



Challenge + Arts Infusion = Transformative Opportunities

Scholar Family Handbook 2012-2013



My Child's Teacher: _____
Email address: _____@lighthouse-academies.org
School Phone Number: (501) 985-1200

School Hours: 7:45 A.M - 3:45 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 Jacksonville 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) 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 501-985-1200, or email me at nwhitfield@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,

Norman Whitfield,
Jacksonville Lighthouse Charter School, Main Campus

Principal
JLCS

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: 501-985-1200.

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 in care of the school office: 251 N. 1st Jacksonville, AR 72076.

The Records Access Officers under the Freedom of Information Law (FOIL) for the school are Mrs. Consuela Turner. 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 his/her 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: Norman Whitfield-Main Campus,
Phone: 501-985-1200
Email: nwhitfield@lighthouse-academies.org,

Director of Instruction: Amber Bailey
Phone: 501-985-1200
Email: abailey@lighthouse-academies.org

Office Manager (Main Office): Consuela Turner
Phone: 501-985-1200
Fax: 501-985-1200
Email: cturner@lighthouse-academies.org

Family Coordinator: Colette Barnes
Phone: 501-985-1200
Email: cbarnes@lighthouse-academies.org

Homeless Services: See Family Coordinator

Board of Trustees

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

Board Chair
Keri Urquhart
251 N. 1st Jacksonville, AR 72076
Email: JLCSboardchair@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 JLCS 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:

Norman Whitfield or

Lenisha Broadway, Regional Director
lbroadway@lighthouse-academies.org

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 Jacksonville Lighthouse Charter prohibits acts of harassment, intimidation or bullying of a scholar. The JLCS 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:

Norman Whitfield, or

Lenisha Broadway, Regional Director
lbroadway@lighthouse-academies.org

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

JLCS is a school of choice. We are glad that you have exercised your choice and have joined the Jacksonville community. All members of the JLCS 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 501-985-1200.

3. If you are still not satisfied with the response, you may bring your issue before the Board of Trustees by writing to:

Mrs. Keri Urquhart Board Chair
JLCS
251 N. 1st Jacksonville, AR 72076
Email: JLCSboardchair@lighthouse-academies.org

If you have any questions about this procedure, please contact the Lighthouse Academies Regional Director Lenisha Broadway, at 501-985-1200.

SCHOOL OVERVIEW

Admission

Any scholar may seek admission to Jacksonville 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 7:45 A.M. and ends at 3:45 P.M., Monday through Friday, unless notified by the school of a unique situation. Please do not drop your scholar off before 7:15 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 7:15 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 7:45 A.M. and to participate in learning and school activities until 3:45 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 7:45 must go directly to the office to present a signed note from a parent/guardian explaining the reason for the delayed arrival or enter the school with a parent/guardian who will explain the reason for the tardy arrival.

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

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

Absence

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

A new school attendance policy went into effect fall 2011 for all public schools in Arkansas. Act 1223 restricts students from missing an excessive number of school classes each year.

This new law no longer recognizes absences as excused or unexcused. Unexcused and excused will no longer be used to describe school absences. That's according to a new state law enforcing stricter attendance policies in Arkansas schools.

The Student Handbook states that scholars with ten or more absences may not be able to advance to the next grade and will face additional consequences such as additional time required at school (including summer school).

Course credit will be denied when a student has 10 or more unexcused absences and when the administrative conference has been held, unless the principal finds there are extenuating circumstances such that to deny credit would be unfair. As state above, Arkansas law requires us to report to the government social services agency that the student is not attending school, this report will occur upon the 11th unexcused absence.

Whenever a student exceeds the number of excessive absences provided for in Lighthouse’s student attendance policy, the school may notify the prosecuting authority, and the student’s parents, guardians, or persons in loco parentis can be fined up to \$500 by the court. Please note: Special Provisions are made for Military Families..

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. As stated above, Arkansas law requires us to report to the government social services agency that the student is not attending school, this report will occur upon the 11th unexcused absence. Whenever a student exceeds the number of excessive absences provided for in Lighthouse's student attendance policy, the school may notify the prosecuting authority, and the student's parents, guardians, or persons in loco parentis can be fined up to \$500 by the court.

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 4:00 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. 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 Pulaski County Special School District/School Corporation closes 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 PCSSD 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.

Extended Learning Opportunity (After School/Saturday School, Summer Academy)

Your scholar's school may offer an Extended Learning program. If the program is offered the following rules will apply. If a scholar does not complete his or her work at the expected time (during class, for example), another time will be provided. This may be during lunch or recess. After two instances of not completing homework and/or class work at the appropriate time during a school year, a scholar will be required to remain at school for ELO. If a scholar stays for ELO, it is the parent/guardian's responsibility to provide transportation pick-up at 5:15 P.M.

JLCS also offers a free summer school for scholars who need additional time to master the curriculum. The parent/guardians of scholars who have been identified by the Student Support Team as candidates for summer school will be notified by June 1st. Summer school will take place, depending on the school calendar, between the last week in June and the second week of July.

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 JLCS 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

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

Length of Nightly Homework

Grade Level	Approximate Length of Homework Assignments	Approximate Length of Required At-Home Nightly Reading
Kindergarten	15 - 20 minutes	15 minutes
1st through 4th Grades	30 - 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

JLCS 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 15th, 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"> • School-issued uniform shirts with the logo must be worn at all times. These shirts may be short or long sleeved. Shirts must be tucked in at all times. <ul style="list-style-type: none"> ○ Lower Academy: Light blue uniform shirts ○ Upper Academy: White uniform shirts • A navy blue school sweatshirt or a solid, hoodless sweater with the school logo may be worn in school when it is cold. • White turtlenecks or undershirts may be worn under uniform shirts, but not alone. If the undershirts of another color are worn, scholar will be asked to remove the shirt.
Bottoms	<ul style="list-style-type: none"> • Lower and Upper Academy: Navy blue pants (no jeans or athletic pants) worn at the waist, navy tights with navy blue skorts, skirts, or jumpers (not more than one inch above the knee), or navy blue shorts. • In all grades a black belt must be worn if the pants/shorts have belt loops. Belt loops may not be cut off.

Footwear	<ul style="list-style-type: none"> • Socks may be white, solid black, brown or blue. • Shoes: <ul style="list-style-type: none"> ○ All-black shoes must be worn at all times (even for physical education); all-black gym shoes may be worn daily. ○ Scholars may wear winter boots when needed. Then, scholars must change into their black shoes for class.
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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 JLCS 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.

A complete list of Tier 1 and Tier 2 offenses, along with the progression of consequences for each form of misbehavior, can be found in the enclosed Appendices. The following behavior monitoring systems describe the unique features of the Lower and Upper Academy discipline systems.

Behavior Monitoring System, K-4

In each classroom, in grades K-4, a large "Green/Yellow/Red" class chart 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 colored daily to correspond with the color the child "earned" in school that day. Parents/Guardians should review and sign their child's color 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 on green. 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 moves from "green" 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 the ELO program from 4:15-5:15 P.M. A child in ELO 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.

Tier 2 offenses follow a unique progression. Please review the complete table of Tier 2 offenses contained in the Appendices for more information.

Behavior Monitoring System, 5-8

Scholars in grades 5-8 will earn or lose points based on their behavior. The points are tracked weekly and will be shared with parents/guardians through a weekly report that should be reviewed and signed as part of a child’s homework. Points earned can be “used” for incentives established by the school. Points are earned or lost each subject/class period for:

- BEAMING
- Homework completion
- Participation and completion of work in class
- On time arrival and attendance
- Uniform – proper uniform, shirt tucked in, and shoes tied
- Points will be lost for any prohibitive or illegal behavior

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 following may occur:

- 1) Incentive lost - Scholar does not earn his/her point for that behavior section on his/her chart, for that day. Tomorrow starts fresh.
- 2) If the behavior takes time from the scholar’s learning/work, and this is not the first incident for the scholar, s/he must stay after-school for After-School Academics (ASA)

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as many days as it takes to complete the work. The parent/guardian is responsible for coordinating their own transportation for the child on these days.

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

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

- 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

A complete list of Tier 1 and Tier 2 offenses, along with the progression of consequences for each form of misbehavior, can be found in the enclosed Appendices.

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 JLCS 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 JLCS, 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 up to three days. 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 Jacksonville Lighthouse Charter School 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 JLCS 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 JLCS.

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 JLCS. 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. JLCS 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 JLCS 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

JLCS offers a breakfast and hot lunch service. Scholars who eat breakfast at school should report to the Multi-purpose room upon arrival, but no later than 7:35.

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 Business 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 Jacksonville 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

JLCS 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

The purpose of school transportation is to provide safe, comfortable and economical transportation for those pupils who live beyond the walking distance established by the Lighthouse Academies, Inc., or a Lighthouse school. Ridership is a privilege. Buses will not operate over roads that are not properly maintained, on private lanes leading from residences to the highway, or on roads where adequate bus turnarounds are not provided. The rules governing student behavior apply to all transportation provided by the school.

- Any student authorized to ride a bus under this policy may embark or disembark at a bus stop other than his/her own as follows:
 - The bus stop is located on an established route traveled by a Lighthouse school bus.
 - The student's parent/guardian submits a request for a change in writing to the building principal at least 48 hours in advance. In a case of an emergency, the principal may waive this requirement.
 - There is room on the bus to accommodate this change.

A student who is not in attendance at school on a school day is not entitled to ride home on the school bus in the afternoon.

Students who are detained after school for disciplinary reasons and who are entitled to ride the school bus shall be notified in advance in accordance with the provisions outlined in the appropriate Scholar – Family Handbook.

There will be no standees allowed on any school bus at any time.

Student Expectations When Meeting and Boarding the Bus:

- Students must:
 - Be at their bus stop at least five minutes before the regular pickup time;
 - Not stand on the traveled portion of the roadway while waiting for the bus;
 - Not engage in play or other activities that will endanger themselves or others at the stop while waiting beside the road;
 - Not run alongside a moving bus, but wait until the bus has come to a complete stop then walk to the front door;

- Board the bus in an orderly fashion;
- Report immediately to the driver any illness or injury sustained on or around the bus;
- Parents or their designee are requested to accompany their young children to and from the bus stop.

Conduct on the Bus - The bus driver is the authority on the bus; obey the bus driver and be courteous to him or her and to fellow students. The driver may assign seats.

- Students must:
 - Go directly to a seat and remain seated while bus is in motion
 - Not mar or deface bus. Willful or careless damage must be paid for by the student performing the act or his/her parent
 - Not use profanity or indecent language
 - Not extend arms, legs, or head out of the bus
 - Not tamper with the emergency door
 - Not fight, slap, scuffle, and keep hands and feet to selves at all times
 - Not wave or shout at pedestrians or passengers in other vehicles
 - Not throw objects about the bus or from a window or throw objects at the bus from the outside
 - Not carry on the bus oversized objects that would block the aisle, cause loss of passenger seat space, obstruct the driver's view, or create a safety hazard. Objects will be permitted only if they can be held in the student's lap
 - Not throw paper or litter on the floor
 - Refrain from drinking or eating
 - Not engage in unnecessarily loud talking or laughter
 - Not operate portable radios, or audio equipment
 - Not sit on textbooks or other objects
 - Not have any unsafe objects (water pistols, animals, reptiles, insects, matches, knives, firearms, etc.) in their possession. The bus driver has the right to refuse transportation to any such student

Students may be suspended from the bus and may lose the privilege of riding the bus for the remainder of the school year.

Student Expectations When Leaving the Bus – Students must

- Remain seated until bus comes to a full stop
- Children in grades Kindergarten through 2 may not leave the bus unless an authorized adult is present at the bus stop to meet them. Parents may give a list of people to the school who are so authorized.
- Leave bus in an orderly manner so that pupils in the front seats disembark first
- Leave bus stop area when safety permits as soon as discharged from bus, and not loiter around bus or at the stop
- Take 10 steps away from the bus when getting off;
- Always cross at least ten feet in front of the bus and wait for the driver to signal to cross. A student needing to cross a road shall do so before the bus pulls away to ensure traffic is stopped while the student crosses.
- If anything is dropped outside the bus leave it. You must get permission from the driver before picking it up.

Parents will be responsible for the transportation for any students who have lost school bus transportation privileges.

At no time are parents or any other individuals beyond the transportation vendor personnel, school personnel, and students permitted to board the bus without written permission from the school principal. Parents should at all times show courtesy to the bus drivers.

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, JLCS 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 extracurricular activities, including school athletics, current grade level, and dates of attendance) may be released without seeking prior permission from the scholar/parent/guardian. Each academic year, families will be notified of their right to refuse release of their scholar's Directory Data information. Please contact the school office if you would like your scholar's directory information to remain confidential.

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

APPENDICES

Appendix A: List of Suggested Healthy Snacks and Drinks

Healthy Beverages and Snacks

Beverages

Milk: 1% and fat-free

Soy Milk: Not flavored

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

Martinelli's Sparkling Cider

Fruit flavored water with no additives

Sparkling Water

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

Water

Snacks

Applesauce: Natural, Original

Animal crackers

Baked white corn tortilla chips

Baked cheese crackers

Cereal bars

Cliff Bar

Chewy Trail Mix Bars: Fruit and Nut

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

Frunola Energy Bars

Fruit Leathers: All natural

Fruit Bowls

Fresh Fruit

Fresh Vegetables

Granola bars

Graham crackers

Luna Bars: Peanut Butter and Jelly, Sesame Raisin Crunch

Multigrain bars

Non-Fat Yogurt

Nuts

Oyster crackers

Pita Chips

Pretzels: no added flavors

Popcorn

Raisins

Rice cakes

Saltine crackers

Trail Mix

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

Appendix B: Positive behavior management and discipline system

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

Lower Academy: K-4

Tier 1 Behaviors	1st & 2nd Offenses	3rd & 4th Offenses	5th and Beyond
Unauthorized Talking	Redirection, Take a break (buddy teacher), Reflection	Parent Contact, Loss of Incentive	Parent Conference & Shadowing, Detention
Horse playing in the classroom, playground, or hallways	Redirection, Take a break (buddy teacher), Reflection	Parent Contact, Loss of Incentive	Parent Conference & Shadowing, Detention
Eating food, gum or candy without permission	Redirection, Take a break (buddy teacher), Reflection	Parent Contact, Loss of Incentive	Parent Conference & Shadowing, Detention
Plagiarism or Academic Dishonesty	Redirection, Take a break (buddy teacher), “N” on assignment, Parent Contact, Reflection	Parent Contact, Loss of Incentive, “N” on assignment	Parent Conference & Shadowing, Detention, “N” on assignment”
Failure to Obey	Redirection, Take a break (buddy teacher), Parent Contact, Reflection	Parent Contact, Loss of Incentive	Parent Conference & Shadowing, Detention
Sleeping in class	Redirection, Take a break (School Nurse), Reflection	Parent Contact, Loss of Incentive	Parent Conference & Shadowing, Detention
Disrespect toward teachers or school personnel (inappropriate language or defiant behavior)	Redirection, Take a break (buddy teacher), Parent Contact, Reflection	Parent Contact, Loss of Incentive	Parent Conference & Shadowing, Detention

Tier 2 Behaviors	1st Offense	2nd Offense	3rd Offense	4th & Beyond
Any behavior that substantially disrupts school i.e. pulling fire alarm	Parent Contact & Shadowing, In-school suspension/Out of school, Reflection	Parent Conference, Student Support Team referral, Out of school suspension	Out of School Suspension w/rec. for expulsion	

Leaving the classroom or school without permission.	Parent Contact & Reflection	Parent Conference & Shadowing, Behavior contract implemented	Parent contact, In-school suspension	Out of school suspension (Incidents beyond 4 offenses w/ rec. for expulsion)
Fighting-Mutual combat in which participants intentionally inflict bodily injury to another person is prohibited. All participants in a fight, whether physical, instigating, or verbal will be punished according to the degree of involvement of participants. The scholar who initiated the altercation will receive a more severe punishment.	Parent Contact, Out of school, In school suspension, Reflection	Parent Conference, Out of school suspension, Behavior contract implemented	Parent Conference, Out of School Suspension	Out of school suspension w/ rec. for expulsion
Bullying Behaviors: Cyber or Physical (For the purpose of this policy, bullying means any physical act or gesture, or any verbal, written or electronic communication that a reasonable person should expect to have the effect of: Harming a student physically; damaging a student's property; placing a student in reasonable fear of physical harm or damage to his/her property; and is so severe, persistent,.	Parent Contact, Sign written warning/acknowledgment of bullying behavior, Reflection	Parent Shadow, In-school suspension, Behavior contract implemented	Parent Conference, Out of School Suspension	Out of school suspension w/ rec. for expulsion

or pervasive that it creates an intimidating, hostile educational environment for the affected student				
Possession of a weapon (any device, such as a club, knife, gun, or hand-made instrument, used with the intent to injure or harm another) (Police may be notified)	Parent Conference, Out of school suspension, and recommendation for expulsion			
Possession of Tobacco or Drug Paraphernalia or any unauthorized substance	Parent Contact &, Behavior contract implemented , Out of School suspension, Reflection	Parent Conference, Out of school suspension w/rec. for expulsion		
The use/possession of non-prescribed narcotic drugs, marijuana, any unauthorized drug or substance is a violation. (Authorities may be contacted).	Parent Contact, Behavior Contract, out of school suspension up to 10 days	Parent conference, out of school suspension with recommendation for expulsion		
Theft (Police may be notified)	Parent Contact & Shadowing, Reflection	Parent Conference, behavior contract Implemented	Parent Conference, In-school suspension	Out of school suspension
Unauthorized use of cell phones, MP3 players, game systems or other electronic devices.	Item will be confiscated must be retrieved by the parent, Reflection	In-school suspension, Item will be confiscated and must be retrieved by parent	Out of school suspension, Loss of privilege	Out of school suspension
Verbal Harassment of teachers or staff	Parent contact, In-school suspension, Reflection	Parent Conference, Out of school suspension, Behavior contract	Parent Conference, Out of school suspension, Parent shadowing upon scholar's return	Out of school suspension

Defiant behavior	Parent contact & Reflection	Parent Shadowing, In school suspension, Behavior contract	Out of School suspension, Parent Conference upon return	Out of school suspension, w/rec. for expulsion
Sexually inappropriate touching (i.e., unwanted physical contact or unwanted sexually-suggestive body language)	Parent contact & Shadowing, In-school suspension, Reflection	Behavior contract, Out of School suspension, Parent shadowing upon scholar's return	Out of school suspension w/rec. for expulsion	
Destruction of school Property (Parent/Guardian may be held responsible for damages)	Parent Contact& Reflection	Parent Conference, Behavior contract, In-school suspension	In-school suspension, Parent Shadowing upon scholars return	Out of school suspension
Profanity	Parent Contact & Reflection	In-school suspension, Behavior contract implemented	In-school suspension, Parent Shadowing upon scholars return	Out of school suspension

Upper Academy: 5-8

Tier 1 Behaviors	1st Offense	2nd Offense	3rd Offense and Beyond
Excessive Talking	Redirection, Take a break (buddy teacher), Reflection	Parent Contact & Shadowing, Detention	Parent Conference, In-school suspension
Failure to Obey	Redirection, Take a break (buddy teacher), Parent Contact, Reflection	Parent Contact, Loss of Incentive	Parent Conference & Shadowing, Detention
Horse playing in the classroom, playground, or hallways.	Redirection, Take a break (buddy teacher), Reflection	Parent Contact & Shadowing, Detention	Parent Conference, In-School Suspension
Eating food, gum or candy without permission	Redirection, Take a break (buddy teacher), Reflection	Parent Contact & Shadowing, Detention	Parent conference, In-school Suspension
Plagiarism or Academic Dishonesty	Redirection, Parent Contact "N" on assignment, Reflection	Parent Conference, "N" on assignment	Behavior contract implemented referral, "N" for class/subject for grading period

Disrespect of teachers or authorized personnel (inappropriate language or defiant behavior)	Redirection, Take a break (buddy teacher), Reflection	Parent Contact & Shadowing, Detention	Behavior contract implemented, In- school suspension
Loitering	Redirection, Take a break (buddy teacher), Reflection	Parent Contact & Shadowing, Detention	Parent conference, In-school Suspension
Sleeping in class	Redirection, Take a break (School Nurse), Reflection	Parent Contact & Shadowing, Detention	Parent Conference, In-school suspension

Tier 2 Behaviors	1st Offense	2nd Offense	3rd Offense
Leaving the classroom or school without permission.	Parent Contact & Shadowing, In-school suspension, Reflection	Parent Conference, Student Support Team referral, In-school suspension	Parent Conference, Out of school suspension
Any behavior that substantially disrupts school i.e. pulling fire alarm	Parent Contact & Shadowing, In-school suspension/Out of school, Reflection	Parent Conference, Student Support Team referral, Out of school suspension	Out of School Suspension w/rec. for expulsion
Fighting-Mutual combat in which participants intentionally inflict bodily injured to another person is prohibited. All participants in a fight, whether physical, instigating, or verbal will be punished according to the degree of involvement of participants. The scholar who initiated the altercation will receive a more severe punishment.	Parent Contact & Shadowing, Out of school, Reflection	Parent Conference, Student Support Team referral, Out of school suspension	Out of School Suspension w/rec. for expulsion
Gambling/Paraphernalia	Parent Contact & Shadowing, In-school suspension, Reflection	Parent Conference, Behavior Contract, Out of school suspension	Out of School Suspension w/rec. for expulsion
Bullying Behaviors: Cyber or Physical (For the purpose of this policy, bullying means any physical act or gesture, or any verbal, written or electronic communication that a reasonable person should expect to have the effect of: Harming a	Parent Contact & Shadowing, In-school suspension, Sign written warning/acknowledgement of bullying behavior , Reflection	Parent Conference, Student Support Team referral, In- school suspension	Parent Conference, Out of School Suspension

student physically; damaging a student's property; placing a student in reasonable fear of physical harm or damage to his/her property; and is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the affected student.			
Theft (police may be notified)	Parent Contact, In-school suspension, Reflection	In-school suspension, Parent Shadowing, Behavior contract	Parent Conference, Out of school suspension
Unauthorized use of cell phone, MP3 player, or other electronic device	Parent Contact, Item will be confiscated and must be retrieved by the parent	Parent Contact, In-school suspension, Item confiscated must be retrieved by parent	Loss of privilege, Out of school suspension
Verbal Harassment of teachers or staff	Parent Contact, In-school suspension, Reflection	Parent Conference, Out of school, Behavior Contract	Parent Conference, Out of school suspension w/ possible rec. for expulsion
Defiant behavior	Parent Contact & Reflection	Parent Conference, Behavior contract, In school Suspension	Parent Conference, Out of school suspension
Sexually Inappropriate touching (i.e., unwanted physical contact or unwanted sexually-suggestive body language)	Parent contact & Shadowing, In-school suspension (3 days), Reflection	Parent conference, Out of school suspension, Behavior contract implemented	Parent Conference, Out of school suspension w/rec. for expulsion
Destruction of school Property Parent/Guardian may be held responsible damages	Parent Contact In-school suspension, Reflection	Parent Conference, Behavior contract, Out of school suspension	Parent Conference, Out of school suspension w/rec. for expulsion
Profanity	Parent Contact, Reflection	Parent Conference, Behavior contract, In-school suspension	Parent Conference, Out of school suspension, Parent Shadow
Video Voyeurism	Parent Contact, In-school suspension, Reflection	Parent Conference, Behavior contract, Out of school suspension	Parent Conference, Out of school suspension w/rec. for expulsion
Participation in illegal clubs, organizations, or gangs (may contact police if necessary)	Parent Contact & In-school suspension, Reflection	Parent Conference, Behavior contract, Out of school suspension	Parent Conference, Out of school suspension w/rec. for expulsion
Terroristic Threatening(may contact police if necessary)	Parent Contact & In-school suspension, Reflection	Parent Conference, Behavior contract, Out of school suspension	Parent Conference, Out of school suspension w/rec. for expulsion

Fireworks	Parent Contact &, In-school suspension, Reflection	Parent Conference, Out of School Suspension	Parent Conference, Out of school suspension w/rec. for expulsion
Failure to Serve Leadership Academy	Parent Contact & In-school suspension, Reflection	Parent Conference, Behavior contract, Out of school suspension	Parent Conference, Out-of-school suspension
Sexual Misconduct (Public displays of affection including but not limited to kissing, fondling, groping, and sexual acts)	Parent Contact & Behavior contract, In-school suspension, Reflection	Parent Conference, Out of school suspension w/rec. for expulsion	
The use/possession of non-prescribed narcotic drugs, marijuana, any unauthorized drug or substance is a violation.	Parent Contact, Behavior Contract, out of school suspension up to 10 days	Parent conference, out of school suspension with recommendation for expulsion	
Tobacco or Drug Paraphernalia, or any unauthorized substance	Parent Contact &, Behavior contract implemented , Out of School suspension, Reflection	Parent Conference, Out of school suspension w/rec. for expulsion	
Possession of a weapon (any device, such as a club, knife, gun, or hand-made instrument, used with the intent to injure or harm another) (Police may be contacted)	Parent Conference, Out of school suspension, and recommendation for expulsion		

Appendix C: SCHOOL CALENDAR

Jacksonville Lighthouse Charter School

July 2012						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
Su	M	Tu	W	Th	F	Sa
						1
					2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2013						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2012-13

Date	Event or Holiday
7/20	Staff Reports
7/23-7/27	LHA Annual Summit (Teachers, Leaders)
7/30-8/10	Professional Development/Home Visits
8/9	Parent Meeting
8/10	Open House (Parent Meeting)
8/13	First Day of School
8/31	Professional Development
9/3	No School: Holiday: Labor Day
9/10-9/14	Window for Kindergarten Screener (QUALLS)
9/19-9/20	Algebra I Retesting
10/8	Columbus Day
10/23	First Quarter Ends (47 Days)
10/26	Parent/Teacher Conferences; Early Dismissal
11/9	Professional Development: No School
11/12	No School: Holiday: Veterans Day Observed
11/21-11/23	No School: Holiday: Thanksgiving
12/25	Christmas Day
12/20-12/31	Winter Break
1/1	New Year's Day
1/2	Professional Development: No School
1/3	Students Return
1/17	Second Quarter Ends (46 Days)
1/18	Parent/Teacher Conferences; Early Dismissal
1/21	MLK Birthday
2/18	President's Day
3/18-3/22	Spring Break
3/29	No School: Good Friday
4/1	Third Quarter Ends (47 Days)
4/1-4/12	Window for Grades 1-2 and Grade 9 Iowa Test
4/5	Parent/Teacher Conferences; Early Dismissal
4/8-4/12	Augmented Benchmark Exams in Grades 3-8
4/16-4/17	End of Course Geometry Exam
5/7-5/8	End of Course Algebra I Exam
5/27	Memorial Day
6/12	Last Day of School

<http://www.vertex42.com/calendars/>

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Family Scholar School Compact

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

As a school, we agree to:

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

As a scholar, I agree to:

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

As a parent/guardian, I agree to:

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

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

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

Scholar Name: _____ **Signature** _____

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

Date _____

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 2012-2013 Jacksonville Lighthouse Academies Scholar-Family Handbook (attached)

We are looking forward to working with you this year!

Jacksonville Lighthouse Charter School 2012-2013 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 which you request information be disclosed.

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

- JLCS officials with a legitimate educational interest;
- Other schools to which a scholar is transferring or transferred;
- Previous institutions attended by the scholar if JLCS 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.

JLCS 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.

Jacksonville Lighthouse Charter School 2012-2013 Academic Year

FERPA: Directory Information, Certain Use of Photo/Video

If you do not want JLCS to disclose Directory Information from your child's education records without your prior written consent, you must notify the School by August 15, 2012. 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.

OR

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, and Ipads 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:** _____

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Appendix D: BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether it occurs on school equipment or property; off school property at a school sponsored or approved function, activity, or event; or going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of “bullying” may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments “compliments” about another student’s personal appearance actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate;
3. Mocking, taunting or belittling;
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
5. Demeaning humor relating to a student’s race, gender, ethnicity or actual or perceived attributes;
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans;
7. Blocking access to school property or facilities;
8. Deliberate physical contact or injury to person or property;
9. Stealing or hiding books or belongings; and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: “Slut”) or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: “You are so gay.” “Fag” “Queer”).

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit to the principal written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Appendix E: Uniform Policy and Procedures

Theory of action: If adults are consistent with messaging, expectations, and consequences for scholars who do not follow the policy, compliance will improve.

Messaging/Expectations

Parents, Teachers, Leaders will focus our efforts on having Scholars in uniform from the time they leave home until they leave school. We will consistently enforce the following pieces of the dress code beginning the first week of school:

Garment	Females	Males
Tops CPA-8th and 9th	Navy Lighthouse polo shirt is required even if sweatshirt is worn. Only sweatshirts that are allowed are LHA sweatshirt or plain navy sweatshirt with no hood or zipper. Undershirts must be white. Long sleeve white undershirt is fine.	Navy Lighthouse polo shirt is required even if sweatshirt is worn. Only sweatshirts that are allowed are LHA sweatshirt or plain navy sweatshirt with no hood or zipper. Undershirts must be white. Long sleeve white undershirt is fine.
Bottoms CPA – 8th and 9th	Solid colored khaki (beige) bottoms. Slacks/Capri Pants/Shorts/Skirts. Skirts/shorts worn at waist level and must be fingertip length. No Cargo shorts/pants (Cargo has large pockets on the sides), no jeans, no stretch, and no spandex/leggings can be worn as pants.	Solid colored khaki (beige) bottoms. Slacks/ Pants/Shorts. No Cargo shorts/pants (Cargo has large pockets on the sides) Shorts must be no more than 3 inches above the knee and worn at waist level.
Tops Upper Academy: 5-7	White Lighthouse polo shirt is required even if sweatshirt is worn. Only sweatshirts that are allowed are LHA sweatshirt or plain navy sweatshirt with no hood or zipper. Undershirts must be white. Long sleeve white undershirt is fine.	White Lighthouse polo shirt is required even if sweatshirt is worn. Only sweatshirts that are allowed are LHA sweatshirt or plain navy sweatshirt with no hood or zipper. Undershirts must be white. Long sleeve white undershirt is fine
Bottoms Upper Academy	Solid colored Navy Blue Slacks/Capri Pants/Shorts/Skirts. Skirts/shorts worn at waist level and must be fingertip length. No Cargo shorts/pants (Cargo has large pockets on the sides), no jeans, no stretch, and no spandex/leggings can be worn as pants.	Solid colored Navy Blue Slacks/Capri Pants/Shorts. Shorts worn at waist level and must be fingertip length. No Cargo shorts/pants (Cargo has large pockets on the sides), no jeans.
Tops Lower Academy K-4	Light Blue Lighthouse polo shirt is required even if sweatshirt is worn. Only sweatshirts that are allowed are LHA sweatshirt or plain navy sweatshirt with no hood or zipper. Undershirts must be white. Long sleeve white undershirt is fine.	Light Blue Lighthouse polo shirt is required even if sweatshirt is worn. Only sweatshirts that are allowed are LHA sweatshirt or plain navy sweatshirt with no hood or zipper. Undershirts must be white. Long sleeve white undershirt is fine.

Bottoms Lower Academy: K-4	Solid colored Navy Blue Slacks/Capri Pants/Shorts/Skirts. Skirts/shorts worn at waist level and must be fingertip length. No Cargo shorts/pants (Cargo has large pockets on the sides), no jeans, no stretch, and no spandex/leggings can be worn as pants.	Solid colored Navy Blue Slacks/Capri Pants/Shorts. Shorts worn at waist level and must be fingertip length. No Cargo shorts/pants (Cargo has large pockets on the sides), no jeans.
Shoes All levels	Must be black and closed toe. No Sandals are allowed.	Must be black and closed toe. No Sandals are allowed.
OUTERWEAR	CPA and UA Scholars: All outwear (jackets/coats) must be placed in your locker once you enter the building. Lower Academy Scholars: Coats will be stored in the classroom. Only light-weight jackets/sweaters can be worn in the classroom in the colors of solid white, light blue or solid navy.	CPA and UA Scholars: All outwear (jackets/coats) must be placed in your locker once you enter the building. Lower Academy Scholars: Coats will be stored in the classroom. Only light-weight jackets/sweaters can be worn in the classroom in the colors of solid white, light blue or solid navy.
Other	Hats are not allowed. Backpacks can be utilized to transport educational items to and from school but cannot be used to carry items between classes. Clear or mesh backpacks are strongly encouraged and can be utilized before, during and after school. Large Purses are not allowed in the classroom.	Hats are not allowed. Backpacks can be utilized to transport educational items to and from school but cannot be used to carry items between classes. Clear or mesh backpacks are strongly encouraged and can be utilized before, during and after school.

**School Spirit Shirts or College Shirts are allowed on Fridays.

Enforcement

First Level: Parents will ensure that Scholars are in uniform before entering the building each morning.

Second Level: Teachers and staff member on morning duty should conduct uniform checks as scholars enter the building.

Third Level: Teachers will conduct uniform checks between 7:45 – 8:00 before students enter class for first period. Teachers should correct violations and assign demerits to students who come to class out of uniform.

The DSC and Shine Coordinators will conduct regular uniform checks in hallways and common areas.

Teachers are expected to monitor uniforms throughout the day. The Administrative and Support staff will support in hallways.

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Uniform must still be followed in lunchroom. Scholars are allowed to wear coats/sweatshirts when outside but not while sitting in the cafeteria eating.

Consequences

Students caught not following the dress code will experience the following consequences

Tier One (immediately correctable): warning and confiscation of offending article of clothing (earrings, sweatshirts, hats).

Tier Two (not immediately correctable): no polo shirt, wrong shoes, wrong pants.

Phone call home and letter to parent informing them of infraction

Request that parent come to bring correct uniform.

If yes, student waits in ISS until parent arrives.

Parent Conference with DSC/ Shine Coordinators

If parent can't come, school provides uniform (top) to correct problem, family is charged. Report card is held until family pays balance due.

Student who accumulates three of dress-code violations will be given a consequence.

Appendix F: Grading Policy and Smart Core

Placement

Students admitted to JLCS or PBLCS (transferred or newly enrolled) from an accredited school will be appropriately placed in the same grade the student wouldn't have been had the student remained at the former school based on school records, grades and assessments) submitted from their previous school or electronic transcript available on TRIAND. Students transferring from home school or a school that is not accredited by ADE will be required to complete a diagnostic test in reading, mathematics, and/or writing. The school will utilize these results along with other factors to determine the instructional needs and appropriate placement and services to ensure the success of the student.

In grades K-8, students across LHA schools are taught via the same core curricular programs guided by comparable state standards. Learning is reported out against the LHA Mastery Standards and the Habits of Scholars (K-4)/Community Norms (5-8). Due to the common reporting of learning across schools, LHA has a grading policy which defines the make-up of each student's grade.

Lighthouse Academies Final Grade Setup (within Power Teacher)

Grading Scale – Letter Grades (9th grade-12th grade)

A= 100-90 (4 points)

B = 89-80 (3 points)

C = 79-70 (2 points)

D = 69-60 (1 point)

F = 59 and below 69 and

Each grade point values for Advanced Placement (AP), International Baccalaureate (IB) and approved honor courses should be one point greater than regular courses with the exception of F shall be worth 0 points.

School-Specific Decisions

Policy with regard to the number of grades to be entered per quarter. This may differ across subjects/grade levels/categories.

A minimum of two (2) TLI Quizzes

A minimum of 3 Tests, Quizzes, and/or Portfolio grades

A minimum of one (1) Homework grade/week

A weekly Participation grade

Mid-quarter Progress Reports should be distributed to parents at the end of the 5th week of each quarter. Report Cards should be distributed to parents the Monday after the end of each quarter.

Academic Improvement Plans

Students grades 3-8 who score below Proficient on state assessments must participate in one of the school's Extended Learning Opportunities, After School Program, Saturday or Work Hard Get Smart Summer School Program. Failure to participate will result in the student being retained or loss of course credit. Any student required to take a general end-of-course assessment who is identified as not meeting the requisite scale score of a particular assessment shall participate in remediation activities outlined on the student's AIP in the school year that the assessment results are reported in order to receive academic credit on his or her transcript for the course related to the end of course assessment.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

All students are required to participate in the Smart Core curriculum and complete the LHA Graduation Requirements. A Smart Core informed Consent Form will be sent home with students in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in the student handbook for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Counseling by trained personnel shall be available to students and their parents, or legal guardians, prior to the time they are required to sign the consent forms.

This policy, the Smart Core Curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least annually to determine if changes need to be made to better serve the needs of the district's students. The Regional Vice President, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

Inclusion in the student handbook of the Smart Core Curriculum and Graduation Requirements;
Discussion of the Smart Core Curriculum and Graduation Requirements at the school's annual public meeting, Booster meetings, or a meeting held specifically for the purpose of informing the public on this matter;
Discussions held by the school's Principal and Director of Instruction with scholars and their parents; and/or
Distribution to parents or guardians of the scholars.

The first year of this policy's implementation, all employees shall receive training regarding this policy so that they will be able to help successfully in its implementation it. In subsequent years, administrators, or their designees, shall train newly hired employees regarding this policy. The school's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS

The number of credits students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 26 credits is required for graduation for a LHA scholar.

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take.

English—Four (4) Units

9th Grade English—1 unit

One unit from 410000, 510010, 510020

10th Grade English—1 unit

One unit from 411000, 510030, 511010, 511020

11th Grade English—1 unit

One unit from 412000, 512010, 512020, 517030, 517200
 12th Grade English—1 unit
 One unit from 413000, 513010, 513020, 517040, 517200, 519900
 Oral Communications—½ Unit
 ½ unit from 414000, 414010, 514010
 Natural Science—Three (3) Units
 Biology—1 unit
 One unit from 420000, 420020, 520010, 520030, 529030
 Two (2) units from the following three (3) options:
 Physical Science (choose one from 423000, 523000)
 Chemistry (choose one from 421000, 421020, 521010, 521030, 521040)
 Physics (choose one from 422000, 422020, 522000, 522010, 522030, 522060, 522070)
 Mathematics—Four (4) Units
 One unit must be taken at 11th or 12th grade
 Algebra I—1 unit
 One unit from 430000, 530010, 530020, 530030, 530090, 530110, 530120,
 OR (BOTH 530100 and 530200)
 Geometry—1 unit
 One unit from 431000, 531010, 531020, 531030, 531040, 531070, 531080, 531090, OR (BOTH
 531100 and 531200)
 Algebra II—1 unit 1
 One unit from 432000, 532010, 532020, 532030, 532040, 532050, 532060
 Beyond Algebra II—1 unit
 One unit from 433000, 434030, 439010, 439020, 439040, 439050, 439060, 439070, 439080,
 439090, 439100, 439110, 533010, 533020, 533070, 533130, 533140, 533150, 533160, 534020,
 534040, 534050, 534060, 539030, 539040, 539050, 539060, 539070, 539900
 Social Studies—Three (3) Units
 Civics—½ unit
 ½ unit from 472000, 472100, 472200, 572020
 World History—1 unit
 One unit from 471000, 471030, 571010, 571020
 American History—2 units
 One unit from 470000, 470030, 570010, 570020 2
 Economics—½ Unit
 Economics may be counted as a ½ unit social studies course if taught by a highly qualified social
 studies teacher OR as a ½ unit career focus elective course if taught by a highly qualified
 business education teacher.
 ½ unit from 474300 (Social Studies) or 492280 (Career Focus)
 Fine Arts—½ Unit
 ½ unit from (450000 through 450090) or from (550010 through 559810)
 Health and Safety—½ Unit
 ½ unit from 480000
 Physical education—½ Unit

¹ Arkansas Department of Education

² Smart Core Course Code List (Graduating Class of 2014 and After)

½ unit from 485000, 585020

Career Focus—Six (6) Units

Six units from course codes starting with a 4 or 5 except 596100 and 596200

LHA CAREER FOCUS: - Six (6) units

All Career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

LHA Internship-based learning experiences- 2 units,

Foreign Language - 3 units

U.S. History - 1 additional unit

The Smart Core, career focus, and elective units must total at least 26 units to graduate per LHA requirement.

Appendix G: Electronic Devices Policy

Theory of action: If adults are consistent with messaging, expectations, and consequences for students who do not follow the policy, compliance will improve.

Expectations/Messaging

Students are not allowed to use cell phones at all during the day except in case of emergency.

Any student using a cell phone should be supervised by a staff member.

Ear buds, headphones, or cell phones are not allowed to be on display or in use at any point in the hallways.

Enforcement

All staff members should take ownership of enforcing this policy at all times.

Any items confiscated should be labeled and stored for safe keeping.

Leaders will support in hallways and with Scholars who are compliant.

Labeled Devices should be locked in the classroom until given to DSC/Shine Coordinator to be locked/stored until picked up.

Consequences

For the first infraction, the electronic device will be confiscated by the parent, reflection.

In School Suspension, item will be confiscated and must be retrieved by the parent.

Loss of privilege.

Out of School Suspension

Note: The school is not responsible for any lost or stolen devices. If students choose to bring them to school they do so at their own risk.

Appendix H: Policy on Homeless Students

Any school age eligible child who is a resident of the geographic area that the school is authorized to serve, or is homeless in this area may complete an enrollment form for admission to the Jacksonville Lighthouse Charter School. If there are no openings at the Jacksonville applicants are placed on a waiting list in the order in which the enrollment forms are received.

When an opening exists applicants are admitted in the order from the waiting list as soon as the required application form is completed and required documents are submitted, except in the case of a homeless student.

Homeless students are admitted as soon as an opening exists. The school's designated homeless student liaison³ will work with the student, guardian or representative to complete the required forms and provide the required documentation. Homeless students are entitled to receive the same programs, services and support as other students enrolled in the school.

Should a student become homeless while enrolled in the school, the student will continue to receive the same education program, services and support to the same extent as other students enrolled in the school.

In the event of a dispute exists between a homeless student, guardian or representative and the school over admission, the education program, services or support as it directly relates to the child being homeless then the following dispute resolution procedure will apply.

The matter will be referred to the school's designated homeless student liaison.

The school's liaison will meet with the student, guardian or representative to discuss the matter.

The school's liaison will give the student, guardian or representative the Homeless Child Dispute Resolution Form to complete and provide assistance as needed to complete the form.

The school's liaison will work with other school officials and community agencies to develop alternative solutions and present these to the student, guardian or representative.

If a solution is agreed to the parties shall complete that section of the form, sign and date it.

If a solution is not agreed to the student, guardian or representative may appeal the dispute to the state designated agency.

In Jacksonville Lighthouse Lighthouse Charter School the appeal may be filed with:

The Board of Director of Jacksonville Lighthouse Charter School.

Homeless Child

Dispute Resolution Form

Name of school: _____

³ The designated homeless student liaison is the Family Coordinator or other person designated by the principal.

School Liaison: _____ Tel _____ Email _____

Name guardian of representative: _____

Contact information: _____

Homeless Student (s) Name: _____

Describe the dispute in question: _____

Proposed Solution: _____

Results of dispute resolution (Check one):

Proposal is accepted.

Alternative solution is accepted (Specify).

No solution has been accepted.

Signature of guardian or representative

Date

Signature of school liaison

Date

Signature of homeless student

Date

Appendix I: LOCKER POLICY

All lockers made available for scholar use on the school premises are the property of the district. These lockers are made available for scholar use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The scholar's use of the locker does not diminish the school district's ownership or control of the locker. The district retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

LOCKER GUIDELINES

1. **LOCKS.** The school district will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

2. **USE OF LOCKERS.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Scholars will be expected to keep their lockers in a clean and orderly manner.

3. **AUTHORITY TO INSPECT.** The school district retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of scholar lockers shall be conducted by the principal, his designee, or a member of the administrative staff designated by the principal.

4. INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS.

A. The inspection of a particular scholar's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers.

B. Before a particular scholar's locker is inspected, the scholar, if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an

individual scholar's locker has been inspected under this rule without the scholar's presence, the principal or his designee shall notify the scholar of such inspection as soon as practicable thereafter. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Scholars will not necessarily be given the opportunity to be present while a general inspection is being conducted.

5. DISPOSAL OF CONFISCATED CONTRABAND. All contraband confiscated may be disposed of by the principal or his designee as he or she deems appropriate, including: (1) return to the proper owner or place, unless it poses a threat to health or safety; (2) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under rules in the Scholar Family Handbook; (3) delivery to the appropriate law enforcement officials

6. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.

A. The Principal, Regional Director or Vice President, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required: (1) to identify substances which may be found; or (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

B. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband

RECOGNITION OF RECEIPT OF LIGHTHOUSE SCHOLAR-FAMILY HANDBOOK

My signature below indicates that I have received and reviewed the 2012-2013 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 JLCS.

Parent/Guardian Name: _____

Signature: _____

Scholar Name: _____

Scholar Grade Level: _____

Date: _____