**LCS Student Handbook**

**2017-2018**

**School Year**

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**Lighthouse Community School**

**6100 Desmond Street**

**Cincinnati, Ohio 45227**

**Telephone: (513) 561-7888**

**Fax: (513) 561-7818**

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**Welcome**

The Lighthouse Community School Guardian/Student Handbook provides information about rules, policies, academic requirements, student privileges and responsibilities. I encourage each guardian 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 available at Lighthouse Community School. The more you involve yourself in school life, the more likely you will succeed academically and socially. Have a great school year!

Daniel Trujillo, LISW

Superintendent

“The Lighthouse Community School is a community school established under Chapter 3314. of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of education.”

**Our Mission**

Lighthouse Community School specializes in highly individualized, flexible, and intensive strategies to meet the educational need of youth in the child welfare system. We take pride in employing unconditional positive approaches to foster a safe, stable community that develops effective social skills and enhances academic progress for students whose current or ongoing needs are best met in our small school.

**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.

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**Personnel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Name:** | **Title:** | **Direct Line:** | **Ext:** | **Email:** |
| **Daniel Trujillo** | Superintendent | 513-561-6405 | 805 | dtrujillo@lys.org |
| **Alex Quigley** | Principal | 513-561-6419 | 820 | aquigley@lys.org |
| **Rebecca Focke** | School Support Special | 513-561-6401 | 801 | rfocke@lys.org |
| **LaTasha Youngblood** | Behavior Specialist | 513-561-6421 | 822 | lyoungblood@lys.org |
| **Heidi Palmer** | School Social Worker | 513-561-6414 | 815 | hpalmer@lys.org |
| **Elissa Veite** | Counselor  | 513-561-6412 | 813 | eveite@lys.org |
| **Ashley Gallahar** | English Teacher | 513-561-6402 | 802 | agallahar@lys.org |
| **Paul Schick** | Science Teacher | 513-561-6418 | 819 | pschick@lys.org |
| **Julia Copperwheat** | Math Teacher | 513-561-6400 | 800 | jcopperwheat@lys.org |
| **Geoff Becker** | Social Studies/ Urban Agg. Teacher | 513-561-6410 | 810 | gbecker@lys.org |
| **Kenneth Blythe** | Physical Education | 513-561-7888 |  | kblythe@lys.org |
| **Destiny Fordham** | Intervention Specialist | 513-561-6425 | 825 | dfordham@lys.org |
| **Hannah Kennedy** | Intervention Specialist | 513-561-6415 | 816 | hkennedy@lys.org |
| **Jacob Boehne** | Intervention Specialist | 513-561-6407 | 807 | jboehne@lys.org |
| **Dionne Reed** | Instructional Assistant | 513-561-6404 | 804 | dreid@lys.org |
| **Chris Howard** | Instructional Assistant | 513-561-6403 | 803 | choward@lys.org |
| **Debbie Purvis** | EMIS Coordinator | 513-561-6416 | 817 | dpurvis@lys.org |

**General Information**

Lighthouse Community School serves students 12 through 21 years of age and in grades 7 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.

We provide 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 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.

The 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:

* + Respect to Yourself and Others
	+ Open and Safe Learning Environment
	+ Achieve your goals!
	+ Resilience

**Daily Schedule:**

Lighthouse Community School Board Meetings are held at:

***401 East McMillan Street***

***Cincinnati Ohio 45206***

* Monday 08/18/2014
* Monday 10/20/2014
* Monday 12/15/2014
* Monday 02/16/2015
* Monday 04/20/2015
* Monday 06/15/2015 (at the School)

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| Breakfast | 8:45-9:00 |
| 1st Bell | 9:00-9:57 |
| 2nd Bell | 10:00-10:57 |
| 3rd Bell | 11:00-11:57 |
| Lunch | 11:57-12:27 |
| 4th Bell | 12:30-1:27 |
| 5th Bell | 1:30-2:27 |
| 6th Bell | 2:30-3:27 |

57 minute classes

3 minute between classes

354 minutes X 177 daysof school = 1044.30 hrs of school

193 Teacher work days (214 Admin days)

**Lighthouse Community School Calendar 2017 - 2018**

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| **Important Dates-****August 7 thru 15:** Prof. Dev.**August 16:** 1st Quarter Begins**September 4:** Labor Day**September 18:** Prof. Dev.**October 13:** 1st Quarter Ends**October 16:** 2nd Quarter Begins**October 23:** Parent/Teacher Conf.**November 7:** Parent/Teacher Conf.**November 22:** Prof. Dev.**November 23 - 24:** Thanksgiving Break**December 15:** 2nd Quarter Ends (Half Day)**December 18 thru January 1:** Winter Break**January 2:** 3rd Quarter Begins **January 15:** Martin Luther King Day | **February 5:** In-Service Day**February 19:** In-Service Day**March 2:** End of 3rd Quarter**March 5:** 4th Quarter Begins**March 26-30:** Spring Break**April 2:** Prom (No School)**May 11:** Prof. Dev.**May 18:** GE Track and Field (Half Day)**May 24:** Graduation Day**May 25:** Awards Luncheon**May 25:** 4th Quarter Ends**May 28:** Memorial Day**May 29: 30, 31:**Prof. Dev.**June 4 – June 29:** Summer Enrichment**June 4 – August 3:** Summer Work Program |

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**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. Exceptions to this rule will be made in extenuating circumstances at the principal’s discretion. 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 student office to sign out the student. Please note that if your student needs to be dismissed from school early for any reason, you will be required to provide transportation for them. No bus fare and/or cabs will be authorized for students leaving the building before the 3:27 pm dismissal time. Additionally, in the event that your student needs transportation that is not directly to school from their home address or to their home address from the school, you will be responsible for providing that transportation. Under no circumstances will Lighthouse Community School provide transportation and/or funds for transportation outside of what is normally provided to the student to get to and from school each day.

**Tardiness**

Students arriving after 9:00 a.m. are considered tardy must report to the student office to sign in. Students who arrive after 10:30 a.m. without legitimate excuse will be considered absent and sent home for the day.

**Attendance**

Regular school attendance is the foundation upon which the instructional program is built and is essential for student success. Lighthouse Community School is committed to working with students and their parents/guardians to ensure student success. We therefore expect all students to be in attendance each day school is in session, except for absences allowed by law and approved by the Superintendent/Principal. In addition, Ohio has a compulsory school attendance law requiring all children between the ages of 6 and 18 to attend school. Ohio law specifies that parents/guardians are responsible for ensuring that their children attend school. (ORC 3321.01)

Lighthouse Community School will adhere to the following policies and procedures:

* Whenever possible, parents/guardians should notify the school in advance or as soon as possible if their child is or will be absent from school by calling 513-561-7888. Parents/guardians may also send written notes explaining the absence or forward notes from health care providers to ensure absences are excused.
* Lighthouse Community School is responsible for documenting student attendance each day and must notify parents/ guardians of each unexcused absence from school. Notification may be made by phone, electronic message or mail, as preferred by the parent/guardian.
* If a student is absent 38 or more hours in one school month or 65 or more hours in one school year Lighthouse Community School will: send a letter home notifying the parent/ guardian of the students absences, and create a truancy intervention plan in a meeting with the student, parent/ guardian, and School Social Worker.
* If a student is absent (unexcused) for more than 30 or more consecutive hours, 42 hours in one school month, or 72 hours in one school year Lighthouse Community School will: Assign the student to an absence intervention team, attempt to secure participation of parent/ guardian, develop an absence intervention plan, once the plan as been developed a written notice will be sent to the parent/ guardian.
* If students fail to make satisfactory progress in their attendance intervention plan OR is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours in one school month while on an attendance intervention plan, the officer must file a complaint to the court 61 days after plan implementation.

**Make Up Work**

Lighthouse Community School students are entitled to make up work for all absences, including unexcused absences and out-of school suspensions. It is the student’s responsibility to request make-up assignments. Students who will be absent from school three consecutive days or longer may request make-up work from teachers by calling the main office at 561-7888. We ask that you give the teacher 24 hours from the time of the request to compile assignments. Make up work may be picked up in the main office.

 **Absence Procedure**

When a student is absent, a parent/guardian must call the school to report the student’s absence, otherwise it will be marked unexcused.

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 [www.wcpo.com](http://www.wcpo.com) (by 5:00 a.m.).

**Grading**

The grade a student earns takes into consideration the results of daily class work, test results, homework assignments, 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: 0-5 Credits 11th Grade: 10-15 Credits

 10th Grade: 5-10 Credits 12th Grade: 15-20 Credits

**Report Cards and Progress Reports**

Midterm Progress Reports are issued four times a year in the middle of each quarter. Report Cards are issued four times a year at the end of each quarter. Guardians will be mailed or emailed if preferred, Midterm Progress Reports and Report Cards each quarter.

**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 service. No child will be denied educational related intervention services.

**State Testing and Assessments**

The 2017-2018 testing dates are listed below. The Ohio Graduation Tests (OGT) will be administered in the fall and the spring, with an optional administration in the summer. The Ohio Test of English Language Proficiency Assessment will be administered once in the spring. The Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) will be administered once in the spring.

The dates for the test result data due to districts are best estimates. The actual dates of the test result data due to districts may vary from the estimates given.

Next Generation Assessments (AIR)-

English language arts, mathematics, science and social tests for grades 7-12 online test window-

Fall: December 4 through December 15

Spring: April 2 through April 23

Ohio Graduation Tests-

Fall Administration – Monday, Oct. 23 through Sunday, Nov. 5, 2017

Spring Administration – Monday, March 12 through Sunday, March 25, 2018

Summer Administration (Optional) – Monday, June 11 through Sunday, June 24, 2018

**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**

20 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 creidt US History, ½ credit Gov., ½ credit Econ.)** |
| **MATHEMATICS** |  **4 Credits (includes 1 unit Algebra II)** |
| **SCIENCE** |  **3 Credits**  **(Includes 1 credit Bio. & 1 credit Physical Science, 1 credit advanced**  **study)**  |
| **PE & HEALTH** |  **1 Credit (½ credit each subject)** |
| **ELECTIVES** | 1. **Credits**
 |
|  | **\*Electives are to include** **1 credit of fine arts, .50 credit of financial literature.** The rest of the elective requirements can consist of one or any combination of foreign language, business, career-technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the congress of the United States under title 10 of the United States Code, or English language arts, mathematics, science, or social studies courses not otherwise required under division (C) of this section. All students must receive instruction in economics and financial literacy during 9-12 and must complete at least two semesters of fine arts taken at any time in grades 7-12.(One unit, or two half units, of the 7 must be chosen from among the areas of business/technology, fine arts, and/or foreign language.) |
| **TOTAL** | 1. **Credits**
 |

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.

**AND**

Meet one of the following three:

**Ohio’s State Tests**

Students earn a cumulative passing score of 18 points, using seven end-of-sourse state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-sourse exams are-

* Algebra 1 and geometry or integrated math I and II
* Biology
* American history and American government
* English I and English II

Student studying Advance Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to ear graduation points. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-sourse state exams.

**Industry credential and workforce readiness**

Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in single career field and schieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

**College and career readiness tests**

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take either the ACT or SAT free of charge. The student’s district selevtion applies to all schools in the district for one school year. Test selection may change from one school year to the next.

Students who do not complete the core curriculum requirements as described above may be ineligible to enroll in most state universities in Ohio without further coursework.

**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. 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**

If a student withdrawals from LCS, their parent/guardian must sign an official withdrawal form. If a student is 18 or older, the student may sign their own official withdrawal form. School records will be sent to the following school upon request and authorization by the parent/guardian.

The Ohio Department of Education’s attendance policy states students who miss 105 instructional hours or 18 straight days of school with unexcused absences will be withdrawn. A notification letter or phone call will be placed to the student’s guardian upon withdrawal due to the 105 hour rule.

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 before and 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. If we feel that a student poses safety concerns that exceed our level of available support, we may not allow that student to attend a field trip(s). If a student poses a safety risk to themselves or others during a field trip, they will be removed from the setting, provided alternate transportation, and taken to an another location.

**Fire & Tornado Drills**

Periodic fire and tornado drills are required by the State of Ohio on a monthly basis. 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.

**In case of a Tornado or Tornado Drill:**

Emergency Signal for Tornado: Announcement over the PA

1. DO NOT USE ELEVATOR
2. Quickly and Quietly Exit the classroom. DO NOT RUN!
3. Follow Staff, Teacher or Instructional Assistant Immediately to the Hallway.
4. Sit with your back against the wall and your head between your knees. Cover your head with your hands.
5. Stay together and stay with Staff
6. DO NOT LEAVE THE AREA UNTIL THE “ALL CLEAR” SIGNAL IS GIVEN (Announcement over the PA)
7. Walk quietly back to this room with the Teacher when the appropriate signal is given over the PA

**In case of an active shooter:**

1. Follow all staff directives.
2. To the extent possible, sit out of site of windows and doors and remain seated.
3. Do NOT attempt to leave the classroom or building.
4. Do NOT follow any directions given over the PA.
5. Remain in lockdown until a recognizable school staff directs you to resume normal activities.

**Postsecondary Enrollment Options Program (CCP)**

College Credit Plus (CCP) is a program that provides opportunity for qualified high school students to take college courses and earn college credit, at no cost, while still in high school. CCP replaces Ohio’s Post-Secondary Enrollment Options program (PSEO) and all alternative programs.

Qualified students may take college courses:

* In the high school classroom, taught by a high school teacher who has been approved to teach the college course
* You may also travel to the college where you have been admitted
* Enroll in one or more online courses offered by that college

These college courses result in both high school credit toward high school graduation, and transcripted college credit. Upon graduation from high school, students can continue their education at, or can be transferred to another Ohio college or university.

**The Benefits of College Credit Plus**

Students who participate in CCP:

* Earn college credit and high school credit
* Can earn a year’s worth of credit prior to graduation from high school
* Engage with college professors
* Access to college courses not available in your high school
* Access to college resources such as the library, tutoring, and activities

**Eligibility**

Student eligibility requirements align with the Ohio Remediation Free Standards.

Appropriate placement scores on the ACT/SAT/COMPASS exam, or alternative institutional placement procedures, are required for placement into selected courses. Students will submit an application, complete with high school permission and placement scores.

**Who Pays for College Admission, Textbooks, Fees, and Transportation?**

Students attending a public college will not be charged for tuition, books, or fees. Students attending a private college may be charged based on the particular private college and where the course is delivered, in accordance with law. Although the amount students can be charged may vary, during the 2016-2017 the maximum will be up to $158.50 per credit hour. Responsibility for transportation rests with the student. Students who qualify for the free and reduced lunch program may not have to pay any fees to a private college. Please talk with your counselor for details.

**What If I Fail a Class?**

Classes failed or withdrawn with an “F” will receive an “F” on the high school and college transcripts and will be computed into the high school and college GPA. If you do not receive a passing grade, the district may, in some instances, seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

**How Do College Courses Earn Me High School Credit?**

College Credit Plus allows high school students to earn college credit and apply that credit toward their high school graduation requirements. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn students 2/3 of a high school credit and a one credit-hour college course will convert to 1/3 of a high school credit.

**How Are High School Graduation Requirements Affected?**

High school graduation requirements will not be waived as a result of participation in College Credit Plus. You will not receive a diploma until after the course is successfully completed and the graduation requirement is met. However, you may participate in the graduation ceremony if proof is presented that you are progressing satisfactorily one week prior to graduation.

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***College Credit Plus (CCP) does not replace the requirements to earn a high school diploma. This includes earning 18 points or more on the graduation tests. Even if you are enrolled in college courses, you must take the end-of-course exams in English I, English II, Algebra I and Geometry. You do not have to take the end-of course exams in Physical Science, American Government, and American History if you are enrolled in College Credit Plus courses that substitute. A CCP student’s end-of-course grades in Physical Science, American Government, and American History will correspond with a point scale used for graduation requirements.***

**I Am Ready to Sign Up for the College Credit Plus program. What Are the Next Steps?**

• Talk with your school counselor. Discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.

• Prior to March 1, your district will provide information about the College Credit Plus program to all students in grades 7-12. An informational session will be held by March 30 and all colleges and universities within a 30-mile radius will be invited to attend. If you cannot attend, schedule an appointment with your school counselor.

• By April 1, notify your school counselor if you intend to participate in College Credit Plus next year. After April 1, you will need permission from the school district superintendent to participate.

• You and your family should contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials are available from your high school counselor and at the college’s website. You must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the course(s). You may have to take a college placement test to make sure you are college-ready. A map showing all Ohio public colleges can be found here: https://ohiohighered.org/ campuses. Ohio private colleges can be found here: <http://aicuo.edu/aboutOhiocolleges.html>

• Prior to college class attendance, your high school counselor will assist you in determining a course’s equivalency to a high school course(s).

• Register for classes and provide a copy of your schedule to your high school counselor for review.

**Code of Conduct**

The Student Code of Conduct is based upon the principle that learning takes place in a safe environment, and 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 to 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 follow directives of school adults. 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 deceive, or cause someone to be deceived, by not telling the truth. Students must not sign or give a name other than their own. Students will not impersonate another person over the phone.

**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. Students will not leave school property at any time and without the verbal, written consent, or without being escorted by a parent/guardian, buiding administrator, or emergency contact person once on property and during school hours.

**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, gaming systems or any other communication devices should beplaced on silence during class time, assemblies, presentations, ceremonies, counseling sessions, enrichment activities, while in the school office, and in anyother 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. Students will not take picutures, record, or disrupt others through their cell-phone usage.

**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, school social worker and/or intervention specialist.
* Office referral
* Refer out to another staff
* 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 3:30-5:30 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. If a student gives, lends or sells something to another student, the school is not responsible for helping the student retirieve the item(s).

**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:

* 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.
* 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.
* Engaging in activity or discussion prompting gangs by two or more persons.
* 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 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:

* 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,
* Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

(Refer to Agency’s Policy Manual)

All communication in the school is to be conducted with respect. Students must not use words (written or verbal), gestures, pubic displays of affection, 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. Repeated incidents will constitute the implementation of Category III corrective strategies. This includes instigating others to partipate in the harassment of any other students or any of the other items mentioned above.

**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 3:30-5:30 p.m.) while intervention and support plans are developed;
* File charges if law is broken;
* Restitution;
* Conference with students;
* Parent contact and/or conference;
* 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, school social worker and/or an administrator for a set period of time;
* Identify a mentor and establish a schedule of activities related to school performance

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**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 the School Resource Officer 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, sell, or distribute 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 as outlined in the midsection of this document. 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 6-12, with parent and administrator’s permission, a student may keep over-the-counter medication in a secure location and access 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:

* 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.
* 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.
* Defensive Weapons- Students must not possess Chemical Mace, pepper gas or like substances: or stun guns.
* 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, either 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 including 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 or 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 or the verbal 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 thestudent’s parent/guardian.

**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 alternative instruction setting, 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**

Considerable evidence shows appropriate dress influences student attitudes and academic performance, which is the logic behind our school dress code.

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:

* Clothing worn by students is expected to be clean, and neat.
* 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.
* No unhemmed shorts, or rolled-up shorts may be worn
* No articles of clothing with tears or holes may be worn, unless there is something under them.
* No sleeveless shirts, 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.
* 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.
* 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.
* Inappropriate tee shirts (such as the Got Snow or Big Johnson shirts) are not allowed.
* No open-toed shoes or flip flops, or heels higher than 1 inch.
* Skirts and dresses may be worn but must meet the fingertip length rule.
* Shorts must meet the fingertip length rule as well.
* Shirts must be worn at all times

**Fingertip rule** = Article of clothing must meet or be longer than the student’s fingertips when their shoulders are at ease and their hands rest at their sides.

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

* Call parent/Guardian to bring appropriate clothing
* Alternative School setting
* 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.

**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 without a staff member present. 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 any time for safety reasons. Students will not share lockers. 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:

* To encourage cleanliness and a healthy environment
* To prevent waste accumulation
* To promote safety, health, welfare and fire prevention
* To recover stolen or missing property; and
* 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, classrooms, 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 or during any school-related events.

**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 client had to be searched.

**Phone calls from School**

Students are permitted to use the school phone, at the designated area, 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.

All students at LCS receive breakfast and lunch free of charge. Both breakfast and lunch meet the minimum USDA requirements for meals provided to students. At no time are students able to purchase food from LCS staff. If there is extra food available after all students have received their first serving, students will be able to get a second serving at no extra charge on a first come first serve basis. Students arriving after 9:00 will not be provided breakfast. In addition, students who are present for breakfast will not be given the alternative breakfast option.

LCS does not sell food as fundraisers and does not sell a la cart food. Therefore LCS does not have to adopt standards governing beverage sales on school premises (in addition to food sales as under continuing law) as required by S.B.210.

Students are not allowed to leave the premises to purchase food. Students are not allowed to order food through delivery service, (this also includes asking parents, friends or relatives to bring fast food.)

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|  “In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”  |

**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. 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, or if they’ve been paged to the office.

**Illness**

No student under the age of eighteen 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 student office upon arrival to the school.

**Transportation**

Students may be eligible for reimbursement from their school district if transportation is not provided. Students are not allowed to ride with another student’s family unless written permission is given by both students’ guardians. Also students may not leave with anyone that is not authorized to provide transportation by the Principal or Superintendent.

* **Driving-** parking on school property is prohibited for any student drivers, students are asked to park on the street
* **Public Transportation –** LCS will provide bus fare to get to and from school for all students riding the Metro. Students are responsible for the bus fare they are given each day and lost or stolen fare will not be replaced by LCS. Parents and/or guardians will be responsible for providing transportation in the event of lost bus fare. Additionally, if a student leaves school before regular dismissal time (3:27 pm) parents and/or guardians will be responsible for transportation; LCS will not provide bus fare.
* **Door-to-door Service –** LCS provides door-to-door transportation services to all students with an Individualized Education Plan (IEP) that specifies such services. Additionally, parents and/or guardians can request that a student be placed on the door-to-door yellow bus route. Whenever possible, LCS will work with the bus contractor to provide this service as requested. However, due to geographical and time restraints, door-to-door service is not guaranteed for any student who does not have it specified in their IEP. Students are expected to obey all school and bus company rules when on the yellow bus. Students who violate these rules are subject to discipline up to and including, but not limited to, losing their transportation prividlges. Parents and/or guardians will be responsible for providing transpostation should their student lose their transportation privledges.

**Medication**

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

* All school personnel are informed 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.
* Whenever possible medication should be administered before or after school hours.
* 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.
* 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.
* 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.
* It must be recognized, certain limitations exist to the responsibilities which the school can assume in administering medications.
	+ It is the student’s responsibility to remember to take the medication.
	+ LCS cannot guarantee a rigid time schedule for the administration of medication can be followed.

**Computer and Internet Use Agreement**

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 or 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
	1. 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.

* 1. 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.

1. Personal Safety
	1. Do not post contact information (address, phone number, financial information) about yourself or any other person.
	2. Do not agree to meet with anyone contacted through the Internet, or through social media. Report any inappropriate postings that make you feel uncomfortable to a LCS staff member.
2. Limitations
	1. Use of computer and network resources, including Internet access, is restricted to tasks that are consistent with the educational objectives of LCS.
	2. LCS computer hardware, network, and Internet access are not to be used for gaming, social media, gambling, commercial purposes, or to offer, provide, or purchase products or services.
	3. Email should only be used for LCS purposes.
	4. LCS makes no guarantee that services provided through the computer hardware and

network resources will be error-free or without defect.

1. Illegal Activities
	1. 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.
	2. Do not attempt to deliberately disrupt any network resource or destroy data through

the spread of viruses or any other means.

* 1. 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.

* 1. 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.
	2. 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.

* 1. 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.

1. Inappropriate Material
	1. 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 land has both teacher and parental/guardian approval.

* 1. 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.

**Handbook Agreement**

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** \_\_\_\_\_\_\_\_\_\_