



LISA ACADEMY
STUDENT
HANDBOOK
2008-2009

Dear Students,

Welcome to the 2008-2009 school year at LISA Academy! This new school year means a new beginning and new futures. The administrative team is excited about this coming year, and the staff at LISA Academy is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of LISA Academy is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

LISA Academy is a reflection of all of us. Our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Please note that due to the limited place in this agenda all items are not listed so you may visit our school web site for a complete handbook. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire LISA Academy staff and community, best wishes for a great 2008-2009 school year!

Sincerely,

*Omer OZMERAL
Superintendent*

School Calendar 2008-2009		
August, 2008		
11	Monday	First Day for Teachers
12	Tuesday	Staff Development Days(Students Out)
13	Wednesday	Staff Development Days(Students Out)
14	Thursday	Staff Development Days(Students Out)
15	Friday	Staff Development Days(Students Out)
18	Monday	School Begins-First Day for Students
September, 2008		
1	Monday	Labor Day Holiday (School Closed)
22	Monday	Parent-Teacher Conferences (Students Out)
October, 2008		
17	Friday	End of the 1st Quarter (43 Days)
20	Monday	Beginning of the 2nd Quarter
30	Thursday	Staff Development Days (Students Out)
31	Friday	Staff Development Days (Students Out)
November, 2008		
26	Wednesday	Thanksgiving Holidays (School Closed)
27	Thursday	Thanksgiving Holidays (School Closed)
28	Friday	Thanksgiving Holidays (School Closed)
December, 2008		
22	Monday	Winter Vacation Begins (School Closed)
January, 2009		
5	Monday	Staff Development Days (Students Out)
6	Tuesday	Staff Development Days (Students Out)
7	Wednesday	School Resumes
15	Thursday	End of the 2nd Quarter (47 Days)
16	Friday	Staff Development Days (Students Out)
19	Monday	M.L. King Holiday (School Closed)
20	Tuesday	Beginning of the 3rd Quarter
February, 2009		
13	Friday	Parent-Teacher Conferences (Students Out)
March, 2009		
20	Friday	End of the 3rd Quarter (43 Days)
23	Monday	Spring Break (School Closed)
24	Tuesday	Spring Break (School Closed)
25	Wednesday	Spring Break (School Closed)
26	Thursday	Spring Break (School Closed)
27	Friday	Spring Break (School Closed)
30	Monday	Beginning of the 4th Quarter
May, 2009		
25	Monday	Memorial Day Holiday (School Closed)
June, 2009		
3	Wednesday	End of the 4th Quarter (47 Days)
4	Thursday	Staff Development Day / Last Day for Teachers

***No bad-weather days are included in the calendar. School could possibly be extended. Please check KATV Channel 7/KARK Channel 4/ THV Channel 11 Winter Weather Closing Alert.**

DAILY SCHEDULE

07:50 - 08:00	Homeroom
08:00 - 08:05	Break
08:05 - 09:05	1st Period
09:05 - 09:10	Break
09:10 - 10:10	2nd Period
10:10 - 10:15	Break
10:15 - 11:15	3rd Period
11:15 - 11:20	Break
11:20 - 12:20	4th Period
12:20 - 12:25	Break
12:25 - 12:50	Lunch
12:50 - 12:55	Break
12:55 - 01:55	5th Period
01:55 - 02:00	Break
02:00 - 03:00	6th Period

State Benchmark Tests (ACTAAP) and Academic Improvement Policy

Students in Grade 6, 7 and 8 are required to take benchmark exams and demonstrate that they have acquired the grade-level academic proficiency (Proficient or Advanced). When this point is achieved, these students have done better than the basic level students defined as "Basic students show substantial skills in reading, writing, and mathematics; however, they will have only partially demonstrated the abilities to apply these skills. Students who fall into this category continue to demonstrate a need for some additional assistance, commitment or study to reach the proficient level." Although these students are promoted to the next grade level, necessary arrangements (Academic Improvement plans) are made for them to improve their performance to the "proficient" or "advanced" level as defined by the state and to demonstrate grade-level academic proficiency in core academic subjects. Mandatory seventh hours and/or mandatory Saturday school will be given to the students who scores below the proficient level in core academic subjects. Students' attendance is mandatory to such tutoring.

Arkansas law (Act 2243), requires schools to place students who are not proficient on the Benchmark and/or End-of-Course exams on an Academic Improvement Plan. Students at the middle school level who fail to participate in this process shall be retained and shall not be promoted to the next grade level. At the high school level, students that are identified as not meeting satisfactory pass levels for an end-of-course exam, and fail to participate in the plan, shall not receive credit on their transcript for the course.

I. MANDATORY SEVENTH HOURS

Math and English teachers assign students seventh hour classes based on previous years' Benchmark test results, practice test scores and student performance. These seventh hour classes are for Math and English. Students receive grades. Attendance is required. Maths seventh hours is held on Tuesday and Friday between 3:15- 4:00. English seventh hours are held on Monday and Thursday between 3:15-4:00. Students must successfully complete these seventh hours. Failing these classes may result in repeating grade.

II. MANDATORY SATURDAY SCHOOL:

Math and English teachers assign students Saturday School based on practice test scores and student performance. Students may have both seventh hours and Saturday school. Attendance is required.

III. PULL OUTS:

Math and English teachers may assign a pull out schedule for students based on their performance. These students are pulled out from non-core classes to be tutored in math and/or reading. Schedule is prepared by school administration with teacher request.

UNIFORM

Uniform and Personal Appearance

LISA Academy has a uniform to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Students will purchase uniform shirts through LISA Academy. The student will purchase all other items from a retailer of their choice.

PLEASE NOTE!

If you arrive at school in violation of the uniform code, your parents will be called, you will be kept out of classes until you are dressed appropriately, and all class time you miss will count as an unexcused absence.

Official Uniforms

Uniform Top

- Uniform shirt purchased from school.
- Solid navy V-neck/crew neck long sleeve pullover, sweater, or sweatshirt (no logos).
- Navy blue pullover sweater vest.
- Navy blue cardigan sweater or zipper sweater.
- Long-sleeve t-shirt worn under uniform shirt in white or navy.
- Hoods are not allowed (not even tucked in).
- No part of short-sleeve t-shirts may show.
- Sleeves may not be rolled.
- Shirts must be completely tucked in at all times.

Pants, Shorts and Capris (no cargo or large pockets)

Middle School = Navy Color

High School = Khaki Color

- Pleated pants, flat front pants or capri pants.
- Pleated shorts or flat front shorts.
- Pants/shorts of dress-casual material; no stretch, etc.
- Properly fitting brown, black or navy blue belt with small, plain buckle; belt may not hang.
- Pants/shorts waist must rest no lower than the hip bone.
- Short length will be to the knee cap.
- Clothing may not be rolled.
- Pants/shorts must fit properly.
- Pants may not be baggy.
- Pants may not be sagged.
- Belts must fit properly and not hang down when buckled.
- Pants with large pockets are not permitted (such as cargo).

Uniform Skirts and Skorts

Middle School = Navy Color

High School = Khaki Color

- Kick pleat skirts, tab skorts or wrap skorts.
- Skirts/Skorts of dress-casual material; no stretch, etc.
- Properly fitting brown, black or navy blue belt with small, plain buckle; belt may not hang.
- Skirts/skorts waist must rest no lower than the hip bone.
- Skirt/skort length will be to the knee cap.
- Clothing may not be rolled.

Physical Education

- P.E. shirt purchased on your own (navy blue or gray).
- P.E. shorts purchased on your own (navy blue or gray).
- Shorts must have an elastic waist.
- Shorts will not be tight-fitting.
- Shorts will be of cotton/nylon/polyester material.

- Shorts will reach to the top of the knee cap.
- P.E. pants purchased on your own (navy blue or gray).
- Pants must have an elastic waist.
- Pants will not be tight-fitting.
- Pants will be of cotton/nylon/polyester material.
- Pants may be capris or full-length, but not dragging.

Footwear

- Low heeled, closed toe/closed heel loafer, tennis or tie shoes (No Birkenstocks).
- Any laces must be kept tied, and shoes must be kept on.
- No shoe polish allowed in school.
- Socks must be worn.
- Girls may wear navy or white tights instead of socks.
- No sandals, clogs, high heels, platform shoes, boots/hiking boots, or slippers.

Outerwear

- Hats, caps, bandannas and other headgear may not be worn in the building. Religious headgear is permitted with approval from the principal.
- Outerwear, such as windbreakers, jean jackets, ski jackets and jackets with hoods, may not be worn in the building.

Free Dress Day Limitations

- Footwear code remains the same.
- Undergarments may not show.
- Tops must cover torso and waist; necklines no lower than collarbone.
- Shoulders must be covered (i.e., no tank tops, spaghetti straps or rolled sleeves).
- Pant/skirt/short rules still apply, but may wear jeans or other material. No spandex and/or tight clothing.
- Pants must still rest no lower than the hip bone.
- No torn/ripped/holes clothing.
- Clothes must fit appropriately – not too tight, not too loose.
- No mid-drift area skin may show if arms are raised or when bending.
- No offensive/inappropriate clothing allowed.
- If you're in doubt about your clothing, ask the vice-principal before you come to school, or you will be sent home to change.

Personal Appearance/Jewelry

- Boys may NOT wear jewelry and/or accessories such as rings, earrings, wrist bands, head bands and/or necklaces.
- For girls, jewelry and accessories should be appropriate for school and not attract undue attention (only pair of rings, a pair of earrings, and necklaces are permitted).
- A plain watch is permitted.
- A religious necklace is allowed.
- Cosmetics/make-up should be appropriate for school and not attract undue attention (cosmetic items not allowed in class).
- Facial and body piercing are not allowed.
- You may not write/draw/mark -- or let others write/draw/mark – on any part of yourself or your clothing. If another student marks on you, please notify the assistant principal.
- Tattoos (including temporary tattoos) are not allowed.
- Use of extreme hair dyes and bleach are not permitted.
- Extreme hairstyles are not permitted (i.e., spiked hair and Mohawk cuts).
- Hair should be clean and neat each day.
- Boys may not grow mustache and/or beard.
- Students should be neat and clean each day.
- Sunglasses are not permitted in the building.
- Metal hair picks are not allowed.
- Backpacks are not permitted in hallways, bathrooms or classrooms (backpacks MUST be able to fit into locker!).
- P.E. uniforms are permitted only in P.E. class.
- Students will STAY IN UNIFORM at all times while on school premises, except for during P.E., at which time the P.E. uniform will be worn (i.e., no changing after school).

Administration will make the final call on any uniform code violation issues. Parents, please support the administration and their policies by ensuring that your student complies with the uniform code.

HALL PASSES

- All students should carry their passes at all times.
- No student is allowed to leave classroom without the Hall Pass signed.
- High School students will receive monthly hall passes from their homeroom teachers.
- MS students use the hall pass in the STUDENT AGENDA. Therefore, each MS student shall have an agenda.

GRADING

All classes at LISA Academy will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course.

% Grade	Letter Grade	For AP Courses
90 – 100	A (4.00)	A (5.00)
80 – 89	B (3.00)	B (4.00)
70 – 79	C (2.00)	C (3.00)
60 – 69	D (1.00)	D (2.00)
0 – 59	F (0.00)	F (0.00)

GRADE PROMOTION POLICY

Middle School grade promotion from one grade to another in LISA ACADEMY shall be based on the following criteria:

1. Students must have passing grades (above F) in all of the subjects
2. Summer School:
 - a. Students who received failing grade from one of the core subjects (Math, English, Science, Social Studies) have to attend to summer school and received passing grade to be promoted next grade level.
 - b. Summer school needs to be approved by the school.
3. Student who failed two or more core subjects will repeat the grade. No summer school is allowed.
4. Students who failed any of non-core subjects need to obtain a project/portfolio assignment from school for each subject they failed, complete the assignment successfully, and return it back to school by the assigned day so that they will be

o failed mandatory seventh hour may result in repeating the grade.

High School:

To earn a credit from a class students must attend 90% of that class and have a passing grade (above F). High school students will be placed to grades based on their earned HS credits and GPA. LISA ACADEMY may retain a HS student in the

Students are recognized on a regular basis and rewarded for their accomplishments. Outstanding student achievement will be recognized each semester in three distinct categories:

Eligibility for Honor Roll: Middle School

LHR: LISA HONOR ROLL All A's

PHR: PRINCIPAL HONOR ROLL All A's and B's

AHR: ACHIEVEMENT HONOR ROLL All A's, B's & C's

High School

LHR: LISA HONOR ROLL All A's and B's. Minimum GPA 3.75

PHR: PRINCIPAL HONOR ROLL All A's, B's and C's. Minimum GPA 3.50

AHR: ACHIEVEMENT HONOR ROLL No F's. Minimum GPA 3.25

* Eligibility for honor roll in high school is based on semester grade.

BOUNDS

After arrival at school, students may not leave the building for **ANY** reason without written permission of the assistant principal, being accompanied by a teacher, or having been appropriately checked out by a parent/guardian at the front office.

Students may not use a classroom without the permission of a teacher.

- Students may not use or remove any item from a teacher's desk.
- The science/computer labs are out of bounds unless a teacher is present.
- Play area of the school grounds is out of bounds at any time of the day, unless accompanied by a teacher.
- Construction areas are out of bounds.
- Any other areas that are determined by the principal or assistant principals to be out of bounds.
- All the areas mentioned above are out of bounds for students who are part of any after-school activities, unless accompanied by a teacher.
- Students **MAY** use the phone during the 15 minutes before school, 15 minutes after school, or during their lunch period. This policy is subject to change if students abuse the phone privilege. Students must document all phone calls in the log book.

Staff members at school have the authority and discretion to correct any pupil, authorize discipline points, and/or submit referrals to the principal/assistant principal.

HOMEWORK POLICY

Homework is an essential part of your successful educational program at LISA .Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Teacher's contact information is available at our website.

Healthcare Services

School Nurses

Professional nurses are assigned to campus and are available to all students. Full-time nurse is available on campus; however, a nurse may not always be on campus due to health screenings or professional development conferences. Upon absences, a designated first-aid responder will be available. Nurses provide care for sick and injured students, screening and assessments, health counseling and other health related services. Parents are encouraged to discuss the healthcare needs of their children with the school nurse, teacher, and principal.

Physical Examinations

All students who are entering a LISA Academy for the first time are required to have a physical examination by their doctor or primary health care provider. Students transferring from another district must provide a copy of a physical exam in their transfer file or obtain a new physical. If you have any questions about this physical, consult with the school nurse at any of our schools.

Please schedule your child's pre-school physical now and request a copy of the physical to provide to the school. Do not wait until August when appointments are not available.

Individual Healthcare Plans (IHPs) and Action Plans

Individual Healthcare Plans or Action Plans are required by Arkansas State Law for all students with on-going health needs (Asthma, Diabetes, Food Allergies, Seizures, etc.) . All students with on-going health needs must first be assessed by their attending physician with orders for care. These orders will be used, with the assistance of parents, students, nurse, teachers, and principle, to develop each students IHP. Forms for these requirements are available at school.

NOTE: LISA Academy accepts any physician's forms. You do not have to use LISA forms to meet state laws. The form must be signed by your child's physician, school nurse and principal before the child starts his/her first day of school.

Illness, Injury Policies

LISA Academy will have a school nurse or first-aid-trained professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance to see the nurse. Please follow these rules if you become ill or are injured during the school day:

- Report to your teacher. The teacher will determine if a visit to the nurse is necessary. If the teacher sends you to the nurse (WITH a hall pass) and the nurse is not available, you should report to the office. DO NOT go to the nurse/office without a hall pass, unless in the event of an EXTREME emergency, in which case the nurse/office will communicate with the teacher. Even between classes, you still need a hall pass in order to go to the nurse or office.
- If you do not inform your teacher and simply miss class, it is an unexcused absence.
- Do not just leave the building. Always report to the main office.

Medication Administration Policy

ADMINISTRATION OF MEDICATION AT SCHOOL IS DISCOURAGED. LISA Academy's medication and administration policies are governed by Arkansas State Law and exist for the safety of students, faculty, and staff. Policy Guidelines:

1. Only medications prescribed by a physician will be given at school. Any changes to care or medications should be submitted to school nurse accompanied by physician's orders.
2. All medications, both prescription and over the counter medicine, MUST HAVE ORDERS FROM THE STUDENT'S ATTENDING PHYSICIAN in order to be given at school. Prescribed medications must be in original container from pharmacy with a prescription label noting the name of the student, medication name, dosage, reason for medication, and clear directions for administration. No over the counter medications will be given without physicians orders clearly stating the medication, dose, route, frequency, and reason for medication.
3. A medication consent form must be signed and dated yearly by BOTH the parents/ guardians and the physician for the administration of both prescriptive and over the counter medications. Handwritten notes are not acceptable.

Any initial (first) dose of new medication that must be administered during school hours must be given by the parent or guardian at home first. After the child has been medicated for 24 hours at home, the child may return to school.

4. All medications must be turned into the school nurse for holding and the parent or guardian will be responsible for transporting medication to and from school for students. No medications may be kept on a student's person. In order to comply with Act 1694 of 2005, an exception will be made for students to carry/self administer asthma inhalers or emergency medications (epinephrine injection pens) required for documented health conditions with a physician order and school approval. This type of medication requires a SELF ADMINISTRATION of MEDICATION CONTRACT for each school year and proper demonstration to school nurse before medication can be used. It is recommended that parents/guardians bring a month supply to school and note when medicine is needed to prevent missed doses due to depleted supply. The quantity of medication will be counted and recorded when medication is brought to school.
5. No medication that is to be given three (3) times daily or less will be administered at school unless a physician's statement specifically directs the medication to given at a specific time.
6. A locked and limited access area for storage of medications will be provided.
7. No sharing of medications will be permitted.
8. Narcotic pain medication WILL NOT be administered at school. Students requiring this type of medication will be required to stay at home.

9. At the end of the school year, any unused medication must be picked up by parent or guardian on or before the last day of school. All medication not picked up will be destroyed in the presence of a witness, unless prior arrangements have been made.

Emergency Administration of Non- Prescription (OTC) Medication

Completion of "Emergency Information" form signed by a parent or guardian is required at the beginning of EACH SCHOOL YEAR.

No over-the-counter medication will be administered by the school nurse or designated staff without this form on record. Verbal authorization will not be accepted.

Permission for Student to Carry/Self-Administer Medication

If a student has a life-threatening diagnosis that requires immediate access to medication, an authorization form must be on file signed by physicians, parents/guardians and student. The medication policy will be enforced.

LISA Academy medication policies are governed by Arkansas State Law and exist for the safety of students, faculty and staff.

Head Lice Policy

LISA Academy follows the **No-Nit Policy**. At the time head lice are positively identified the student's parent/guardian will be notified to pick student up immediately. Before returning to school, the student and parent/guardian will need to check in at the office to have student re-checked. At the time of re-check, if there are nits visible, the student will not be allowed to remain in school.

SCHOOL FACILITY POLICIES

Lockers

Each student will be assigned a locker for his/her individual use at LISA Academy. *It is highly recommended that each student have a 2-level locker shelf. These are available at office supply stores, or you may purchase them online. Please contact the office or visit our website if you have any questions.* This locker is for storing books, coats, and personal items necessary for school. **Students should not bring valuable items or large amounts of money to school.** The lockers should not be used to store valuable items you bring from home. LISA Academy will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. School officials may make inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. **Students attending LISA Academy should not expect privacy of the contents of their lockers, desks, or other school property.**

Lost and Found

If you find books, clothing or personal items on the school grounds, please bring these items to the front desk. If you lose something, check the lost and found either before school, after school, or during your lunch period. The corridors are inspected each evening and unsecured student property is placed in the lost property shelves located in the office. **Students should ensure that all their books, uniform and other property are clearly labeled with their name** to ensure a prompt return of such items if they become misplaced.

Lost and unclaimed items will be given to a charity organization after 15 days. Lost and unclaimed uniforms/school supplies will be kept in the nurse's office for emergency use. They may also, at the beginning of the new school year, be offered at a "gently-used uniform" booth as a fund-raiser for school.

Lunch Periods

All students will remain at the school during the lunch period. You may buy your lunch at school, or you may bring a sack lunch. **Students will not be allowed to place delivery orders for lunch.** If you have a special situation, you should talk to the principal beforehand. Parents MAY bring lunch to the school before their student's lunch period begins, but no lunches will be accepted after the lunch period ends.

Students will NOT be permitted to eat lunch after their lunch period ends.

During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the **cafeteria**. Teachers on duty during the lunch period will hold you responsible for your behavior.

SCHOOL LIBRARY

English teachers will introduce a library unit where directions will be given for library use.

Library Rules

1. Reading library books may only be kept for two (2) weeks at a time.
2. Research books (encyclopedias, old textbooks etc.) may be kept for one (1) week at a time.
3. Students must turn library book into designated librarian only. **DO NOT TURN INTO TEACHERS OR LEAVE IN CLASSROOMS OR SET IT ON FRONT DESK. IF BOOKS ARE NOT FOUND ANYWHERE IN THE SCHOOL AFTER THEY HAVE BEEN CHECKED OUT THE STUDENT WHO CHECKED IT OUT WILL PAY THE ENTIRE AMOUNT OF THE BOOK.**
4. If books are kept out longer than designated times student must pay five (5) cents per day that the books are out. Student must sign for the book when they check it out and bring it back.
5. You may only check out two (2) books at a time.

Public Areas: Hallways, Stairwells, and Lavatories

Hallways, stairwells, and lavatories are areas used by all members of LISA Academy. Because everyone uses these areas, there are rules of conduct that all students must follow:

- You may not loiter in the halls, lunchroom or lavatories or on staircases.
- You may not eat in halls, lavatories, or on staircases.
- You may not run in the halls, lunchroom, lavatories, or on the staircases.
- You may not use any profane or vulgar language.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- Do not roughhouse, push, or wrestle.

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass card. Corresponding disciplinary action will be taken for students who are found in the halls without passes.

SCHOOL ACTIVITIES

LISA Academy will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

Field Trips

Field Trips offer exciting ways to learn. LISA Academy students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by LISA Academy codes of student conduct while on the field trip.
- If the field trip is for recreational purposes, the field trip organizer may have particular rules for students having some discipline problems. The rules will be indicated in the permission slips. Therefore, students that have some certain amount of detention points may not attend the field trip.
- **Students are allowed 10 excused absences for school activities.**
- **Students will be responsible for the class assignments they missed.**

Extra-Curricular Activities

There is no better way for students to enrich their education than by taking parts in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore more deeply things you already enjoy and to try other areas that sound interesting.

"Everyone is eligible for extra curricular activities."

If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times, and attend the class for the whole period.
- You must arrange for your own transportation to be picked up promptly at the end of the activity.
- You must abide by the LISA Academy code of student conduct while participating in the activity.
- You may not stay after-school to wait for another student.
- **You must clear the school building immediately following after-school activities.**
- **Your after-school activity privileges will be cancelled if discipline becomes a problem.**

A full list and description of after-school clubs and activities will be posted during the first two weeks of school. Activities will begin two weeks after school begins, and students will have an opportunity to explore each one that looks interesting.

Textbooks and Supplies

LISA Academy will give core course books (Math, English, Science and Social Studies) to the students and use classroom sets for other courses. While using, each student should take care to see that these books are not damaged or defaced. Students will be charged $\frac{1}{4}$ the cost of the book for minor damage, and full cost of the book if it sustains major damage as assessed by the principal. Please keep in mind that most of our books cost between \$35 and \$100 dollars *each*. Book covers help keep damage to a minimum.

School Visitors

Visitors for educational reasons are welcome at LISA Academy. No visitors allowed under the age of 11 years. All visitors must register with the office when they arrive and state the purpose and location of the visit. The visitor will be required to wear an identification tag during their visit. Parents must also check in at the office. Students wishing to bring visitors to LISA Academy must complete the Student Visitor Form and receive approval from the office (principal) at least two (2) school days in advance. Do not bring guests to school without prior arrangements, or the visitor will have to return home. No visitors will be allowed the last two weeks of each semester. Also, no visitors will be allowed during the week prior to any school holiday. Parents may visit teachers by appointment only, as other activities and clubs are held after school.

Meetings On School Premises

(Non-school sponsored)

Any student who wishes to promote, organize or participate in a meeting on school premises other than those sponsored by the school must obtain prior approval from the principal at least three (3) days prior to the requested activity. The three (3) days period does not include the day of the request or the day of the activity. Before approving the request, the principal will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

Protective Orders/Restraining Orders

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

Emergency Procedures

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted in each teacher's room and students should be familiar with the assigned drill areas.

The FIRE ALERT is a continuous 2 or 3 second sound. The TORNADO ALERT is a continuous wailing sound over the intercom.

The ALL-CLEAR is sounding of the bell.

The LOCK-DOWN PROCEDURE is posted in all classrooms and practiced during the school year. In the event of a lock-down, it will be announced as prescribed by the principal.

The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the principal. As a backup Fire and Tornado Alert system, hand-held air horns will be used. A teacher will be assigned to use the air horn to alert the students.

STUDENT ID CARDS

Student ID Cards will be issued to each student enrolled at LISA Academy. It is mandatory that all LISA students have ID card attached to uniform shirt's collar and ID must be visible at all times with picture showing during school hours and school activities. This card allows students to attend school-sponsored functions. Suspension from school automatically invalidates the card for the length of the suspension. If you lose your ID card, go to the main office before or after school to purchase a new one. Students shall return their Student ID cards in case they withdraw from the school.

FUND RAISING

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal.

SALES

Advertising may be permitted if its for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

ATTENDANCE

The ARKANSAS Board of Education requires all students enrolled at LISA Academy to attend school regularly in accordance with the laws of the State. The success of LISA Academy's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities, under the guidance of their teacher, are vital to the success of the educational program. For these reasons, the administration, faculty and staff of LISA Academy will frequently talk about the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. Members of LISA Academy's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will:

keep accurate attendance records of excused and unexcused absences,

- require an admission slip from a student returning from an absence and follow through appropriately if the student does not have one,
- incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

We ask that you, as a student, do all you can to attend school every day. If you have any problems with attendance, please talk with a teacher, administrator or the registrar.

Absence and Tardiness

LISA Academy recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences and tardiness.

Excused Absences

LISA Academy follows Arkansas State Laws regarding school absences.

Under the compulsory education law, parents or guardians must notify the school that their child will be absent NO LATER THAN 10:00 AM the morning of their absence. *Otherwise, the absence will be recorded as unexcused.*

The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved ONLY for the following reasons or conditions:

Unexpected Absences

Personal Illness:

Your parent or guardian must call the school each morning that you are absent **by 10:00 AM. Otherwise the absence will be recorded as unexcused** when you are home ill. If it is known for a fact the number of days that a student will be absent this can be reported on the first call. **IN ADDITION -- when you return to school, you must bring an explanatory note from your parent or guardian, or the absence will be recorded as unexcused.** The school may require a doctor's confirmation.

Illness in the Family:

Your parent or guardian must call the school by 10:00 AM to explain the situation and estimated days of absence or the absence will be recorded as unexcused. When you return to school, *you must bring an explanatory note from your parent or guardian*, or the absence will be recorded as unexcused.

Quarantine of the Home:

Your parent or guardian must call the school by 10:00 AM to explain the situation and estimated days of absence or the absence will be recorded as unexcused. When you return to school, *you must bring an explanatory note from your parent or guardian.* Such an absence is limited to the length of the quarantine as fixed by the proper health officials.

Death of a Relative:

Your parent or guardian must call the school by 10:00 AM to explain the situation and estimated days of absence or the absence will be recorded as unexcused. When you return to school, *you must bring an explanatory note from your parent or guardian,* or the absence will be recorded as unexcused.

Anticipated or Planned Absences

Observance of Religious Holidays:

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. If this holiday falls on a school day, you must bring notice to the school before the day(s) of the absence.

Professional Appointments:

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, *you must bring a note to the office the day of the appointment stating clearly the time you are to be dismissed.* In addition, the following rules shall apply to this kind of dismissal during the school day:

- Parents must come to the office to pick you up.
- Your parent must sign the check-out sheet in the office; when you return to school, the parent must sign you back in **WITH A NOTE FROM THE PROFESSIONAL WITH WHOM YOU HAD AN APPOINTMENT.**

Family Vacations:

Parents must visit with the principal regarding vacations. **The principal will make the final decision** on this matter regarding vacations days being counted as excused absence days. Request to the principal should be in writing at least three (3) days in advance.

Unexcused Absences

An unexcused absence *does become* part of a student's school record. You will be marked for an unexcused absence if you:

- fail to bring a written note within two school days following an absence,
- leave school without signing out at the office,
- are absent from class without permission - *including walking out of class,*
- are absent from school without parental permission,
- get a pass to go to a certain place but do not report there, and/or
- are absent for reasons not acceptable to the administration.

Make-up Work for Absences

In case of absence, please contact the front office for any make up work

You are allowed 10 excused absences for school related activities such as sports, music and academic competitions.

If you are absent for school related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is **not** obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

Truancy For High School Students

Truancy means that a student is not excused and is absent from his or her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant:

No credit will be recorded for work you missed as a result of truancy.

- A record of the truancy will be entered into your attendance record file.
- A conference with your parents will be held.

If, during one semester, a LISA Academy High School student has three (3) unexcused absences in any class, the parents/guardians will be notified either by telephone or by regular mail.

If, during one semester, a high school student receives six (6) unexcused absences in any class, the parents/guardians will again be notified and an administrative conference will be held.

If, during one semester, a high school student has accumulated nine (9) total unexcused absences, the Pulaski County Juvenile Court will be notified.

In addition, if a high school student has accumulated twelve (10) unexcused absences in one semester, course credit can be denied.

If the above documentation or notice has not been given to the parent/guardian, and no conference has been held, then course credit will not be denied. However, LISA Academy is not responsible if a parent/guardian does not respond to either of the above -- the student may still be denied course credit upon accumulating the twelve (10) unexcused absences in one semester.

Truancy For Middle School Students

Truancy means that a student is not excused and is absent from his or her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant:

No credit will be recorded for work you missed as a result of truancy.

- A record of the truancy will be entered into your attendance record file.
- A conference with your parents will be held.

If, during one semester, a LISA Academy Middle School student has three (3) unexcused absences, the parents/guardians will be notified either by telephone or by regular mail.

If, during one semester, a middle school student receives six (6) unexcused absences, the parents/guardians will again be notified and an administrative conference will be held.

If, during one semester, a middle school student has accumulated nine (9) total unexcused absences, the Pulaski County Juvenile Court will be notified.

In addition, if a middle school student has accumulated twelve (10) unexcused absences in one semester, course credit can be denied.

If the above documentation or notice has not been given to the parent/guardian, and no conference has been held, then course credit will not be denied. However, LISA Academy is not responsible if a parent/guardian does not respond to either of the above -- the student may still be denied course credit upon accumulating the twelve (10) unexcused absences in one semester.

Tardiness

Tardiness to school and to class – whether the result of oversleeping, missing the city bus, car problems, babysitting, athletic workouts, socializing or lingering in the halls - is unacceptable.

Excused Tardiness

You must have your parent or guardian call the office or write an explanatory note if you arrive late to school. Report to the office with your note when you arrive at school. If you fail to do this, you will receive an unexcused tardy.

Students are allowed five excused morning tardies per semester. After five excused tardies, all subsequent tardies for that semester will be counted as unexcused and a parent/administrator conference must be held.

Unexcused Tardiness

If you arrive at school late but without a note, report to the office to check in. You will get a "late slip" for admittance to class. **Ten unexcused tardies will result in one day of unexcused absence; parent-administrative conferences will be held on a regular basis in order to remedy the situation; administrative discipline.**

Class Tardiness

If you are late between classes, report directly to your next class. Administration will record a tardy detention point on your discipline record.

Early Dismissal of Students from School

Because LISA Academy is very concerned about your safety and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students' safety:

- The office may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal.

- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the assistant principal.
- You must sign out of the building at the front desk after receiving permission to leave school early.

Withdrawal Policy

When a student must withdraw from LISA Academy during the school term, the student should report to the office at least three days advance stating the reason for withdrawal in writing. The student will receive a withdrawal form that will be taken to each teacher for "clearance":

1. Has checked in all assigned equipment and books.
2. All monies due the school are reimbursed in full.

The student needs to get one of the administrators' signatures after clearance with teachers. The withdrawal form will then be returned to the registrar for official release. The registrar will release student records signed by parents if the student is cleared. Students going to another school will take with them a copy of their withdrawal form that gives grades earned to date in the current period.

STUDENT'S RIGHTS AND RESPONSIBILITIES

- ✓ To feel safe in the school environment
- ✓ To take full advantage of the learning opportunities
- ✓ To work in an environment free from disruptions
- ✓ To express their opinions, ideas, thoughts, and concerns in an appropriate manner
- ✓ To have a healthy environment that is smoke, alcohol, and drug free,
- ✓ To use school resources and facilities for self-improvement under appropriate supervision,
- ✓ To expect courtesy, fairness, and respect from all members of the community,
- ✓ To be informed of all expectations and responsibilities,
- ✓ To take part in a variety of school activities,
- ✓ To have the right to due process,
- ✓ To be caring and honest,
- ✓ To do his or her best to learn and master all he or she can,
- ✓ To respect school rules, regulations, and policies,
- ✓ To be sure that personal expressions do not interfere with the rights of others,
- ✓ To follow state law and school policies concerning substance abuse,
- ✓ To respect and protect the personal and property rights of others and of the school,
- ✓ To treat all members of the community with full respect, fairness, and courtesy,
- ✓ To abide by all the expectations of the school and its community,
- ✓ To follow the prescribed guidelines for participation in school activities.

STUDENTS CONDUCT AND DISCIPLINE

LISA Academy has goals to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the LISA Academy administrators and teachers shall not allow the following behaviors during school, on school property, or at/during any school-sponsored activities.

Classroom rules in every classroom:

1. Be in your assigned seat and ready to work BEFORE the tardy bell rings.
2. Bring pencils, paper, books, and all assigned materials to class.
3. Keep your hands, feet, books and objects to yourself.
4. Do not engage in behavior that keeps the classroom from functioning.
5. Follow directions the first time they are given.
6. No gum, food, or drink allowed in the building except in designated food service areas.
7. Raise your hand before talking.
8. Note-passing disrupts the class and is not allowed.

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and enforcement of classroom rules.

Discipline - Positive Reinforcement

The teacher will reinforce positive behavior.

1. Oral praise from the teacher
2. Pass to assemblies

3. Note to parents
4. Phone call to parents
5. Parties
6. Trips, picnics
7. Personal note to student
8. Note accompanying report cards
9. Note on papers, tests, etc.
10. Field trips

Discipline: School-Wide Rules

Students breaking the following rules will be subject to disciplinary action by school officials:

- Do not bring radios, video recorders, tape players, tapes, beepers, CD players, iPod, MP3 players, virtual pets, games or any other electronic devices to school.
- Students are to be in assigned, supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing, whether written or oral.
- No cruelty or rude gestures or bullying.
- Students shall not miss class/classes unless excused by parent, guardian, or teacher.
- Use/possession of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- Being insolent, disrespectful and argumentative is prohibited and will result in immediate disciplinary action.
- Follow student conduct code cited in manual.
- Eating in hallways and classrooms is prohibited.

Discipline: Severe Causes - Immediate Office Referral

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult.
- Possesses and/or uses tobacco, drugs or alcohol on or near the school campus.
- Possesses a weapon or any object deemed a weapon.
- Damages or destroys property belonging to another student, the school, or a teacher.
- Swears, makes rude gestures, and participates in cruel teasing or put-downs.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation of student and/or parent(s) in the process does not preclude action taken by the LISA Academy administration.

STUDENT ENROLLMENT AND ATTENDANCE

LISA Academy is open and free to any child five through 21 years and has not graduated from high school. School attendance is required until a student's 18th birthday. Parents/guardians seeking enrollment of a child in LISA Academy will provide the following

- Certified copy of birth certificate, passport or previous school records
- Proof of address (lease agreement, current utility bill or personal property tax bill)
- The child's immunization record
- Social Security number or request that the District assign an alternate nine-digit number
- Expulsion records if applicable
- All students are required to maintain a level of attendance that will enable them to discharge their responsibility as learners and will enable the school to meet its obligations to the students.

TRANSFER STUDENTS

All transfer students must meet the graduation requirements of the LISA Academy in order to receive a diploma. The LISA Academy will accept transfer credits and grades for students who previously attended accredited schools. Additionally, students who transfer into a LISA Academy from a home school or an unaccredited high school must attend at least two semesters in order to receive a high school diploma. They must attend at least four semesters in order to be eligible for rank-in-class. Exchange students who complete the senior year in good standing may, at the discretion of the principal, participate in the graduation ceremony.

UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES

The consequences for each unacceptable types of student behavior are not independent from each other. If a student is suspended for a type of behavior, any other type of unacceptable behavior will also result in a second offense.

Bullying Policies

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written, verbal or physical act. Disciplinary actions will be taken as follows:

Provoking/Intimidating Behavior

Encouraging or urging other students to violate school rules

Consequences:

- 1st Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

As a student at LISA Academy, you **shall not:**

Fight or Arrange Fights

School is not a place to fight or arrange fights, whether those fights take place on or off school grounds. Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults another student, any fight will involve disciplining ALL students involved in the fight. If a student is assaulted and the student also makes physical contact, the student will face disciplinary action.

Consequences:

- 1st Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

Hit or Physical Touch

Consequences:

- 1st Offense:** Parents/Guardian contacted. Up to Half-Day Saturday detention (7 Detention points) .
- 2nd Offense:** Parents/Guardian contacted. One (1) day out of school suspension.
- 3rd Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.
- 4th Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

Extortion

Obtaining property from another with his consent, but induced by a wrongful use of force or fear.

Consequences:

- 1st Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

Malicious Injury or Destruction of Property

Intentional or willful destruction/defacement of property. This includes vandalism or graffiti.

Consequences:

- 1st Offense:** Parents/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parents/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

Assault and Battery

Any willful and/or unlawful use of force or violence upon the person of another.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parent/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

Harass Another Student, Teacher, Administrator, or Staff Member

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

Consequences:

Parent/Guardian contacted . Administrative discretion with a recommendation for long-term suspension and/or possible prosecution.

Disrespect to Teachers or Staff and/or Using Inappropriate Language and Behavior. Responding in a Rude and/or Impertinent Manner.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

Use of Profanity

Writing, saying, or making gestures that convey a grossly offensive, obscene, or sexually suggestive message.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

Hazing Student(s)

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

Consequences:

Parent/Guardian contacted. Administrative discretion with a recommendation for long-term suspension. and/or possible prosecution.

Steal or Vandalize Private Property or School Property

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds.

Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.

School records will be withheld until restitution is cleared.

Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Administrative discretion. Restitution, if required. Up to Three (3) days suspension.
- 2nd Offense:** Parent/Guardian contacted. Administrative discretion. Up to Five (5) days suspension. Restitution, if required. Police report filed.
- 3rd Offense:** Parent/Guardian contacted. Up to ten (10) days suspension, or long-term suspension. Restitution, if required. Police report filed.

Display Threatening Behavior

Threatening behavior can include verbal threats, both face-to-face and over electronic media (phone and/or computers) and non-verbal threats, including "hard" stares, gestures, etc., that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Administrative discretion. Up to Three (3) days suspension.
- 2nd Offense:** Parent/Guardian contacted. Administrative discretion. Five (5) days suspension recommended.
- 3rd Offense:** Parent/Guardian contacted. Administrative discretion. Ten (10) days suspension or long-term suspension.

Assault (Threat) With Intent to Kill Somebody

Any willful and unlawful attempt or offer with force.

1st Offense: Parent/Guardian contacted. Administrative discretion. Long-term suspension. NO TOLERANCE.

Bring Any Kind of Weapon to School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, or club-type implements as well as mace, tear gas, or other chemicals. It may also include **any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another.** The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequences:

Parent/Guardian contacted. Administrative discretion. Long-term suspension. Possible prosecution.

Conspiracy

Any two (2) or more persons MUTUALLY agreeing to do any unlawful act.

Consequences:

1st Offense: Parents/Guardian contacted. Up to Three (3) days out of school suspension.

2nd Offense: Parents/Guardian contacted. Up to Five (5) days out of school suspension.

3rd Offense: Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

Gang Symbols

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified as or associated with gangs.

Consequences:

1st Offense: Parent/Guardian contacted. Conference with student(s) and up to Five (5) days suspension.

2nd Offense: Parents/Guardian contacted. Up to Ten (10) days out of school suspension. Possible long-term suspension.

Beepers, Pagers, Cellular Telephones and/or Other Electronic Devices;

Beepers, Pagers and Cellular Phones, Radios, Tape or CD Players, Electronic games, and/or similar devices are not allowed in school building at any time including lunch time and break time(s). Cell phones must be turned in to office at the beginning of the school and checked out after school. The office is not responsible for any damage or loss of phones. A student can bring a photo camera to the school with the Principal's approval of three (3) days advance written request

Consequences:

1st Offense: Parent/Guardian contacted. Confiscation of the devices with retrieval only by parents/guardians

2nd Offense: Parents/Guardian contacted. Up to Three (3) day suspension. (Confiscated materials will be given at the end of the school year)

3rd Offense: Parents/Guardian contacted. Up to Five (5) day suspension

4th Offense: Parents/Guardian contacted. Long-term suspension.

Cheating or Plagiarizing

Cheating on tests, plagiarism, and/or any other type of deception to get credit without effort are unacceptable conduct. In the event of any malpractice or perceived malpractice during an examination the student will, in the first instance, receive a zero grade. After the event, a review of the situation will determine if a zero grade is to be made or a lesser penalty imposed.

ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO, THEIR PARENTS WILL BE NOTIFIED AND CORRESPONDING DPS WILL BE APPLIED.

Abuse or Misuse Computers

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse or misuse of computers also includes loading private software, **checking personal e-mail**, or accessing inappropriate web sites or web pages using school equipment. Student computer history may be checked randomly.

Consequences:

1st Offense: Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or accomplish whatever needs to be done to undo the tampering, under supervision. You may have to pay for computer technicians to undo tampering. Up to Five (5) days out of school suspension.

2nd Offense: Parents/guardians contacted. Administrative discretion. You will repair, undo, reset, delete or accomplish whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering. Possible long-term suspension.

Disrupting Learning

Disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to, inappropriate language, excessive talking, not being in assigned seat, inappropriate comments/behaviors, eating or drinking during class, chewing gum, insubordination, and/or selling or trading personal possessions to other students.

Consequences:

1st Offense: Parent/Guardian contacted. Parent, teacher and student conference and discretion with the recommendation of detention.

2nd Offense: Parent/Guardian contacted. Up to Three (3) days out of school suspension.

3rd Offense: Parent/Guardian contacted. Administrative discretion including up to Five (5) days out of school suspension.

4th Offense: Parent/Guardian contacted. Administrative discretion including up to Ten (10) days out of school suspension.

5th Offense: Parent/Guardian contacted. Long-term suspension.

Violate Uniform Policy

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in the handbook.

Consequences:

1st Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you.

2nd Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. You will be sent home. Your absence will be counted as an unexcused absence.

3rd Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. Up to Three (3) days out of school suspension.

Use of Drugs or Alcohol; Sale of and/or Intention To Sell Drugs or Alcohol

Use of drugs or alcohol means knowingly possessing, consuming, using, handling, giving, storing, concealing, offering to sell, selling, transmitting, acquiring, buying, representing, making, applying, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind *including butane lighters*. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials will be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look-alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

Consequences:

Parent/guardian contacted. Long-term suspension. Police will be informed.

Smoke or Use Tobacco Products or Bring Such Products To School

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

1st Offense: Parent/Guardian contacted. Three (3) days out of school suspension.

2nd Offense: Parent/Guardian contacted. Five (5) days out of school suspension.

3rd Offense: Parent/Guardian contacted. Long-term suspension.

Possession or Use of Fireworks

Using or possessing any amusement device, smoke bomb, etc.

Consequences:

1st Offense: Parent/Guardian contacted. Up to Three (3) days out of school suspension.

2nd Offense: Parent/Guardian contacted and up to ten (10) days out of school suspension. Possible long-term suspension.

Bomb / Explosive Threats

Reporting to school, police, or fire officials -- by any means -- information known to be false concerning the presence of a bomb or explosive.

Consequences:

1st Offense: Parent/Guardian contacted. Five (5) days out of school suspension.

2nd Offense: Parent/Guardian contacted and up to ten (10) days out of school suspension. Possible long-term suspension.

Give a False Fire Alarm

Issuing a false fire alarm is a violation of the State Law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense.

Consequences:

Parent/Guardian contacted. Long-term suspension. Restitution for any damage. Possible prosecution by legal authorities.

Arson

Intentionally starting any fire or combustion on school property.

Consequences:

1st Offense: Parent/Guardian contacted and up to ten (10) days out of school suspension.

2nd Offense: Parent/Guardian contacted and long-term suspension.

Forgery

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, and or student's name to any document will be considered forgery.

Consequences:

1st Offense: Parent/Guardian contacted. Three (3) days out of school suspension.

2nd Offense: Parent/Guardian contacted. Five (5) days out of school suspension.

3rd Offense: Parent/Guardian contacted. Long-term suspension.

Gamble and Play Cards

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing **ANY cards**. (Gamble cards, Pokemon cards, etc.)

Consequences:

1st Offense: Parent/Guardian contacted. Confiscation of the devices with retrieval only by parents/guardians.

2nd Offense: Parent/Guardian contacted. Up to Three (3) days out of school suspension.

3rd Offense: Parent/Guardian contacted. Up to Five (5) days out of school suspension.

4th Offense: Parent/Guardian contacted. Up to Ten (10) days out of school suspension.

Bring Inappropriate Materials

Pornographic, criminal, hate related, laser pointer(s), lighter(s), water balloons, non-education related magazines, stink bombs, etc.

Consequences:

1st Offense: Parent/Guardian contacted. Up to Three (3) days out of school suspension.

2nd Offense: Parent/Guardian contacted. Up to Five (5) days out of school suspension.

3rd Offense: Parent/Guardian contacted. Up to Ten (10) days out of school suspension.

4th Offense: Parent/Guardian contacted. Long-term suspension.

Failure to Identify (lying to staff or incorrect information)

Refusal to stop, provide name and/or other information when asked to do so by a staff member.

Consequences:

1st Offense: Parent/Guardian contacted. Up to Three (3) days out of school suspension.

2nd Offense: Parent/Guardian contacted. Up to Five (5) days out of school suspension.

3rd Offense: Parent/Guardian contacted. Up to Ten (10) days out of school suspension and/or possible long-term suspension.

Public Display of Affection

Behaviors of affection which are not appropriate for school such as kissing, hugging, hand-holding, etc. LISA Academy maintains an academic "no physical touching/display of affection" policy.

Consequences:

- 1st Offense:** Parent/Guardian contacted and conference with student(s).
- 2nd Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 3rd Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.

Leaving Campus Without Permission

Leaving campus without prior consent and authorization from school administration.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

Possession of Stolen Property or Found Property

Having in one's possession property obtained without permission of the owner (all "found" property should be turned in to the office).

Consequences:

- 1st Offense:** Parent/Guardian contacted. Administrative discretion. Restitution, if required. Up to Three (3) days suspension.
- 2nd Offense:** Parent/Guardian contacted. Administrative discretion. Up to Five (5) days suspension. Restitution, if required. Police report filed.
- 3rd Offense:** Parent/Guardian contacted. Up to ten (10) days suspension. or long-term suspension. Restitution, if required. Police report filed.

Defensive Type of Aerosol Spray

Possession or use of a defensive type aerosol spray such as mace or pepper gas by a student while on school ground is prohibited by school rules.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

Bus/Vehicle Misconduct

Failure to comply with rules of bus/vehicle safety or disturbing others during field trips.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

Trespassing

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension.

Consequences:

- 1st Offense:** Parent/Guardian contacted. Up to Three (3) days out of school suspension.
- 2nd Offense:** Parent/Guardian contacted. Up to Five (5) days out of school suspension.
- 3rd Offense:** Parent/Guardian contacted. Ten (10) days suspension and/or possible long-term suspension.

Handling Minor Infractions (Detention Point System)

Along with the established disciplinary procedure, LISA Academy will implement a Discipline Point System (DPS) in which students will be given points for unacceptable behavior. Each teacher and staff must use this system and the administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences and the behavior resulting in DPS system.

Possession/Use of Cellular Telephones or Other Electronic Devices

The use or possession of cellular telephones, beepers, pagers, radios, tape or CD Players, IPODs, electronic games, and/or similar devices on school campus is prohibited, except when they are required for medical reasons. Medical documentation must be on file with the administrator and school nurse. Students may bring a camera to school with a three-day advance approval notice from the Assistant Principal. LISA Academy is not responsible for any lost or damaged devices.

During school hours, parents should continue to call the school for any emergency situation.

Consequences:

1st Offense: Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian along with a \$10 fee. LISA Academy is not responsible for the confiscated items which are not received one week after confiscation.

2nd Offense: Parents/guardian contacted. Up to Three (3) day suspension. Device will be confiscated and device will be given to parent on or after last day of school along with a \$10 fee. LISA Academy is not responsible for the confiscated items which are not received one week after the last day of school.

3rd Offense: Parents/guardian contacted. Up to Five (5) day suspension. Possible expulsion. Device will be confiscated and device will be given to parent on or after last day of school along with a \$10 fee.

Detention Point System

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File)
2. Every teacher is required to mention about our DPS in his/her syllabus and use it.
3. If a student does not have any DPS points within 7 consecutive school days, 5 points will be deleted from his/her total detention points in the following day.
4. A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Assistant Principal.
5. A student receiving 10 points in a week (week is defined as from Tuesday to Tuesday), then he/she is required to attend Saturday Detention. Students and parents will be notified no later than Thursday.
6. Students required to attend Saturday Detention are rewarded -5 points for attending Saturday Detention and obeying rules of conduct for Saturday Detention. Students may receive more DPS points, however for an unwilling behavior.
7. Failing to attend a Saturday Detention without any confirmed excuse may result in a 2 days out of school suspension.
8. An accrument of 25 points or more within a year may result in Saturday detention.
9. An accrument of 50 points or more within a year may result in 1 day out of school suspension.
10. An accrument of 70 points or more within a year may result in 2 days out of school suspension
11. An accrument of 90 points or more within a year may result in 3 days out of school suspension.
12. An accrument of 110 points or more within a year may result in 5 days out of school suspension.
13. An accrument of 130 points or more within a year may result in long-term suspension.

DETENTION POINT CASES

Case	Points
Unexcused tardy to the class..1	1
Passing notes in the class..1	1
Makeup outside of restroom..1	1
Bringing food or drink to class..1	1
Inappropriate behavior to friend..1	1
Sleeping in class..1	1
Running in hall/outside of the school(school campus)..1	1
Excessive talking..2	2
Inappropriate cafeteria behavior..2	2
Eating/drinking in class/hall way..2	2
Chewing gum	1
Tapping..1	1
Misbehavior outside of school..2	2
Excessive makeup..1	1
Horseplaying..3	3
Throwing things in class/hallway/cafeteria..1	1

Not being in assigned location..1	1
Lack of cooperation..1	1
Cursing..5	5
Damage to school property..1	1
Dress code violation..2	2
Talking back to teacher..3	3
Possessing inappropriate stuff..1	1
Not returning assignment/homework	0
Lack of materials..1	1
Not working on assigned task..1	1
Antagonistic behavior..2	2
Disorderly conduct..2	2
Disturbing class..2	2
Vulgarity..2	2
Profanity to another student..3	3
Passing notes in the class with profanity..3	3
Cheating..5	5
Buying/selling/trading something..5	5
Refusal to follow a reasonable request..3	3
Back-pack in the classroom..1	1
Humming/Singing/making noises..2	2
Leaving the classroom without permission..5	5
Leaving paper/trash on the floor..2	2
Drawing/writing in textbooks..2	2
Not having hall pass when it is needed..1	1
Not receiving any detention points within consecutive seven days	-5
Serving Saturday Detention.. -5	-5
Not returning Wednesday Mail..0	0
Lying To a Faculty Member..5	5
Volunteer Work in School.. -5	-5
Chewing Something..1	1

Due Process

All students at LISA Academy are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at LISA Academy have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Short Term Suspension (Up To 10 Days)

The principal or his designee will give notice of suspension and the reason for the suspension to the student in writing after hearing the issues involved in the situation. If you are suspended, you will be allowed to make up homework and tests only for the FIRST suspension – and it is the responsibility of the student and/or parent to make that request. Parents may request and pick up assignments during the first suspension period, but may make them later than 48 hours after the student

returns to school following the suspension. The work must be completed within five (5) days following a short-term, out-of-school suspension. Suspended students are not allowed on school premises; therefore, a parent/guardian must pick up the requested work, and the student must complete it at their residence.

You and your parent/guardian may appeal a suspension within twenty-four (24) hours of the suspension being issued. This appeal will be made to the principal and heard by a disciplinary committee made up of three (3) teachers. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work if the suspension is overturned by the committee. All disciplinary committee hearings will be held within two (2) school days of the appeal being made. No lawyers and/or representatives other than the parent/guardian may be present during short term suspension proceedings. **The decision of the disciplinary committee is final.**

Long Term Suspension (More Than 10 Days)

The decision to suspend any student for a long term will be made in writing and will include the reason for the suspension by the principal after hearing about the events involved in a situation.

You and your parent/guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal will be made to the principal and/or LISA Academy school board. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work if the suspension is overturned by the board. All disciplinary LISA Academy school board hearings on long term suspensions will be held within Ten (10) school days of the appeal being made. **The decision of the LISA Academy school board is final.**

Saturday Detention

All students attending Saturday detention must arrive by 7:50 a.m. ready to serve Saturday detention. Failing to attend a Saturday Detention without any confirmed excuse may result in a 2 days out of school suspension. Uniforms are a must during Saturday Detention. If you are not in Lisa Academy uniform you will be asked to leave and return the following scheduled Saturday Detention.

Any changes to this handbook will be posted on the website and the school bulletin board.