



# Lighthouse Academy Juvenile Justice Institute

12263 James St.  
Building B  
Holland, MI 49424  
(616) 393-4474

**2022-2023**

## **PARENT/STUDENT HANDBOOK**

A Partnership between the 20<sup>th</sup> Judicial Circuit Court and Lighthouse Academy

## **MISSION STATEMENT**

*A safe harbor that provides innovative whole-child education and ensures success despite life's storms.*

## **EDUCATIONAL PHILOSOPHY**

Lighthouse Academy believes that students and their families deserve an educational environment that takes into consideration their individual strengths and needs. Teaching will be rigorous, relevant to everyday life, and based on relationships that are built on mutual respect and that foster learning and success.

## **CORE VALUES**

*Respect – Growth Mindset – Integrity –  
Persistence – Excellence –  
Collaboration/Teamwork – Inclusiveness*

## **PROGRAM COMPONENTS**

State and Federally Aligned Curriculum  
Student Achievement Measured through Adaptive Assessments  
Advising  
Tutoring  
Job Skill Development  
Career & College Counseling  
Case Management and Therapy Services  
Individualized Student Learning Plans  
Holistic Learning Environment  
Responsible Thinking Process  
Response to Intervention  
Restorative Practices  
PBIS

# **Lighthouse Staff Members**

## **Administrative Staff**

School Leader	Stephanie Agard
Social Worker	Jorey Verrette

## **Teachers & Support Staff Members**

Gittleson, Casey	Teacher
Wilkins, Kurtis	Behavioral Interventionist

# Absentee Phone Line – 616-393-4449

## ABSENCES, EXCUSES, AND MAKE-UP WORK

A phone call is required for each student who is/has been absent. Phone calls or e-mail should be made to the school at by 9:00 AM on the day of the absence in order for the absence to be considered excused. Please include student's name and reason for absence.

In accordance with the Ottawa County ISD's transition to common definitions, Lighthouse Academy JJI has adopted the use of "counted" versus "uncounted" absences. The first five absences FOR THE ENTIRE SCHOOL YEAR for a student will be considered "uncounted". After the initial 5 absences, any following absences will be "counted" and monitored in relation to truancy law. After a student misses a total of five (5) days, a letter will be mailed to the address on file for the student. After the first five absences, any further absences will result in phone calls and other interventions that may include but are not limited to: meetings with the guardian and student, an attendance contract, home visits, emails, etc.

After a student has missed 10 or more days, a referral will be submitted to the Ottawa ISD. This referral is then processed by the Attendance and Truancy Officer. It is our sincerest hope that interventions will improve the student's attendance prior to this action being taken.

The state defines a truant student as missing more than 10 school days in an ENTIRE school year, not just in a trimester/semester. The state also defines a student as "chronically absent" if they miss more than 10% of scheduled school days from their enrollment to date. The terms "excused" and "unexcused" will still be used for the sake of missing work in the classroom.

Excused absences include: funerals, medical or counseling appointments, court meetings, college visits and illness. If absence is due to illness, please report the nature of the illness.

- 1st unexcused absence will result in a call home and JCO.
- 2nd unexcused absence will result in a call home and JCO.
- 3rd unexcused absence will result in a meeting with the JCO, staff and Principal to discuss the reasons for the multiple absences.
- 10 or more excused/unexcused absences may result in your student no longer being eligible to earn credits in their classes and/or a disenrollment from Lighthouse Academy.
  - Note: A meeting between Lighthouse Staff and Leadership will take place with the assigned JCO and Court Leadership to determine next steps in the process for any student recommended for removal from the program. Only a Judge can remove a student from the program through a court hearing and order.

Whenever possible, students will not be sent home from school for any reason without parent/guardian consent and court notification and approval. We will have an emergency authorization form on file with contact information.

### **Extended Absences**

If an extended absence is anticipated, the teacher, JCO and Principal should be notified in writing in advance. If an absence extends beyond three days, a note from a doctor, probation officer, etc. is required. When a student is absent as a result of a family vacation, it is the responsibility of the student and the parent/guardian to keep the student up-to-date in his/her school work. The teacher is not required to prepare student homework prior to the student's leaving. It is the student's responsibility to find out which assignments, quizzes, and tests were missed. The teacher will decide when make-up work and tests will be given. Students will be given one day for each day absent to complete all assignments, quizzes, and tests.

Note: Ten or more excused/unexcused absences may result in your student no longer being eligible to earn credits in their classes. Thus, having students out of school for vacations while school is in session is discouraged.

The school administration may contact the parent/guardian if a student has a pattern of multiple absences (10 or more) within a trimester. An attempt to make an intervention plan will be made. Should the home not respond to the school's attempts to make a plan and/or the plan not be followed by the student and/or parent/guardian, and should no action be taken to rectify the problem within a reasonable time frame, the school may send notice of the decision to un-enroll the student.

### **Tardies**

Students are expected to be to school on time each day. If a student will be tardy due to an excusable reason (appointment, not feeling well, etc.), parent/guardian must call the school. Timeliness is a good work habit to develop as well as a good school habit, so the following policy will be enforced for each marking period:

- 1st unexcused tardy: Staff discussion with student
- 2nd unexcused tardy: Staff discussion with student
- 3rd unexcused tardy: Student and parent/guardian may need to meet with staff to discuss possible next steps, handled on a case by case basis.

## **ILLNESSES DURING SCHOOL**

If a student becomes ill during the school day, the parent/guardian will be notified. The school will not release a student unless there has been authorized consent.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice. Specific

communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines and with the guidance of the Health Department.

Parents/guardians are asked to notify the office if their child has contracted a communicable disease. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

## **STUDENT WELL-BEING AND EMERGENCY INFORMATION**

Student safety is a responsibility of the staff. All Lighthouse Academy staff are familiar with emergency procedures such as fire and tornado drills, lockdown procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have emergency contact information completed and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. If your daytime phone number changes anytime during the school year, please promptly notify the office. We need to reach you as quickly as possible if an emergency occurs.

## **SCHOOL CLOSING & DELAYS**

At times, Lighthouse Academy may close or delay school due to inclement weather or on other rare occasions. The decision to delay or cancel school will be posted on the major TV and radio stations in the Ottawa and Kent County area under "Lighthouse Academy." If the school district in which the student resides has delayed or canceled school, the parent/guardian may call the school office to indicate their student is staying home from school that day, and this absence will be considered excused.

## **COMMUNICATION WITH SCHOOL**

Staff will work in partnership with the student's parent/guardian to ensure a successful educational placement. Staff will contact parent/guardian on a regular basis to provide reports on the student's progress. Involvement of the parent/guardian (in the form of visits, problem-solving meetings, or other supportive activities) is encouraged and may be necessary at times.

Parents/guardians who have concerns are encouraged to speak with staff in person or call the school phone to discuss them. Communication is encouraged and welcome. The school values parental involvement in the student's education. Upon staff request for a phone call and/or face-to-face conference, parents/guardians are expected to respond to the request for a meeting as soon as possible.

School newsletters are sent out and school family gatherings occur periodically to build a sense of community amongst the school staff, students, and their families.

## SPECIAL EDUCATION

If a special education student is recommended for Lighthouse Academy, an Individualized Education Program (IEP) team meeting must be held. A representative from the student's resident district should attend and provide input regarding the student's educational needs. The IEP team will determine whether goals/objectives, accommodations, and/or related service support are needed for the student to progress in the general education curriculum.

## CLASS PLACEMENT

Class placement is based on the total number of credits a student has earned during high school by the start of the current school year.

Freshman	0 to 4 credits
Sophomore	4.5 to 8.5 credits
Junior	9 to 13 credits (18.5 total credits needed to graduate)
Senior	13.5 credits & above (18 total credits needed to graduate)

## FOUR-YEAR SAMPLE PLAN

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Algebra 1A Algebra 1B English 9A English 9B U.S. History A U.S. History B Biology A Biology B Health Physical Education	Geometry A Geometry B English 10A English 10B World History A World History B Chemistry A Chemistry B Foreign Language Music	Algebra 2A Algebra 2B English 11A English 11B Economics Civics Science A Science B Foreign Language Art	Math A Math B English 12A English 12B Foreign Language

## GRADUATION REQUIREMENTS

The Michigan Merit Curriculum requires students to obtain a minimum of 18 credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work, humanities course sequences, career and technology courses, industrial technology or vocational education courses, or through a combination of these programs. In addition,

<b>Department</b>	<b>Credits</b>	<b>Clarification</b>
English	4.0	Students must take four courses of English.
Mathematics	4.0	Students must take four courses of math: Algebra I, Geometry, Algebra II, and one other math course. One of those must be taken senior year.
Science	3.0	Biology, Physics or Chemistry, and one other science course.
Social Studies	3.0	Students must take Civics, Economics, World History and Geography, and U.S. History and Geography. AP credits can act as substitutes or additional elective credit.
Spanish/Foreign Language	2.0	Two years of a foreign language are required
Visual/Performing Arts	1.0	A least one year of visual arts, choir, or band.
Physical Education/Health	1.0	0.5 credit for each is required
Online Learning		Throughout the high school required course of study, students must use technology as part of a course, as the primary means, or as an integrated learning experience.



Successful completion of these graduation requirements is necessary to earn a diploma from Lighthouse Academy. Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program (IEP). Students with disabilities who are unable to meet these graduation requirements, or for whom these requirements are deemed inappropriate, may request a personal curriculum. A curriculum guide is available for parents to read if they have an interest in the courses offered and the descriptions of classes. Also available for parents to read is a binder with information about the sexual education unit offered within the health class.

## **GRADES**

GPA's (Grade Point Averages) are figured cumulatively at the end of each trimester. Credit (CR) and No Credit (NC) are not calculated into the formula for GPA's. The following grading policy has been implemented by the Board of Lighthouse Academy.

Lighthouse Academy will use the following grading scale on all assignments:

97-100%	A+	87-89	B+	77-79	C+	67-69	D+
94-96	A	84-86	B	74-76	C	64-66	D
90-93	A-	80-83	B-	70-73	C-	60-63	D-

A grade of 59 or below will result in an F for failure, I for incomplete, or NC for no credit. A grade that is incomplete or no credit may be worked on to receive credit through our Credit Recovery Program.

Note: If your student is taking a class on the E2020, it requires students to earn 70% or better in order to pass. Many students receive an E2020 class towards the end of their coursework after demonstrating skills to work independently and proficiency in English. E2020 classes will NOT be given to students for classes that are being taught by an instructor that trimester.

## **HONOR ROLLS**

Honor Rolls are used to identify and celebrate student achievement at Lighthouse Academy. Several lists will be generated at the end of each Trimester based upon student academic achievement, attendance history, and behavior. These lists include:

### **Honor Roll** (Three Levels)

- 1) Pass All Classes (PAC Club)
- 2) All A/B Honor Roll
- 3) All A Honor Roll

## **Behavior**

- 1) 5 RTCs or less

## **Attendance**

- 1) Perfect Attendance for all days in all classes

## **Lighthouse Academy List of Awesomeness**

- 1) Must be on all three previous lists

Rewards will vary upon student achievement, but may include lunch with the board members, field trips, a school t-shirt, etc. The school guidance counselor, along with student advisors and the head of the school, will recommend who is placed on the list per term.

## **COLLEGE ADMISSION REQUIREMENTS**

It is recommended that applicants to competitive colleges successfully complete the following high school program, including as many Advanced Placement (AP) offerings in each subject as possible:

- 4 years of English
- 4 years of Mathematics
- 4 years of Social Studies
- 4 years of Science
- 2 years (minimum) of Foreign Language

## **TESTING**

All juniors will automatically be scheduled to take the SAT in April as part of the Michigan Merit Examination.

## **TRANSFER STUDENTS**

When students transfer from another school, their previous passing class grades will be added to their transcript at Lighthouse Academy. This means these class grades will be included in the cumulative high school GPA. If students transfer from Lighthouse Academy sites they will be scheduled in the class they were enrolled in at the previous Lighthouse Academy site.

## **TRANSCRIPT**

A transcript is an official school record of courses taken, grades, credits taken, credits earned, and GPA.

## DUAL ENROLLMENT

Dual enrollment permits an eligible high school student to take a college class while still enrolled in high school. The college class may be taken for high school credit, college credit, or both. The law that governs the dual enrollment program provides that a portion of the cost may be paid for by the school district. It does not cover fees for books, transportation, parking costs, or activity fees. Eligible classes at college are generally in academic areas in which the student has exhausted the high school curriculum, or in classes not offered by the high school. The high school administrator must approve all dual-enrollment courses before the student registers. The student must register through the college's admissions office.

Students interested in enrolling in a dual enrollment (MDE, Dual Enrollment, 2007) must meet the following requirements. Please put a check mark by the requirement to indicate the student meets the requirements. When all requirements are met then the student and parent/guardian will meet with school counselor and transition coordinator.

- ☐ Student **meets the testing scores** in the subject area in order to qualify for dual enrollment
- ☐ Student is **16 years** of age
- ☐ Student is in the **11<sup>th</sup> or 12<sup>th</sup>** grade
- ☐ Student is enrolled at **both** Lighthouse and post-secondary school, for the time of taking dual enrolled class
- ☐ The class is **not offered at Lighthouse** and is not a physical education, religious, or leisure skill class
- ☐ Student is taking the course as a post-secondary credit only, for high school credit, or both
- ☐ Student understands that post-secondary courses **will not** replace a failing grade
- ☐ Student agrees to maintain **regular attendance** at Lighthouse and the post-secondary class
- ☐ The student and parents have met with school counselor and transition coordinator
- ☐ Each party will sign this form indicating that all requirements have been met

## TESTING OUT POLICY

Lighthouse will grant high school credit to any pupil who can demonstrate mastery in the subject area content expectations or guidelines for a course. Teachers will establish the assessment process that measures a student's understanding of the subject area content expectations for the course. To all students who wish to test out of a course, teachers will provide all the learning objectives for that course, a summary of the course syllabus, a sample written examination, and a description of the final assessment required to establish mastery. The teacher will ensure that the assessment used to determine mastery is comparable to that required of students taking the actual course for credit.

If a student wishes to test out of a particular credit, they should notify the student advocate. Testing out sessions will be held during the first two full weeks of a student's registration. Once the school administrator approves, the assessment will be scheduled and the respective subject teacher will supervise the examinations or other form of assessment. The teacher will determine whether sufficient mastery has been achieved to grant credit. Mastery can be achieved in the following manner:

- Attaining a grade of not less than 80% on a final exam in the course.
- Exhibiting mastery through the basic assessment of that course, which may include a speech, portfolio, performance, paper, project, or presentation.

The standards must be comparable to the standards used for the regular course.

The Principal is responsible for notifying the student and his/her parents/guardians of the student's performance and whether credit will be issued. Credit earned under this policy shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this policy may be counted towards graduation, fulfillment of a requirement for a subject area course, and fulfillment of a requirement as to course sequence. Once credit is earned under this policy, a pupil may not receive credit thereafter for a course lower in course sequence in the same subject area.

### **CREDIT RECOVERY**

Opportunities for credit recovery will be provided on an as-needed basis. These opportunities may include working on past assignments, taking/retaking assessments, or completing projects to prove student understanding of the Michigan Merit Curriculum for their specific course. Please see the Principal for additional information on such options. In most cases, the credit recovery window begins the last day of the trimester and ends two weeks from that day.

### **SUPERVISION**

Lighthouse Academy is a closed campus. Students need to sign in if arriving late and sign out if leaving early at the school office, and can only do so if pre-arranged with a parent/guardian. Students will be supervised at all times and are expected to remain with staff or a school representative at all times. There is no wandering in the building without permission. Passes will be given if a student needs to leave the classroom with teacher permission.

### **CLOSED CAMPUS**

Students are required to remain on campus while school is in session (see Daily Schedule, page 4). If a student leaves the building without permission, they will not be allowed to return. In addition, students are not allowed to open doors any entrance/exit doors for any reason. If a student is observed allowing others entrance into the building they will be disciplined, up to and including suspension.

## FOOD

There is a breakfast and hot lunch program available to all students. Breakfast is served before school starts, from 8:00-8:20 AM in the cafeteria. Students may also choose to bring their own lunch. However, students may NOT order any lunch from outside businesses during school hours. They must make prior arrangements to have their lunch at the appropriate school times.

## TRANSPORTATION

Students may not arrive earlier than 8:00 AM. If a student does arrive earlier than this, s/he will be allowed to wait outside the building until the appropriate time. Transportation is not provided for Lighthouse Academy students. Students who have a valid driver's license and are legally able to drive may drive to school. Families are expected to arrange transportation to and from school. Many of the students coming from the community to Lighthouse take the city MAX bus. If a student is not picked up within 15 minutes after dismissal, the assigned JCO and/or designated court staff will be notified, so student transportation can be arranged.

## DRESS CODE

We believe appearance and grooming show respect for fellow students and staff, and create the appropriate tone for school and the classroom.

1. Students are required to wear **appropriate** t-shirts or button and collared long- or short-sleeved shirts. Appropriate includes: no gang, alcohol & tobacco, logos, R.I.P. references (determined at Administration discretion), identification or promotion anywhere on the students clothing. Appropriate also includes clothing items that are not revealing either on the torso or the lower portion of the body. Shirts must have shoulder straps at least three-finger lengths across. Shorts, skirts, or leggings must be at least four (4) inches above the knee, front and back. No spandex or skin tight material may be worn as a top layer. Spandex, or spandex like clothing must be covered with a top layer.

All students are required to wear appropriate clothing described above every day they attend school. If a student comes to school wearing inappropriate clothing, s/he will be offered dress code compliant clothing by the school/court. A student who continues to remain non-compliant will serve an in-school suspension for dress code infractions. Staff will address violations of the following additional dress code requirements:

- No hats, hoods, do-rags, or bandanas
- No sagging
- No bare midriffs, belly shirts, short skirts/shorts (need to reach fingertips)
- No spaghetti straps (at least 3 fingers)
- No low-cut shirts or anything sexually suggestive
- No references to alcohol, drugs, tobacco, or violence

## **ELECTRONICS**

Electronic devices (cell phones, CD players, handheld games, iPods, etc.) may be kept in student lockers **only**. If policy is not followed, the item will be confiscated for the day (1st offense). If problem persists, parent/guardian will retrieve item (2nd offense). Parent will take it for remainder of trimester upon 3rd offense.

Note: Students should not bring items of value to school. Items such as jewelry, expensive clothing, and electronic equipment are tempting targets for theft. Lighthouse Academy cannot be responsible for their safe-keeping and will not be liable for loss or damage to any personal valuables. Students who purchase materials from other students while on school property will be suspended [unless selling items that may be periodically sponsored by the school and the student council (e.g. Valentine candy-grams, etc.)].

## **COMPUTER LAB TIME**

Students are expected to be on task and working on academic assignments while in the computer lab. Other unauthorized computer use (e.g. on-line shopping, IM, message boards, etc.) will not be allowed.

- 1st time - Warning
- 2nd time - Restrictions placed on the student's account
- 3rd time - Meeting with student, parent/guardian, JCO, Principal, and staff to discuss other possible steps prior to student being allowed to return to school
- Some students will be assigned E2020 classes. These online courses are independent and the student will be expected to work on them independently without the use of cell phones. Staff will be available to help students if the student demonstrates effort on the course. This includes the student taking notes on the online instruction material and making honest attempts on quizzes and tests. Because these courses are independent, teachers and support staff must prioritize other matters first before being available to help independent coursework students.

## **SMOKING**

No smoking is permitted on grounds, in sight of staff, or on any off-campus activity by students, families, volunteers, or staff. "On grounds" is defined as 12263 James St. Holland, MI and the surrounding parking lots, grounds and buildings. The Court/County/Academy prohibits the use, possession, distribution, purchase, or sale of any tobacco product by any person on County/Court property, in any Court/Academy vehicle, or at any Court/County/Academy event. In addition, any tobacco advertising or promotion is strictly prohibited. Violation of this policy could result in suspension or expulsion.

## **CONTRABAND ITEMS**

Consequences for bringing banned items to school will be determined case-by-case. They should be left home or they will be taken and turned over to the proper parties (parent/s, JCO, law enforcement, etc.). A call will be made to the parent/guardian, Principal, juvenile court officer (JCO), or police, as applicable. Contraband items include illegal substances or paraphernalia, knives, lighters, etc.

## **PROHIBITION OF ALCOHOL AND DRUGS**

The Court/County/Academy prohibits the use, possession, distribution, purchase, or sale on Court/County/Academy property, in any Court/Academy vehicle, or at any Court/County/Academy-sponsored event of any of the following prohibited substances:

- Alcoholic beverages
- Any illegal drug, controlled substance, or cannabis (including marijuana and hashish)
- Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision
- Any prescription drug not prescribed for the student by a licensed health care provider or not used in the manner prescribed
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or the nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student explicitly or implicitly represented to be an illegal drug or controlled substance.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; or (b) grow, process, store, or conceal cannabis or controlled substances.

Students under the influence of any prohibited substance are not permitted to be on County/Court/Academy property, in a County/Court/Academy vehicle, or at a Court/Academy-sponsored event. The student will be treated as though they have the prohibited substance in their possession.

## **GANG-RELATED BEHAVIORS**

Any student involved in any activity, symbol, sign, or communication that is determined by staff to be gang-related, or even possibly so, will be asked to discontinue the behavior without question. Items may be taken, destroyed, etc. Parent/guardian, Principal, and/or juvenile court officer may be involved. Suspension may result and will be determined on a case-by-case basis.

## **LANGUAGE**

Conversations must be clean, non-violent, non-offensive, and not negative toward race, gender, sexual orientation, or appearance as determined by staff. Additionally, students will be asked to speak English in the classroom in order to improve the learning environment.

## **SEXUAL BEHAVIOR, COMMENTS, ETC.**

No sexually-related behavior or comments will be tolerated. They will be dealt with on an individual basis. No public displays of affection (PDAs). Demonstration of one's affection toward another person has an appropriate time and place. PDAs should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting. Displays of affections such as kissing, extensive embracing, sitting on someone's lap, or any contact that may be considered sexual in nature will not be allowed on County/Court/Academy grounds, in County/Court/Academy vehicles, or at any County/Court/Academy-sponsored event/activity. Excessive displays of affection may result in suspension from school, or possibly expulsion.

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance is **not** available. It is recommended that parents carry a family insurance plan.

## **MEDICATION**

The following definition of "medication" is adopted for use at Lighthouse Academy: Medication includes prescription, non-prescription, and herbal medications that are taken by mouth, inhaler, or injection; applied as drops to the eyes or nose; or applied to the skin. Oral medication may be administered to students by school personnel according to the following conditions: The parent/guardian has submitted a written request to the school to give medication following label directions, and has brought the medication (in original pharmacy bottles) directly to the teacher/social worker. Parent may give permission using the Medication Use Form for student to receive Tylenol if necessary. If student needs to take over-the-counter medication, parent must drop off medication in the school office with a note and pick up medication at the end of the school day. Failure to follow this policy will lead to discontinuation of medication being distributed at school.



Unsupervised use of an inhaler is allowed with physician authorization and parent/guardian permission. These students should be instructed by their parents to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians.

Parents/guardians of students who need an Epi-Pen must contact the school office at the beginning of each school year to institute a medical plan.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waiver, School Leaders may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to a staff member in the school office.

## **RESPONSIBLE THINKING PROCESS**

Students who have behavior issues within the school will need to follow the Responsible Thinking Process (RTP) in order to continue within their classes. The goal of behavior management and discipline is to teach self-control and develop character. Each situation is considered unique and will be handled as deemed appropriate by staff using a method described below. Steps may include: redirection, cool-down time, processing with multiple staff, and/or behavior management plan. This will be determined on a case-by-case basis. Persistent behavior issues may lead to a meeting with the school board, and possible suspension or expulsion. Positive behavior will be rewarded. Please see the head of school or any Responsible Thinking Advisor for further information.

RTP is designed to provide constructive choices for students who disrupt classes and break rules. Through a series of questions, teachers and support staff help students decide when and if they want to redirect themselves.

The questions are as follows:

- 1) What are you doing?
- 2) What is the rule associated with that behavior?
- 3) What happens when you break the rules?
- 4) What will happen if you continue to break the rules?

## 5) What are you willing to do now?

If the student responds appropriately to the questions, the process stops there and class resumes. If at any point during the process the student becomes resistant, s/he is told that s/he has made a decision to report to the Responsible Thinking Center (RTC).

In the RTC, students meet with the Responsibility Thinking Advisor (RTA), who assists them in developing a plan for classroom re-entry. The RTA then makes an appointment for the student to negotiate the completed re-entry plan with the teacher. Successful negotiation equals a return to class.

Gross misconduct such as excessive profanity, fighting, sexual harassment, and drug use are immediately referred to the RTC. The school Principal is consulted when serious issues such as these arise.

Additionally, students will be asked to speak English in the classroom in order to improve the learning environment.

## **RESTORATIVE PRACTICES**

Lighthouse Academy believes in the use of the restorative practices to assist students in correcting behaviors and resolving conflicts and has adopted the use of restorative practice in accordance with the Revised School Code *MCL 380. 1310c (1)-(2)*.

Restorative practices ask the students the following questions:

1. What happened?
2. Who has been hurt?
3. How can we repair the harm?
4. How can we stop this from happening again?

The goal of restorative practices is to keep students in school, reduce and prevent harmful behavior, resolve underlying conflicts, make students accountable for choices, repair and restore relationships, as well as build healthy trusting relationships between students and adults. Restorative practices will be considered to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

Restorative practices will be implemented by a meeting facilitator that guides the process and makes sure everyone is heard, communicate their feelings, explore options, and stay on track.

Restorative practices may include but are not limited to the following:

1. Victim-offender conferences that are initiated by the victim; that are approved by the victim's parent or legal guardian or, if the victim is at least age 15, by the victim; that are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender.

2. Provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm.
3. The attendees, known as the restorative practices team, may require the student to do one or more of the following:
  - a. apologize
  - b. participate in community service, restoration, or counseling
  - c. pay restitution
4. The selected consequences shall be incorporated into an agreement that sets time limits for completion of the consequences and is signed by all participants.

## STANDARDS OF CONDUCT

All students will be expected to sign a contract upon enrollment and to fulfill the following commitments:

1. I realize that **bigotry and hatred is wrong** no matter to whom it is directed. I agree not to engage in racism either by my actions or by my words while enrolled at Lighthouse Academy.
2. I realize that the **use of alcohol and drugs and non-prescription drugs** will not be tolerated at Lighthouse Academy. I agree not to use any drugs or alcohol before school, during school hours, at lunch, or at any other school events. I understand that it is illegal to smoke less than 500 feet from school grounds. I agree to respect the law and the school grounds by observing this guideline.
3. I realize that **open displays of affection and sexually explicit language** or innuendoes are not conducive to a productive learning environment. I will refrain from such behavior while at Lighthouse Academy or while attending any school functions.
4. I will demonstrate **respect to the faculty** of Lighthouse Academy as indicated by my non-hostile obedience to their directives and requests. I will show **respect to my fellow students** by not fighting or gossiping.
5. I appreciate the organization that owns the **school building and grounds** in which I attend. I will not damage this property in any way. I understand that I am subject to disciplinary action and payment for damages if I do so.
6. I will sincerely attempt to change my **language habits** and reduce my profanity. I understand that the faculty will encourage me to use better language if I swear. I realize that I am subject to disciplinary action if I curse at a staff member or continually exhibit profanity.
7. I realize that **consistent attendance** is necessary for academic progress. Excessive tardiness (including all class periods throughout the day) or absences

will require a conference with parents and/or possible disciplinary action. Truancy may be reported to the proper authorities as appropriate and necessary.

8. I have a bright future. I do not want to jeopardize it by a rash and senseless act of **violence**. I realize that if I initiate or perpetuate a fight or other acts of violence, I am subject to discipline. I also understand that bringing a firearm or other weapon to school may result in expulsion.
9. I must **dress appropriately**. No gang-related clothing, no sagging, no hats, no do-rags, no profane or alcohol/drug-related clothing or jewelry, no spikes or studded jewelry, and no chains may be worn. A plain blue or white shirt or Lighthouse Academy logo wear must be worn as the top layer of clothing (shirt or hoodie) at all times. The student ID must be worn around the neck and be visible at all times. Shorts must be mid-thigh. I understand that I will be sent home to change if the faculty determines my dress to be inappropriate.
10. I will exhibit **proper classroom behavior** in order to provide my fellow students and myself the best possible opportunity to learn. I understand that disruptive and inappropriate behavior will not be tolerated. If misbehavior continues, I will be subject to disciplinary measures.
11. I will do all the **work** assigned by my teachers in all my classes. I will complete my work promptly. I will take notes as needed in class and study hard for all my tests. I understand that if I refuse to do my work or turn in below-standard and incomplete assignments, I will be subject to disciplinary measures.
12. I understand that the faculty is here to educate, advocate, and encourage mature and thoughtful behavior. They represent authority in the school setting. I understand that the contents and terms of this contract and the judgment of the faculty in their interpretations are not negotiable.

## **LIGHTHOUSE ACADEMY POLICY AND PROCEDURES FOR STUDENT DISCIPLINE**

The goal of behavior management and discipline at Lighthouse Academy is to teach self-control and develop character.

### **Code of Conduct**

The Student Code of Conduct (see above) establishes the rules governing the most serious and obvious types of student misconduct. The behavioral areas listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of students.

A student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined. Additionally, a

student who engages in a prohibited act that violates the law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student engages in a prohibited act:

- on school property
- in a motor vehicle being used for a school related purpose
- at a school-related activity, function or event
- in travel to or from school
- involving another student who is traveling to or from school
- off school premises, which act, in the judgment of the administration, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees or would endanger the proper functioning of the educational process

### **Gross Misdemeanors or Persistent Disobedience**

Any student guilty of gross misdemeanors, persistent disobedience, or persistent disregard of dress code policy may be suspended by the authorized School Leader or expelled by the Board.

Note: A meeting between Lighthouse Staff and Leadership will take place with the assigned JCO and Court Leadership to determine next steps in the process for any student recommended for removal from the program. Only a Judge can remove a student from the program through a court hearing and order.

### **Anti-Bullying Policy**

The Lighthouse Academy (LA) board of directors recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of directors prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

Thus, Lighthouse Academy has adopted this policy pursuant to subsection (1) of Act 241:

(a) The LA board of directors prohibits the bullying of any pupil attending the school.

- (b) The LA board of directors prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying.
- (c) The LA board of directors further maintains that all pupils are protected under the policy and that bullying is equally prohibited without regard to its subject matter or motivating animus.
- (d) The LA board of directors identifies the school principal as being responsible for ensuring that the policy is implemented.
- (e) This policy is to be publicized by including information about the policy and anti-bullying programs at the school through school newsletters and parent meetings.
- (f) LA has procedures for providing notification to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying. These procedures include the referral of any acts of bullying to the Responsibility Thinking Advisors, school guidance counselor, and/or school social worker to address the issue.
- (g) If the procedure identified above is not followed properly as stated, a prompt investigation of a report of violation of the policy or a related complaint will be made to the principal or the principal's designee as the person responsible for the investigation. The juvenile court officer will also be notified.
- (h) Through the annual state behavior and discipline reporting process, LA will document any prohibited incident that is reported and a procedure to report all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the board of directors of the public school academy on an annual basis.

### **Weapons, Arson, or Criminal Sexual Conduct**

Any student possessing, using, controlling, or transferring a dangerous weapon (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles"), any item which may be used to cause or threaten harm to others, or a look-alike weapon; or who commits arson or criminal sexual conduct on County/Court/Academy property, in a County/Court/Academy vehicle, or at a County/Court/Academy-sponsored event, shall be permanently expelled for a period of not less than one hundred eighty (180) days.

Possession, use, or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in suspension by the authorized school district administrator or expulsion by the Board. A dangerous item is any object capable of inflicting bodily harm, as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

### **Physical Assaults Against Academy Personnel and Students**

Any student who commits a physical assault against an Academy employee, volunteer, contractor, or another student on County/Court/Academy property, in a County/Court/Academy vehicle, or at a County/Court/Academy-sponsored event may be suspended by the authorized School Leader or expelled by the Board. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. This **may** include behavior offenses committed while in route to or from school.

### **Verbal Assaults**

Any student who commits a verbal assault on County/Court/School property, on a school bus or other County/Court/School vehicle, or at a County/Court/Academy-sponsored activity or event against a Lighthouse Academy employee, volunteer, or contractor may be suspended by the authorized School Leader or expelled by the Board.

Verbal assault is defined as a threat of immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, which puts a person in a reasonable apprehension of such touching; the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (e.g. excessive taunting or teasing, bullying, hazing, or other verbal harassment, or aggressive behavior); or a bomb threat (or similar threat) directed at a school building, other school property, or a school event. A student who encourages others to engage in such behavior also violates this policy. For purposes of this policy, the definition of assault also includes written threats.

### **Other Prohibited Student Conduct**

- Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Bullying, hazing, or any kind of aggressive behavior, or encouraging other students to engage in such behavior.
- Using or possessing a laser pointer, unless under a staff member’s direct supervision and in the context of instruction.

- Damaging or attempting to damage another person’s personal property.
- Stealing or attempting to steal another person’s personal property.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat to or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or Academy property.
- Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Being absent without a recognized excuse.
- Disobeying rules of student conduct or directives from staff members or Academy officials.

### **Damage of Property**

Vandalism and disregard for County/Court/School property will not be tolerated. A student who damages or attempts to damage; or steals or attempts to steal County/Court/Academy property will be disciplined. Violations could result in physical or financial restitution, suspension, or expulsion. (Graffiti is considered vandalism.)

### **Application to Students with Disabilities**

Lighthouse Academy complies with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student’s misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

### **Due Process Rights**

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student’s due process rights under the law.

### **Progressive Discipline**



Each student behavioral incident is considered unique and will be handled as deemed appropriate by staff. Steps may include: redirection, cool-down time, and/or behavior management plan. This will be determined on a case-by-case basis. Positive behavior will be rewarded.

In cases when a student is refusing to be redirected by staff in class, the staff may deem it necessary that the student have some time away from class to process his/her behavior in order to prepare to re-enter class in a productive manner.

### **Long-term Suspensions and/or Expulsions**

Persistent behavior issues may lead to a meeting with the Principal and possible suspension for up to ten days. Long-term suspensions (defined as those greater than ten days) and/or expulsions will be decided by a disciplinary team consisting of the Principal, one other Lighthouse Academy staff member, and a Board member. The juvenile court officer will be notified prior to any scheduled meetings, disciplinary hearings, or suspensions and expulsions.

### **Impartial Hearing**

In the case of long-term suspensions and expulsions, the Discipline Committee appointed by the Lighthouse Academy Board will conduct an impartial hearing in compliance with the Open Meetings Act within 10 school days of the incident. The student will have a reasonable amount of time to prepare for the hearing. The Principal will present the Academy's case against the student. A certified letter to parents about the issue, including the intent to suspend or expel, must be sent within 48 hours of the incident report. This letter sent to the parent and student will indicate the following:

- The alleged misconduct, which must fit within the Parent/Student Handbook discipline policy. (The written charges should be specific and detailed. All possibly violated discipline rules should be listed. If the student is charged with a violation of a Michigan statute which is not specifically stated in the student discipline rules, the pertinent section of the Michigan Code will be cited.)
- Length of proposed long-term suspension and/or expulsion.
- The date, time, and location of the scheduled hearing.
- Students and parents are not required to attend the hearing. If the parent/guardian does not attend, the Discipline Committee will take action based on the information presented at the hearing.
- If students and/or parents attend this hearing, their rights include the right to review the information supporting the charges and proposed penalty; to dispute the information supporting the charges and proposed penalty; to introduce information on the student's behalf; and to be represented by legal counsel. The hearing is not a legal proceeding and will not be conducted according to court rules or rules of evidence. If legal counsel is retained, the Principal must be

notified at least 48 hours prior to the hearing, so the Academy can make arrangements to have its own attorney present. The parent and/or student may request that the hearing be conducted in closed session.

- The juvenile court officer will be notified prior to any scheduled meetings, disciplinary hearings, or suspensions and expulsions.

The Principal will present the issues and documentation to the Discipline Committee as the Academy representative. All student names will be disguised for presentation at the hearing. Within the paperwork, all other students involved should be referred to as "another student" or "another male/female student."

The student who violates the law and/or behavior code warranting a recommendation for a long-term suspension/expulsion should not be placed on Homebound Education until the hearing has been held or the parent/guardian and student elect to waive the hearing by contacting the school office after the charges have been filed.

### **Appeal**

If the Principal determines that a long-term suspension or expulsion is warranted, the parents and/or student may appeal that decision to the full School Board in writing within 5 school days of receiving the expulsion notification. The appeal must state why the decision of the Discipline Committee was not justified, and any extenuating circumstances that the Board should consider. The Board will discuss the appeal at their next regularly scheduled board meeting. If the Board decides on expulsion, the student is separated from Lighthouse Academy School District. The School Board's decision is final.

### **Reinstatement**

Parents/guardians may petition the Lighthouse Academy School Board to readmit their student upon expiration of the mandated expulsion period as determined by law. LA follows the Revised School Code as it applies to reinstatement:

1. The expelled student's parent/guardian may initiate a petition for reinstatement at any time after the expiration of 150 school days after the date of expulsion.
2. The expelled student cannot be reinstated before the expiration of 180 school days after the date of expulsion.
3. It is the responsibility of the parent/guardian to prepare and submit the petition. Lighthouse Academy will not provide assistance in preparing the petition.
4. No later than 10 school days after receiving a petition for reinstatement, a school board shall appoint a committee to review the petition and any supporting information submitted by the parent/guardian. The committee shall consist of 2 school board members, 1 school administrator, 1 teacher, and 1 parent of a pupil in the school district. During this time, the Principal may prepare and submit for

consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

5. No later than 10 school days after all members are appointed, the committee shall review the petition, any supporting information, and information provided by the school district, and shall submit a recommendation to the school board on the issue of reinstatement. The recommendation shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement. The recommendation shall be based on consideration of all of the following factors:
  - a. The extent to which reinstatement of the individual would create a risk of harm to pupils or school personnel.
  - b. The extent to which reinstatement of the individual would create a risk of school district or individual liability for the school board or school district personnel.
  - c. The age and maturity of the individual.
  - d. The individual's school record before the incident that caused the expulsion.
  - e. The individual's attitude concerning the incident that caused the expulsion.
  - f. The individual's behavior since the expulsion and the prospects for remediation of the individual.
  - g. The degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.
6. No later than the next regularly scheduled board meeting after receiving the recommendation of the committee, a school board shall make a decision to unconditionally reinstate the individual, conditionally reinstate the individual, or deny reinstatement of the individual. The decision of the school board is final.
7. The school board may require an individual and, if the petition was filed by a parent or legal guardian, his or her parent or legal guardian, to agree in writing to specific conditions before reinstating the individual in a conditional reinstatement. The conditions may include, but are not limited to, agreement to a behavior contract, which may involve the individual, parent or legal guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; submission of negative screen for illicit drugs and/or alcohol; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. The parent/guardian may include proposed conditions in a petition for reinstatement.
8. This section does not diminish any rights under federal law of a pupil who has been determined to be eligible for special education programs and services.

### **Exclusion from the Academy**

During a suspension or expulsion, a student is not allowed on County/Court/Academy property, in a County/Court/Academy vehicle, or to participate in or attend any before- or after-school activities (including, but not limited to, the student's attendance as a spectator of or participant in sport or weekend activities). Once a student has been suspended, s/he is not allowed on campus until his/her suspension has been completed and/or s/he has met with the Principal or school designee.

### **Reporting**

Consistent with controlling law, all matters of student out-of-school disciplinary suspensions and expulsions shall be permanently maintained in a student's permanent educational record (CA-60), and shall be transferred to any other private or public elementary school in which the student may seek enrollment. However, such disciplinary records may be deleted upon graduation, except for expulsions for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, volunteer, or contractor.

Suspension and/or expulsion will be listed as an excused absence within the student's attendance record.

When required by law, the Juvenile Division of the Circuit Court will be informed by the Principal that the Academy has expelled the student, and the reason for expulsion. Academy administration and staff will also report and share information with local law enforcement agencies and appropriate Michigan Department of Health and Human Services (MDHHS) or County Community Health Agencies regarding student misconduct which may constitute reportable offenses under the law and local agreement.

### **Corporal Punishment**

The administration or teachers will not perform corporal punishment for any reason. However, the use of reasonable physical force necessary to maintain order and control for the purpose of providing an environment conducive to safety and learning is permitted in the following situations as stated by the Michigan Department of Education:

- "To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- "For self-defense or the defense of another.
- "To prevent a pupil from inflicting harm on himself or herself.
- "To quell a disturbance that threatens physical injury to any person.

- “To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.”

All guidelines for the use of seclusion and restraint will be adhered to at all times.

## **STUDENT RIGHTS**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment to be honored as long as they respect the rights of their fellow students and the staff, and their actions are not disruptive to the educational process. Students will be expected to follow the directions of all staff and obey all school rules.

No information which may be considered of a confidential or personal nature may be released to outside agencies without the specific approval of the parent/guardian and school official.

## **VOLUNTEERS**

Volunteers are important to the school. Volunteers of the school are to be treated with the same respect as staff. All volunteers must go through the Ottawa County background check process prior to any work with students.

## **MANDATORY REPORTING POLICY**

### **Protective Services/MDHHS**

Michigan's Child Protection Law requires that any mandated reporter (which includes Lighthouse Academy staff members) who “has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report to Children’s Protective Services of MDHHS, in the county in which the alleged abuse or neglect occurred. A written report must be made within 72 hours of the oral report to CPS, using form FIA-3200 (“Report of Suspected Child Abuse or Neglect”).”

## **POLICE INVOLVEMENT**

The assistance of police agencies may be requested when a student:

- Is assaultive.
- Refuses to leave the building when requested to do so by school personnel.
- Does physical damage to the environment.
- Commits an apparent illegal act.
- Runs away.
- Is reasonably suspected of having a weapon on his/her person or in his/her vehicle located on the property.

Generally, when police involvement is requested by school authorities, a formal complaint will be filed. Once this action has been taken, the complaint will not be withdrawn. The initiation of police involvement must be approved by the Principal. Any contact made to law enforcement must be reported to Court Leadership and JCO.

### **FIELD TRIPS**

Field trips will be scheduled periodically. A general parent/guardian permission slip will be sent home at the beginning of the year and must be signed and returned before a student may participate. Parents/guardians will be informed in advance of upcoming field trips throughout the school year. Court Leadership will be consulted prior to any field trips being scheduled.

### **SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly evacuation of the building.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, an “Out of Order” sign will be posted on the doors, and parents/guardians/visitors must return to their vehicles. Situations may include external concerns such as hazardous material spills, police actions, etc.

### **WORK PERMITS**

Any student wishing to obtain the necessary paperwork to receive a work permit should make a request to the school office.

### **SELECTIVE SERVICE REGISTRATION**

Male students age eighteen (18) or older are required by law to register for the Selective Service.

### **INFORMATION PROVIDED TO MILITARY**

Two federal laws require that the Academy provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings. If you do not want the Academy to disclose this directory information from your child’s education records without your prior written consent, you must notify the Academy in writing by the end of the first week of the school year.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of Lighthouse Academy to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, sexual orientation, or national origin while at the Academy or an Academy activity should immediately contact the Principal. Complaints will be investigated in accordance with the administrative guidelines. Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. The Principal can provide additional information concerning equal access to educational opportunity.

## **SEXUAL HARASSMENT**

The Academy is committed to providing for its students an educational environment that is respectful of human dignity and free from sexual harassment. Abuse of the dignity of any student by means of sexist slurs, or sexually-oriented obscene, lewd, vulgar, unwanted, offensive, or indecent language will not be tolerated. Sexually derogatory or objectionable conduct, including but not limited to unwanted or offensive touching and physical contact will also not be tolerated.

Any student who feels he or she is being sexually harassed by any other student or students shall report such incidents to a teacher, counselor, school psychologist, school social worker, or School Leader. Such reports shall be reported to and investigated by the Principal. Any student who is determined to have committed sexual harassment will be subject to disciplinary action, based upon the severity and frequency of the offense(s).

## **HOMELESS STUDENTS**

It is the policy of the Academy to ensure that children/youth who meet the federal definition of "homeless" have equal access to the same free, appropriate public education as provided to other students. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required.

The Academy is committed to ensuring that there is no barrier to the enrollment, attendance, or success of homeless children and youths. In addition, no student will be stigmatized or segregated on the basis of their status as homeless. The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact the School Principal.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an Academy. It is, therefore, the policy of Lighthouse Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the Principal to inquire about procedures and programs offered by the Academy.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Principal to inquire about evaluation procedures and programs. The Principal is the Section 504 Coordinator.

## **SEARCH AND SEIZURE**

All lockers, cubbies, and other storage places assigned to pupils are the property of the County/Court. At no time does the County/Court relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies, or other school-supplied storage areas. Court staff, the School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker. The School Leader or his/her designee may search lockers, locker contents, cubbies, or other school-supplied storage areas at any time, without notice and without parental/guardianship or student consent, but in accordance with court leadership approval.

The Academy assigns lockers, cubbies, and other storage places to its pupils for their convenience and temporary use. Pupils are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the School Leader or his/her designee in advance of pupils bringing the items to the Academy. Pupils are solely responsible for the contents of their lockers, cubbies, and other storage places and should not share these storage areas with other pupils, nor divulge locker combinations to other pupils, unless authorized by the School Leader or his/her designee.

The School Leader or his/her designee may request the assistance of a law enforcement officer in conducting a search, after first being granted approval from court leadership, but shall not be obligated to do so. The School Leader, or his/her designee, and court staff, shall supervise the search. In the course of a search, the School Leader



or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the School Leader or his/her designee, and court staff, may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Leader or his/her designee, and court staff, to be a potential threat to the safety or security of others. Such items include but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the School Leader or his/her designee shall be removed and held by Academy officials for evidence in disciplinary proceedings, and/or turned over to law enforcement officials. The parent/guardian of the pupil shall be notified by the School Leader or his/her designee of items removed from the storage area.

### **INDIVIDUALIZED SEARCH USING HAND-HELD METAL DETECTOR**

**Purpose:** In order to ensure student, staff, and visitor safety, it is the policy of the Academy to authorize Academy administrators or their designee to conduct searches of students and visitors and their belongings and to seize any weapons or other dangerous items.

The Academy administrator or their designee may conduct an individualized search utilizing a hand-held metal detector. The Academy administrator or his/her designees may request the assistance of a law enforcement officer in conducting such a search, but shall not be obligated to do so. This policy prohibits strip searches and washroom searches. When practical, an Academy administrator or his/her designee of the same gender as the student or visitor should scan the student or visitor with the hand-held metal detector.

An individualized search is justified in its inception when a school administrator has a reasonable suspicion that a student or visitor has a weapon or dangerous item in his/her possession.

The search must:

1. be reasonably related to the objective of the search; and
2. not be excessively intrusive given the age and gender of the student/visitor and the nature of the suspected violation.

A reasonable suspicion can be defined as the Academy administrator or his/her designee having sufficient grounds to suspect that the search of the student or visitor will turn up evidence of possession of a weapon or dangerous item. For example, reasonable suspicion may arise from seeing a weapon-shaped bulge under clothing; information from a reliable student/staff/adult that a student or visitor has possession of a dangerous weapon or item; or reports that a student or visitor has threatened to bring a dangerous weapon or item into the Academy.

During the search, the administrator may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the Academy administrator or his/her designee to be a potential threat to the safety or security of others. Law enforcement officials shall be notified immediately upon seizure of items listed in the Statewide School Safety Information Policy. Any items seized by the Academy administrator or his/her designee shall be held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of the pupil shall be notified by the Academy administrator of any such items found. The Academy administrator or his/her designee shall respect the privacy rights of the searched individual regarding any items discovered that are not illegal or against Academy policy and rules.

Nothing in this policy shall deter any Academy administrator or staff from taking any action s/he reasonably believes is necessary to protect any student, staff member, or visitor from physical threat or danger.

Any Academy utilizing hand-held metal detectors for individualized dangerous weapons searches shall post signs at entrances notifying visitors entering the building that they are subject to search.

Any Academy administrator or his/her designee who violates this policy will be subject to disciplinary action, up to and including discharge.

## **STUDENT RECORDS**

Lighthouse Academy maintains many student records, including both directory information and confidential information. Educational records of students at Lighthouse Academy are safeguarded by policies of federal legislation entitled Family Educational Rights and Privacy Act of 1974 and Michigan law. Parents/guardians and/or students eighteen years of age or older who wish to read the educational record should contact the school office.

When transferring student records, school officials are required to transmit disciplinary records, including suspension and expulsion actions against the student.

## **DIRECTORY INFORMATION**

The Family Education Rights and Privacy Act (“FERPA”) requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child’s education records. However, the Academy may disclose appropriately designated “directory information” without written consent, unless you have advised the Academy to the contrary in accordance with Academy procedures. The primary purpose of directory information is to allow the Academy to include this type of information from your student’s education records in certain school publications. Examples include:

- A playbill showing your student’s role in a drama production
- The annual yearbook

- Individual or group recognition of achievement and /or accomplishments
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the Academy to disclose directory information from your child's education records without your prior written consent, you must notify the Academy in writing by the end of the first week of the school year. The Academy has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph/video/DVD
- Honors, awards, and other recognitions
- Classroom or unit designation

Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the No Child Left Behind Act of 2001 (PL 107-110); the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

## **TEACHER QUALIFICATIONS**

All of the teachers at Lighthouse Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. The Lighthouse Academy teachers are all considered highly qualified in accordance to the No Child Left Behind Requirements for Highly Qualified Teachers. Any parent who wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at any time.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any classroom. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. Parental rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **PARENT & OTHER STUDENT SUPPORT INVOLVEMENT**

## **(I.E. THE STUDENT SUPPORT NETWORK)**

Our school promotes a strong partnership with the Student Support Network (SSN), which is defined as parents/guardians, probation officers, case workers, or counselors (as applicable). Teachers use a variety of means to connect with the SSN in order to assist with any barriers that may come up in regards to communication. For example, mailings are sent every marking period, but the SSN is also encouraged to connect with the advisory teacher via e-mail or phone about any concerns or needs. The advisory teacher acts as a central communication link for the SSN about the student and his/her needs. Lighthouse Academy also employs other methods to engage parent/guardians, including mail, phone, e-mail, and/or special behavior contracting meetings.

Lighthouse Academy staff recognizes the significance of SSN participation in accomplishing high levels of student academic achievement. Staff is committed to fostering and supporting active participation of the SSN.

Our school has established programs and practices that enhance SSN involvement and reflect the specific needs of students and families. These include:

- An active parent representation on the School Improvement Team that meets quarterly
- A family handbook that is distributed to all parents
- Bi-annual parent newsletter that details current happenings, as well as information on how to be involved and to support student learning
- Classrooms that are always open for parent visits
- An annual parent survey that gathers information about parent satisfaction and suggestions for improvement

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

Lighthouse Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Academy's Preparedness for Toxic Hazard and Hazard Policy and asbestos management plan will be available for inspection at the school office upon request.

## **PESTICIDE NOTICE**

The Academy, in coordination with the Court/County, is required by Michigan Regulations 637, Rule 14, PA 171 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances, chemical treatments will be a last resort. When pesticides are used, a notice will be posted on the front door of the school and in the school newsletter. If you would like to request prior notification of the application of pesticides or herbicides, please see the school office. However,

pesticides may be used in an emergency situation without advance notice. In such a case, we would make every effort to inform all affected parties. If you have any questions or wish to review the school's integrated pest management plan or records of pesticide applications, please contact the Principal.

### **OTHER INFORMATION**

Please contact our main school office if you have any questions or concerns.

I agree to follow the above standards of conduct while I am a student at Lighthouse Academy. I understand that if I violate the above code of conduct, disciplinary action may result.

\_\_\_\_\_  
Student (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date