



# **Family Handbook 2017-18**

Essential information for all Parents and  
Guardians

**WHERE OAKLAND SHINES**

**Lighthouse Campus** 444 Hegenberger Road, Oakland, CA 94621 ★ (510) 562-8801



Dear Families,

Welcome to Lighthouse Community Charter School! We are thrilled that you have chosen Lighthouse as the school for your child. At Lighthouse, we are focused on ensuring every child graduates prepared for college and a career of their choice. We believe that all young people have the potential to become lifelong changemakers who realize their unique vision- rooted in their identity, knowledge and skills- to create equity in their own lives and in the community. Our work, in partnership with our families, will lead to a healthier and more joyful world.

What follows in this document is essential information that every family will need to know to have a successful school year. Please refer to it throughout the year, as your questions come up.

At Lighthouse, we believe that parents play the most vital role in their child's success in school, regardless of their age. We will expect great things from your student and we expect you to stay informed and be involved in the education of our child. In return, you can expect our entire staff of teachers, aides, and administrators, to be focused on providing the best possible education for your child.

It's going to be a great year!

Your Administrative Team



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# THE MISSION AND VISION OF LIGHTHOUSE COMMUNITY PUBLIC SCHOOLS

## *History of Lighthouse*

Lighthouse Community Charter School was founded in the fall of 2002 by a team of educators and parents to serve the diverse community of Oakland and to ensure that all children and youth – regardless of ethnicity, first language, or income, have access to a college preparatory education. After taking two years to carefully plan the school's design and ramp up for opening, the school opened in a renovated storefront with 92 students in Kindergarten and 6<sup>th</sup> grade. Each year, the school has grown by about 100 students each year and now in 2017, we will serve over 763 students in grades K – 12. We have graduated nine senior classes with excellent rates of college-acceptance.

## *Mission*

The mission of the Lighthouse Community Charter School is to prepare a diverse K – 12 student population for college and a career of their choice by equipping each child with the knowledge, skills, and principles to be a self-motivated, lifelong learner.

## *Vision*

In order to achieve our mission, Lighthouse Community Charter School has committed to five priorities in its school design:

- High Expectations
- A Rigorous Curriculum
- Serving the Whole Child
- Family Involvement
- Professional Learning Community

It is through these five tenets that we believe we will best achieve our mission. They are the vision that guides us in our work.



## YOUR CHILD'S TEAM

Collaboration is at the center of our mission. When we are designing supports for your child and resolving concerns, we listen to your voice. As such, we encourage and appreciate direct communication that will increase the understanding of all parties and clearly guide our next steps.

Whenever you have a concern about your child, your teacher or crew leader is your primary ally because they interact with your child on a daily basis and know them best. If there is a need for further help the Dean of Students is available to assist you.

This structure is set up so that most problems can be solved by the teachers/crew leaders or the Dean of Students. If there is a serious concern, and no proper action has taken place by either the teacher/crew leader or the Dean of Students, then reach out to your principal. .

At Lighthouse you will be safe and heard because you are important. Please understand we have an open door policy and feel free to contact any of us at any time, translation is available - no matter how big or small the reason!

If the Principal or Dean of Students are unavailable, feel free to reach out to the front desk to schedule an appointment. For K-8 scheduling call Claudia Espinoza at 510-562-8801, and for 9th-12th grade scheduling call Talia Gonzalez- Medina at 510- 562-8225.

You can also reach out to any teammate directly via email and they will respond within 1-2 days.

Tina Hernandez	K - 4 Principal	tina.hernandez@lighthousecharter.org
Kate Bowman	5 - 8 Principal	kate.bowman@lighthousecharter.org
Drea Beale	9 - 12 Principal	drea.beale@lighthousecharter.org
Tshilumba Kabongo	K-12 Director of Expanded Learning (ASP)	tshilumba.kabongo@lighthousecharter.org
Miriam Vasquez	K - 4 Dean of Students	miriam.vasquez@lighthousecharter.org
Adam Kupersztoch	5 - 8 Dean of Students	adam.kupersztoch@lighthousecharter.org
Lelia Diltz	9 - 12 Dean of Students	lelia.diltz@lighthousecharter.org
Claudia Espinoza	K - 8 Administrative Assistant	claudia.espinoza@lighthousecharter.org
Talia Gonzalez-Medina	9 - 12 Administrative Assistant	talia.gonzalez-medina@lighthousecharter.org
Maritza Ortiz	K-12 Family Liaison	maritza.ortiz@lighthousecharter.org



# SCHOOL CALENDAR AND SCHEDULE

## *Intersession Weeks*

There are three weeks throughout the school year during which school will not be in session, but keep in mind there are Individualized Learning Plan meetings (mandatory for all students) that week. A limited number of childcare spots will be available and families will need to pay for childcare those weeks. Sign-ups for childcare will occur as the dates approach.

## *Report Cards & Progress Reports*

It is our goal to keep you informed of how your child is doing in school. To that end, families in grades K-4 will receive a progress report for your student before ILP meetings that describe how your child is doing in their classes. In addition, parents of students in all grade has access to check their child's grades and progress online at any time. Please ask your student's crew leader with help signing on.

## School Hours

Days	Schedule	Grades K – 8	Grades 9- 12
M, T, Th, F	Regular Instructional Day	8:30 – 3:30	8:30 – 3:45
M, T, Th, F	After School Program	3:30 – 6:00	3:45 – 6:00
W	Minimum Day for Students	8:30 – 1:30	8:30 – 1:30
W	After School on Minimum Days	1:30 – 6:30	1:30 – 6:30



INSERT ACTUAL LCCS FAMILY CALENDAR.





# DIRECTORY LETTER

## "OPT-OUT" NOTICE

Dear Lighthouse Community Charter School Parent/Guardian,

"Directory information," which is defined as set forth below, may be released to requesters in limited circumstances by Lighthouse Community Charter School, without additional notice to you, unless you timely "opt out" of such disclosures, in writing.

State and federal law allow directory information to be disclosed to any requesters, except those who intend to use the information for commercial purposes. However, this school's policy is to not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT we will release such information to requestors that engage in political advocacy or information dissemination related to California charter schools.

If you do not want Lighthouse Community Charter School to disclose your contact and other directory information from your child's records to such persons or entities without your prior written consent, you must notify us in writing by September 8, 2017.

Lighthouse Community Charter School has designated the following information as directory information:

- parents'/guardians' names;
- Address;
- Electronic mail address;
- Phone number;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

Thank you for your cooperation.

Sincerely,

Your administration team



# SPECIAL INFORMATION FOR KINDERGARTEN PARENTS

## Gentle Start

In order to best help our youngest students adjust to school, we will start this school year with "Gentle Start." Here is the schedule for Gentle Start for 2017-18.

<b>Week 1</b> 8/14 - 8/18	Everyday: 8:30 - 11:00
<b>Week 2</b> 8/21 - 8/25	Everyday: 8:30 - 12:30 <b>Special Note:</b> Students start having lunch at school.
<b>Week 3</b> 8/28 - 9/1	Monday - Friday: 8:30 - 1:30 <b>Special Note:</b> Please pick up your students everyday including Wednesday at 1:30.
<b>Week 4</b> 9/5 - 9/9	Regular schedule. M,T,Th,F 8:30-3:30 W 8:30-1:30 <b>Special Notes:</b> No school on Monday, 9/4 Labor Day After School Program for those who have been accepted begins on 9/11/17.

In addition to the "Gentle Start," there are things you can do now to help prepare your kindergartner for this transition. These include:

- Practice how to dress. Students will need to know how to tie shoes, fasten buttons, close zippers, and fasten belts. If your child cannot tie his or her shoes, please use shoes with Velcro or buckles instead of laces.
- Reinforce toileting skills. Students should be able to go to the bathroom and wash up all by themselves.
- Work on writing their name. Practice with your child how to write his or her name. This is one of your child's first literacy skills.
- Spend time with other children. Your child will need to be able to take turns and share materials. The more time children spend with other children, the better prepared they will be for this in the classroom.
- Speaking up when they need help. Your child will need to be able to tell a teacher when they need help, have a question, or need to go to the bathroom.



# STUDENT POLICIES

## *Dress Code Policy*

We believe that students should focus their energy and attention upon their academic development and not on style or the clothes of their peers. Dress code is important to school safety since students are often outside of the school facility and students in uniform are easily recognized to all school community members. The dress code is simple:

LIGHTHOUSE Dress Code (K-8)	
<b>Top</b>	<p><b>LCCS Shirt:</b></p> <p>Solid Forest Green Polo-style shirt or T-shirt with LCCS logo (Uniforms without logos accepted when color matches forest green (and no additional logo or writing)</p> <p>If any shirts are worn underneath, they must be black, white, green, or grey.</p> <p>Sweatshirts, jackets and sweaters worn in the building must be forest green as well.</p>
<b>Bottom</b>	Khaki (cotton twill) pants, skirt or shorts
<b>Shoes</b>	Rubber bottom, flat soled shoes. No flip flops or open toed shoes.

Lighthouse High School Dress Code (9-12)	
<b>Top</b>	<p><b>LCCS Shirt:</b></p> <ol style="list-style-type: none"> <li>1) White, black, or grey T-shirt with <b>approved</b> LCCHS logo (large Lighthouse logo on the front of the shirt).</li> <li>2) Black, grey, or white sweatshirts with the <b>approved</b> LCCHS logo on the front <i>and</i> back.</li> <li>3) School related shirts that have an <b>approved</b> LCCHS logo can be worn on Fridays.</li> </ol> <p>Whatever you wear on top <u>must have an approved Lighthouse logo</u>. No plain sweatshirts or plain shirts. No patches.</p>
<b>Bottom</b>	<p>Jeans: Black jeans, blue denim, or grey jeans.</p> <p>Pants/skirts: brown, khaki or olive colored dress pants (NO jeggings, leggings, leggings with pockets, or joggers ), skirts (must be no more than 4" from the knee up), or shorts (must be no more than 4" from the knee up).</p> <p>No patches, patterns, designs, or other lettering on clothing. No pajama, sport, jogger, or sweat pants. No leggings without a skirt on top. No sagging.</p>



<b>Shoes</b>	Rubber bottom, flat-soled, closed toed shoes. No flip flops or open toed shoes.
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*Other Uniform and Dress Code Information:*

- Student MAY NOT wear red or blue on campus (including shoes, backpacks, accessories, etc). No shades of red or blue *of any kind* are allowed.
- All other clothing items are to be made of plain material and are not to have any words or decorations other than a printed school approved logo.
- Students are to enter and leave the school building in uniform.
- The uniform must be worn throughout the school day and on campus - Student MAY NOT wear other clothing over their uniform. If a student is on campus, they should be uniform.
- Changing clothes at school, unless for a school sponsored activity, is not allowed.
- No sweatpants, joggers, leggings, jeggings, or sport pants.
- No headwear of any kind, including hats (unless outside for sun protection), headbands, and handkerchiefs for all genders\*.

Clothing must be kept neat and clean at all times and must fit appropriately.

Specific suggestions are listed below:

- Pants must be appropriate size
- Skirts and shorts must not be shorter than four inches above the knee
- Pants must be worn at the waist – no sagging
- Shirts must fit appropriately--neither too small or too big

*\*Headwear for specified religious reasons is permitted.*

**Students may not be admitted to school/class until they are in proper uniform or parents bring an appropriate uniform.**

***Purchasing Uniforms***

School appropriate clothing can be purchased from retail stores like Old Navy, The Gap, Target, Walmart. Please ask school staff if you have questions about the dress code or uniform. If parents find abiding by the school dress code is financially difficult, financial aid is available. Please contact your Dean of Students if you need more information about dress code financial aid. During registration, and a few times throughout the school year, families will be able to pre-order uniform shirts and sweatshirts directly from school.

***Professional Dress Days:***



Several times throughout the year your teacher or crew leader may require you to come dressed in professional attire. Professional Dress times include: In-class presentations, state testing, ILPs, Passage, Internships and interviews. Similar attire may be worn to a religious event, interview and/or a youth conferences. Please note, professional dress is not free dress!

The guidelines for Professional Dress Days are the same for Free Dress Days (see below) and can include:

- Pant suits
- Dress shirts and slacks- No jeans!
- Skirt suits
- Dresses
- Dress shoes and heels

\* Sagging is not allowed. All skirts and dresses must not be past four inches above the knee.

Professional Dress Days are your time to shine, so come dressed to impress! If you're not sure whether an outfit is okay to wear on this day:

1. Bring the clothing in early to get it approved
2. Plan to bring a change of clothes in case you are asked to do so
3. Don't wear it

\*Teachers have the right to ask students to remove any part of a student's outfit that is distracting or disruptive during class time

### ***Free Dress Days***

On occasion, students will be given "free dress passes" or the entire school may have a free dress day. You will be notified by phone or in writing if a there is a free dress day.

Guidelines for Free Dress days:

- No red or blue
- No hats
- No revealing clothing
- No gang-affiliated clothing or gang paraphernalia
- No inappropriate language, images or symbols on clothing
- No drug references
- No alcohol references
- No guns or weapons
- No sexually explicit content or clothing
- No violent imagery

If you're not sure whether an outfit is approved to wear on free dress day:

1. Bring the clothing in early to get it approved by teacher/crew leader



2. Plan to bring a change of clothes in case you are asked to do so
3. Don't wear it

\*Staff have the right to ask students to remove any part of a student's outfit that is distracting or disruptive during class time

## STUDENT USE OF ELECTRONICS AND GAMES AT SCHOOL

At Lighthouse, we understand that students will bring electronic devices to school, but students bring phones, iPods, and other games to school **at their own risk**. Lighthouse will not take responsibility for the security and safety of these devices. If a student is using a device at an inappropriate time or place, the device will be confiscated by staff and returned to the parent only.

### Cell Phones/ Electronics Policy

Grade Level	When can it be out?	Consequence if policy is violated
K- 8th	Never	<ul style="list-style-type: none"> <li>• Phone taken</li> <li>• Phone returned ONLY to parent/guardian</li> </ul>
9 <sup>th</sup> -12 <sup>th</sup>	<i>Please refer to the High School Student and Parent Handbook</i>	

At **no time** should your phone be visible in communal spaces within the school building. Not before school, not during school, not after school. **If out – it's taken!**

### *Student Use of Computers and the School Network*

As part of learning experiences, students routinely use a variety of school technology equipment and resources (i.e., access to the network, routine use of Chromebooks). The use of this equipment comes with responsibilities. Failure to abide by the following guidelines may result in the revoking of this privilege:

- Do not attempt to modify the appearance or operation of any technology equipment. This includes, but is not limited to: commands, copying or installing software, setting passcode locks or copying files of any type. Each one should remain in its original or staff-set configuration.
- Tampering with or vandalizing hardware, software, or data will not be tolerated. It is each student's responsibility to check the computer before and after use and to report problems to the teacher immediately.
- Students will only use applications, software and programs required to complete assignments/projects and only those that have been approved by the teacher of the current class. Failure to stay "on task" may result in loss of technology privileges



and/or further disciplinary actions. Students should not use personal or school equipment to play online or video games.

- No food or drink is allowed near any school technology.
- Students may use the Internet only when authorized, and they must abide by school guidelines.

Violations of any of the rules stated above or any other disruptive technology-related actions will result in the loss of technology privileges, and may include other consequences based on the severity of action.

High school students will have a chromebook issued to them at the start of the school upon having the contract signed by both the student and their parent/guardian.

## ABSENCES AND TARDIES

### *Philosophy*

At LCPS, we view **every** day as an essential learning opportunity. Therefore, we expect excellent attendance of all of our students. Missing school regularly not only is detrimental to a child's learning, but also can create poor learning habits and have detrimental effects on the learning community.

For everyday a child does not attend, LCPS loses vital state funds that help to run the educational program at school. A child is considered absent when he/she is not in school.

We also believe that when a child is sick and cannot participate at school or has a communicable illness that it may be best for the child to stay at home to rest and recover.

Students are required to make up any and all work missed during their absence. Students are responsible for contacting teachers for making up work missed during any absence, regardless of the reason.

In order to participate in any extracurricular afterschool or evening activity, students must be present at school **the entire day**, and may not leave school before the regular dismissal time without prior approval of an administrator.

### *Absences Policy*

#### **Excused Absences:**



Excused absences are absences where a student is too ill to report to school or has a medical, legal, dental appointment or a death in the family. All absences require appropriate documentation, i.e. note from home, a note from a doctor or medical facility, court documents, etc. **If appropriate documentation is not provided, the absence will be considered unexcused** (see below) and your child will be considered truant to school which has serious consequences.

A parent or caring adult must notify the school the **same day** of absence by telephone, letter, e-mail, or in person. Please do your best to inform us of an absence by 8:30 a.m. In order for your child's absence to be excused, (s)he must turn in a written note, or official notification from Doctor/Dentist upon return to school. Unexcused absences may result in your child being formally designated as truant. (see below)

The school office should be informed promptly if your child has a communicable disease so that we can notify other parents, if necessary.

*Keeping your child home when they are sick*

Please help keep our entire community healthy by keeping your child home if your child:

- Has a temperature of 100 degrees or higher or has had a fever in the last 24 hours
- Has vomited in the last 24 hours
- Has red, crusty, or irritated eyes
- Has any sign of head lice
- Has a severe cough

**Absences:**

Students must be in school regularly. Student absences will be analyzed every quarter.

**Ten consecutive absences without home communication could result in withdrawal from the school.**

Unexcused Absences	Consequence
Three (3)	First official notice from the school <i>Student will be officially designated as truant. High School Students will lose off campus lunch privileges for the quarter. These privileges will return with the start of each quarter.</i>
Six (6)	Second official notice from the school <i>Family is contacted and made aware of potential habitual truancy.</i>
Ten (10)	Third official notice from the school <i>Family meeting with Parent, Student, Dean, and Teacher Representative.</i>
Fifteen (15)	Fourth official notice from the school <i>Family meeting with Parent, Student, Dean and Principal</i>
Twenty (20)	Fifth official notice from the school and committee hearing <i>Parent, Student, Dean, Principal and Chief Academic Officer to attend a hearing with attendance committee</i>





	Student may be retained at their current grade level for the following year.
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**Tardy Policy:**

**School begins at 8:30 a.m. each day.** All students are expected to arrive at school on time. A student must report to the office if he or she is late for school. Tardiness is only excused if a student has a medical, dental, or legal appointment or there has been a death in the family. Traffic, oversleeping, missing the bus are all UNEXCUSED tardies. All excused tardies require appropriate documentation, such as a note from the doctor.

Unexcused Tardies	Consequence
Three (3)	Student determined as truant <i>Student will be officially designated as truant.</i>
Six (6)	First official notice from the school <i>Student will be officially designated as truant. High School Students will lose off campus lunch privileges for the quarter.</i>
Ten (10)	Second official notice from the school <i>Family meeting will be held with the Teacher Representative and Dean.</i>
Fifteen (15)	Third official notice from the school <i>Family meeting with Parents, Students, Principal, Dean, and Teacher Representative.</i>
Twenty (20)	Fourth official notice from the school <i>Family meeting with Parents, Students, Principal, DoS, Teacher Representative</i>

**Respecting Dismissal Times/Early Dismissal Policy:**

School ends at 3:30 for K – 8 or 3:45 for 9 – 12 every day except Wednesday, when everyone is released at 1:30. Unless your child has an appointment or is ill, please do not take your child out of school early. It is disruptive to the learning of your child and the other students in the class.

If your student must leave school early, the parent/guardian must sign the student out at the front desk. Students will only be released to the parent/guardian and to adults identified by the parent/guardian on their emergency release list. If there is any change to the emergency list, please contact the front desk to notify them of the adjustments.

High school students may be dismissed early with a written parent notification of a valid excuse. Student must present the note at the front desk in order to receive an early dismissal pass.



Students ages 14+ can be released for confidential medical services, but require the permission of a Lighthouse Community Public School adult. Parent permission is not required.

## SHORT-TERM INDEPENDENT STUDY POLICY

### *What Is Short-Term Independent Study?*

Short-term Independent Study (STIS) is an alternative educational process that allows a student to remain continuously enrolled in school when the student cannot attend school on a daily basis. The length of STIS may be from one day to four weeks.

### *Who is Eligible to Participate in STIS?*

Students in all grades currently enrolled at Lighthouse Community Charter School are eligible to participate in STIS.

### *Why Request STIS?*

There are a variety of reasons to request STIS. Most students who apply for STIS are out of the country or state during their STIS term to participate in cultural, religious, or family events. Another common application for STIS is for students with behavioral issues. Occasionally, removing a student from one class setting to a home or other educational placement is more appropriate. Finally, another STIS application is for students who have periodic health episodes that may result in frequent absences, i.e. asthma, serious allergies, etc. Also, a student may be recovering from an injury that does not require hospitalization, but precludes daily attendance at school.

### *Who Can Request STIS?*

- A parent or guardian of a child who will miss from one day to four weeks of school due to family, religious, or cultural business or a prolonged injury may request STIS. In the case of an injury or illness, a doctor's note is requested.
- In the case of a child who is coping with behavioral issues, a school director in consultation with the child's teacher may refer a student to STIS.
- Whenever possible, it is best for students to remain in school. Please schedule family vacations and international travel during school vacations and summer break in order to avoid missing critical instruction at school.
- STIS is at the discretion of the School Principal(s). A Principal may decline or amend the length of STIS.



Reasons for declining or amending an Agreement include:

- Frequent absences have already been accumulated.
- The parent or guardian is unable to supervise and/or assist the student with work.
- The student or parent/guardian failed to complete a previous STIS agreement.
- The student is enrolled in another school or independent study program.

#### *How STIS works:*

Any student who participates in STIS must complete the appropriate school assignments, and meets with the supervising teacher upon return will be counted present at the school for the STIS period. The student's parent or guardian must fill out the application and agreement for STIS and must supervise the student's work during the student's participation in STIS. Average Daily Attendance (ADA) while on STIS is accrued to the school.

In order to fully complete STIS, a student must complete the following hours of homework:

- Kindergarten: 2 hours of homework per day (10 hours per week)
- Grades 1 – 5: 3 hours of homework per day (15 hours per week)
- Grades 6 – 12: 4 hours of homework per day (20 hours per week)

If the student does not complete their Agreement according to the terms for a portion or all of the time enrolled in STIS, the student will be marked absent for the corresponding days. The consequences of such absences (partial or the entire period) shall be the same for any other student. This could result in disenrollment from the school.

#### *The STIS Package:*

##### *Part One: Application*

The application has basic student information and signatures from the student, parent or guardian, the current teacher(s), and the school director. These signatures affirm an understanding of STIS and the requirements of the parent/guardian and student. Parents or Guardians may also be requested to meet with the Principal or Dean of Students in order to discuss the terms of the independent study.

##### *Part Two: Agreement*

The agreement portion of the STIS package specifically states the length of the contract, the expectations of the student and parent/guardian, a meeting date so that upon student's return, teacher will check-in with student to review current learning and that they complete any graded assessments or final products.



The Agreement outlines homework to be completed during the STIS time period. In order to meet the standards of STIS, homework assignments must:

Represent the above time requirements above. Be specific. Auditors of the STIS program (allowable up to 3 years after the STIS period) must be able to determine what the expectations of the student were and if the students achieved the expectations.

*Examples:*

*Acceptable Homework Assignments*

Connected Math, Chapter 1- 3. Do all problems at the end of the chapter.

Language Arts. Keep a journal of your trip. Write a page each day documenting your trip.

Read 1/2 hour each day. Record the summary in your reading log.

*Unacceptable Homework Assignments*

Continue regular class work.

Reading group work

*Part Three: Certificate of Completion*

This form is signed and completed by the teacher after the return meeting with the student and family. It confirms whether or not the Agreement was satisfactorily completed and indicates each date the student should receive credit for attendance.

If your child requires STIS, please inform the school **at least one week in advance**. Please see your front desk administrators for application forms.

## SCHOOL NORMS & STUDENT DISCIPLINE

The aim of student discipline at Lighthouse is to ensure students are physically and emotionally safe, to ensure that time for teaching and learning is maximized, and to maintain a strong sense of culture and crew amongst students and teachers. At the heart of student discipline and school norms at Lighthouse are our Core Values of Community, Love, Integrity, Social Justice and Agency. These are the values we believe will guide our students and community members to achieve our mission of success in college and beyond.

*Common Behavior Modification Practices*

We know that there will be students who test the boundaries of these principles and who defy the rules and norms set forth. We believe that these opportunities allow for



“teachable moments” for students. We aim to not judge the child or youth, but rather to modify the behavior they are exhibiting. In all of our classrooms, we expect to see the following behavior modification techniques:

- Adults will name the behavior that does not fit within the community's norms
- Adults will give students a warning and time to correct their behavior
- Students will have time, when necessary, to reflect independently upon their behavior. This takes the form of a “Time Out of Class”.
- Adults will give students one-on-one attention when necessary, to support them in re-entry to the classroom

Should a child's behavior reach one of the following points, an office referral may be written and the child may be sent to the office:

- When the students actions cause great danger to the physical and/or emotional well-being of other students
- When multiple attempts at behavior modification have been made, without result
- When the actions of the one student is greatly inhibiting the learning of the other students

### *Restorative Justice (RJ)*

At Lighthouse, we believe that community is created and fostered constantly. We use Restorative Justice (RJ) as a tool to help nurture our community. The quote below speaks to its nature:

*“Restorative justice promotes values and principles that use inclusive, collaborative approaches for being in community. These approaches validate the experiences and needs of everyone within the community, particularly those who have been marginalized, oppressed or harmed. These approaches allow us to act and respond in ways that are healing rather than alienating or coercive.”*

- The Little Book of Restorative Discipline for Schools, Teaching responsibility; creating caring climates by Lorraine Stutzman Amstutz and Judy H. Mullet

Goals of Restorative Justice in our school:

- Build community.
- Understand the harm that was caused.
- Encourage empathy for the harmed and the harmer.
- Support a culture of accountability and responsibility using reflection and a collaborative plan to address the harm done.
- Listen to needs of all involved and create supportive communication.

### *Common RJ phrases and practices*



You may hear your student use some of the terms below or even be asked yourself to participate in RJ practices:

**Harm-** hurt caused to a person or to the community

**Harmed-** person who received the harm

**Harmer-** person who did the harm

**Circle Keeper-** person who facilitates a circle

**Circles-** We have used circles and community meetings at Lighthouse since the beginning of our school. The purpose of circles are to address current events or issues happening in our community. You may hear different types of circles mentioned, such as a "Harm Circle", "Community Circle" or a "Welcome Circle."

The intention of Restorative Justice is to build community through getting to know each other, value each other, and resolve harm within our community when it does occur.

### *The Use of Consequences*

At times students will continue to violate behavior expectations, despite the use of our common behavior modification practices. At this point, teachers may choose to use consequences for students' negative actions within the following parameters:

- Consequences must be logical, predictable, and consistent. Examples include the warnings and time-outs mentioned earlier, as well as loss of playtime or phone calls home.
- Consequences, whenever possible, are logical and linked to the action. For example, a student who tags in the bathroom will clean up their tagging and spend an afternoon or more working with the janitorial staff to clean the building.

### *Time Out of Class Forms and Office Referrals*

If a student violates any behavior expectations, they may be referred to the office with an Office Referral at the discretion of the teacher or adult working with the child.

Depending upon the specific circumstances surrounding the student's behavior, a student may remain in the office for a "time out" period, and an appropriate consequence will be devised. Depending on the violation, a student's parent or guardian might be called to immediately pick up the child and the student will remain in the office until he/she is picked up.



Every 4th Office Referral, student will be suspended for at least a single day. Referrals will reset at the beginning of every quarter. A student will be suspended if they accumulate 4 office referrals within a single academic quarter. It is important to note that student may be immediately suspended for certain/specific behaviors (details found on page 41-57 of this handbook).

There are a series of consequences/events that occur if a student accrues several office referrals due to misconduct or violation of school norms. See the **Suspension and Expulsion Policies and Procedures** for more information.

### ***Restorative Behavior Agreements***

Historically at LCPS, there has occasionally been handful of students for whom discipline is a consistent issue. If a student receives multiple office referrals throughout the course of a school year, or has engaged in behavior that endangers our community, the student may be subject to a Restorative Behavior Agreement, meaning they can stay enrolled at a LCPS site if certain conditions are met. Each case is student-specific and can look differently depending on the student's specific situation. Restorative Behavior Agreement criteria are developed and shared with families by the school Principals, Deans of students, and may contain teacher and school counselor input. Some examples of conditions of enrollment may include:

- Attendance requirements
- A shortened or lengthened school day
- Family-School communication requirements
- Counseling for student
- Counseling for families
- Specific behavioral requirements
- Zero tolerance for specific behavioral infractions

Following repeated or significant infractions, a student will have a Restorative Behavior Agreement put in place after returning from a suspension. Terms of the agreement are determined by the administration and communicated to the family and student before returning to the classroom. The goal of these terms is to ensure the safety of the individual student, community as a whole, and success both academic and social/emotional. Violation of the terms of conditional enrollment will likely result in an expulsion hearing in front of the board.

### ***Suspension and Expulsion Policy***



See addendum on page 35 for a full explanation of these policies. It is essential that parents understand these policies.

## LCPS RETENTION POLICY

It is important that all families stay up to date on their child's academic, attendance, and behavioral issues. In some cases, students do not make adequate academic progress within one school year. When this is the case, LCPS does everything it can to support students and families in making academic progress. However, on occasion, students do not make the progress necessary to pass on to the next grade.

### ***Report Cards and Progress Reports***

Families with students in Kinder - 4th receive progress reports. All families can check their child's grades online at any time.

#### *Acronym Key:*

B = Beginning (to meet grade-level standard); also is 1 on a 4 point scale, with 1 being the lowest possible score.

A = Approaching (grade-level standard); also is 2 on a 4 point scale with 4 being the highest possible score.

NM = Not meeting learning target

M= Meeting learning target

E= Exceeding

IEP = Individual Education Plan (term for educational plan for students with special needs) – not to be confused with ILP (Individualized Learning Plan that each LCCS student has)

### ***Intervention/Coordination of Services Team (COST):***

Intervention is the first step to helping a student succeed. Intervention begins in the classroom with the teacher. LCPS intervention systems regularly assesses students and monitors both growth and achievement against grade-level standards. All students not making adequate progress will be supported intensively as part of our interventions system beginning with classroom interventions. Students with significant gaps may also be referred for intervention services outside the classroom including reading intervention, math intervention, after school, centers, etc. Teachers can also complete a COST referral when a student is not showing improvement, despite interventions. In a traditional model, a student needs to fail in order to get services, but in our model, interventions and the COST meetings are used to help get students services in order to succeed. The COST team meets weekly and continues to monitor the progress, update intervention plans as necessary, and to determine if a special education assessment is appropriate.





Grounds for retention **in grades K-4 may be** one or more of the following:

- Student is more than one semester behind in reading, writing, and mathematics (does not meet previous semester benchmarks\*
- Student is more than one year behind in reading (does not meet benchmarks for end-of-previous-grade) and has not made at least one year's progress.
- Student has been absent 20 days or tardy 36 days in the current academic year.
- Student's social/emotional development lags considerably behind his/her same age peers.

Grounds for retention in **grades 5-12 may be one or more of** the following:

- In **grades 5 and 7**
  - Student meets <70% of the Learning Targets in **one or more** academic areas (Math, Humanities, Science & ELD), **and** has not made at least one year's progress in those areas.
  - Student has been absent 20 days or tardy 36 days in the current academic year.
  
- In **grades 6 and 8**
  - The student's passage portfolio does not meet loop-level passage requirements; and/or
  - Student meets <70% of the Learning Targets in **one or more** academic areas (Math, Humanities, Science & ELD), **and** has not made at least one year's progress in those areas.
  - Student has been absent 20 days or tardy 36 days in the current academic year.

Grade Level	Expectations
5th	Meet at least 70% of Learning Targets
6th	Meet at least 70% of Learning Targets and complete passage requirements
7th	Meet at least 70% of Learning Targets
8th	Meet at least 70% of Learning Targets and complete passage requirements

Grade Level	Expectations
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9th	Meet at least 60% of Learning Targets in Humanities and Math and a 2.0 GPA
10th	Meet at least 60% of Learning Targets in Humanities Meet at least 60% of Learning Targets in Math or Science Meet 2.0 GPA Requirements Complete Passage Requirements
11th	Meet at least 60% of Learning Targets in Humanities Meet at least 60% of Learning Targets in Math or Science Meet 2.0 GPA Requirements Complete Internship Requirements
12th	Meet at least 60% of Learning Targets in Humanities Meet at least 60% of Learning Targets in Math or Science Compete ALL A-G Requirements Meet GPA 2.0 Requirements Complete Senior Project Requirements

In all grades, retention/promotion decisions for students with IEPs will be made in accordance with the requirements laid out in that student's IEP.

## RETENTION PROCESS

At each reporting period, teachers inform the Principal and Dean of Students of any students who may be at risk of retention. As soon as a teacher or teaching team identifies a student as meeting one or more of the above criteria for retention, the following steps must be taken:

The student and parent will be notified of their current not passing status. This notification will happen at the end of the Individualized Learning Plan meeting and will achieve the following:

- The student and family will know exactly which criteria is currently qualifying the student for retention
- The student will create goals and strategies that directly address their current academic needs



- Schedule a follow up meeting to measure progress toward passing
- Collect and maintain both academic and social/emotional data on student.
- Families of students who are possible candidates for retention should be informed no later than the January ILP meeting. At this time, a plan should be drawn up detailing the student's current achievement levels and the goals that the student must meet in order to be promoted to the next grade. (In some cases, these goals may be different than the usual end-of-grade benchmarks).

The final decision to retain a student will be discussed by a committee including the student's teacher(s), the Principal, and the student's parent/guardian. This committee should consider the student's progress to date, the amount of effort put forth by the student, and any other relevant factors.

In Kindergarten, a recommendation for retention may be made by the Principal, but must be approved by the student's parent/guardian.

While the Principal will accept input from teacher(s) and family of the student, in grades 1-8 the final decision to promote or retain will be made by the Principal.

In grades 9-12, retention is dependent on meeting the criteria delineated above and on a student's progress on meeting A-G requirements.

## LOGISTICS

### *Parking*

Parking inside the gates at 444 Hegenberger Road is limited to staff-use only. Parents who are visiting the campus will need to park on Hegenberger loop. Please be respectful to the neighboring businesses and do not park in their parking lots. You risk the chance of being towed.

### *Pick-up and Drop-off Procedures*

#### Drop-Off

- Time: Drop off can begin at 7:15 a.m. Students are to report to the multipurpose room where an adult is present to supervise.
- Location: Students should be dropped off in the 444 Hegenberger Loading Zone in the parking lot. Please do not double park to drop off your child.



## Pick-Up

- Time: Pick-up is at 3:30 for K – 8 and 3:45 for 9 – 12 on M, T, Th, F and 1:30 on W for K - 12
- Only designated adults may pick up your children. If someone new is picking your child up from school, please call the main office of the school to inform the staff of the change.
- Location: Students should be picked up in the 444 Hegenberger Loading Zone in the parking lot. Please do not double park to pick up your child. The parking lot gates will open 5 minutes after dismissal. Do not block traffic on Hegenberger Loop and follow the requests of a Lighthouse staff member that is directing traffic.

**Please be mindful of your speed limit as it is a school zone and the safety of our students and families is our number one priority.**

## *Getting to and from School on Public Transportation*

There are several ways to get to school on public transportation. 444 Hegenberger Road is located about 1.5 miles from the Coliseum BART station. If you can access the school from 73 and 59 bus lines.

## *Student Drivers*

All students who have completed the California Department of Motor Vehicles (DMV) requirements to drive are to follow the same driving laws around campus. As we are an Open Campus, students are responsible for adhering to safety rules and guidelines at all times. Student parking is available on the street and on a first come, first served basis. Students must make the appropriate arrangements to find parking early so that they can arrive to school on time. Students are not allowed to park in the staff parking lot or in the SPCA parking lot. Additionally, we do not allow students to leave school at any time other than dismissal without written permission. We encourage student appointments to be scheduled after school hours.

## *Student Use of Vehicle*

- Only students who have passed all DMV requirements are allowed to drive to and from school
- Student must have a valid driver's license
- Students are required to complete a **Student Use of Vehicle Packet** (found at the high school front desk)
- Show proof of license, car registration and insurance.

## *Disciplinary Action*



Students may lose their driving privileges during school hours if:

- There is a pattern of unexcused tardiness, absences and/or multiple referrals.
- Students violate traffic regulations on campus ( i.e. drive over the speed limit, drive aggressively, or without proper safety).

### *Meals Program*

This year, we are thrilled to be able to serve breakfast and lunch through a partnership with Revolution Foods.

### *Lunch*

- Free to students who qualify for FREE MEALS
- \$0.40 per day for students who qualify for REDUCED MEALS
- \$3.25 per day for students who do not qualify for free or reduced lunch

### *How to Pay for Meals*

The school will accept cash, check, or Money Orders. At any time if you feel you cannot pay for meals, but need your child to eat at school, please talk to a school administrator. We will help meet your family's needs. You will receive a monthly bill notifying you of your balance.

### *Breakfast*

Students will be served cold breakfast each day at no cost through our universal breakfast program. Breakfast foods may include items such as bagels, cereal, muffins, fruit, and milk.

### *Snack*

Students who are in the after school program will be provided a snack at no extra charge.

### *Off Campus Lunch*

Please refer to the High School Student and Family Handbook for information.

### *Tracking Meals and Billing*

Students will be provided ID cards that will serve as their method for "paying" for lunch. These cards need to be kept with the student at all times, except students in grades K-2. Teachers will hand these to the lunch staff. When students receive a meal, they will scan their card at the point of sale. Students who qualify as "free" will not need to pay. Families of students who qualify for reduced or paying will be billed monthly. If your outstanding balance reaches \$50.00, you will receive a school notification to make you aware and to make a payment immediately. If your income status changes at any time, please inform



the front desk immediately to fill out a new Free and Reduced Lunch application form. This is very important to ensure that your child is always qualifying for the correct meal price at all times.

There is a \$5.00 replacement fee for lost student identification cards.

Please fill out appropriate paperwork at registration if you want your child to participate. You will be asked to provide income information. Inform the school if any of your income and/or household number information changes. Please make us aware immediately if there are any food allergies. A Doctor's note is required for special dietary restrictions. If you have any questions, please always feel free to reach out to our kitchen staff.

#### *Monthly Mailer and Weekly Emails (K – 12)*

All Lighthouse families will receive ONE monthly newsletter per family, sent home once a month with important school information. Please carefully read the contents. Parent/Guardians will receive a weekly email with a link to the announcements for the week. Please make sure to check your emails every Tuesday and check email settings to prevent emails being marked as Spam. You can also find our weekly updates on the Lighthouse website, [www.lighthousecharter.org](http://www.lighthousecharter.org), then click on the **For Parents** tab to access the weekly news. Please make sure to update your address and/or email if needed with our Family Liaison, Maritza Ortiz to ensure you are receiving the newsletter and weekly emails.

#### *Phone Messages*

In order to ensure you get important information and announcements in a timely way, we will use a phone messaging service that calls your home with information about once per week. This message will be no longer than 60 seconds and will serve as an important reminder of upcoming events, etc. The system will also be used in the case of an emergency closure, important school reminders, or other such situations.

#### *Fieldwork Chaperones*

Lighthouse parents have the opportunity to be a part of their student's learning expeditions outside of the Lighthouse campus. Please inquire further details with your student's teacher about upcoming fieldwork events. For overnight trips, Lighthouse requires all adult chaperones to be fingerprinted and have records on file with the school along with filling out a volunteer application.

#### *Volunteer Policy*



At Lighthouse we believe that we can only achieve our mission with the support of our entire community. We welcome the helping hands of volunteers and community members and believe that everyone has something meaningful to contribute to our school.

To that end, we have created a volunteer policy that both protects the safety of our students and school and promotes participation from all groups. We define a volunteer as someone who has performs hours of service for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation.

There are two types of volunteers at Lighthouse: supervised and unsupervised. Supervised volunteers are those who remain in the same room as a Lighthouse faculty or staff member when working with students (i.e. a classroom helper or lunch supervisor). An unsupervised volunteer is one that works one-on-one with students away from under the direct supervision of Lighthouse staff (i.e. tutoring a student one-on-one).

All volunteers must complete a volunteer application form and comply with the volunteer guidelines. Further safety requirements and guidelines will be made available at the beginning of the school year along with the application at all front desks and the development office.

## SUPPLIES YOUR CHILD NEEDS FOR SCHOOL

One step to creating a college-going mindset in your student is making sure they are prepared for school each day with supplies used in class. Please make sure your child comes prepared with the supplies each day. Teachers will provide more detailed lists of supplies the first week of school, Back to School Night and throughout the year.

## FAMILY ENGAGEMENT AT LCPS

At Lighthouse Community Public Schools, we believe that families are an essential part of their child's education. After all, you are your child's first and most important teacher!

### **The most important way you can be involved:**

- Be engaged in your child's education
- Reinforce the idea that school is a place to work hard and get smart
- Let your child know that you believe in them, that getting smart will take hard work, and that you and the school are there to support them every step of the way in preparing for college



- Create a quiet environment at home for studying and homework with no TV
- Read with your child each night. If your child is older, have a home reading time when everyone reads each night
- Turn off the TV, computer, tablet and cell phone
- Come to all required meetings
- Read all communications from the school
- Talk to your student's teachers
- Monitor your child's homework. Check it and discuss it with your student daily
- Carefully read and respond to their progress reports and report cards
- Have a computer available for your child to use to do homework, research, etc.

We hope and expect that you are fully involved with the school in many ways.

Here are some sample ways for you to get involved in the broader life of the school

- Become a Crew Parent by organizing other parents, growing as leaders and helping with school events
- Come to Coffee Tuesday, every Tuesday at 8:45am
- Volunteer in your child's classroom. Talk with your child's teacher to arrange this
- Chaperone fieldwork trips
- Attend parent work days
- Attend Padres Comprometidos/Committed Parents class

### *Mandatory Expectations*

All parents must attend Three Individualized Learning Plan Meetings throughout the year in the months of October, February, and June (to be scheduled with your teacher or crew leader)

- Back to School Night in Fall
- Winter and Summer EXPOS of Student Work
- Mandatory Community Meetings throughout the year, as scheduled

### ***Optional Parent Involvement Opportunities***

#### *Satisfaction Surveys*

Each year, we ask parents to take satisfaction surveys to inform of us of how we are doing. If you have a concern, do not hesitate to contact your child's teacher or an administrator.

#### *Crew Parents*

Crew Parents is a group of dedicated parents who meet monthly to address family concerns, plan events, and shape school policy. Lighthouse Crew Parents are a group of dedicated parents who make our school better. You are welcome to come to any meeting





that you like. It is open to all parents every month. Spanish translation, food, and childcare are provided.

### *Fundraising*

One way that families help the school is to participate in fundraising events and to donate to the school. Here are all the ways you can make donations to the school (only do whatever you can, whenever you can!):

- Join our Bright Lights Monthly Donation! You can make a meaningful impact in our student's lives! You can sign up online at [lighthousecharter.org](http://lighthousecharter.org) to make a monthly contribution at the amount of your choice! *Donors who give \$5 or more per month will receive a Bright Lights Club t-shirt!*
- Participate in annual fundraising events like our Carnival
- Have your employee match your donation
- Schedule an automatic donation withdrawal from your checking account
- Support Lighthouse while you shop on Amazon!

Add Lighthouse Community Charter School on your Amazon orders using Amazon Smile which donates 0.5% of the price of your eligible AmazonSmile purchases to the charitable organization of your choice. [www.smile.amazon.com](http://www.smile.amazon.com)

## THE SAFE HARBOR AFTER SCHOOL PROGRAM

The Safe Harbor After School Program is 5-day/week after school program that is a rich combination of academic support/homework help, recreation, snack, and a wide array of enrichment classes. The program will accept about 300 K – 12 grade students in 2017-18.

### Sample Schedule (K – 8)

3:30 – 4:00	Snack Provided & Recreation
4:00 – 5:00	Homework Help and Enrichment Classes
5:00 – 6:00	Homework Help and Enrichment Classes

### *Academic Support*

This year, the afterschool program will offer an array of academic supports to students. The support your child receives depends on their needs and the resources available. Once your child is signed up for academic support (will happen the first week of the program), we ask that you commit to their attendance in the program and do not pick them up early from academic support. Academic supports may will include:

- One-on-one Small group literacy tutoring



- Homework help
- Math, Science and writing center appointments are available daily for students in 9-12

In the High School, a Homework Center will be open every day after school from 3:45 – 6:00 and on Wednesdays from 1:30 – 6:30 for drop-in help from teachers and staff.

### *Enrichment Classes & Clubs*

The Safe Harbor program offers several enrichment classes in the after school program. Once your child is signed up for an enrichment class and/or clubs, we ask that you commit to their attendance

in the program and do not pick them up early from enrichment classes and/or clubs. Enrichment classes and clubs this year may include:

- Musical Theater
- Yearbook
- Arts & Crafts
- Sports
- Anime Club
- Cooking
- Bike Club AND MORE!

### *Internships*

The Safe Harbor program will be offering an internship program for students in grades 7-12. Last year we piloted this program and it was very successful. We had the students in grades 7 & 8 work with youth in grades K-4 as additional academic support. We had two 11th grade interns, one that assisted with musical theater with grades 3-5, and an intern that acted as additional program support for grades 9-12. This school year we will be increasing the amount of internships available for the youth so that they have the opportunity for leadership experience.

### *9-12 ASP Program updates for 2017-2018*

To better serve our students, we have made some important changes to our High School Afterschool Program that will take place during the 2017-2018 school year: The High School Program will continue to be free of costs to families. Students will have the opportunity to sign up for 2 art/enrichment classes, along with an hour of daily academic support. If students would like to participate in Program, they will need to fill out an application AND await for an acceptance confirmation. Up to 60 High School students will be accepted for the 2017-18 program. Students will be accepted on a first come, first served basis.

If students are NOT enrolled in ASP, they will be expected to either wait outside until they get picked up or go home on their own. Students will NOT be able to wait inside the building to be picked up (with exceptions on rainy days). If students are enrolled in program, they can attend



office hours. If students are NOT in program, they can attend office hours, but cannot participate in ASP activities or be in non-office hour spaces.

*FAQs:*

Q: Is ASP tuition free for all? Why does ASP charge? How much are they charging?

A: ASP is not tuition free for all students. ASP is charging this year to preserve program structure and student capacity. Starting in August of 2017, the after school program will be made available at the following rates:

- For families that qualify as “Paid” according to ‘Free or Reduced Lunch status’: \$285.00/Month
- For families that qualify as “Reduced” according to ‘Free or Reduced Lunch status’: \$125/Month
- For families that qualify as “Free” according to ‘Free or Reduced Lunch status’: \$0
- Families with multiple students enrolled in ASP will have discount options available.

Q: When do families pay?

A: Families will pay online every month.

Q: When do we know when the money is due?

A: The Director of Expanded Learning is finalizing a fee schedule and will communicate with families upon acceptance.

Q: Will 9-12 students have to pay for ASP?

A: No. 9-12 students will not have to pay for ASP.

## UNDERSTANDING LIGHTHOUSE COMMUNITY PUBLIC SCHOOLS LANGUAGE

**Ago Ame**—an African call and response practice. When the teacher or adult calls out “Ago” the students respond back “Ame”. This signals that the students are ready to listen and learn.

**Assessment**—a method for evaluating your understanding of skills, concepts, and Learning Targets. Assessments take many forms such as tests; projects; problems of the week; reports; essays; etc. Assessments are scored on a 4 point scale: 1-Just Beginning; 2-Approaching; 3-Meeting; 4-Exceeding.



**Attentive Listening**—eyes on speaker, sitting or standing still, listening and no talking.

**Charter School**---Lighthouse is a Charter School. Charter Schools are public schools that are given freedom by the local school district to design and structure their own school calendar, school day, and school curriculum. Charter Schools must also follow the state standards and take the state standardized tests in the spring.

**College Ready Friday**—This is a time of celebration for students who have qualified. College Ready Friday activities might involve pizza parties; visiting colleges; going hiking; playing games; etc.

### **Core Values**

**COMMUNITY**- We are best when we respect, value and celebrate our diversity and strengthen our connections.

**INTEGRITY**- We act on our shared and personal values, especially in the face of adversity.

**LOVE**- We extend ourselves so that all feel a sense of belonging and acceptance.

**SOCIAL JUSTICE**- We act with courage and commitment to move toward a just and equitable world.

**AGENCY** - We are empowered to pursue purposeful action as life-long changemakers.

**Crew**—This is another name for a class or group of students at Lighthouse that is working together to achieve our mission of every student being able to apply and get into college. “We are crew, not passengers” is a common phrase you will hear. This phrase is to help remind us that we need to be active learners and helpers of others. In the middle and high school, a crew is made up of ~15 students and 1 teacher.

**Draft**—this is the first step, sketch, plan or version of an assignment. Drafts are one part of the process of producing high quality work. A draft is not a finished product, but a work in progress.

**Expo**—Expo is a chance for students to display their work to the entire school, family, and outside community. Expo happens in December and June.



**Fieldwork**—Fieldwork is when students and teachers go out into the community to places that will help them gather information about their learning investigation topic.

**HOWL – Habits of Work and Learning** —are a measure of how well you are doing at being a student. They assess your homework and classwork completion as well as how respectful you are of our community.

**Individualized Learning Plans (ILPs)**—this is a document that is created in October by a teacher, student, and family to set academic, physical, or social and emotional goals. ILP goals and strategies are revisited in January and in March. Sometimes new goals are set when others have been achieved and sometimes new strategies are developed if goals have not been met.

**Learning Target**—these are the standards or objectives or knowledge that students must learn for a particular subject or grade level. Students must master all of the Learning Targets in order to be promoted to the next grade.

**Lighthouse Community Charter School** (Why is our school called this?)—A Lighthouse serves to guide ships to safety when it is dark or foggy. Lighthouse is a community of people working together to guide students to the safety and security of getting an excellent education.

**Meeting Expectations**—This indicates that a student has mastered our grade level standards in academics and in character. It is what all students at Lighthouse need to do in order to be on the right path for promotion to the next grade and for college.

**Passage**—This is the process for how students pass on from one loop to the next. Students must complete all portfolio and learning target expectations and meet the expectations of the Passage Presentation.

**Passage Portfolio**—Students organize work that meets the expectations for different learning targets in a 3 ring binder. Students must complete all of the requirements for a passage portfolio in order to be promoted to the next grade level.

**Passage Presentation**—This is a 30-45 minute presentation that ranges from an oral examination, to an interview with an Oakland community member, to a senior thesis defense in front of an expert panel. Presentations happen in June.



**Transition**—This is when we switch from one class to another, or from one location to another. Transitions happen a lot at Lighthouse. Transitions are indicated by signals such as Ago, Ame, holding a fist in the air, teacher request, etc. During transitions, students must be quiet and must be still.

**Reset**—This is an opportunity for students to change their behavior so that they are doing the right thing. This is expected of students when they are given a warning by a teacher.

**Refocus**—If students are given more than 2 warnings, they will be asked to remove themselves from the classroom and complete a refocus form to help them prepare to re-enter the learning environment.

**Referral**—If students are unable to follow the expectations of completing a refocus form and following through with class expectations, they will be sent to the dean's office with a referral. If their behavior yields 4 referrals, they will be suspended and miss out on important learning opportunities.

**Revision**—This is the process of improving a piece of work by looking at feedback and changing the work to make it better and of higher quality.

**Rubric**—This is a document to help students evaluate and assess their work and for the teacher to formally evaluate and assess their work. The rubric communicates expectations for their work in four different levels: 1-Beginning; 2-Approaching; 3-Meeting; 4-Exceeding.

## COMMITMENT TO THE EDUCATION OF ALL IMMIGRANT CHILDREN

Lighthouse Community Charter Public Schools is committed to serving all students, regardless of their first language, ethnicity, income, race, sexual orientation, ability, and immigrant status. In June of 2008, the Lighthouse Community Charter School Board of Directors approved a policy stating its commitment to immigrant children. The policy is stated below:

### COMMITMENT TO THE EDUCATION OF ALL IMMIGRANT CHILDREN



**WHEREAS**, the City of Oakland, like many other major cities in the United States, is the home and workplace of large immigrant communities with both "legal" and "undocumented people;" and

**WHEREAS**, in 1982, the United States Supreme Court ruled in *Plyler v. Doe* that public schools were prohibited from denying immigrant students access to elementary and secondary public education; that undocumented children have the same right to a free public education as citizens of the United States and permanent residents; and

**WHEREAS**, there are no numbers of how many undocumented children are enrolled in Lighthouse Community Charter Public Schools, however, approximately 76% of the students are English Language Learners;

**WHEREAS**, since the massive immigrant rights and civil rights marches and student walkouts in 2006, federal, state and local government officials throughout the country have proposed or passed laws and ordinances that aim to stem the tide of undocumented immigrants by cutting off opportunities for government benefits, including education, thereby increasing tensions in immigrants communities; and

**WHEREAS**, recent reports that United States Immigration and Customs Enforcement Office (ICE) has conducted raids in Oakland and other Bay Area cities have caused immigrant communities to fear sending their children to school and leaving their homes;

**WHEREAS**, on May 15, 2007, the Oakland City Council passed a resolution affirming Oakland's City of Refugee ordinance forbidding city resources from being used to enforce federal immigration laws or to gather or disseminate information regarding the immigrant status of residents of the City unless such assistance is required by federal or state statute, or regulation or court decision,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Lighthouse Community Charter School, in solidarity with immigrant community organizations and consistent with the Oakland City Council's designation of Oakland as a City of Refuge, in light of the increasing tensions in immigrant communities, and the possible chilling effect on the educational rights of immigrant students by the enactment of the aforementioned laws and ordinances, restates its position that all students have the right to attend school regardless of the immigration status of the student or of the student's family members; and



**BE IT FURTHER RESOLVED** that the Board of Directors further states that all students who register for school services and meet the federal and state criteria, are entitled to receive all school services, including free lunch, free breakfast, and educational services, even if they or their family are undocumented and do not have a social security number and that no school district staff shall take any steps that will deny students access to education based on their immigration status or any steps that will "chill" the *Plyler* rights of these students to public education; .

**BE IT FURTHER RESOLVED** that in order to provide a public education, regardless of a child's immigration status, absent any applicable federal, state, local law or regulation or local ordinance or court decision, the school shall abide by the following conduct:

1. School personnel shall not require students or their families to supply documentation of immigration status or a Social Security number, at initial registration or at any other time;
2. School personnel shall not make inquiries of students or their families for the purpose of exposing immigration status of the student or his/her family;
3. If parents and or students' have questions about their immigration status, school personnel shall not refer them to ICE;
4. It is the general policy of the school not to allow any individual or organization to enter the school site if the educational setting would be disrupted by that visit. The Board of Directors has found that the presence of ICE is likely to lead to a disruption of the educational setting. Therefore, any request by ICE to visit the school site must be made should be forwarded to the school Directors for review before permitting ICE to access the site;
5. If ICE officers come onto campus without advance notice, school personnel should request the person's identification and ask whether the officer has a warrant; and
6. All requests for documents by ICE should be forwarded to the school Directors who, in consultation with the legal counsel, shall determine whether the documents can be released to ICE.





# Addendum 1 . SUSPENSION AND EXPULSION POLICIES AND PROCEDURES (in full)

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at Lighthouse Community Charter School ("Charter School"). When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as Charter School's policy and procedures for student suspension and expulsion, and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements.

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will clearly describe discipline expectations, and it will be printed and distributed as part of the Student & Parent Information Packet which is sent to each student at the beginning of the school year.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Policy and Administrative Procedures are available on request at the Director's office.

Suspended or expelled students shall be **excluded from** school campus, all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.



A student identified as an individual with disabilities or for whom Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to **the same** grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. Charter School will follow all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

#### **A. Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is 1) related to school activity, 2) school attendance occurring at Charter School or at any other school, or 3) a Charter School sponsored event.

A Pupil may be suspended or expelled for acts that are enumerated below and related to school activity or attendance that occur at any time, including, but not limited to, and of the following:

- a) while on school grounds;
- b) while going to or coming from school;
- c) during the lunch period, whether on or off the school campus; or
- d) during, going to, or coming from a school-sponsored activity.

#### *Enumerated Offenses*

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

- Accrued 16 office referrals in one school year.
- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence



- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Unlawfully offered, distributed, arranged to sell, negotiated to sell, or sold any prescription drugs.
- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or



body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

- Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.
- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive..
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code , directed specifically toward a pupil or school personnel.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.



**B.** The following behaviors may result in **immediate suspension** (*See below for a complete list of specifically prohibited behaviors*):

- Disrupting school activities
- Defying the valid authority of a teacher, administrator, or other adult at the school
- Causing, attempting to cause, or threatening to cause physical harm to another person
- Fighting
- Biting
- Copying, Plagiarizing, Cheating or Forgery
- Stealing or attempting to steal school or private property
- Unlawfully possessed, used, or was under the influence of any controlled substances including, but not limited to: drugs, alcohol, tobacco, prescription drugs or any other intoxicants.
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Sexual harassment, advances, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature
- Using hate speech that can cause a climate of hate and/or prejudice (i.e. racial slurs or insults based on sexual orientation, disability, etc.
- Violating any Field Work policy
- Receiving a fourth office referral

Depending on the violation and situation, suspensions may be done **in school or at home**. Terms of a suspension are completed at the discretion of school administration. If a child is suspended, the parent/guardian will be called and a letter will be sent home with the child stating the violation and where the suspension is to take place. Regardless of where the suspension is to take place, a student who receives a suspension notice, will be required to return home for the remainder of the day on which the violation is made. For an in-school suspension, the student will report to school the next day, but the student will remain in the office for the day. For an at-home, the student is to not report to school the next day.

Upon a student's third suspension in one year, the student will be referred to the Coordination of Services Team. The Coordination of Services Team, made up of one Principal, Dean of Students, the student's teacher, the referring teacher (if applicable), and any outside consultants necessary (school psychologist, etc.) will meet to devise an intervention plan for the student. The Principal and Coordination of Services Team reserves the right to refer the student to the LCPS Board of Directors for an expulsion hearing.



Upon a student's fourth suspension in one year, the student will be referred to the LCPS Board of Directors for an expulsion hearing.

### *Expulsion*

Students **may be suspended or expelled** for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
2. Unlawfully possessed, used, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
3. Committed or attempted to commit robbery or extortion.
4. Caused or attempted to cause damage to school property or private property.
5. Stole or attempted to steal school property or private property.
6. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets.
7. Committed an obscene act or engaged in habitual profanity or vulgarity.
8. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5
9. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
10. Knowingly received stolen school property or private property.
11. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
12. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
13. Made terrorist threats against school officials and/or school property.
14. Committed sexual harassment.
15. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.



16. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
17. Using hate speech that can cause a climate of hate and/or prejudice (i.e. racial slurs or insults based on sexual orientation, disability, etc.)
18. Violation of Conditional Enrollment.
19. Accrued 16 or more office referrals or 4 or more suspensions in one academic year.

Students **must be expelled** for any of the following acts when it is determined the pupil:

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director/Administrator or designee's concurrence.
- Brandished a knife at another person.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- Possessed an explosive.

**The above list is not exhaustive** and depending upon the offense, a pupil may be suspended or expelled for misconduct not specified above.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

### ***C. Suspension Procedure***

Suspensions shall be initiated according to the following procedures:

#### **1. Conference**

Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Principal's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Principal. The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school



personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

## 2. Notice to Parents/Guardians

At the time of suspension, the Principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

## 3. Suspension Time Limits/Recommendation for Placement/Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of Placement/Expulsion by the Principal or Principal's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Principal or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.





#### D. Authority to Expel

A student may be expelled either by the Governing Board following a hearing before it or by the Governing Board upon the recommendation of an Administrative Panel to be assigned by the Governing Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the Governing Board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

#### E. *Expulsion Procedures*

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the Pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Governing Board for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

- The date and place of the expulsion hearing
- A statement of specific facts, charges, and offenses upon which the proposed expulsion is based;
- A copy of Charter School's disciplinary rules which relate to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.



*F. Special procedures for Expulsion Hearings Involving Sexual Assault or Battery Offences*

The Charter School may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the Governing Board, administrative panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.



7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

#### *G. Record of Hearing*

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.



## *H. Presentation of Evidence*

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Governing Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Governing Board who will make a final determination regarding the expulsion. The final decision by the Governing Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Governing Board is final.

If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

## *I. Written Notice to Expel*

The Principal or designee following a decision of the Governing Board to expel shall send written notice of the decision to expel, including the Governing Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student.
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.



The Principal or designee shall send a copy of the written notice of the decision to expel to the student's district of residence. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student

*J. Disciplinary Records*

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the District upon request.

*K. No Right to Appeal*

The pupil shall have no right of appeal from expulsion from the Charter School as the Governing Board decision to expel shall be final.

*L. Expelled Pupils/Alternative Education*

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

*M. Rehabilitation Plans*

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Governing Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one

(1) year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

*N. Readmission*

The decision to readmit a pupil or to admit a previously expelled pupil from another school, school district or Charter School shall be in the sole discretion of the Governing Board following a meeting with the Principal and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to



determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal shall make a recommendation to the Governing Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

*Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities*

1. Notification of District

The Charter School shall immediately notify the District and coordinate the procedures in this policy with the District the discipline of any student with a disability or student who the Charter School or District would be deemed to have knowledge that the student had a disability

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the child's

IEP, any teacher observations, and any relevant information provided by the parents to determine:

a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

b) If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.



If the Charter School, the parent, and relevant members of the IEP Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team shall:

- c) Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- d) If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- e) Return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### 4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that

maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter School, the student shall remain in the interim alternative educational setting pending the



decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and the Charter School agree otherwise.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Principal or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a) Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c) Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred. The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.





b) The parent has requested an evaluation of the child.

c) The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the educational placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.



# LIGHTHOUSE'S UNIFORM COMPLAINT PROCEDURES

The Lighthouse Community Charter School ("charter school") policy is to comply with applicable federal and state laws and regulations. The charter school is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of discrimination against any protected group including actual or perceived, including discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any charter school program or activity.; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, title ii, section 504 of the rehabilitation act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program

The charter school acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the School Director or designee on a case-by-case basis.

Lighthouse Community Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance officers - The governing board designates the following compliance officer(s) to receive and investigate complaints and to ensure the charter school's compliance with



law: Brandon Paige, Director of Finance, Lighthouse Community Charter Schools, 444 Hegenberger Rd., Oakland, CA 94621.

The Directors shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Directors or designee.

Notifications- The Directors or designee shall annually provide written notification of the charter school's uniform complaint procedures to students, employees, parents/guardians, the governing board, appropriate private officials or representatives, and other interested parties.

The Directors or designee shall make available copies of the charter school's uniform complaint procedures free of charge. The inclusion of this policy in this handbook meets this requirement.

Procedures- The following procedures shall be used to address all complaints which allege that the charter school has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

**Step 1: Filing of complaint** Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the charter school.

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, charter school staff shall assist him/her in the filing of the complaint.



## **Step 2: Mediation** (Optional):

Within five days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the charter school's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

**Step 3: Investigation of complaint** - The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the charter school's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The charter school's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

**Step 4: Response** - Option 1: Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the



charter school's investigation and decision, as described in step #5 below, within 60 days of the charter school's receipt of the complaint.

Option 2: Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the charter school's investigation and decision, as described in step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the board.

The board may consider the matter at its next regular board meeting or at a special board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the board hears the complaint, the compliance officer shall send the board's decision to the complainant within 60 days of the charter school's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

**Step 5: Final written decision** - The charter school's decision shall be in writing and sent to the complainant. The charter school's decision shall be written in English and in the language of the complainant whenever feasible or as required by law. The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the charter school's decision within fifteen (15) days to the cde and procedures to be followed for initiating such an appeal.
7. For discrimination complaints arising under state law, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For discrimination complaints arising under federal law such complaint may be made at any time to the U.S. department of education, office for civil rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the charter school's expectations. The report shall not give any further information as to the nature of the disciplinary action.



### Appeals to the California Department of Education (CDE)

If dissatisfied with the charter school's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the charter school's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the charter school's decision. Upon notification by the CDE that the complainant has appealed the charter school's decision, the Directors or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the charter school, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the charter school's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the charter school when one of the conditions listed in title 5, California code of regulations, section 4650 5 CCR 4650 exists, including cases in which the charter school has not taken action within 60 days of the date the complaint was filed with the charter school.

Civil law remedies A complainant may pursue available civil law remedies outside of the charter school's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints arising under state law, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the charter school has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.



# LIGHTHOUSE COMMUNITY CHARTER PUBLIC SCHOOLS

## Family and School Compact

**As a school, Lighthouse promises that your child will be admitted to a four-year college when you, your child and we fulfill our commitments.**

### **As a Lighthouse parent, I promise to..**

- Read with my young child(ren) every night
- Check in with my student each night about their homework completion
- Create and enforce a consistent homework space and routine for my children
- Read, sign, and return all academic updates that come home
- Return school communication (email, phone call etc) within 48 hours
- Use agreed upon strategies at home with my child
- Get my child to school on time, in uniform and ready to learn
- Follow school policies
- Attend each Individual Learning Plan meeting
- Attend each EXPO of student work
- Attend Back To School Night
- Actively contact my child's crew leader / teacher at least once per month through email, telephone, or in person

### **As a Lighthouse student, I promise to..**

- Arrive at school on time, in uniform, and ready to learn
- Create and use a consistent homework routine
- Be receptive to feedback
- Incorporate feedback to improve my academics, character, and college ready skills
- Follow school policies
- Prepare for and attend each Individual Learning Plan meeting
- Prepare for and attend each EXPO of student work
- Model the Core Values when I interact with other students, staff, and families
- Use provided tools to follow my own academic progress and advocate for my academic needs

### **As a Lighthouse staff member, I promise to..**

- Maintain high expectations for every student
- Provide clear and consistent communication about student academic progress
- Return family communication (email, phone call etc) within 48 hours
- Inform families of homework policies and assign appropriate homework
- Provide additional academic support to students when needed or requested
- Enforce school policies to ensure a safe, nurturing learning environment
- Attend each Individual Learning Plan meeting
- Plan, attend, and facilitate two EXPOs of student work each year
- Collaborate with families to create a homework routine (when needed)
- Model the Core Values when I interact with students, staff, and families
- Be open to student and family feedback



# ACKNOWLEDGMENT OF FAMILY/STUDENT HANDBOOK

I understand and agree that I have received and will read and comply with the LCPS Family/Student Handbook and its policies and procedures herein.

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Student(s) Printed Name(s) (first last)

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Student's Grade

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Parent/Guardian's Printed Name

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Parent/Guardian's Signature

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Date

