

Parent/Student Handbook

2009-2010
School Year



Lighthouse Community School

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Welcome!

The Lighthouse Community School Parent/Student Handbook provides information about rules, policies, academic requirements, student privileges and responsibilities. I encourage each parent and student to become familiar with information in the handbook. A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place.

I encourage you to take advantage of the academic and extracurricular opportunities that are available at Lighthouse Community School. The more you involve yourself in school life, the more likely you will succeed academically and socially.

Working Mission Statement

It is the working mission of Lighthouse Community School to develop our students' knowledge and competencies that will enable them to advance toward a high school diploma and prepare them for further education, good citizenship, responsible behavior and self-reliance.

Our Vision

Lighthouse community school provides a safe, caring and engaging educational environment that facilitates the development of successful, responsible community members and life-long learners.

Have a great school year!

Daniel Trujillo, LISW
Superintendent/Principal

NOTICE TO OHIO STUDENTS WITH DISABILITIES AND THEIR PARENTS OR GUARDIANS OF PARTIAL SETTLEMENT OF CLASS ACTION LAWSUIT

1. This notice may apply to you if you are the parent or guardian of a student with disabilities age three through twenty-one or a student with disabilities. The student must be enrolled or seeking enrollment in Ohio's public school system and require special education, related services, or accommodations as a result of a disability.
2. The purpose of this notice is to tell you about a proposed partial settlement in a lawsuit that may affect you and the student. The lawsuit was brought by people like you who want children with disabilities to receive a free and appropriate public education (FAPE) under the Individuals with Disabilities Education Act (IDEA).

The Lawsuit

3. This lawsuit has two parts. The first is a challenge to the way Ohio funds special education and related services. The second is a challenge to the Ohio Department of Education's (ODE) procedures for implementing the IDEA.
4. The challenges to ODE's implementation of the IDEA raise four matters. The first is the way ODE monitors local school districts' and other agencies' compliance with the IDEA. The second is the way ODE handles school districts' requests for waivers of state standards controlling the delivery of special education services. The third is the way ODE operates its system for handling complaints about special education matters. The fourth is the way ODE corrects school districts' failure to comply with the IDEA.
5. The people who brought the lawsuit (named plaintiffs) were John Doe, by and through his parent, L.B.; T.M., by and through his parent, S.J.; L.J., by and through his parent, J.J.; T.D., by and through his parent, A.D.; L.A., by and through his parent, E.A.; B.M., by and through his parent, D.M; S.W., by and through his parent, C.S.; and M.G., by and through his parent, J.G. Their attorneys are Susan G. Tobin and Jason C. Boylan of the Ohio Legal Rights Service, an independent state advocacy agency. The Judge in this case has decided that these eight people and their attorneys will fairly represent all students who require special education, related services, or accommodations as a result of their disability, making this case a "class action."
6. The plaintiffs sued the State of Ohio, state agencies and commissions, and state officials responsible for ensuring the delivery of special education and related services. The defendants are the State of Ohio; Governor Ted Strickland; the Ohio School Facilities Commission; State Superintendent of Public Instruction Deborah Delisle; the State Board of Education; ODE; the Office of Exceptional Children; and the Office of Early Learning and School Readiness.

The Settlement

7. After more than a year of negotiating, the parties have agreed to a partial settlement of this case without a trial. That settlement resolves the claims about the way that ODE implements the IDEA. It does not settle the challenges to the way Ohio funds the education of students with disabilities.
8. The plaintiffs and defendants have written the agreement in a document called a "Consent Order." The Judge has given preliminary approval of the Consent Order. Before the Judge decides to give final approval of the Consent Order, you can tell the Judge if you disagree with any part of it. To get a copy of the Consent Order you may write to the Ohio Legal Rights Service, 50 West Broad Street, Suite 1400, Columbus, Ohio 43215-5923, call 1-800-282-9181, or view it online at www.olrs.ohio.gov.

9. The Consent Order requires ODE to take a number of steps to identify and correct violations of federal and state special education statutes to ensure that class members receive a free and appropriate public education. The Consent Order's provisions include:
 - a. **Monitoring:** ODE will be required to provide public involvement and access to information regarding its IDEA monitoring systems by requiring public posting of local school districts' performance and holding open meetings where individuals may present their concerns.
 - b. **Waivers:** Waivers are requested by local school districts when the district claims that it cannot meet special education service delivery ratios (such as class size, range of students' ages in the same classroom, service provider to student ratios), which are required by law. The Consent Order requires protections for students with disabilities and additional ODE oversight when a waiver is requested. Parents whose children with disabilities may be affected by waivers will now be given notice of requests for such waivers before the request for the waiver is decided. Waivers cannot result in the denial of a free and appropriate public education to affected students with disabilities.
 - c. **Complaints:** This Consent Order provides a number of new measures to protect students with disabilities when a parent/guardian files a state-level complaint with ODE. As a result of the Consent Order, ODE will provide additional notice to parents/guardians of the complaint process and advocacy resources to assist parents/guardians. ODE will be required to conduct a more thorough investigation of complaints challenging the delivery of a child's free and appropriate public education, a local school district's failure to implement due process hearings or state level review decisions, and the inappropriate use of restraint or seclusion. ODE will ensure that violations of the law will be corrected in a timely manner. The Consent Order does not change the procedures controlling due process hearings before impartial hearing officers.
 - d. **Complaint Timelines:** If only the school district requests an extension of time for a decision by ODE and the parent or guardian does not agree to the extension, ODE may only grant the district's request in extraordinary circumstances. When both the parent/guardian and the school district agree to enter into mediation, the mediation will not delay the outcome of state complaints and an extension of time will be granted only when agreed to by both parties.
 - e. **Corrective Action:** When a local school district fails to meet state or federal standards, ODE will require that the district correct those deficiencies within a year. The district may be subject to penalties if it fails to correct the deficiencies.

Effect of the Consent Order

10. The Consent Order is a partial settlement between the plaintiffs and defendants because it does not resolve plaintiffs' claims about the way Ohio funds the education of students with disabilities. If this Consent Order is finally approved by the Judge, plaintiffs' claims about the way Ohio funds the education of students with disabilities remain unaffected.
11. If ODE does not carry out the terms of the Consent Order, the plaintiffs can enforce those terms for two years after the Judge orders final approval. However, if this Consent Order is finally approved by the Judge, the claims of this case that are summarized in paragraph 9 of this notice may not be relitigated.
12. The plaintiffs and defendants agreed in the Consent Order that plaintiffs are entitled to reasonable attorneys' fees and costs. The amount of those fees and expenses will be determined later.

Next Steps

13. If you agree with the Consent Order you do not have to do anything, but you may submit comments to the Judge in the same manner as described in paragraph 14 of this notice.
14. If you disagree with any part of the Consent Order and you want to tell the Judge, you must submit written objections **NO LATER THAN SEPTEMBER 16, 2009.**
 - a. On the first page of your objections, write in large or underlined letters: "OBJECTIONS TO PROPOSAL IN DOE V. STATE, Case No. 2:91-CV-464."
 - b. A parent or guardian may object on behalf of a child class member, but must state in the objection the relationship he or she has with the affected child class member.
 - c. You must sign your name, and include your address, your phone number, and the date the objections are mailed. You may or may not be contacted by plaintiffs' or defendants' attorneys to discuss your concerns.
 - d. Objections must be mailed to the following address:

Clerks of Court
United States District Court for the Southern District of Ohio
Joseph P. Kinneary U.S. Courthouse
85 Marconi Boulevard
Columbus, Ohio 43215
Attn: Judge Holschuh's Docket
 - e. **DO NOT CALL THE COURT. THE COURT WILL NOT ACCEPT PHONE CALLS ABOUT THIS MATTER. ALL OBJECTIONS MUST BE SUBMITTED IN WRITING.**
 - f.
15. A hearing will be held at 10:00 a.m. on October 20, 2009, before the Honorable John D. Holschuh, in Courtroom 3 of the United States District Court for the Southern District of Ohio, 85 Marconi Boulevard, Columbus, Ohio 43215. At the hearing, the judge will consider whether the proposed partial settlement is fair, reasonable, and adequate and whether it should receive the court's final approval. The hearing is open to the public. Persons who have submitted timely objections may be given the opportunity to speak at the hearing if they so desire. If you desire to speak at the hearing, please note this on your objection.
16. Following the hearing, the Judge will decide whether to approve the Consent Order and allow this part of the lawsuit to end. If the Judge decides to approve the proposed Consent Order, his decision is final and the Consent Order becomes effective and lasts for 2 years.
17. If you have any questions about this case you can call Ohio Legal Rights Service, Intake Worker, 50 West Broad Street, Suite 1400, Columbus, Ohio 43215-5923, at 1-800-282-9181 or (614) 466-7264. Please mention that you are calling about the case

Doe v. State of Ohio, Case No. 2:91-cv-464.

Lighthouse Community School

Personnel

Mr. Daniel Trujillo Superintendent/Principal	513-561-7888 ext. 106	dtrujillo@lys.org
Ms. Amy Shrock Assistant Principal	513-561-7888 ext.	ashrock@lys.org
Mrs. Sarah Barnes Office Manager	513-561-7888 ext.	sbarnes@lys.org
Mr. Theodore Matthews Behavior Intervention Specialist	513-561-7888 ext.	tmatthews@lys.org
Ms. Joey Catilla Teacher	513-561-7888 ext.	jcatilla@lys.org
Mr. Peter Dine-Jergens Teacher	513-561-7888 ext.	pdine-jergens@lys.org
Mr. Adam Huelsman Teacher	513-561-7888 ext.	ahuelsman@lys.org
Mr. Cameron Marshall Instructional Assistant	513-561-7888 ext.	cmarshall@lys.org
Mrs. Jessica Simmons Teacher	513-561-7888 ext.	jsimmons@lys.org
Mr. Mick Teufel Teacher	513-561-7888 ext.	mteufel@lys.org
Ms. Elissa Veite Intervention Specialist	513-561-7888 ext.	eveite@lys.org
Ms. Yvette Willingham Instructional Assistant	513-561-7888 ext.	ywillingham@lys.org

Lighthouse Community School 2009-2010 Calendar

August					September					October				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
						1	2♦	3	4				1	2
3♣	4♣	5♣	6♣	7♣	7*	8	9♦	10	11	5	6	7♦	8	9
10♣	11♣	12♣	13♣	14♣	14	15	16♦	17	18	12	13	14♦	15	16♣
17	18	19♦	20	21	21♣	22	23♦	24	25	19	20	21♦	22	23
24	25	26♦	27	28	28	29	30♦			26	27	28♦	29	30
31														
November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
						1	2♦	3	4					1*
2	3	4♦	5	6	7	8	9♦	10	11	4	5	6♦	7	8
9	10	11♦	12	13	14	15	16♦	17	18♦	11	12	13♦	14	15
16♣	17	18♦	19	20	21	22	23	24	25*	18*	19	20♦	21	22
23	24	25♦	26	27	28	29	30	31		25	26	27♦	28	29
30														
February					March					April				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3♦	4	5	1	2	3♦	4	5♣				1	2
8	9	10♦	11	12	8	9	10♦	11	12	5	6	7♦	8	9♣
15♣	16	17♦	18	19	15	16	17♦	18	19♦	12	13	14♦	15	16
22	23	24♦	25	26	22	23	24	25	26	19	20	21♦	22	23
					29	30	31♦			26	27	28♦	29	30
May					June									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5♦	6	7		1♣	2♣	3♣	4♣					
10	11	12♦	13	14♣	7	8	9	10	11					
17	18	19♦	20	21	14	15	16	17	18					
24	25	26♦	27	28	21	22	23	24	25					
31*					28	29	30							

August 3 thru 14 In-service
 August 17 Fall Quarter Begins (42 days)
September 7- Labor Day
 September 21- No School (In-service)
 October 15- Fall Quarter Ends
 October 16- No School (In-service)

October 19- Second Quarter Begins (42days)
 October 26- November 8 OGT
 November 16- In-Service

November 26 & 27 Thanksgiving Break
 December 18 Second Quarter Ends -Early Dismissal
December 21 thru January 3 Winter Break

January 4-Third Quarter Begins (52 days)

January 18-MLK Holiday (no school)

February 15- No School (In-Service)

March 5- No School (In-Service)

March 8 – 19 OGT (grades 10-12: All 5 tests)

March 19- Third Quarter Ends- Early Dismissal

March 22 thru March 26 Spring Break (no school)

March 29 Fourth Quarter Begins (42 days)

April 9 – No School (In-Service)

April 23- No School

April 23- Prom

May 31- Memorial Day (no school)

June 3- End of Fourth Quarter

June 4- Graduation

June 7 thru 11 In-service

♣ In- Service days (IA's report to school)

* LYS Holidays

♦ Early Dismissal (1:30 pm)

■ No School (Unless Contingency)

□ Regular School Sessions
 8:20am to 2:45pm Regular School Day

◆ Early Dismissal (1:30pm)

March 5, May 14, June 1, 2, 3 and 4 are Contingency Days. School will be held during these days to make up any days of school that were cancelled due to snow and/other emergencies.

Lighthouse Community School Board Meetings are held at:

**401 East McMillan Street
 Cincinnati Ohio 45206**

August 17, 6 pm

October 12, 6 pm

December 14, 6pm

February 8, 6pm

April 12, 6pm

June 28, 6pm

Daily School Schedule

Monday, Tuesday, Thursday Friday		Wednesday (Early Dismissal)	
Breakfast	8:00—8:15	Breakfast	8:00—8:15
1 st Bell	8:20—9:18	1 st Bell	8:20—8:58
2 nd Bell	9:21—10:19	2 nd Bell	9:01—9:39
3 rd Bell	10:22—11:20	3 rd Bell	9:42—10:20
Lunch	11:20—11:42	4 th Bell	10:23—11:01
4 th Bell	11:45—12:43	Lunch	11:01—11:25
5 th Bell	12:46—1:44	5 th Bell	11:25—12:03
6 th Bell	1:47—2:35	6 th Bell	12:06—12:41
Dismissal	2:45	Enrichment	12:45—1:30
		Dismissal	1:30

Early Dismissal

If an early dismissal is needed on a regular school day, a written note from the parent/guardian giving permission for the student to be dismissed must be brought to the office in the morning. Students will only be released with a written note. Please include the following information: date, reason for early dismissal, exact time the student should leave the school. If a student is being picked up, that individual must come into the main office to sign out the student. Early dismissal passes will be written and given to students riding public transportation as necessary.

Tardiness

Students must be in the cafeteria for the morning assembly by 8:25 am. If they are tardy, they must report to the office to sign in and obtain a tardy pass to class. Students must arrive before 10:30 in order to be able to enter. Three tardies are equivalent to an absence. Phone calls are made to primary contacts regarding student absences and tardies to maintain positive communication between the school and home.

Attendance

Regular school attendance is the foundation on which the instructional program is built. Lighthouse Community School expects all students to be in attendance each day that school is open for instruction, except for absences approved by the Superintendent/Principal. Each school has the responsibility of notifying parents/guardians of each unexcused absence from school or an individual class. Students who have 10 consecutive days of unexcused absences or a total of fifteen

days in a semester will be considered habitually absent as defined in Ohio Revised Code 3321.13

Absence Procedure

When a student is absent, a **parent/guardian must call the school to report the student's absence.** Upon returning to school, the student **must** provide a note to the Main Office that includes the following information:

- Name of the student
- Date the note is written
- Date(s) student was absent
- The specific reason for the absence
- Parent/guardian's signature
- Phone number where parent/guardian may be reached before noon

School Delays or Closings

Information concerning Lighthouse Community School closings or delays may be obtained by listening to Channel 9 – WCPO, checking their website at www.wlwt.com and www.wcpo.com.

General Information about Lighthouse Community School

Lighthouse Community School serves students 12 through 21 years of age and in grades 6 through 12. The educational program at Lighthouse Community School is designed to help students complete their studies to earn high school credits and to help them develop the social skills and behaviors to enable them to become responsible and productive members of the community.

Lighthouse Community School provides each student with an individualized program of studies based on the students' learning needs. The goal of the individualized program is to enable each student to master basic skills in reading, writing, math, spelling, social studies and science. Students progress at their own rate and are evaluated regularly to ensure that their program of studies is appropriate and they are progressing academically.

Students may use computers to produce written reports, presentations, practice for assessment testing and research. The use of computers carries with it the responsibilities outlined in the Computer and Internet Use Agreement.

Lighthouse Community School operates on a schedule that is designed to provide unique learning opportunities for students. The academic school year is divided in four quarters with holidays and school breaks as outlined in the school calendar.

Lighthouse Community School staff wants students to have a positive learning experience at our school. We are dedicated to helping you achieve high levels of academic success. We look forward to your enthusiasm and toward academic excellence.

School-wide Expectations

Lighthouse Community School has identified the following school-wide expectations for all students:

- Achieve your goals!
- Create a Safe and Positive Learning Environment
- Show Respect to Yourself and Others
- Be in the Right Place at the Right Time

Grading

The grade a student earns takes into consideration the results of daily class work, test results, homework assignments, behavior, exams and class participation. Students should make sure they understand the system used by each of their teachers in determining grades.

A student's quarter grade and the grade used to determine the grade point average (G.P.A.) as determined by the quarter grades is based on a four point grade scale. The following grade scale is used at Lighthouse Community School:

- A (Excellent) 90% - 100% 4 points
- B (Good) 80% - 89% 3 points
- C (Average) 70% - 79% 2 points
- D (Low) 60% - 69% 1 point
- F (Failing) Below 60% 0 points

Grade Level Placement

The minimum number of credits required for grade level placement in high school is as follows:

- 9th Grade: 0-5Credits
- 10th Grade: 5-10Credits
- 11th Grade: 10-15 Credits
- 12th Grade: 15-21 Credits

Report Cards and Progress Reports

Report Cards and Progress Reports are issued 4 times a year during each quarter. Report Cards will be mailed out to guardians approximately 5 days after they are issued.

Special Education

Special Education services will be provided to each student with a disability as prescribed in ORC 3323. If services cannot be provided with-in the Lighthouse Community School building, arrangements will be made to contract for services necessary for the instruction of students with disabilities. For example, a speech therapist will be contracted to provide speech therapy for a student that requires that services. No child will be denied educational related intervention services.

State Testing and Assessments

All students are required to take the Ohio Achievement Tests and Ohio Graduation Tests as outlined in ORC 3301.0710. The dates of these tests are listed below and in the 2009-2010 School Calendar. Lighthouse Community School will administer the Ohio Achievement Tests (OAT) and Ohio Graduation Tests (OGT) in accordance with ORC 3301.0715. Intervention services will be provided to students who do not pass the OAT or OGT. Copies of both OAT and OGT assessment results will be mailed to parent/guardian of each student. Copies will also be kept in the students file.

Ohio Achievement Tests, Testing Dates, 2009-2010

- Fall Administration – Monday, October 5 through Friday, October 9, 2009
(Data file ready for download on November 13, 2009, reports due November 13, 2009)
- Spring Administration – Monday, April 19 through Friday, May 7, 2010
(Data file ready for download on June 15, 2010, reports due June 30, 2010)
(Note: Statute calls for testing to begin the week containing April 24, which falls on a Saturday.)

Ohio Graduation Tests, Testing Dates 2009-2010

- Fall Administration – Monday, October 26 through Sunday, November 8, 2009
(Electronic data file for ALL students ready for download on December 14, 2009. Hard copy reports due January 7, 2010)
- Spring Administration – Monday, March 15 through Sunday, March 28, 2010
(Electronic data file for ALL students ready for download on May 17, 2010. Hard copy reports due May 27, 2010)
- Summer Administration (Optional) – Monday, June 14 through Sunday, June 27, 2010
(Electronic data file for ALL students ready for download on August 2, 2010. Hard copy reports due August 24, 2010)

Promotions and Failures

Promotions and failures are indicated at the end of the year on the report card. Excessive absences and tardies can directly affect a student being promoted to the next grade level or failing.

Graduation Requirements:

- A. 21 units of credit distributed per the following list, or successful completion of the goals and objectives of his/her Individualized Education Plan (IEP),

SUBJECT AREA	REQUIREMENT
ENGLISH	4 Credits
SOCIAL STUDIES	3 Credits (Includes 1 US History, ½ Gov., ½ Econ.)
MATHEMATICS	3 Credits
SCIENCE	3 Credits (Includes 1 Bio. & 1 Physical Science)
PE & HEALTH	1 Credit
BUSINESS/TECHNOLOGY	1 Credit
ELECTIVES	6 Credits (Includes ½ fine arts and ½ foreign lang.)
TOTAL	21 Credits

- B. Passed all five parts of the Ohio Graduation Test in accordance with ORC 3301.0710
- C. A completed approved resume on file in the student's record and graduation portfolio,
- D. 20 hours of community service,
- E. A writing sample that addresses and describes the student's career and personal goals.

Students work at their own rate completing required assignments that are designed to help them master basic skills. Students who are completing class assignments and homework, doing well on tests, and meeting the goals in their individual learning plan will be promoted to the next grade and/or earn high school credit. Grade placement is determined at the point of enrollment and at the end of each semester.

Textbooks & Classroom Materials

All textbooks and classroom materials are the property of Lighthouse Community School. Textbooks, workbooks, and reading books may be loaned to students for their use during the school year, and become the personal responsibility of each student. Students enrolled in classes are expected to return textbooks to their teachers at the end of the year.

Homework

In addition to work done during school hours, students may be expected to study at home. Homework will be printed and given to students or will be assigned on the student's computer account and should be completed through the Novel Stars program online at <http://learning.lys-lcs.org/childu/index.html>. The student must log in and use their own password to access their account. Parents/Guardians are required to supervise this activity yet the student is expected to do his/her own work. ***Students are responsible for obtaining and completing their own work from teachers in the event that they are not at school.**

Extracurricular Activities

To participate in any physical activity in school and/or after school, students **MUST have a physical examination** by a licensed physician prior to the start of the activity.

To participate in an extracurricular activity, students **MUST have the written consent of a parent/guardian.**

Withdrawals

When a student withdraws from LCS their official school records will be sent to the following school upon request and authorization by the parent/guardian. At the discretion of the principal, students may be automatically withdrawn from LCS when they have missed more than 5 days of school.

Field Trips

Field trips are considered to be an important part of the school program. All expectations regarding student behavior are to be adhered to during all school field trips. Students going on a field trip on a van or bus are expected to follow all safety rules. They are expected to keep the van/bus clean and free of litter. Students are expected to use language that demonstrates respect and mindfulness toward others at all times. Students are expected to follow directives of staff, volunteers and other supervising adults at all times.

Fire & Tornado Drills

Periodic fire and tornado drills are required by the State of Ohio. An exit route has been posted in each room of the building. Emergency drills require everyone's cooperation. When the fire alarm sounds, everyone must exit the building. In leaving the building,

- 1) Walk rapidly; leave the building by the designated route for your class
- 2) Move at least 100 feet from the building; do not stand in the driveway.
Students must stay with their class
- 3) If a fire drill occurs during a lunch period, during a class change, or before school, students should exit the building by the closest exit and report to the closest teacher or adult.

At the conclusion of the fire drill, students are readmitted to the building by a signal from the principal or teacher. Students should not return to the building because the fire alarm stops ringing

It is expected that students pull the fire alarm only if they suspect a fire. **It is a criminal offense to intentionally misuse the fire alarm system.**

Code of Conduct

The Student Code of Conduct is based on the idea that learning takes place in a safe environment, and that students have a responsibility to use the services and facilities of the school for the purpose of education. The Lighthouse Community School Board of Education has adopted expectations that regulate student behavior in order to operate the school in an efficient and orderly manner.

Other acts not listed may result in disciplinary action if the behavior is disruptive, hinders other students' learning, violates the rights of others, or is considered to be inappropriate.

Any student who engages in the following types of conduct is subject to intervention and disciplinary measures ranging from verbal reprimand to emergency suspension. Those students found to be in violation of the weapons policy of the school are subject to an expulsion from the school. School personnel will consider a variety of factors in deciding the discipline that should be administered to a student. Students who help other students violate the code of conduct will also be disciplined.

This code of conduct applies while a student is in the custody or control of the school, on or close to school grounds, while at a school-sponsored function or activity, or on school-owned or provided transportation vehicles. In addition, the code will govern student activities at all times, on or off school property, when such conduct is reasonably related to the health, safety, and welfare of students, or when such conduct impacts the educational process of the Lighthouse Community School.

Definition of Terms for Category I Offenses

Students will receive corrective intervention and consequences when they commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in any of the offenses designated in this section.

In most instances, Category I infractions will be addressed by the teacher or supervising adult in the setting where the misbehavior occurs. If a pattern of these offenses persists, consultation to set up a corrective plan may be necessary, and students may be referred to the Behavior Intervention/Support Specialist or an administrator.

Disobedience

Students are expected to do what school adults tell them to do. School adults include administrators, teachers, Instructional Assistants (IA's), secretaries, security personnel, custodians, bus driver, lunchroom workers and school volunteers, etc. Students must not argue with adults. If students do not obey the instruction and/or directions a school adult gives them, the behavior will be considered disobedient.

Disruptive Behavior

Students are expected to follow school-wide behavioral expectations and abide by classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting and activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play fighting, horseplay, or otherwise distracting one or more classmates, and the student is engaging in disruptive behavior.

Inappropriate Communication

Students are expected to speak respectfully to others. Examples of inappropriate communication include put downs, or making fun of or negatively talking about a person or their family.

Tobacco/Smoking

Students are expected to protect their own health and safety or others. Students must not possess, smoke or use any kind of tobacco or associated paraphernalia.

Fraud/False Identification

Students are expected to be honest. Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own.

Trespassing

Students must stay in designated areas of the school to which they have been assigned. Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter a building other than their own. Students must not return to any school while assigned to the Alternative programs, or under expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person. During alternative placement, student may not go

to any school, or school activity, other than to the school with they are assigned, except with specific permission and supervision as described in the paragraph.

Gambling

Student must not play games of cards, chance or dice for money or other items, unless such games are played at a school-sponsored activity for educational purposes.

Electronic Communication Devices

Student cell phones, PDAs, blue tooth devices or any other communication devices should be turned off during class time, assemblies, presentations, ceremonies, counseling sessions, enrichment activities, while in the school office, and in any other situations where incoming calls may be disruptive to other students. Students may use their cell phones and other devices during meals, between bells, and before and after school.

Cheating

Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal-, state- or district-mandated test. Plagiarism includes, but is not limited to, copying word for word from reference such as books, magazines, research materials or the Internet.

Corrective Strategies for Category I Offenses

Multiple intervention options and consequences may be selected depending on the circumstances and on individual student needs. This is not intended to be an exhaustive list and other options consistent with the Lighthouse Community School Disciplinary policy may be used. Possible Corrective Strategies for Category I Offenses may include:

- Re-teach the school-wide and/or classroom behavioral expectations;
- Create an intervention plan and behavioral contract that includes expected student behaviors, staff supports as well as consequences for infractions and incentives for demonstrating expected behaviors;
- Require the student to complete a community service task;
- Have the student choose a method of apologizing or making amends to those harmed or offended;
- Provide a reflective activity;
- Referral to the behavior support specialist and/or intervention specialist.
- Office referral
- Detention, during which that student completes work

- Confiscation of electronic communication devices (devices will be released to parents/guardians);
- In-school suspension time, during which school work is completed;
- Alternative to Suspension program (including alternative school time such as 3-5 p.m.) while intervention and support plans are developed;
- File charges if law is broken;
- Restitution.

Definition of Terms for Category II Offenses

Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in the commission of any of the offenses in this section will be required to participate in activities designed to prevent repetition of the offenses. School staff may choose corrective strategies for Category II infractions including, but not limited to, referral to school administrators. Students may be recommended for alternative program placement for chronic and/or aggravated offenses of Category II behaviors. **The time while a student is in an alternative program will be used to plan the corrective instruction and supports necessary to change the pattern of behavior.**

Fighting

Conflicts must be resolved peacefully. Students must not physically fight with another person. Fighting is defined as hitting, pushing, shoving, tripping and other physical acts. Self-defense will be considered in the investigation.

Profanity or Obscenity

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

Stealing or Possession of Stolen Property

Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen.

Gang Activity

Students should associate with peers and adults who engage in safe, respectful and responsible behavior. Students must not participate in gang activity. Gangs are defined as groups of two or more students and/or adults who organize for

the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, and/or interfere with the school district's educational mission. Gang activities may include:

1. Wearing or displaying any clothing, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.
2. Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks or personal items.
3. Engaging in activity or discussion prompting gangs by two or more persons.
4. Recruiting students for gangs or anti-social behavior.

Violent Disorderly Conduct

Students must solve problems peacefully. Violence and threats of violence disrupt the learning process. Students must not use violence, or threats of violence, force, bullying, bodily harm or intimidation, against staff, students or property.

Damaging/Destruction of Property

Students must be respectful and take care of school property. Students must not damage, break or destroy school property or anything that belongs to someone else. Examples of this behavior include writing in school textbooks or library books, ruining bulletin boards, damaging desks or computer equipment, intentionally clogging the plumbing system, breaking light bulbs or fixtures, or spray-painting surfaces.

Fireworks

Student must obey the law regarding fireworks. Students must not bring to school or possess, handle, transmit, conceal or use any fireworks (poppers, firecrackers, rockets, sparklers, smoke bombs or other types) while at school.

Sexual Misconduct

Students must respect themselves and the privacy of others. Students must not act or behave in an unacceptable way by touching or making reference to, verbally or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.

Harassment, Intimidation and Bullying

All communication in the school is to be conducted with respect. Students must not use words (written or verbal), gestures, photographs, drawings or any other

form of communication to intimidate, harass or threaten harm to another person based on race, gender, religious belief, nationality, disability or sexual orientation. This does not prohibit discussion of these issues as appropriate in the classroom or other school setting.

Counterfeit Currency

Students may use only real United States currency (money). Students cannot use school property or equipment to create, or attempt to create, counterfeit currency. Students must not knowingly possess counterfeit currency.

Corrective Strategies for Category II Offenses

Multiple intervention options and consequences may be selected depending on the circumstances and on individual student needs. This is not intended to be an exhaustive list and other options consistent with the Lighthouse Community School Disciplinary policy may be used. Possible Corrective Strategies for Category II Offenses may include:

- Re-teach the school-wide and/or classroom behavioral expectations;
- Create an intervention plan and behavioral contract that includes expected student behaviors, staff supports as well as consequences for infractions and incentives for demonstrating expected behaviors;
- Require the student to complete a community service task;
- Have the student choose a method of apologizing or making amends to those harmed or offended;
- Provide a reflective activity;
- Referral to the behavior support specialist and/or intervention specialist.
- Office referral
- Detention, during which that student completes work
- In-school suspension time, during which school work is completed;
- Alternative to Suspension program (including alternative school time such as 3-5 p.m.) while intervention and support plans are developed;
- File charges if law is broken;
- Restitution;
- Conference with students;
- Parent contact and/or conference;
- Loss of privileges;
- Arrange linkage with counseling agency or other appropriate community-based services;
- Increase home/school communication;

- Require daily or weekly check-ins with the behavior support specialist and/or an administrator for a set period of time;
- Identify a mentor and establish a schedule of activities related to school performance

Definition of Terms for Category III Offenses

A limited number of offenses constitute the basis for referral of a student to the Alternative to Expulsion (A2E) program. The principal, finding a student had committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner even if not completed in the commission of any of the following offenses will submit a recommendation to the Superintendent that the student be referred to the Alternative to Expulsion program. The principal will immediately notify CPS' Security when a criminal offense in this category is committed.

Alcohol and Drugs

Students must not bring alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia.

Students are permitted to bring prescribed or over-the-counter medication to school only with permission from parents and with the authorization and supervision of their doctor and school administrator or administrator's designee. Prescribed or over-the-counter medication is for the student's use only. A student must not sell or give prescribed or over-the-counter medication to anyone at school.

In grades 9-12, with parent and administrator's permission, a student may keep over-the-counter medication in a secure location and access that medication, if needed, through an administrator's designee.

Physical Assault

Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another outside the context of a mutual conflict is considered physical assault.

Serious Bodily Injury

Students must not contribute to or cause bodily injury to themselves or others that involves substantial risk of death: extreme physical pain: protracted and

obvious disfigurement: or protracted loss or impairment of the function of a bodily member, organ or bodily capability.

Dangerous Weapons

Students must keep dangerous objects out of school. Students must not possess, handle, transmit, or use as a dangerous weapon and instrument capable of harming another person. Dangerous weapons include but are not limited to:

1. Firearms- Students must not possess, handle, transmit, conceal or use a firearm. Students violating the firearms prohibition must be expelled (e.g. educated in a placement other than the school of attendance) for one calendar year. Firearms are any weapon (including starter guns) that will, or are designed to or may readily be converted to, expel a projectile by explosion (gun powder) including the frame or receiver of any weapon and any firearm mufflers or silencers or any destructive devices (as defined in 18 USCA Section 921), which include any explosives, incendiary or poisonous gas bombs, grenades, rockets having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than four ounces, missiles having an explosive or incendiary charge of more than one quarter ounce, mines, or devices similar to any of the devices described above.
2. Knives- Students must not possess, handle, transmit, conceal or use knives. Students violating the prohibition against knives may be assigned to an Alternative to Expulsion program for up to one year. A student may be expelled for up to one calendar year.
3. Defensive Weapons- Students must not possess Chemical Mace, pepper gas or like substances: or stun guns.
4. Other Items- Students must not possess items such as razors, box cutters, hammers, baseball bats, chains, and bullets of any other items that can be considered a weapon or can be used as a weapon. School supplies (i.e., compass, scissors, pens, etc.) must not be used as a weapon.

Note: Federal law requires the superintendent to expel a student for one calendar year if the student brings a gun onto school property, into a school vehicle, or to a school-sponsored event. The same law gives the superintendent the option to expel a student for up to one calendar year for bringing a knife onto school property, into a school vehicle, or a school-sponsored event.

Firearm Look-Alikes

Students must not possess, transmit or conceal any item that resembles a firearm. Firearm look-alikes do not have explosive (gun powder) capabilities but can propel an object or substance with force by spring load or air pressure (i.e., toy guns, cap guns, BB guns, pellet guns).

False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System

Students must obey laws regarding fire safety. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats, wither written or verbal, against any school building. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency.

Sexual Assault

Students must protect the safety, and respect the rights of others. Students must not sexually attack nor sexually abuse another person.

Robbery

Students must not take another person's property. Students must not take or attempt to take from another person any property by force or threat of force.

Extortion

Students must accept "no" for an answer when making a request of another person. Extortion means getting money or a promise by using threat or force. Students must not make a person do anything he or she does not want to do by using threat or force.

Starting a Fire

Students must protect the safety of themselves and others. Students must not start a fire that may harm any person or property. Students must not create, set off, or possess any type of explosive device.

Breaking and Entering

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong. Examples of such property include lockers belonging to other students and staff, science labs and supply cabinets.

Corrective Strategies for Category III Offenses

Multiple intervention options and consequences may be selected depending on the circumstances and on individual student needs. This is not intended to be an exhaustive list and other options consistent with the Lighthouse Community School Disciplinary policy may be used. Possible Corrective Strategies for Category III Offenses may include:

- MANDATORY administrative referral;
- Conference with student and/or parent/guardian

- Re-teach the school-wide and/or classroom behavioral expectations;
- Create an intervention plan and behavioral contract that includes expected student behaviors, staff supports as well as consequences for infractions and incentives for demonstrating expected behaviors;
- Require the students to complete a community service project;
- Have the student choose a method of apologizing or making amends to those harmed or offended;
- Refer to intervention team, interagency team, multifactor evaluation team or IEP team;
- Arrange linkage with counseling agency or other appropriate community-based services;
- Increase home/school communication;
- Require daily or weekly check-ins with the behavior support specialist and/or an administrator for a set period of time;
- Identify a mentor and establish a schedule of activities related to school performance;
- Work with juvenile court to identify opportunities for restitution;
- Time in an Alternative to Suspension or Expulsion program while support plans are developed;
- Possible suspension with recommendation for expulsion;
- File charges if law is broken.

Suspension and Expulsion

The following procedures will be followed if the principal recommends the student be suspended or expelled. Written notice of the intent to suspend shall be given to the student prior to an informal hearing with the principal. The purpose of this informal hearing is to review the reasons why suspension is being considered. This notice will indicate the provisions of the student code of conduct being violated, description of the behavior being punished, and date of the suspension. If the informal hearing results in suspension of a student, a notice of suspension will be delivered to the student's parent/guardian. Notice of suspension will contain a date of the informal hearing, the reasons for the suspension, dates of the suspension, and the student code of conduct provisions violated.

Suspension or Expulsion of Students with Disabilities

Procedures for the discipline of students with disabilities as outlined in the Ohio Revised code will be followed. Students will not be suspended for behavior that is a manifestation of their disabling condition. **However, students may be removed from the Lighthouse Community School when their behavior poses a threat to**

themselves or others. Students who are removed from school for serious violations of the student code of conduct will be served through an interim program, or provided tutoring by a homebound instructor.

Appeal Procedures

Students and parents/guardians have the right to appeal a suspension or expulsion to the Lighthouse Community School Board's designee. Request for an appeal must be made in writing ten (10) days after the effective date of suspension and/or expulsion, and should be sent to the Lighthouse Community School administrator having responsibility of hearing appeals. Students and parents may be represented in all appeal hearings. Students and parents who are dissatisfied with the results of the appeal may further appeal the suspension and/or expulsion to the Hamilton County Court of Common Pleas. Students are not permitted to attend school or participate in extra-curricular activities while a suspension is being appealed. If a suspension or expulsion is reversed, sufficient time will be given to make up all assignments and work missed as a result of the absence.

Miscellaneous Information

Dress Code

- The logic behind dress code is that considerable evidence exists that better dress influences student attitudes and academic performance.

- Students who dress in an extremely casual manner frequently have a casual attitude toward schoolwork. The following rules and regulations will govern student dress and grooming:
 1. Clothing worn by students is expected to be clean, and neat.
 2. Dress and grooming are expected to be free of distractions to the educational environment, and must not endanger the health or safety of students or staff.
 3. No unhemmed shorts, or rolled-up shorts may be worn
 4. No articles of clothing with tears or holes may be worn.
 5. No tank tops, muscle shirts, tube or halter-tops, bare midriffs, clothing of see-through material, or clothing in which undergarments are visible may be worn. The tops of pants must be worn at the waist.
 6. No articles of clothing or jewelry with reference to alcohol, drugs, tobacco, violence, or suggestive, profane, or lewd symbols, slogans, or pictures may be worn.

7. No article of clothing may be worn or displayed referring to the development of a team, gang, or other group without permission of the administration.
 9. Inappropriate tee shirts (such as the Coed Naked or Big Johnson shirts) are not allowed.
- Students violating dress or grooming standards will be subject to the full range of discipline considerations, including immediate removal from the classroom and school as well as consequences as determined by the administrative staff.

Consequences for not dressing appropriately can include, but are not limited to:

- Call parent/Guardian to bring appropriate clothing
- Alternative School setting

Lockers

- Students may be assigned lockers at school. Switching lockers or using unassigned lockers is not permitted. Lockers must be locked at all times. Students may go to their lockers only before school starts, during lunch and at the end of the school day. Students will not be permitted to access their lockers at other times during the day. Students must guard their personal belongings in their assigned locker and be responsible for their property and locker combination. Lockers are property of LCS and the school reserves the right to search the lockers at anytime for safety reasons. LCS is not responsible for lost, stolen or misplaced items out of lockers.
- LCS makes every effort to solve problems regarding locker repair; however, the school is neither responsible nor liable for books or other items of value missing or taken from lockers, regardless of the circumstances. Each pupil is responsible for his/her possessions and their replacement, if stolen.
- Principals and their representatives have a duty to inspect students lockers whenever they consider it appropriate for the following reasons:
 - o To encourage cleanliness and a healthy environment
 - o To prevent waste accumulation
 - o To promote safety, health, welfare and fire prevention
 - o To recover stolen or missing property; and
 - o To prevent storage of unauthorized, illegal, or dangerous items such as weapons, drugs, alcohol, etc.

Loitering

- Students are not to loiter in the hallways, stairways, restrooms, and offices or outside the building at any time before, during or after school.

Public Displays of Affection

- Public displays of affection such as hugging, kissing, holding hands, etc. are not permitted on school grounds.

Search Policy

- Lighthouse Community School is committed to protecting the safety and well being of all of the students that it serves. If a staff member has reason to believe that a student has contraband, a search may be conducted of the student's belongings. The search should be thorough, but should not result in unnecessary disarray of the belongings of a student. A student may be searched if there is reason to believe he or she may have contraband. Contraband includes drugs, stolen property, weapons or any other illegal paraphernalia or medications. A staff member of the same sex as the student, and if at all possible with a staff member as a witness must always do physical searches. There must be no unnecessary embarrassment or indignity to the student being searched. At no time will a Lighthouse staff member conduct a complete body search. An incident report should be filed if a student had to be searched.

Phone calls from School

Students are permitted to use the school phone when given permission by a LCS staff. The staff member must dial the number and speak to the person regarding the need before the receiver is turned over to the student.

Free and Reduced Breakfasts and Lunches

LCS offers breakfasts and lunches for the students during each scheduled school day. Parents/Guardians must fill out the "Free and Reduced Price School Meals Family Application" in the enrollment application and return it to LCS with the proper documentation to receive free and reduced breakfasts and lunches.

Publications

The school yearbook is published after each school year during the summer and available free of charge to each LCS student at the start of the next school year.

Library

Students are not permitted in the Library without supervision by an LCS staff. No food or drink is permitted in the Library. Books may be checked out and returned in a prompt manner. LCS employs the honor system in the return of library resources.

Offices and Hallways

Students must obtain permission from their teacher to be out of class. The office is used for conducting business and meetings and must be kept quiet and utilized as such. A student will be permitted in the hallway or in the offices by the written or verbal permission (i.e. via telephone) by their teacher of their current class.

Illness

No student is permitted to leave school due to illness unless a parent/guardian/designated adult is notified. Students who are ill must report to the office before a parent/guardian is notified.

Visitors

All visitors must check in at the main office upon arrival to the school.

Transportation

Students may be eligible for reimbursement from their school district if transportation is not provided.

Driving – Students are not permitted to drive to and from school.

Public Transportation – LCS will provide bus tokens to non Cincinnati Public School students. In the event of a **Lost, Stolen or Misplaced Bus Card**, LCS is not responsible for providing bus tokens to and from school. Parents/Guardians must go to the Mayerson Foundation located in Corryville to obtain a new bus card for a small fee.

Harassment, Intimidation and Bullying Policy

Harassment, intimidation, or bullying behavior by any student/school personnel in Lighthouse Community School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided

transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Medication

When it is necessary for school personnel to administer medication, the following guidelines are strictly adhered to:

1. All school personnel are informed that the administration of any drug (prescription or over-the-counter) without the order of a physician and the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. Whenever possible medication should be administered before or after school hours.
3. Licensed prescriber and parent/guardian must complete medication forms before school personnel may administer any medication. The information must include instructions as to the name of the medication, dosage, time of administration, duration of medication and possible side effects.
4. The medication must be in the original container in which it was dispensed. It must have an affixed label including student's name, name of medication, dosage, rout of administration and the time of administration.
5. Students are not permitted to carry medication on their person unless there is an agreement with school personnel and a medication form has been submitted by the parent/guardian and the licensed prescriber. This includes asthma inhalers and over-the-counter drugs such as Tylenol, Midol, etc.
6. It must be recognized that there are certain limitations to the responsibilities, which the school can assume in administering medications.
 1. It is the student's responsibility to remember to take the medication.
 2. LCS cannot guarantee that a rigid time schedule for the administration of medication can be followed.

Computer and Internet Use Agreement
2009-2010 School Year

Please read this document carefully before signing. The signature(s) at the end of this document is (are) legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Lighthouse Community School offers computer and Internet access for student use as one way of promoting its mission to teach skills, knowledge, and behaviors students will need as successful and responsible citizens in the global community. The computer hardware and network resources of the LCS have been provided for educational purposes which are directly related to curriculum-based classroom activities only. These facilities have not been established as a public access or public forum. LCS has the right to specify the training required before a student is allowed to use the system, to place reasonable restrictions on the material accessed or posted, and to enforce all rules set forth in the Student Code of Conduct and the laws of the state of Ohio.

Terms and Conditions for student use of LCS Computer and Network Resources including the Internet:

1. Network Security
 - a. Each student is responsible for his or her individual network account. Use all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
 - b. Immediately notify a teacher or system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.

2. Personal Safety
 - a. Do not post contact information (address, phone number, financial information) about yourself or any other person.
 - b. Do not agree to meet with anyone contacted through the Internet. Report any inappropriate postings that make you feel uncomfortable to a LCS staff member.

3. Limitations
 - a. Use of computer and network resources, including Internet access, is restricted to tasks that are consistent with the educational objectives of LCS.
 - b. LCS computer hardware, network, and Internet access are not to be used for gaming, gambling, commercial purposes, or to offer, provide, or purchase products or services.

- c. Currently, LCS will not offer email accounts for students. Do not use any email account from LCS computer hardware and networks.
- d. LCS makes no guarantee that services provided through the computer hardware and network resources will be error-free or without defect.

4. Illegal Activities

- a. Do not attempt to gain unauthorized access to any computer system or go beyond your authorized access by attempting to enter another person's account information. Do not attempt to access another person's files.
- b. Do not attempt to deliberately disrupt any network resource or destroy data through the spread of viruses or any other means.
- c. Do not engage in any other illegal acts, which include but are not limited to threatening the safety of any person, engaging in criminal gang activity, arranging for the sale or purchases of drugs or alcohol.
- d. Vandalism: Deliberately causing damage to computer or network hardware, operating systems, software, or any data files of LCS will be dealt with as vandalism, in a manner consistent with the Student Code of Conduct and the laws of the state of Ohio.
- e. Theft: Stealing, or removing without permission, any computer hardware, software, or network component of LCS will be dealt with as theft, in a manner consistent with the Student Code of Conduct and the laws of the state of Ohio.
- f. Any student whose conduct, while using the LCS computer network, is ultimately deemed to be criminal in nature and in violation of either State or Federal statutes will not be protected or defended from prosecution by the Lighthouse Community School Board of Education.

5. Inappropriate Material

- a. Do not use any LCS computer hardware or network connection to access material that is profane, obscene, or pornographic, or that advocates illegal acts, violence, or discrimination. A special exception may be made if access is for the purpose of research related to hate literature and has both teacher and parental/guardian approval.
- b. If you mistakenly access inappropriate information, you should immediately tell a teacher or designated LCS staff member. This will protect you against a claim of intentional violation of this policy.

Lighthouse Community School
6100 Desmond Street
Cincinnati, OH 45227
Phone (513) 561-7888 Fax (513) 561-7818

Enrollment Check List

Students Name: _____ Date of Birth: _____

To officially enroll a student in Lighthouse Community School, the following forms must be on file:

- 1. Cincinnati Public Schools Charter School Enrollment Form
- 2. Lighthouse Community School Contact Information Form
 - Lighthouse Community School Student Profile
- 3. Emergency Medical Authorization Form
- 4. Authorization to Release Information
- 5. Withdrawal Authorization Form
- 6. Release of Liability Form: Field Trip/ Physical Fitness Activity
- 7. Application for Free and Reduced Lunch Form
- 8. Parent/Physician Request to Dispense Medication
- 9. Computer and Internet Use Agreement Form
- 10. Permission for Assessment Form

Attachments

Lighthouse Community School must receive all attachments before the student may attend classes.

- 11. Copy of Birth Certificate
- 12. Copy of Social Security Card
- 13. Copy of Immunization Records
- 14. Student Picture
- 15. Copy of Court Order or Proof of Residency
- 16. Copy of JFS Social History, DAF and other evaluations
- 17. Copy of IEP
- 18. Copy of MFE

Handbook Agreement

We have read and understood the Lighthouse Community School Parent/Student Handbook. We understand that this handbook represents a contractual agreement between LCS and us for the school year and agree that our son, daughter, and/or ward will abide by these school rules while he or she is a student at LCS. We understand that failure to observe them will result in disciplinary action by the school.

Parent's (Guardian's) Name (please print): _____

Parent/Guardian Signature _____ **Date** _____

Student's Name (please print): _____

Student Signature _____ **Date** _____