (RC). This is, *“an approach to teaching and learning that fosters safe, challenging, and joyful classrooms and schools...to help create learning environments where children thrive academically, socially, and emotionally (that) increases student investment, responsibility, and learning, and decreases problem behaviors.”* (Please visit [www.originsonline.org](http://www.originsonline.org) for more information.)
- Grades 7-8 classrooms model their systems after the program known as **Developmental Designs for Middle School** (DDMS). This program is designed, *“to meet the unique combination of social, emotional, physical, and intellectual needs of young adolescents, offer[ing] an array of strategies designed to keep young people safe, connected, responsible, and engaged in learning... based on our belief that healthy, enjoyable relationships are the foundation for success in school.”* (Please visit [www.originsonline.org](http://www.originsonline.org) for more information.)
- Each scholar is given “warnings” to correct their behavior.
  - In the Lower Academy (K-4), scholars receive six (6) warnings. This count will reset everyday
  - In the Upper Academy (5-8), scholars receive five (5) warnings. This count will reset every class period

- Each warning will be clearly explained to the scholar and documented publically.
- A scholar will be removed from the classroom upon reaching the last warning to attend In-School Suspension (see Step 2 below).

## **Step 2: In-School Suspension (ISS)**

Upon their final infraction in class, scholars have demonstrated they cannot successfully participate in the learning environment at that time. These scholars will be referred to In-School Suspension. This is a room, which is monitored fulltime and where scholars are expected to continue doing their class work in a setting separate from their regular classroom.

In the Lower Academy (K-5), scholars will be referred to ISS for either a) the remainder of the school day, b) a specified amount of time during the current school day, or c) for the remainder of the day and part of the next school day. No student will be sent to ISS for more than 3 hours in one referral.

In the Upper Academy (6-8), scholars will be referred to ISS for the remainder of the current class period, and will return to class upon the next passing period. If the referral comes with less than 20 minutes remaining in the class period that day, the teacher may elect to refer the scholar for ISS during that same class period the following school day.

For both academies, scholars will not be permitted into ISS without a referral form from the teacher and class work that they will miss while being out of class. Additionally, teachers certify that they have contacted (or will contact before the end of the day) the scholar's family to notify them that their child has been sent to ISS and why. A letter will also be mailed home that day.

In addition to failing to respond to the classroom management system appropriately five (5) or six (6) times, the following actions will earn a scholar an immediate ISS:

- Vulgar language directed at a student or staff member
- Skipping/leaving class without permission
- Horseplay of any kind
- Any use of a cell phone or electronic device during the school day. Cell phone/electronic device will be confiscated until the end of the day
- Tantrums that severely interrupt instruction
- Public Displays of Affection (PDA)
- Instigating a fight

If a scholar receives four (4) In-School Suspension referrals within ten (10) school days, the scholar will be recommended to the principal for out of school suspension (see step 3 below).

### **Step 3: Out of School Suspension**

While we prefer to have our scholars in school and in class at all times, once a scholar has demonstrated that they cannot behave appropriately in the classroom and being removed from the classroom does not help reform their behavior, the school is left with no other option than to remove the scholar from school for a limited time.

In addition to receiving four (4) In-School Suspensions within ten (10) school days, the following behaviors will warrant an immediate suspension recommendation:

- Fighting (including food fights) (or being an accomplice)
- Touching another student in an inappropriate manner
- Bullying/threats to teacher/staff/student(s) (or being an accomplice)
- Stealing /theft (or being an accomplice)
- Violation of technology policy
- Leaving ISS w/o permission
- Misconduct in ISS

Either the Principal and the Director of School Culture can issue suspensions. In the unusual case that both the Principal and Director of School Culture are out of the building, a Director of Instruction may issue a suspension. When a scholar is suspended, the scholar's family will be contacted to immediately pick up the scholar. At that time, the suspending school official will meet with the family member to discuss the suspension.

Regardless of a scholar's offense, the length of a suspension somewhat depends on the scholar's previous discipline record. The suspending school official will decide the exact number of days, depending on the severity of the offense. Therefore the following guidelines apply:

- 1<sup>st</sup> Suspension of the year: 1-3 days
- 2<sup>nd</sup> Suspension of the year: 3-5 days
- 3<sup>rd</sup> Suspension of the year: 5 days automatically
- 4<sup>th</sup> Suspension of the year: 10 days automatically pending an expulsion hearing with the Regional Director

### **Expulsion**

Should a scholar demonstrate they are not a fit with the Lighthouse Culture, the principal will recommend the scholar for expulsion by the Regional Director. In addition to receiving four (4) suspensions in one school year, the following activities will earn a scholar and immediate expulsion recommendation:

- Possession of
  - Alcohol
  - Drugs
  - Weapons

- Tobacco
- Use/influence of alcohol, drugs, tobacco on school grounds/bus/field trip or during school functions.
- Gang activity/affiliation

## **Conclusion**

This system will be documented using a computer-based program called Educator's Handbook. Through this program, the staff at GLCS will be able to monitor a scholar's entire discipline record on their computer. Teachers will be able to enter referrals through their computer, and all parent communications will be documented as well. It is our hope that with this system, staff and administration will be better able to track scholar behavior in an effort to intervene with scholars, who need extra guidance and support during the school day.

# Appendix C: SCHOOL CALENDAR

## 2011-2012 NWI Lighthouse Calendar

JULY/AUGUST					July:
M	T	W	T	F	26-29 National Summit
25	26	27	28	29	
1	2	3	4	5	
8	9	10	11	12	August:
15	16	17	18	19	1-10 No School - PDI
22	23	24	25	26	11 1st Day of School
29	30	31			

  

SEPTEMBER					September:
M	T	W	T	F	5 No School - Labor Day
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

  

OCTOBER					October:
M	T	W	T	F	10 No School - Columbus Day
3	4	5	6	7	
10	11	12	13	14	14 1st Quarter Ends
17	18	19	20	21	21 No School - Conferences
24	25	26	27	28	
31					

  

NOVEMBER					November:
M	T	W	T	F	11 No School - Veterans' Day
	1	2	3	4	
7	8	9	10	11	23 No School - PD Day
14	15	16	17	18	24-25 No School - Thanksgiving
21	22	23	24	25	
28	29	30			

  

DECEMBER					December:
M	T	W	T	F	19-30 No School - Winter Break
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

  

JANUARY					January:
M	T	W	T	F	2 No School - Winter Break
2	3	4	5	6	
9	10	11	12	13	6 2nd Quarter Ends
16	17	18	19	20	13 No School - Conferences
23	24	25	26	27	16 No School MLK Day
30	31				

  

FEBRUARY					February:
M	T	W	T	F	20 No School - Presidents' Day
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29			

  

MARCH					March:
M	T	W	T	F	16 3rd Quarter Ends
			1	2	
5	6	7	8	9	16 No School - PD Day
12	13	14	15	16	23 No School - Conferences
19	20	21	22	23	
26	27	28	29	30	

  

APRIL					April:
M	T	W	T	F	6 No School - PD Day
2	3	4	5	6	
9	10	11	12	13	9-13 No School - Spring Break
16	17	18	19	20	
23	24	25	26	27	
30					

  

MAY					May:
M	T	W	T	F	28 No School - Memorial Day
	1	2	3	4	
7	8	9	10	11	30 4th Quarter Ends
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

  

JUNE					June:
M	T	W	T	F	12 - 2pm Dismissal
			1		
4	5	6	7	8	13 - Last Day of School 2pm Dismissal
11	12	13	14	15	14-15 No School - Teacher Work Days
18	19	20	21	22	
25	26	27	28	29	

  

Key:	
Holiday/No School	
Professional Development	
Parent-Teacher Conferences	
2pm Dismissal for Teacher PD	
Quarter	Attendance Days
1st	45
2nd	44
3rd	46
4th	45
Extended Year	10

Total school days: 190

Dear Lighthouse Families:

Gary Lighthouse Charter School supplies text books and novels for students' use during the school year. These books remain the property of the school, and they must be returned at the requested time. If these books are not returned, or are not returned in good condition, you will be billed for the cost of these books.

**Good condition is defined as:**

- **Return of the same assigned book as received at the start of class**
- **No missing pages**
- **No missing covers or bindings**
- **No excessive highlighting or writing on pages or cover**
- **No defacement or use beyond recognition**
- **Any other significant damage that would prevent or inhibit future use of book, including but not limited to water damage, stains, or other abuses.**

At Gary Lighthouse Charter School, we allow our students free access to these textbooks, without charging the standard book rental fees. However, students will be billed to replace any lost or severely damaged texts.

As of now, your child has failed to turn in the following texts. Please see below for an itemized report.

<b>Missing or Damaged Book</b>	<b>Explanation</b>	<b>Cost</b>

If these items are not returned, you will be billed according to the costs above. Students will not be promoted to the next grade until payment is received or books are returned in good condition.

Sincerely,

GLCS Leadership Team

## **Family Scholar School Compact**

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

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

- Hold a parent/guardian meeting during the school year and this agreement will be discussed.
- Work hard 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 scholar’s Weekly Folder sent home.
- Make learning happen every day!

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

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

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

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

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

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

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

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

Date \_\_\_\_\_

## **Forms to be completed by every family**

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

- **Family Scholar School Compact** (attached)
- **Notice Regarding Scholar Records and Scholar Information Form** (attached)
- **The Acceptable Use Policy** (for use of computers and school network) (attached)
- **Recognition of Receipt of Lighthouse Scholar-Family Handbook** and agreement to follow the policies of the school as written in the 2011-2012 Lighthouse Academies Scholar-Family Handbook (attached)

We are looking forward to working with you this year!

## **Gary Lighthouse Charter School 2011-2012 Academic Year**

### **NOTICE REGARDING SCHOLAR RECORDS AND SCHOLAR INFORMATION**

In accordance with the federal Family Educational Rights and Privacy Act ("FERPA"), School Officials must have written permission from "you", the parent or guardian or "eligible scholar" (a scholar who is age 18 or over), in order to release any information from a scholar's education record. The School may need to verify your identity before releasing any information to you or to a third party to whom you request information be disclosed.

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

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

GLCS may disclose appropriately designated "Directory Information" without written consent, unless you have advised the School not to disclose by returning the form below to the School. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your scholar's role in a drama production;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

The law allows Directory information to be disclosed to certain outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws may require the School to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the School in writing that they do not want their scholar's information disclosed without their prior written consent.

The School has designated the following information as directory information:

- Scholar's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

- Scholar ID number, user ID, or other unique personal identifier. (A scholar's social security number, in whole or in part, cannot be used for this purpose.)

Photographs and videos may be used for school or Lighthouse Academies marketing or publicity.

**Gary Lighthouse Charter School 2011-2012 Academic Year**

**FERPA: Directory Information, Certain Use of Photo/Video**

If you do not want GLCS to disclose Directory Information from your child's education records without your prior written consent, you must notify the School by 9/1/2011. Please complete the form below and return it to the school office. *This form is effective only for the current academic year.*

Please print.

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

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

My child's directory information must remain private.

***Check One:***

My child's image (photograph or video) may be used in training videos for Lighthouse staff, marketing or publicity for Lighthouse Schools. LHA may post these pictures and videos on its public web site and on an internal website accessible only to LHA staff in schools.

My child's image (photograph or video) may *not* be used in training videos for Lighthouse staff, marketing or publicity for Lighthouse Schools.

Name of Parent/Guardian/Eligible Scholar: \_\_\_\_\_

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

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

*We prepare our scholars for college through a rigorous arts-infused program.*

**Acceptable Use Policy: Computer, Technology, Internet and PRISM Use For Lighthouse Scholars, Parents and Families**

This policy governs the access and use of all means and methods of communications including but not limited to telephone, voice mail, electronic mail, mail, computers, handheld devices, pagers, mobile phones, faxes and the use of the internet, PRISM, sent by or received by a member of community (staff, scholar, volunteer, family member) using Lighthouse Academies communication and computer systems (“Systems”).

The use of these systems is intended for business use only. Use of these systems for any other reason is prohibited. All information transmitted, received or stored using these systems is the property of the School and/or Lighthouse Academies. Lighthouse Academies’ management reserves the right to monitor its systems and the content, including all emails. You should not have an expectation that the information in the system, or in any system at Lighthouse or at all connected to Lighthouse, is confidential or private.

You may not use our systems in any way that may be seen as offensive, harmful, insulting or disruptive. You may not use the systems to send derogatory, threatening, insulting or harassing remarks, sexually explicit messages, cartoon, jokes or other potentially offensive material; access pornography or other offensive sites; gain access to others computers; steal computer files, or to damage in any way Lighthouse Academies systems or any other system or computer; or write personal letters, resumes, junk mail, or other documents not related to business.

You 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. We must all respect the privacy and dignity of others. When using a Lighthouse computer, laptop, network or system, you may not post anywhere online, particularly to any social networking site, any name or image or video of another Lighthouse community member.

With the approval of the school leader school events such as sporting events, graduation and school plays may record and broadcast over non interactive media.

Computer software on Lighthouse Academies’ systems may not be downloaded, copied, reproduced, altered or used by an employee without prior authorization. The violation of copyright laws may result in a fine and imprisonment, as well as expulsion from school. Lighthouse and the School will cooperate with software vendors in prosecuting those who violate copyrights Lighthouse prohibits the use of any “pirated” or “bootleg” software on its systems.

The use of personal storage devices such as flash drives, thumb drives, or CDs, or software is not allowed on Lighthouse Academies’ systems. . The use of personal computers/laptops, printers or any other technology device in the school is prohibited without prior written authorization of the Chief Information Officer. No scholar or employee should ever bring a personal device (laptop, PDA, Smartphones, I pads etc) to the school and connect it to the data network for the building. Doing so could create a security risk for the school. Any equipment which is brought to school is done so at the risk of the individual and may be confiscated. Neither the School nor Lighthouse Academies will be responsible for any lost, stolen or damaged personal property.

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 termination and/or appropriate legal action.

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

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

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

My signature below indicates that I have received and reviewed the 2011-2012 Lighthouse Academies Scholar-Family Handbook. I will review the core components of this with my scholar to reinforce what is expected of him or her at GLCS.

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

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

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

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

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