



**LISA ACADEMY  
STUDENT  
HANDBOOK**

*2009-2010*

# **TABLE OF CONTENTS**

<b>Topic</b>	<b>Page</b>
Principal's Message	3
2009-2010 Calendar	4
Daily Schedule	5
Uniform and Dress Code	6
Enrollment and Attendance	9
Grade Promotion Policy	12
Grading	13
Smart Core Curriculum	14
School Facility Policies	16
School Activities	17
Transfer Student Policy	19
Concurrent Credit Policy	19
Withdrawal Policy	19
Homework Policy	19
Health Care Services	20
Student Conduct and Discipline	22
Unacceptable types of student behavior and cons.	23
Detention Point System	31
Due Process	32

Dear Students,

Welcome to the 2009-2010 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 2009-2010 school year!

*Sincerely,*

*Ali GUMUS  
Principal*

**LISA Academy  
2009-2010 CALENDAR**

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

KEY	
..	First Day for Students
PD	Professional Development (Students out)
PC	Parent-Teacher Conference (Students out)
H	Holiday
B	Beginning of Quarter
E	End of Quarter
#	Last Day for Students

First Quarter:	41 days
Second Quarter:	47 days
Third Quarter:	43 days
Fourth Quarter:	49 days
<b>Total:</b>	<b>180 days</b>
Professional Development Days:	10 days
Parent Teacher Conference Days:	2 days

\* Incentive Weather Days will be made up at the end of the school year.  
 \*\* This calendar was adopted by the board on April 28, 2009.

## DAILY SCHEDULE

FIRST LUNCH		
7C, 7D, 8A, 8B, 8C, 8D		
	IN	OUT
Homeroom	07:45	07:55
1st Period	08:00	08:52
2nd Period	08:57	09:49
3rd Period	09:54	10:46
Lunch	10:51	11:12
4th Period	11:17	12:09
5th Period	12:14	13:06
6th Period	13:11	14:03
7th Period	14:08	15:00

SECOND LUNCH		
6A, 6B, 6C, 6D, 7A, 7B		
	IN	OUT
Homeroom	07:45	07:55
1st Period	08:00	08:52
2nd Period	08:57	09:49
3rd Period	09:54	10:46
4th Period-A	10:51	11:17
Lunch	11:17	11:38
4th Period-B	11:43	12:09
5th Period	12:14	13:06
6th Period	13:11	14:03
7th Period	14:08	15:00

THIRD LUNCH		
HIGH SCHOOL		
	IN	OUT
Homeroom	07:45	07:55
1st Period	08:00	08:52
2nd Period	08:57	09:49
3rd Period	09:54	10:46
4th Period	10:51	11:43
Lunch	11:48	12:09
5th Period	12:14	13:06
6th Period	13:11	14:03
7th Period	14:08	15:00

### **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.

#### **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.

Math seventh hours are 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

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 are expected to arrive in dress code every day. You are expected to cooperate with these dress codes, display modesty and neatness, and take pride in maintaining a tidy and clean uniform. We rely on your common sense and your parent's and/or guardian's 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 class until you are dressed appropriately, and all class time you miss will count as an unexcused absence.**

## **LADIES:**

### **Uniform Top:**

**Middle School = Blue LISA Academy shirt**

**High School = Red LISA Academy shirt**

- Solid navy blue or black cardigan - No hood. No writing or designs.
- Solid navy blue (no writing or design) sweatshirt or LISA Academy sweatshirt. No hood.
- Only solid white or solid navy blue undershirts may be worn underneath the LISA Academy uniform shirt. No part of the short-sleeve t-shirt may show from underneath the arms. No part of the long or short-sleeve t-shirt may show from underneath the hemline.
- The LISA Academy shirt must be buttoned a minimum of one time at the top.

### **Pants, Shorts and Capris:**

**Middle School = Solid Navy Colored**

**High School = Solid Khaki Colored**

- Docker or Dickie style pants. No cargo or large pockets.
- Pants/shorts/capris of dress casual material. No stretch pants.
- Plain dark colored and leather looking belt with a small plain buckle. The belt should fit properly.
- No designs or patterns on the fabric.
- Waist band should fit at the waist. No low-waist or sagging pants is permitted.
- Short length must be to the knee cap.

### **No Skirts and Skorts:**

## **GENTLEMEN:**

### **Uniform Top:**

**Middle School = Blue LISA Academy Shirt**

**High School = Red LISA Academy shirt**

- Solid navy blue or black cardigan – No hoods, writing or designs.
- Solid navy blue (no writing or design) or LISA Academy Sweatshirt. No hood.
- Only solid white or solid navy blue undershirts may be worn underneath the LISA Academy uniform shirt. No part of the short-sleeve t-shirt may show from underneath the arms. No part of the long-sleeve or short-sleeve t-shirt may show from underneath the hemline.
- The LISA Academy shirt must be buttoned a minimum of one time at the top.

### **Pants/Shorts:**

**Middle School = Solid Navy Colored**

**High School = Solid Khaki Colored**

- Docker or Dickie style pants. No cargo pants or pants with large pockets.
- Pants/shorts of dress casual material. No stretch pants.
- Plain dark colored and leather looking belt with a small plain buckle. The belt should fit properly.
- Waist band should fit at the waist. No low-waist or sagging pants is permitted.
- No designs or patterns on the fabric.
- Short length must be to the knee.

### **Additional Dress Code Requirements and Limitations:**

In addition to ensuring that you are wearing the school uniform, LISA Academy requires that students follow these additional guidelines.

#### **Pants and Shorts:**

- Pants and shorts must fit properly.
- Pants and shorts must not be tight fitting. There must be ample room between the fabric of the pant and the skin.
- Pants and shorts may not be baggy or saggy. One's underwear should not show above the top of the pants or shorts.
- Pants and shorts may not be torn, tattered or ripped.
- No low waist pants.
- Belts must fit properly and not hang down when buckled.
- Pants and shorts with large pockets, such as cargo, are not permitted.
- Pants and short legs should not be rolled.

#### **Footwear/Leg Wear - Ladies and Gentlemen**

- Shoes must have solid soles.
- Shoes should be closed toed/closed heeled. No sandals, clogs, high heels, platform shoes, boots, flip flops, Birkenstocks, tall wedge, house slippers, etc.
- Only solid white or solid navy blue socks may be worn with shorts. No designs permitted.
- Girls may wear solid navy or solid white tights instead of socks. No designs allowed.

#### **Sweatshirts:**

- They may not be rolled at the waist.
- LISA Academy sweatshirts must be tucked in at all times.
- Shirt sleeves may never be rolled.
- Cardigans, sweatshirts, sweaters, etc. may not be tied around the waist.

#### **Personal Appearance:**

- Boys may not wear jewelry and accessories such as rings, earrings, bracelets, and necklaces.
- Jewelry and accessories for girls should be appropriate for school and not attract undue attention.
- Religious necklaces are permitted, but they should be inside of the shirt.
- One pair of matching earrings (not larger than quarter size) and one small bracelet is permitted for girls only!
- A plain watch is permitted. No hoops and no dangling earrings permitted.
- Facial and body piercing are not allowed.
- Students will be required to remove jewelry, bandages, etc. while in school if they do get body/face piercing. A doctor's excuse will not override any rules related to body/face piercing.
- Tattoos, even temporary, are not allowed.
- Cosmetic make-up for girls should be light and natural looking.
- Extreme hairstyles are not permitted (i.e. spiked hair, tail, mo-hawk cuts, extreme colors or bleaches, shaved or cut-in designs, etc.). It is up to the administration to determine if hair styles are acceptable.
- Boys and girls hair should be kept neat, clean, and out of the face at all times.
- Boy's hair is not allowed to touch the collar of the uniform shirt.
- Boy's hair should not extend more than two inches away from their head.
- No facial hair is allowed.
- No designs in the eyebrows are allowed.

- No hair picks are allowed.
- Students should be neat and clean each day.
- Sunglasses are not permitted.
- No wide hair bands.
- Backpacks are not permitted in the hallways, classrooms, bathrooms; therefore backpacks must be able to fit into the locker.
- No purses, book bags, or bags of any type are permitted in the classroom. Leave all bags and purses in the locker.
- PE uniforms are permitted only in PE class.
- Hats, caps, and other headgear may not be worn in the building or anywhere on the school campus.
- Clothing should be neat, clean and free of stains, holes, lost buttons, tears, etc. If clothing needs to be mended, it is expected that the student will take care of it.
- Outerwear, such as jackets, hoods, windbreakers, etc. are not allowed to be worn in the building or in class. A long sleeve solid navy or solid white t-shirt can be worn underneath the uniform shirt.
- Shoes should be clean, tidy, and free of markings.
- No shoe polish allowed in school.
- Shoe laces must be kept tied, and shoes must be kept on.
- Students are not allowed to write/draw/mark on themselves or anyone else's skin or clothing. If another student marks on you, please notify the assistant principal.
- Students will stay in uniform while on school premises, except during P.E.
- Scarves are not permitted.

### **Free Dress Day:**

The same policies regarding overall good grooming apply to free dress days.

- Clothing must be neat and tidy – no tears, no rips, no ragged edges, etc.
- Clothing must fit properly – not too tight and not too baggy.
- No mid-drift area skin may show if arms are raised or when bending.
- Tops must cover torso and waist.
- Necklines no lower than the collarbone.
- Undergarments may not show.
- Shoulders must be covered (i.e. no tank tops, no sleeveless, no spaghetti straps, sleeves are not to be rolled).
- Pant/short rules still apply, but may be of other materials. No spandex or tight fitting clothing. Shorts must still be to the knees.
- Footwear remains the same except for socks and tights.
- No offensive/inappropriate clothing allowed.
- If you're in doubt about your clothing, ask the assistant principal before wearing it to school.
- No skirts or skorts.

### **Physical Education**

The administration will make the final call on any uniform code violation issues. Parents, are expected to support the administration and school policies by ensuring that their student(s) complies with the uniform code.

**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.**

# **STUDENT ENROLLMENT AND ATTENDANCE**

LISA Academy is open and free to any child five through 21 years and has not graduated from high school. **Children who attain the age of five on or before September 1<sup>st</sup> of a given year will be eligible to attend kindergarten during that school year. School attendance is required until a student's 18<sup>th</sup> birthday.**

Parents/guardians seeking enrollment of a child in LISA Academy will provide the following:

- **Date of birth documents (The options the parent may provide are certified copy of birth certificate, registrar statements, baptismal certificate, passport, affidavit, military ID 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.

## **ATTENDANCE POLICIES AND PROCEDURES**

Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any children age five (5) through seventeen (17) years of age on or before September 1 of that year, both inclusive, shall enroll and send the child or children to public, private, or parochial school or provide a home school for the child or children under such penalty for noncompliance as shall be set by law unless the child has received a high school diploma or its equivalent; or students enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

### **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 of their absence. Otherwise the absence will be recorded as unexcused.**

Absences due to illness, family or personal emergency, participation in officially approved school-related activities and programs, and absences for other reasons acceptable to the principal are considered as excused.

However, it is the responsibility of the parent/guardian to notify the school of the student's absence and to provide documentation upon the student's return to verify the reason for the absence.

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

### **Classes Missed for Participation in School Functions**

Students or groups of students who participate in school-sponsored activities that are approved in advance by the principal or assistant principal will not be counted as absent during the class periods missed due to that participation. Students are allowed ten (10) excused absences for school related activities such as sports, music and academic competitions.

### **Absences Excused for Religious Holidays and Other Reasons**

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 five days before the day(s) of the absence. Students may be excused upon written request from parents/guardians to observe religious or specific holy days. Such absences, if approved by the principal in advance, will not result in loss of credit. A written request must be provided to the principal at least five (5) school days prior to the absence. Students may be excused from classes for medical or dental appointments; absences due to family emergencies in cases of serious illness or death within the family; or other reasons acceptable to the principal. Absences for college interviews for seniors, with approval by the assistant principal or principal, may be excused.

### **Absences Due to Disciplinary Sanction**

When a student is suspended from school or sent home pending a parent/guardian conference, the absence will not be counted as an unexcused absence. The absence will be coded to reflect the type of disciplinary sanction. If the student remains out of school for a period of time in excess of the number of days of suspension or sent home, those days will be unexcused absences.

### **Absences Due to Personal Illness**

Students' parents/guardians must call the school office by 10:00AM. Otherwise, the absence will be recorded as unexcused when you are home ill. If it is known the number of days that a student will be absent this can be reported on the first call. When you return to school, students must bring a doctor's confirmation or an explanatory note from their parent/guardian or the absence will be recorded as unexcused. An extended illness is considered an extenuating circumstance under the attendance policy and must be documented by a physician.

### **Absence Due to Illness in the Family**

Your parent or guardian must call the school by 10:00AM 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.

### **Absence Due to Death of a Relative**

Your parent or guardian must call the school by 10:00AM 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.

### **Absence Due to Professional Appointments**

Students should schedule appointments on non-school days or after school hours. If this is absolutely 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:

1. Parent/guardian must sign-out each student in the office when leaving.
2. Parent/guardian must sign-in each student in the office when returning.
3. **A note from the professional with whom you had the appointment must be provided** that day. The next day is sufficient to provide documentation, if the student does not return to school on the day of the appointment.

### **Absence Due to Quarantine of the Home**

Your parent or guardian must call the school by 10:00AM 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.

### **Absence Due to Family Vacations**

Parents must visit the principal regarding vacations at least five (5) days in advance. 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 five (5) days in advance.

### **Penalties and Notification Procedures**

1. When a student has missed one-half (½) of the total number of absences permitted or five (5) unexcused absences in any class during one semester, the school attendance secretary will notify the student's parent/guardian of the number of absences. Notice will be via telephone contact by the end of the school day in which the absence occurred or sent via regular mail no later than the following school day. Also, an administrator will schedule a conference with the student and his or her parent/guardian to discuss the student's absence pattern and its effects, together with appropriate interventions. The administrator will explain during the conference that course credit will be denied if the student receives more than ten (10) unexcused absences in a

semester. Data from the student's New Student Application or Current Student Re-Enrollment forms will be used in this procedure. The parent must provide the school with a current contact phone number.

2. Course credit will not be denied if a student/parent/administrator conference is not held or if appropriate documentation of the student's absences has not been forwarded to the parent/guardian at the student's address of record. However, a parent's/guardian's failure to attend a conference or respond to notification of a conference will not circumvent the loss of course credit for the student.

3. Course credit will be denied for each class in which a student has more than ten (10) unexcused absences during one semester and when the administrative conference has been held unless the principal or assistant principal finds there are extenuating circumstances such that to deny credit would be unfair.

4. If the principal or assistant principal denies course credit, the student may appeal the course credit denial. The student must provide a written appeal within twenty-four (24) hours of the principal's or assistant principal's final decision to deny course credit. An appeal committee will determine if course credit should be denied.

5. After the tenth (10th) unexcused absence in one semester, the parent/guardian will be notified that a referral to the Pulaski County Juvenile Court has been made in accordance with ACT 1308, adopted by the Arkansas Legislature, March 1997. The student's parent, guardian, or person in loco parentis shall be subject to a civil penalty not to exceed five hundred dollars (\$500) plus costs of court and reasonable fees assessed by the court.

6. When a student who is fourteen (14) years or older has missed more than five (5) consecutive days without approval of the principal or assistant principal, the school attendance secretary will notify the Arkansas Department of Finance and Administration (DF&A). DF&A may suspend the student's driver's license until the student provides satisfactory evidence that he or she is attending school or has reached age 18. (ACT 1308, 1997)

### **Unexcused Absences**

Any absence not excused by official documentation will be considered an unexcused absence. Makeup work will not be allowed for unexcused absences.

### **Make-Up Work**

Students may only make up work for excused absences and for the first short-term, out of school suspension.

It is the student's and parent's/guardian's responsibility to request make-up assignments from the teachers upon returning from excused absences. **Do not contact the front office** to get a student's make-up work.

For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If the student fails 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 the student the test.

If you know you are going to be absent for upcoming school related events or for a planned absence, make arrangements with your teacher(s) for assignments prior to your absence.

### **Tardiness**

**STUDENTS WHO ARRIVE AFTER 7:45AM MUST BE SIGNED IN BY THEIR PARENTS AS THE SCHOOL DAY BEGINS AT 7:45AM.** Students may not be dropped off. Parent phone calls or notes will not be accepted.

A student is tardy when he/she fails to be in their seat in the classroom or other assigned location before the tardy bell stops ringing.

There are generally no excused tardies. An exception will be made if the student is delayed due to official school business or for other reasons approved by office staff or administration.

The tardy policy becomes effective the second week after the opening of each school year to allow students time to learn their schedules.

It is the responsibility of the student to act in a responsible, orderly, and efficient manner. Therefore, the following penalties will apply:

Students who are not in their assigned seat before the tardy bell stops ringing will be marked tardy.

Students detained by a staff member must have a note of verification from the staff member.

## **Truancy**

Truancy shall be defined as absent from school without prior knowledge and consent from parents and/or school authorities. An absence due to truancy will be considered an unexcused absence. Students will also be considered truant if they are over fifteen (15) minutes late to school without a valid excuse.

## **Early Dismissal of Students from School**

Since 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.

# **GRADE PROMOTION POLICY**

## **Middle School:**

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 promoted next grade level. Failure to do so will result in repeating the grade.
5. Students may not have more than *ten (10) unexcused absences in a semester.*
6. Students who failed mandatory seventh hour may result in repeating the grade.

## **High School:**

High School *course credit will be denied if the student receives more than ten (10) unexcused absences in a semester.*

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 same grade level if administration finds it difficult to accommodate student's required schedule in the next grade level.

## **Recognition**

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

## 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 ADE approved Honors courses, IB & 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)

\* 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.

# SMART CORE CURRICULUM FOR THE CLASS OF 2010 and ALL CLASSES THEREAFTER

- Effective with the graduating class of 2010, all students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Informed Consent Forms are required to be signed upon entry into the seventh grade or upon enrolling in the district.
- The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. Following the core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year.
- Students wishing to change their choice of curriculum must consult with their counselor to determine the feasibility of completing the requirements of the Smart Core curriculum. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan.
- The required twenty- two (22) units, at a minimum, are to be taken from the Smart Core or Core as follows:

## SMART CORE - Sixteen (16) units

**English** - four (4) units - 9th, 10th, 11th, 12th

**Mathematics** - four (4) units [All students must take a mathematics course in grade 11 or grade 12 and complete Algebra II.] Comparable concurrent credit college courses may be substituted where applicable.  
Algebra I or Algebra A & B (Grades 7-8 or 8-9)  
Geometry or Investigating Geometry or Geometry A & B (Grades 8-9or9-10)

### Algebra II

Fourth math unit range of options: (choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math)

**Natural Science** - three (3) units with lab experience chosen from Physical Science, Biology or Applied Biology/Chemistry, Chemistry, Physics or Principles of Technology I & II or PIC Physics

**Social Studies** - three (3) units

Civics or Civics/American Government  
World History  
American History

**Oral Communications** - one half (½) unit

**Physical Education** - one half (½) unit

**Health and Safety** - one half (½) unit

**Fine Arts** - one half (½) unit

### **CAREER FOCUS - Six (6) units**

- All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.
- LISA Academy School District requires additional units for graduation beyond the sixteen (16) Smart Core and the six (6) career focus units. These may be in academic and/or technical areas. All the Smart Core and career focus units must total at least twenty-two (22) units to graduate.

### **CORE - Sixteen (16) units**

**English** - four (4) units

**Mathematics** - four (4) units [one (1) unit of algebra or its equivalent\* and one (1) unit of geometry or its equivalent. \* All math units must build on the base of algebra and geometry knowledge and skills.] Comparable concurrent credit college courses may be substituted where applicable. \* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

**Natural Science** - three (3) units [at least one (1) unit of biology or its equivalent and one (1) unit of a physical science]

**Social Studies** - three (3) units [one (1) unit of world history, one (1) unit of U. S. history, one half (½) unit of civics or government]

**Oral Communications** - one half (½) unit

**Physical Education** - one half (½) unit

**Health and Safety** - one half (½) unit

**Fine Arts** - one half (½) unit

### **CAREER FOCUS - Six (6) units**

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

## 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.

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 Card**

Student ID Cards will be issued to each student enrolled at LISA Academy. 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.

## **Transfer Students Policy**

The LISA Academy School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis.

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

Students who have been expelled from other schools or districts may not enroll in the LISA Academy School District unless approval is given by the School Board. Students on a short or long-term suspension, or expulsion, are not permitted on school campuses or at any District-sponsored activities during the duration of the suspension without the permission of a school administrator.

## **Concurrent Credit Policy**

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). The transcripts are to be received by the school within 2 school days of the end of the semester in which the course is taken.

Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

## **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.

## **Homework Policy**

Homework is an essential part of your successful educational program at HSA. 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.

## 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.

# STUDENT CONDUCT AND DISCIPLINE

LISA Academy set a goal 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 work towards not allowing the following misbehaviors during school, on school property, or during any school sponsored activities.

## SCHOOL WIDE DISCIPLINE RULES

- ✓ Be in your assigned seat and ready to work BEFORE the tardy bell rings.
- ✓ Radios, tape players, tapes, beepers, phones, CD players, Virtual pets, play cards and games (game boys) are not allowed.
- ✓ Students are to be in assigned and supervised areas.
- ✓ Running, pushing, hitting, tripping or shouting are prohibited.
- ✓ No swearing or put downs, whether written or oral, will be tolerated.
- ✓ No cruel or rude gestures are allowed.
- ✓ No physical contacts are allowed.
- ✓ Students shall not miss class unless excused.
- ✓ Use of tobacco, matches, or lighters on or near school grounds is prohibited.
- ✓ Keep your hands, feet, books, and objects to yourself.
- ✓ Do not engage in behavior that keeps the classroom from functioning.
- ✓ No gum, food, or drink allowed in the building except in the cafeteria.
- ✓ Raise your hand and wait to be called on before talking in class.
- ✓ Follow directions the first time they are given.
- ✓ Do not share your locker combination or locker with anyone else.
- ✓ Do not ask other students for food.

### **Discipline-Severe Clauses: Immediate Office Referral**

A classroom teacher may remove a student from his or her classroom when that teacher determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Acts of violence or threats of physical harm to a student or adult.
2. Possession of tobacco, drugs, or alcohol on or near the school campus. Being under the influence of alcohol or drugs.
3. Possession of a weapon.
4. Damage or destruction to property belonging to another student, the school, or a teacher.
5. Swearing, making rude gestures, acts of cruel teasing or put-downs.

Any student removed from the classroom for a reason shown above shall be taken immediately to the assistant principal. At the discretion of the assistant principal, the student shall then be released to the parent/guardian, or other proper authority, including, but not limited to law enforcement officers and medical personnel.

## **Classroom Rules**

All school rules apply in the classrooms. In addition to school rules, teachers implement their own classroom rules/consequences including, but not limited to, warnings, assigning detention points, calling parents, and conferences with parents. These rules are not to conflict with school rules.

# **UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES**

The consequences for each unacceptable type 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:

### **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:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Administrative discretion with a recommendation for Up to ten (10) days out of school suspension. Possible expulsion. Possible prosecution.

### **Provoking/Intimidating Behavior**

Encouraging or urging other students to violate school rules.

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion.

### **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, 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. Possible prosecution by legal authorities.

#### **Consequences:**

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to five (5) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion.

### **Hit or Physical Touch**

#### **Consequences:**

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to five (5) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to ten (10) days out of school suspension. Possible recommendation for expulsion.

### **Assault and Battery**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to seven (7) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to ten (10) days out of school suspension. Possible recommendation for expulsion.

### **Assault (Threat) with Intent to Kill Somebody**

Any willful and unlawful attempt to offer with force.

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Expulsion. NO TOLERANCE. Report to legal authorities.

### **Display Threatening Behavior:**

Threatening behavior can include, but is not limited to, verbal threats such as bullying or name calling, both face to face and over electronic media and non-verbal threats, including "hard" stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated. Possible prosecution by legal authorities.

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to seven (7) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Ten (10) days out of school suspension recommended. Possible expulsion.

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to three (3) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion.

### **Disrupt 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:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Saturday detention.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to three (3) days out of school suspension.

**3<sup>rd</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**4<sup>th</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion.

### **Malicious Injury or Destruction of Property**

Intentional or willful destruction/defacement of property. This includes but is not limited to vandalism or graffiti.

#### **Consequences:**

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to five (5) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion.

### **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.

#### **Consequences:**

**Parent/Guardian contacted.** Up to ten (10) days out of school suspension. Police report may be filed. Possible expulsion.

### **Violate Uniform Policy:**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** You will be required to fix the violation immediately. If the violation cannot be corrected, you will be sent to the office. Student will receive an unexcused absence for each class missed. The student will be required to stay in the office area or other designated area and not permitted to walk around the school while violating the uniform policy. Parent/Guardian contacted. Saturday Detention.

**2<sup>nd</sup> Offense:** You will be required to fix the violation immediately. If the violation cannot be corrected, you will be sent to the office. Student will receive an unexcused absence for each class missed. The student will be required to be in the office area or other designated area and not permitted to walk around the school while violating the uniform policy. Up to three (3) days out of school suspension. Parent/Guardian contacted.

**3<sup>rd</sup> Offense:** You will be required to fix the violation immediately. If the violation cannot be corrected, you will be sent to the office. Student will receive an unexcused absence for each class missed. The student will be required to stay in the office area and not permitted to walk around the school while violating the uniform policy. Up to five (5) days out of school suspension. Parent/Guardian contacted. Possible expulsion.

### **Extortion**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Up to five (5) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to ten (10) days out of school suspension. Recommendation for expulsion.

### **Use of Profanity**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion.

\

### **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 to 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 up to 10 days out of school suspension. Possible expulsion. Possible prosecution.

### **Conspiracy**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parents/Guardian contacted: Up to five (5) days out of school suspension. Possible expulsion. Possible prosecution.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion. Possible prosecution.

### **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:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Conference with student(s) and up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Recommendation for expulsion.

### **Bring Any Kind of Weapon to School**

A weapon includes, but is not limited to, conventional objects like 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 decision 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. Up to ten (10) days out of school suspension with a recommendation for expulsion. Possible prosecution.

### **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.

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted and conference with student(s). Possible out of school suspension for up to five (5) days.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion.

### **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:**

**1<sup>st</sup> Offense:** Parents/Guardian contacted. Administrative discretion. You will repair, undo, reset, delete or 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.

**2<sup>nd</sup> Offense:** Parents/Guardian contacted. Administrative discretion. You will repair, undo, reset, delete or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer technicians to undo tampering. Up to ten (10) days out of school suspension. Possible expulsion.

### **Forgery**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) day out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) day out of school suspension. Recommendation for expulsion.

### **Gambling and Playing 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 such as Pokemon cards.

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to three (3) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of schoolsuspension. Recommendation for expulsion.

### **Use of Drugs and Alcohol; Sale of and/or Intention to Sell/Trade/Give Drugs or Alcohol**

Use of drugs and alcohol means knowingly possessing, consuming, using, handling, giving, storing, concealing, offering to sell or buy, selling, buying, transmitting, acquiring, 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. Legal authority notification. Expulsion.

### **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, lockers or cars is prohibited.

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension. Possible expulsion.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days suspension. Possible expulsion.

**Possession or Use of Fireworks**

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

**Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to three (3) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible recommendation for expulsion.

**Bomb/Explosive Threats**

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

**Consequence:**

Parent/Guardian contacted. Up to ten (10) days out of school suspension or recommendation for expulsion. Possible prosecution by legal authorities.

**Give a False Fire Alarm**

Issuing a false fire alarm is a violation of 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.

**Consequence:**

Parent/Guardian contacted. Up to ten (10) days out of school suspension or recommendation for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

**Arson**

Intentionally starting any fire or combustion on school property.

**Consequences:**

Parent/Guardian contacted. Up to ten (10) days out of school suspension or expulsion. Possible legal prosecution.

**Bring Inappropriate Materials**

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

**Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible recommendation for expulsion.

**Failure to Identify (lying to staff or giving false information)**

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

**Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible recommendation for expulsion.

### **Public Display of Affection**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible recommendation for expulsion.

### **Leaving Campus Without Permission**

Leaving campus without prior consent and authorization from school administration. (This includes 3:00PM – 5:00PM)

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) day out of school suspension. Possible recommendation for expulsion.

### **Possession of Stolen Property or Found Property**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Restitution, if required. Up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Administrative discretion. Restitution, if required. Up to 10 days out of school suspension or long term suspension. Police report may be filed.

### **Any Type of Aerosol Spray**

Possession or use of an aerosol spray such as mace, pepper gas, body spray, hair spray, perfume, deodorant, etc. by a student while on school grounds is prohibited. Special permission may be given for certain school performances.

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days out of school suspension. Possible expulsion.

### **Bus/Vehicle Misconduct**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) out of school suspension. Possible recommendation for expulsion.

### **Trespassing**

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

#### **Consequences:**

**1<sup>st</sup> Offense:** Parent/Guardian contacted. Up to five (5) days out of school suspension.

**2<sup>nd</sup> Offense:** Parent/Guardian contacted. Up to ten (10) days suspension. Possible recommendation for expulsion.

### **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 administration and school nurse. Students may bring a camera to school for school related activities with a three-day advance approval notice from the Assistant Principal. LISA Academy is not responsible for any lost/stolen/damaged devices.

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

#### **Consequences:**

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

**2<sup>nd</sup> Offense:** Parents/Guardians contacted. Up to three (3) day out of school 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.

# DETENTION POINT SYSTEM

- Every unwanted behavior has a minimum of one numerical point.
- If a student receives 10 points in a week (week is defined as from Tuesday to Tuesday), he/she is required to attend Saturday Detention. Students and parents will be notified no later than Thursday.
- Students may have up to a total of 15 points removed from their Detention Point total per year by attending **pre-assigned** Saturday Detentions by the Administration.
- Students who are required to attend Saturday Detention are rewarded -5 points for attending Saturday Detention up to three times per academic year or a possible total of -15 points per academic year.
- Students must also obey the rules of conduct for Saturday Detention, because students may receive detention points for inappropriate behavior during their Saturday Detention.
- Students may not attend Saturday Detention unless requested to attend by the administration.
- Failing to attend a Saturday Detention without any confirmed excuse will result in up to 2 days out of school suspension.
- An accrument of 25 points or more within a year will result in a Saturday detention.
  
- An accrument of 50 points or more within a year will result in one (1) day out of school suspension.
- An accrument of 70 points or more within a year will result in two (2) days out of school suspension.
- An accrument of 90 points or more within a year will result in three (3) days out of school suspension.
- An accrument of 110 points or more within a year will result in five (5) days out of school suspension.
- An accrument of 130 points or more within a year will result in up to ten (10) days out of school suspension or expulsion.
  
- Students must arrive to Saturday Detention in **school uniform**. If a student does not arrive in school uniform, he/she will be asked to leave and come to the next scheduled Saturday Detention.
- Students must arrive to Saturday Detention **on time and not leave early**. (Excuses not accepted.) Students who do not stay the full time expected for Saturday Detention will have to make it up the following scheduled Saturday Detention day.

## DETENTION POINT TYPES

Action	Point	Action	Point
Not returning homework or assignment	0	Inappropriate cafeteria behavior	2
Unexcused tardy to the class	1	Leaving trash	2
Passing notes in the class	1	Having food outside of the cafeteria	2
Makeup outside of restroom	1	Talking without permission	2
Sleeping in class	1	Throwing things inside the building	2
Running in building or walkways outside	1	Disturbing class	2
Sleeping in class	1	Talking back to the teacher	3
Possessing inappropriate stuff	1	Horseplaying	3
Lack of materials	1	Not having a hall pass	3
Not working on assigned task	1	Not being in assigned location	3
Excessive makeup	1	Damage to school property	3
Chewing gum or something	1	Passing Notes in class with profanity	3
Asking others for food	2	Leaving classroom without permission	5
Lack of cooperation	2	Lying to a faculty member	5
Dress Code Violation	2	Cursing	5
Humming/singing/tapping/making noises	2	Vulgarity	5
Disorderly conduct	2	Buying/selling/trading something	5
Backpack/purse/bag in the classroom or cafeteria	2	Serving assigned Saturday Detention (for a maximum of 3 times)	-5
Excessive talking	2		

## **Due Process**

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. 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.

### **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 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 own residence.

### **Expulsion (Dismissal from school for the remainder of the year.)**

The decision to expel any student will be made in writing and will include the reason for the expulsion by the principal after hearing about the events involved in a situation. You and your parent/guardian may appeal the expulsion 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 expulsion is overturned by the board. All disciplinary LISA Academy school board hearings on expulsions will be held within ten (10) school days of the appeal being made. The decision of the LISA Academy school board is final.

### **Excessive Suspensions**

Students who have been suspended twice in a year will be placed on the critical list. The parents will be contacted. Thereafter, any behavior that leads to a suspension may result in the student being expelled.

### **Saturday Detention**

All students attending Saturday detention must arrive by 7:55 a.m., ready to serve. Failing to attend a Saturday Detention without any confirmed excuse may result in a 2 days out of school suspension. Students must wear school uniforms during Saturday Detention. If a student does not wear the school uniform they will be asked to leave and return the following scheduled Saturday Detention.

### **Handbook Changes**

Any changes to this handbook will be posted on the website.