LIGHTHOUSE ACADEMY

A safe harbor creating hope through academic success in spite of life's storms.

PARENT/STUDENT HANDBOOK

Bethany- Ridgeview

901 Eastern Avenue NE
Grand Rapids, MI
49501

FERRIS STATE UNIVERSITY
FERRIS FORWARD

INTEGRITY
EDUCATIONAL SERVICES

Core Values

Openness – Honesty – Respect – Diverse – Compassionate – Committed – Forgiven

LIGHTHOUSE ACADEMY BOARD OF DIRECTORS

The Lighthouse Academy Board of Directors have been invited to serve and have been approved through an application and ratification process:

Todd Penning

Dr. Brenda King

Aaron Toffoli

Erica Galat

Angela Bunn

Patrese Davis-Beckford

EDUCATIONAL SERVICE PROVIDER & DISTRICT CENTRAL OFFICE

Heidi Cate
Superintendent of Schools

Leslie Cummings
Executive Director

Lucas Yax
Assistant Superintendent

Jessica Hoover
Systems Specialist

Mike Manett
Human Resources Generalist

Steve Manett
General Accountant

Jenna Schuer
Pupil Accounting

Elisabeth DeMaar
Director of Multiple Language Learners

Angela Graham
Director of Special Education

BETHANY SCHOOL STAFF

Lucas Yax
School Leader

Carlas Coleman
Student Advocate

Alex Watts
Office Manager

Ted Cusack
Special Education Teacher Consultant

Dana Damaska
School Social Worker

Riley Flake
Teacher

Adam Carnahan
Teacher

Ms Sharon
Paraprofessional

Ms Mary-Beth
Paraprofessional

LIGHTHOUSE ACADEMY HISTORY

Throughout this community, at-risk teens who are expelled, court involved, or who have special education needs face a bleak and uncertain future in our traditional educational system.

Originally opened in January 2005 as a private program and expanding as a charter school in 2008, Lighthouse Academy is a unique and innovative school reaching out to teens who've run out of educational options. There are no tuition or enrollment fees. Lighthouse Academy is a unique and innovative school of second chances.

Lighthouse Academy's initial student body totaled 17 when the doors first opened in 2005. Since then, Lighthouse Academy has grown from a one-room school to having six campus locations throughout Kent County, educating over 1200 students each year.

Lighthouse Academy graduates go on to enroll in colleges, the military, and/or to obtain self-sustaining jobs.

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.

PROGRAM COMPONENTS

Lighthouse Academy utilizes the following components to educate and support the whole student:

- 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
- Positive Behavior Intervention System (PBIS)
- Multi-Tiered System of Supports (MTSS)
- Restorative Justice
- Trauma Informed School Model

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SECTION I - GENERAL INFORMATION

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.
(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.

CAMERA SURVEILLANCE

The following policy statement pertains to cameras owned, operated, and maintained by the District and Schools. Schools that operate within a community partner's facility may also have camera surveillance and their own policies for their use. In such cases the District and schools will follow their policies and guidance, as long as it is within the bounds of all applicable state and federal laws related to recording, maintaining and retaining video recordings.

Lighthouse Academy authorizes the use of surveillance cameras on District property to ensure the health, welfare and safety of all students, employees and visitors; and to safeguard District facilities, vehicles and equipment. The District reserves the right to videotape student activities and behavior in common areas within school buildings, with or without specific advance notice. Students or employees in violation of Board policies, administrative directives, school rules or law shall be subject to appropriate disciplinary action. Illegal activities of students, employees or others shall be referred to appropriate law enforcement. Students or employees who vandalize, damage, disable or

render inoperable surveillance cameras and/or equipment shall be responsible for such losses, damages and costs, and shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. Video, and/or audio recordings may become a part of a student's educational record or an employee's personnel file. Video, and/or audio recording may also be used in a criminal investigation when such images may aid in the investigation. No video or audio recording shall be released to any student or employee. Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information Act, Public Act 442. The District shall comply with all applicable state and federal laws related to recording, maintaining and retaining video recordings. Only the District or school administrators shall have access to video monitors while they are in operation. Records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE 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.

DAILY SCHEDULE

Class Period	**Regular Times**	
1st Period	8:25am - 9:15am	
2nd Period	9:20am - 10:05am	
3rd Period	10:10am - 10:55:am	
4th Period	11:00am- 11:50am	
Lunch/ Home Rom	11:50 am- 12:10pm	
5th Period	12:10pm - 12:55pm	(a
6th Period	1:00pm - 1:45pm	
7th Period	1:50pm- 2:40pm	

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT AND 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. There are four (4) rights conferred by FERPA on parents (or Eligible Students); that is: (1) the right to have access to their children's education records, (2) the right to seek to have the records amended, (3) the right to have some control over the disclosure of personally identifiable information from the education, and (4) the right to file a complaint with the US DOE. FERPA amendment request

The Academy may disclose appropriately designated *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, unless you have advised the Academy to the contrary in accordance with Academy procedures. 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

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

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. 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.

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, 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.

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.

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.

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.

LANGUAGE

Conversations must be clean, non-violent, non-offensive, and not negative toward race, gender, sexual orientation, or appearance as determined by staff.

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.

MANDATORY REPORTING POLICY

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 FIA, 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")."

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. Parents may give permission using the Medication Use Form for students to receive Tylenol if necessary. If a student needs to take over-the-counter medication, the 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.

PARENT AND OTHER STUDENT SUPPORT INVOLVEMENT

Our school promotes a strong partnership with the Student Support Team (SST), which is defined as parents/guardians, probation officers, case workers, or counselors (as applicable). Teachers use a variety of means to connect with the SST 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 SST 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 SST about the student and his/her needs. Lighthouse Academy also employs other methods to engage parents/guardians, including mail, phone, e-mail, and/or special behavior contracting meetings.

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

- Our school has established programs and practices that enhance SST 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

PESTICIDE NOTICE

The Academy 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.

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.

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.

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**.**

SCHOOL CLOSING AND 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 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.

SELECTIVE SERVICE REGISTRATION

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

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.

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 faulty in their interpretations are not negotiable.

STUDENT ACCIDENT INSURANCE

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

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.

STUDENT RIGHTS

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.

STUDENT SUPPORT SERVICES

Student Advocate: Students access the Student Advocate for personal counseling, academic counseling, testing, test interpretation, career information and planning, college applications, and special program opportunities.

Social Work Office: The Social Work Office provides consultation, collaboration, and advice to students, their family members, and school staff regarding students' social, emotional, and behavioral status impacting learning, development, mental health, and school success. The Social Work Office is responsible for the identification of issues that may interfere with student development, learning, and school success. Duties may include providing instruction and modeling to student, parent, and school staff in the implementation of effective behavior intervention strategies and techniques. The Social Work Office provides liaison, coordination, and case management services with schools, families, and other resources to influence positive school outcomes for students. Additional services include crisis prevention, planning, and intervention, including assessments of the impact of trauma on development, learning, and school performance.

Transitions Office: Students access the Transitions Office to help identify, prepare, and use the skills to be successful during high school, after high school, and into the workplace. We offer support in attaining job skills, identifying careers, selecting and applying to colleges, and planning for the future. Students can explore vocational training. They receive additional support through the Workforce Investment Act program. We are partnering with local businesses to give students opportunities to learn job skills and to be successful in the workforce.

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.

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 Academy grounds, in Academy vehicles, or at any Academy-sponsored event/activity. Excessive displays of affection may result in suspension from school, or possibly expulsion.

TITLE IX SEXUAL HARASSMENT

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

Any person who witnesses an act of sexual harassment is encouraged to report it to a District employee. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

A person may also anonymously report an incident of sexual harassment or retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described below.

A person who has been the subject of sexual harassment or retaliation may report that behavior to the Title IX Coordinator or any District employee. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

A person may make a report at any time, including non-business hours. Reports may be filed in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Further information can be obtained by reading or requesting the District's Title IX Sexual Harassment Policy from any School Leader or District Leader.

TITLE VI POLICY

Title VI information and policy can be found in full through the IES website:
https://www.integrityedservices.org/

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 with 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.

VOLUNTEERS

Volunteers are important to the school. Volunteers of the school are to be treated with the same respect as staff.

WORK PERMITS

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

OTHER INFORMATION

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

SECTION II - ACADEMICS

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
Senior	13.5 credits & above (18 total credits needed to graduate)

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.

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 the 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 **11th or 12th** 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

FOUR-YEAR SAMPLE PLAN

9th Grade	10th Grade	11th Grade	12th Grade
Algebra 1A	Geometry A	Algebra 2A	Math A
Algebra 1B	Geometry B	Algebra 2B	Math B
English 9A	English 10A	Algebra 2C	English 12A
English 9B	English 10B	English 11A	English 12B
U.S. History A	World History A	English 11B	5 Sections Elective Credit
U.S. History B	World History B	Economics	
Biology A	Chemistry A	Civics	
Biology B	Chemistry B	Science A	
Health	2 Sections Elective Credit	Science B	

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.

GRADUATION REQUIREMENTS

The Michigan Merit Curriculum requires students entering 8th grade in 2006 to obtain a minimum of 16 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, students entering 3rd grade in 2006 (Class of 2016) will need to complete two credits of a language other than English in grades 9-12, OR an equivalent learning experience in grades K-12 prior to graduation.

Department	**Credits**	**Clarification**
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 for class of 2013 and beyond. Colleges recommend at least two years.
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.

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 [chart of credits here]
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 or Certificate of Completion. ***Lighthouse Academy does not offer***

honorary diplomas for students who do not complete the MMC credits diploma requirements, credits outlined in a Personal Curriculum, or a Certificate of Completion as outlined for students with an IEP.

GRADUATION TRACKING

To be considered on track for graduation, a student must have the following number of credits at the end of each of the given points in time (based on a standard five period school day).

Tri 1 (9^{th})	Tri 2 (9^{th})	Tri 3 (9^{th})	Tri 1 (10^{th})	Tri 2 (10^{th})	Tri 3 (10^{th})	Tri 1 (11^{th})	Tri 2 (11^{th})	Tri 3 (11^{th})	Tri 1 (12^{th})	Tri 2 (12^{th})	Tri 3 (12^{th})
0.5+	2.5+	4+	6+	7.5+	9+	10.5+	12+	13.5+	15+	16.5+	18+

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

Attendance

1. Perfect Attendance for all days in all classes

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.

TESTING

All juniors will automatically take the SAT in March as part of the Michigan Merit Examination.

TESTING ELECTRONIC DEVICE USE

Students

Students are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes. Administration staff are to practice due diligence in actively monitoring students in the testing room and on breaks to ensure that electronic devices are not accessed. If a student brings an additional electronic device into the testing room, the test

administrator must follow the district/building level electronic device policy in ensuring the electronic device is stored appropriately and is not accessible to the student during testing.

The testing environment is not to be disturbed by any electronic devices not used for testing or test administration. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

Additionally

- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room.
- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.
- No pictures or videos may be taken during testing.

Prohibited Practices

- If a student has a cell phone or other non-test electronic device out at any point during a test session, that student's test has been compromised and is to be invalidated due to prohibited behavior, even if the student did not use the cell phone or device.
- Students are not allowed to wear or access "wearable" technology (such as smartwatches, fitness trackers, Bluetooth headphones) during testing. If a student is wearing such a devise during testing, that student's test must be invalidated because the student has access to the device regardless of whether it was used or not.
- Even if a student has exited or submitted their test, they cannot use cell phones or other electronic devices in the testing room. If the student has exited/submitted the test and then accesses a cell phone/electronic device (including wearable technology), this constitutes prohibited behavior and the student's test will be invalidated.

Monitoring for Use of Electronic Devices

The test administrator and/or test monitor will remain in the testing site for the duration of the testing and will monitor student use of electronic devices in accordance with this policy.

Incident Reporting Plan

If there is an incident reported by students or staff, the test administrator/test coordinator will immediately notify the building principal who will notify the district superintendent. An incident report will be submitted to OEAA through their secure website.

Student Consequences for Violating Policy

All Lighthouse and Hope Academy students sign a Student Technology Use Agreement, which has been updated to include new language as provided by OEAA. Students violating the policy may be subject to discipline as outlined in the student handbook.

See the **IES Schools - Hope Academy of West Michigan & Lighthouse Academy Electronic Device Use Policy** (Written 3.2023) for full policy details and information.

TESTING OUT POLICY

Lighthouse Academy 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 mastery of the subject area content expectations. 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.

Upon mutual agreement between teacher and student, a student may take a post-test to demonstrate mastery at any time.

The teacher will determine whether sufficient mastery has been achieved on the post-test 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.

If a student demonstrates mastery, they will be granted credit for the course upon final approval by administration.

The teacher of record is responsible to update their gradebook and complete a Testing-out Request Form. The teacher will attach the completed assessment with score to the Testing-out Request Form. The completed form should have final approval from the building administration.

In addition, a Transfer Form must be filled out if a student successfully demonstrates mastery on the given assessment. Indicate on the Transfer Form *Tested Out.* The teacher will provide this to the Student Advocate. The Student Advocate will complete a credit check and verify the student's schedule needs and write the proposed next course on Transfer Form. The Student Advocate will submit the Transfer Form to the Principal for final approval. If approved, the Principal will provide a copy of the Transfer Form and the Testing-out Request Form with the test attached with comments "store grade" to the Student Advocate. The Student Advocate will "store" the student's grade in PowerSchool and put the test in the student's permanent file. The Principal will also give the Student Advocate a copy of the approved Transfer Form and the Student Advocate will enroll the student in their new class.

TRANSCRIPTS

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

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.

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.

SECTION III - POLICY AND PROCEDURES FOR STUDENT DISCIPLINE

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.

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

<u>Damages to Property</u>

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

Physical Assaults Against Academy Personnel and Students

Any student who commits a physical assault against an Academy employee, volunteer, contractor, or another student on Academy property, in an Academy vehicle, or at an 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 school property, on a school bus or other school vehicle, or at an 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

- 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.
- Damaging or attempting to damage another person's personal property.
- Stealing or attempting to steal another person's personal property.
- 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.
- Disobeying rules of student conduct or directives from staff members or Academy officials.

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.

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.

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.

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.

Exclusion from the Academy

During a suspension or expulsion, a student is not allowed on Academy property, in an 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.

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 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.

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.

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 Probate 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 Family Independence Agencies or County Community Health Agencies regarding student misconduct which may constitute reportable offenses under the law and local agreement.

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.

LIGHTHOUSE ACADEMY

Lighthouse Academy Instructional Materials Opt-out Procedures

Lighthouse Academy uses a variety of instructional materials to achieve academic objectives, follow state content and curriculum standards, and ensure students are exposed to a wide range of ideas and viewpoints. While the District strives to select materials that are inclusive for all students and acceptable to all families, there may be times when a parent or student objects to certain materials. In these circumstances, a parent may request their student's excusal from the instructional material. Opt-out requests will be reviewed using the procedure below.

A. Complaints about Instructional Materials

If a Parent objects to their student's instructional materials, the following procedures will apply:

1. First Level – Objection to Building Principal. The Parent must submit an objection and explanation in writing to the building principal using Form #1. The building principal will review the Parent's objection and the objected materials to determine whether:

   a. the stated objection outweighs the educational and pedagogical reasons the material was selected;

   b. the materials require the student to engage in conduct or practice that violates or substantially interferes with the student's sincerely held religious belief or religious development;

   c. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or

   d. the materials are inappropriate or harmful for the age range of the students in question.

   The building principal will confer with the teacher as part of their review of the Parent's objection.

   The building principal will provide all parties with a written response granting or denying the Parent's objection within 10 school days. If the Parent's objection is granted, the student will be excused from this instructional material with no negative consequence.

2. Second Level - Superintendent Review. If the Parent disagrees with the building principal's response, the Parent may submit a written appeal to the Superintendent within 5 school days after receiving the building principal's response. The Superintendent will review the Parent's written objection, the building principal's written response, the Parent's written appeal, the materials being challenged, and any other information the Superintendent deems relevant. The Superintendent will issue a written decision within 30 calendar days of receiving the appeal based on the factors described in Section 1 above. The Superintendent's decision is final. If the Parent's appeal is granted, the student will be excused from this instructional material with no negative consequence.

B. [Optional] Complaints about Library Materials

1. If a Parent objects to materials in the school library, the Parent must submit an objection and explanation in writing to the Superintendent identifying:

   a. the basis for the objection;

   b. any recent known use of the library materials in the school; and

   c. any other relevant information.

2. The Superintendent will review the written objection and the materials in question in their totality to determine whether:

   a. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or

   b. the materials are inappropriate or harmful for the age range of the students in question.

   The Superintendent may, in his or her sole discretion, designate review to another administrator or employee. The Superintendent or designee will endeavor to provide a written response to the Parent within 30 calendar days after receiving the objection. The Superintendent or designee's decision is final.

   The District will not restrict access to the challenged material during the review process.

Legal Authority: MCL 380.1137; MCL 388.1706; *Mahmoud v Taylor*, 606 US __ (2025)

Date adopted: September 5, 2025