



Lake County International Charter School 2009-10
Phone 707-987-3063 Fax 707-987-8314
Website: www.lcics.org

GENERAL INFORMATION

Faculty / Staff

Karl Reichman	Superintendent, Director
Barbara Thornton	Business Manager
Ellen Karnowski	Resource Specialist
Jonathan Harris	Grade: k, 1
Darla Bandsma	Grade: 1, 2
James S Kennedy	Grade: 3, 4
Pamela Kirkpatrick	Grade: 5, 6
Cathy McCarthy	Grade: 7, 8

Charter Council

Chai Foux	President
Valerie Moberg	Secretary
Jason Curtis	Treasurer
Hani Hajje	Parent

Parent Association

	<u>(PTC)</u>
Gina Darling Kerr	President
Linda Findley	Secretary
Gwendolyn Maupin	Treasurer
Ahern	

DAILY SCHEDULES

REGULAR DAY	
TIME	GRADE
8:30 AM	School starts
Recess Schedule	
9:40-10:00 am	K - 2
10:05-10:25 am	3, 4
10:30-10:50 am	5, 6, 7, 8
Lunch Schedule	
11:50-12:30 pm	K, 1, 2, 3, 4
12:30-1:10 pm	5, 6, 7, 8
2:20 PM	School Ends K, 1
3:20 PM	School Ends 2 - 8

MIMIMUM DAY	
TIME	GRADE
8:30 AM	School starts
Recess Schedule	
9:40-10:00 am	K - 2
10:05-10:25 am	3, 4
10:30-10:50 am	5, 6, 7, 8
12:20 PM	School Ends

DIRECTOR'S MESSAGE

Welcome to Lake County International Charter School (LCICS), an authorized IB World School and WASC Accredited school! We are pleased to introduce this specially designed agenda for you. You will be required to take it to each class with you and to record all assignments, homework and tests each day.

The policies and procedures contained in this agenda are the results of a concerted effort on the part of the faculty and the administration to provide students and parents with valuable information to help our students succeed at the elementary school level. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to, and become an integral part of our school community.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Our school welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. Have a good year at Lake County International Charter School!



INTRODUCTION

This school handbook contains information about Lake County International Charter School (LCICS), its facilities, programs staff, support groups and community members. It also contains school, district and state regulations and policies. You'll find information on how you can enhance your child's experience at LCICS.

Our child must keep this handbook and attached pages with them at all times while on campus and they should refer to it whenever they have questions about the school, its policies and its operations. It is part of our effort to communicate with our families so that they can participate more fully in the school.

Participation is a cornerstone of our approach at LCICS. In the coming year, we hope everyone can give according to their abilities so that the school lets our children blossom and reflects the diversity and strength of our entire community.

Lake County International Charter School is a community of learners, including students, educators, and parents, committed to enabling all children to live productive lives enhanced by lifelong learning. The curriculum emphasizes academic excellence, high-level thinking, communication skills, personal growth, and positive social values, as part of the holistic development of the mind in the new millennium.

School Governance

As a charter school, LCICS is in the forefront of innovative, **tuition free public school** governance. Charter status gives us the freedom to set our own objectives as a school community, independent of many of the restrictions of other District schools. LCICS is an independent School District and as such we are proud and pleased to be authorized by and a partner with MUSD (Memorandum of Understanding - MOU). The Charter Council (the Governing Board) of LCICS, and their sub-committees set and oversee school policies.

Governing Board:

As a charter, school, LCICS is administered by our own Charter Council (the Governing Board), which is comprised of, parents and community members, a non-voting Student Council representative, the school administrators, teachers and other staff are encouraged to attend. The Charter Council makes decisions regarding curriculum, selection of staff, budget, enrollment, long-term strategies, site considerations and the day-to-day concerns of the school administration. This means that LCICS's programs answer directly to the needs of the student body, the parents, and the community it serves.

What is a Charter School?

A charter school is a public school. All children of eligible school age who are residents of the State of California may apply for admission. Inter district transfer agreements are not required within the County of Lake. Transfers are required for students from outside Lake County. A charter school may not charge tuition. Charter schools are held to high standards by their sponsoring district and are accountable for their performance; the Lake County International Charter School (LCICS) is accountable to the Middletown Unified School District (MUSD), Lake County Office of Education (LCOE) and the California Department of Education (CDE).

Charter School legislation was passed to encourage innovative programs, increase parent participation and raise education standards.

Who We Are

The **Lake County International Charter School** (LCICS) is a community-based education project initiated by parents, local teachers and community members. Our overriding goal is to provide an additional choice / alternative educational opportunity for Lake County families. The educational program is designed so that children of various learning styles and abilities will thrive in a child centered, experiential, and active learning environment, that embraces the whole child. The **LCICS Parent Teacher Council (PTC)** is a talented and



dedicated group of parents with a variety of experiences, skills and talents that contribute to the success of the School. We understand as a Charter school the responsibility of our position in managing public and private funds. We are committed to being effective and compliant in all aspects of public charter school operations to guarantee a sustainable education program that ensures student success.



PARENT PARTICIPATION

Research shows that children do better in school when their parents participate. This is a cornerstone of the charter school movement. We depend on parents to help make our school an outstanding one. We recognize that parents play the primary role of educating their children. The school is governed by a committee of elected parent and community members and parents agree to participate in the classroom or on school projects, serve on a school committee or to attend parent meetings for curriculum education and charter school business.

Each family participates to the best of their ability. We recommend that a family offer upwards to 60 Hours of volunteer service to LCICS during the school year, and a single parent family we suggest upwards of 45 hours of volunteer service either in the classroom, the office or around the yard. Parents, guardians and/or grand parents may:

- Participate in the classroom or perform a project which assists the school
- Fulfill committee obligations
- Assist in the office
- Support the school in fundraising
- Assist during recess and lunch
- Assist in the school library, Media Center,
- Repair and/or Maintenance of the facilities and grounds
- Assist with the Garden Project
- Etc...

A donation may be made to the school in lieu of hands-on volunteer participation time at a minimum of \$10.00 an hour. Some hours may be earned by preparing work for classes at home and or attending school events. All families agree to participate in activities that contribute to the life of the school.

Time Sheets

It is each family's responsibility to log their volunteer participation hours. We track participation hours for two reasons. (1) When we request donations and write grants we can cite the significant commitment of time our parents invest in our school. (2) The cooperative spirit and our charter are dependent on each family fulfilling its commitment.

Each month a new time sheet will be distributed to you family mailbox or is available on the LCICS website: www.lcics.org. It is OK to log past hours (that you might have forgotten to record) on a current time sheet. Just note what they are for.

Don't forget to count attendance and events, helping your child with their community service hours, phone tree calls, etc.! ***Everything you do to make this school shine counts!***



How Best To Help?

Classroom

Families may participate through classroom involvement. Parents in the classroom have many positive effects upon students. Please contact the Classroom Secretary in your child's classroom. Each teacher has unique needs and works with volunteers differently.

All classroom volunteer participants who will be working in the classroom on a regular basis are required by law to have an updated **TB test** on file and be finger printed. Please check with the Office for the regulations for parent volunteers.

Families may choose to have another adult family member (grandparent, aunt, uncle, etc.) or friend work in their stead, Parent volunteers should arrive a few minutes early to review the teacher's needs and any specific instructions there may be.

We welcome parents who can teach a special trade, craft, strength or talent. *Share your ideas with a teacher!*

Please remember the following:

- All activities requiring disciplinary measures should be referred to a staff member.
 - Parents should not discipline students!
- **Never leave children unsupervised**

We recognize that many parents work full-time and are not able to help directly in the classroom. Please contact the teacher to see how you may support the classroom in another way or at home.

Committee Work

Each family can choose committee work. "Committee work" refers to the many jobs that need to be done around and for the school. There is a wide range of tasks and committees ranging from helping in the office to grant writing or general maintenance. It is the family's responsibility to select a committee that is of interest and approach the committee head about meeting times or tasks that need to be done. Frequently we form a committee because a parent sees a need and organizes a solution. Please be pro-active and a problem solver, but be sure to get authorization from the director!

Fundraising

During these especially hard financial times, we ask that each LCICS family agrees to support the school to the best of its ability in its fundraising efforts. The main source of funds for K-8th grade are public monies generated by the attendance of enrolled children at the school on a day -to- day basis (ADA Funds =Average Daily Attendance) and fundraising. Charter schools are not funded for excused absences or illness. In order to be successful, **we need full attendance by all students**, but we must also fund raise! Fund raising is critical to the financial health of the school. Unlike other traditional public schools, LCICS has full responsibility for all expenses including capital and operating costs (rent). The school's programs *are not permitted* to operate at a *deficit*. Every family must share the responsibility of fund raising. This can be done through direct contribution, soliciting money from family, friends, businesses and by supporting fundraising events.

We will also have **Saturday Work Parties** to maintain the buildings and grounds. This is a great way to fulfill your hours.



PARENT Teacher Council (PTC)

The Parent Teacher Council supports the school in many ways (see Addendum Parent Participation Program) from organizing the volunteer efforts to raising funds we use to implement our wonderful programs at the school. All parents are members of the Parent Teacher Council. The Council elects officers, from the membership at large, who serve a yearly term. Parent Teacher Council meetings are announced in advance by posting around the campus and listing in the *LCICS Chronicle*.



VOLUNTEERING AT LCICS

Because parents at LCICS volunteer their time and money to enhance the quality of our school, so that LCICS can be able to offer students what other California public schools may not be able to offer. We count on parents' active participation in the classroom, on school committees, on field trips, and at special events. This parental involvement not only expands the resources available to our children, it also gives the school a unique community feeling – where all who participate influence and help shape the environment of the school.



Our Mission

The mission of **Lake County International Charter School (LCICS)** is to offer an innovative K-8 program that will expand the educational choices available to families in Lake County. LCICS will provide a standards-based curriculum in an active and creative learning environment that addresses the needs of the whole child. LCICS students will be self-motivated, competent individuals with a commitment to life-long learning that enables them to reach their full potentials and participate as principled local and world citizens

Our Vision

LCICS emphasizes academic excellence and artistic expression; respect and appreciation of diversity; personal, social, and environmental responsibility; and an understanding of the interconnectedness of all living things and our global environment. Students of diverse backgrounds and abilities advance academically, artistically, socially and personally through the highly successful and proven teaching methods of the International Baccalaureate Primary Years Program.

The following are the LCICS Student Rules, Policies and Regulations:



ACADEMIC DISHONESTY / PLAGIARISM

LCICS wishes to promote honest and ethical behavior among its students. Cheating is unacceptable. The following are some examples of cheating:

- Plagiarism: the use of material composed by others and portrayed as one's own. This includes using portions or entire papers procured from the internet.
- The use of notes in any form on a closed-book or closed-note test.
- Producing test responses in advance and submitting them as work done in class.
- Asking someone for information during a test.
- Looking at another student's paper or notes during a test.
- Allowing a student to look at your paper.
- Lending or selling an assignment to be copied, or using such an assignment from another source, including computer files.
- Stealing copies of tests.

In the event of any violations of the above, the student will receive no credit for the assignment and parents will be contacted. Additionally, a report of the incident will be filed and disciplinary consequences will be assigned.

AFTER SCHOOL EVENTS

1. If you wish to go to an afterschool event or activity, you cannot hang around until it begins. If you are on campus after school, you must be with a teacher or a supervising adult or in AfterCare.
2. If you are at an afterschool event or activity, stay inside until it is time to leave. You may not wander around campus or go across the street, and then return. Once you leave the afterschool event or activity, you must stay off campus.
3. If you are waiting for a ride home, you must wait either by the LCICS lunch area / office at the benches or in AfterCare across the street at the Yellow House.
4. If you are on the *non-privileged list*, you may not attend school functions during or after school.
5. No food or drink is allowed in the Dojo (assembly area, gym).
6. No one is permitted in or on campus without adult supervision.
7. No one is allowed on the side or behind the modulares or behind the Yellow House without supervision.

RECESS and LUNCH PARTICIPATION

Students wishing to participate in recess and/or lunch activities or classroom intramurals must abide by the following guidelines before they are allowed to participate.

1. Completed Homework Assignments
2. Completed Class work
3. Have earned a 2.0 GPA for the grade reporting period (progress reports or quarter/semester grades) in each subject.
4. Maintain a 2.0 GPA during the school year.
5. Not have any "F" or incomplete grades for the preceding quarter, trimester or semester.
6. Not be missing an excessive amount of assignments from any class.
7. Attend school regularly and fully participate in class activities including but not limited to P.E., Specialty
 - a. Medical excuses for P.E. must be in writing from a certified physician
 - b. Refusal and/or failure to participate will result in a failing ("F") grade
8. Maintain good behavior, language, citizenship and good sportsmanship at all times
9. Students who are placed on the **Non-Privileged list** due to disciplinary measures will not be allowed to participate in recess, lunch or class activities (including field trips).

SPECTATORS' BEHAVIOR

You participation as a spectator at a school or afterschool event or activity entitles you to enjoy an exhibition of skills and talent developed by other students or professionals in an educational setting. Please give your positive encouragement and support. Also, take the time to applaud the talent of all participants. Booming, taunting, or intimidating the students, officials and/or opponents are unfriendly and unacceptable. Please be an example to those around you. If unacceptable behavior is not corrected, you will be asked to leave the event, and could be prohibited from attending future events. In addition, students may be placed on the **non-privileged list**.



ATTENDANCE:

Regular and prompt attendance is essential for success in school. *The state of California does not recognize absence excuses for medical illness, doctor, or dental appointments.* After 14 days of absence (including medical), truancy procedures will begin, and both parents and students may be required to attend a **SARB** (Student Attendance and Review Board) meeting. Any student who is absent without a valid excuse for more than three (3) days, or is tardy in excess of 30 minutes on more than three days in one school year shall be classified as **truant** and shall be reported to the authorities. Please try to have all doctors and dentist appointments scheduled in the afternoon as late in the day as possible, or during vacation periods. Consequences will apply for abuse of attendance policies.

On the day you return to school from an absence, you must report to the office before going to class. You must provide the office with your written excuse and you will receive an admit slip to be given to teachers to sign. Make-up work – Independent Study will generally be allowed except in cases of truancy or suspension. A general rule in completing make-up work is that one day is allowed for each day that you were absent. It is the student's responsibility to seek from their teachers the assignments missed.

Once a month there will be a **Saturday Morning Make-Up Day**. Students who are absent, truant or missing homework or assignments, and/or need extra assistance (tutoring) may be required to attend or elect to participate and make up the time and work they are missing with assistance of a teacher. **The Saturday Morning Make-Up Day** schedule is as follows (see 8A below California Education Code – Attendance):

- January 23rd 8:30 am – 12:30 pm
- February 20th 8:30 am – 12:30 pm
- March 20th 8:30 am – 12:30 pm
- April 10th 8:30 am – 12:30 pm
- May 22nd 8:30 am – 12:30 pm

CALIFORNIA EDUCATION CODE: ATTENDANCE

48200.

Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory fulltime education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full-time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law.

48205.

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometry, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the



governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit there for. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four (4) hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

48260.

(a) Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three (3) full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.

48260.5.

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following:

(a) That the pupil is truant.

(b) That the parent or guardian is obligated to compel the attendance of the pupil at school.

(c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.

(d) That alternative educational programs are available in the district.

(e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.

(f) That the pupil may be subject to prosecution under Section 48264.

(g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the Vehicle Code.

(h) That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

BICYCLES / SKATEBOARDS / SCOOTERS, etc.

Bicycles / skateboards / scooters, etc., may not be ridden on the sidewalks and paved areas around the school buildings. If ridden to school, skateboards / scooters must be checked into the office. This also applies to unicycles, roller-blades, etc.

BOUNDARIES

Our school is a closed campus. Once students arrive on campus they must remain here unless signed out by a parent or guardian. In addition, students are not allowed to disrupt school classes during brunch or lunch breaks. Students are allowed to eat / socialize in designated areas. The designated areas are as follows:

- In the lunch area
- On the sidewalks with the fenced area
- On the playing field

Students out of the boundary area will receive consequences.



BUS REGULATIONS

Students who come to school using the bus (public transit) should recognize that riding the bus is a privilege. Bus students are to go immediately to the bus as soon as they are dismissed from school in the afternoon. They are to line up in an orderly fashion, wait for the bus to arrive, and then load onto the bus in an orderly manner. Inappropriate conduct on the buses or while waiting for the bus (both to and from school) may result in a referral, or in riding privileges being denied.

Only regularly scheduled bus students are to ride the buses. Students are not to change buses without a note from their parents and a pass from the office. School students may not ride the Middletown school buses to school or home after school without a pass from the MUSD office.

LUNCH AREA

No throwing of food (or anything else); no loud yelling or "rough housing"; use courteous behavior - no obscene language; no cutting or saving places in line; no shoving in line or running in the Dojo (gym, assembly area - bathrooms). Keeping the campus clean is also very important. Littering will not be tolerated. Privileges will be revoked if litter on campus becomes excessive. The use of bathroom requires pass with a key to unlock and lock the door at all times.

CARE OF PROPERTY

All students are charged with the reasonable upkeep of the furnishings, materials, and equipment of Lake County International Charter School. Each student is to respect the buildings, grounds, and property. This includes littering. Littering will not be tolerated. In addition, students will be held financially responsible for damage to school property.

CELL PHONES (and other Electronic Devices)

LCICS recognizes the fact that cell phones are an important communication device for parents and students. However, cell phones can also create a significant distraction to the learning environment within a school. Cell phones are frequently a source of in class disruptions, harassment, cheating, theft, and a variety of other inappropriate behaviors. As such, the following policies regarding cell phones and other electronic devices have been implemented:

1. Cell phones and other electronic devices **must be turned off** and **put away** between the hours of 8:30 AM and 3:20 PM (or the end of the school day as designated according to schedule).
2. Students found using, in possession of, or otherwise displaying cell phones or other electronic devices during prohibited hours will have these items confiscated and held by school administration until a parent can pick it up.
3. A second and/or repeated offense of this nature will result in disciplinary consequences.

CONFERENCES

Student Led Conferences and/or Parent - Teacher Conferences are held regularly on minimum day Wednesdays from 1:00 pm - 4:00 pm. To schedule an appointment, please call the LCICS office @ 707.987-3063, or contact the teacher directly through the LCICS website:
www.lcics.org/communication

RESOURCE SPECIALIST

The Resource Specialist and Administration at LCICS serves as your educational advisors. They are interested in not only assisting you with your educational program, but are ready to offer assistance in any phase of your life which contributes to your adjustment to school and development as a person.

LCICS CHRONICLE NEWSLETTER & BULLETINS

The LCICS Chronicle newsletter is distributed monthly, while bulletins may be distributed and read daily and then posted on the bulletin board. Daily bulletin may also be posted on the school website: www.lcics.org.

EVENT ADMISSION REQUIREMENTS

The LCICS Administration and Faculty are working on implementing a number of student events such as a Talent Contest, Construction Challenges, and dances.



No tickets will be sold at events; all tickets must be purchased prior.

1. Must attend school the day of the event.
2. Must be in **privileged standing**
3. All school rules and dress codes are enforced.
4. Unsupervised students may not wait at school until the event starts, but may wait with a supervising teacher or in AfterCare.
5. Students will be admitted during the first half-hour of the event, and may not leave until a parent or designated adult comes to pick them up.
6. Students will be picked up at the end of the event by an authorized adult, teenage siblings are not considered adults.
7. Students will not be allowed to leave an event without a authorized parent or guardian.
8. Students not meeting the above requirements may be sent home and/or lose future activity privileges.
9. Students will be asked to sign that they understand and agree to comply with all requirements.
10. Parents will be asked to sign that they support the above requirements, and that they will pick up their child on time, and/or will list the responsible adult who will pick up their child other than a teenage sibling.
11. All school rules AND the school's dress code will be enforced.

EVENT REGULATIONS

All event styles (i.e., clothing, dance) must comply with standards of modesty and safety. The faculty and administrators in attendance will be the final judges of the appropriateness of clothing style. Students violating any of these rules may have their parents phoned, and may be asked to leave an LCICS event. They may also face further disciplinary consequences.

DISCIPLINARY PROCEDURES **STUDENT BEHAVIOR** **GENERAL** **CLASSROOM RULES**

1. Students will be on time to class.
2. When students are late, they will arrive in class with an excused or tardy pass; any student without an excused pass will be considered tardy.
3. Students will remain in the classroom unless given a pass by the classroom teacher.
4. Students will participate in all assigned classes.
5. Students will respect the right of others to learn by exhibiting good behavior.
6. Students will respect the property of others.
7. Students will sit in an appropriate manner when at their desks.
8. Students will appreciate the right of the teacher to control the class.
9. Students will attend class with the correct books, paper, and equipment.
10. Students will be responsible for completing their homework and classroom assignments.
11. Students will comply with all other rules for individual classroom teachers.

WILL NOT RULES

12. Students will not bring CD players, MP3 players, iPods, electronic gaming devices, or any other audio-visual / electronic equipment to school except at the request of a teacher in whose classroom it will stay. The use or possession of these devices will result in disciplinary consequences.
13. Students will not eat or drink in the classrooms or hallways except as approved by a classroom teacher.
14. Students will not chew gum anywhere on campus.
15. Students will not bring sodas or energy drinks to school.

All students enrolled at LCICS are expected to fulfill the following four responsibilities:

- a. Attend class daily unless sick or otherwise incapacitated.
- b. Do all assignments and work (make-up work) required by the teacher.
- c. Respect the rights of the teacher, of other pupils, and of school property.
- d. Arrive to school and classes on time.

If all students would meet these four responsibilities, there would not be need for discipline procedures. However, since there will be students who will make a choice not to fulfill such responsibilities, such students



need to be aware of the consequences of their choice(s). Students may be prohibited from attending or participating in school functions or activities if the administration determines their behavior to be unacceptable.

- a. Serious disciplinary infractions (as defined in the Education Code).
- b. Classroom disruptions to the extent that the teacher judges that the student should be temporarily removed from class and sent to another class or the office.
 - Students sent to the office due to an infraction will be considered serious enough for disciplinary consequences.
- c. Less serious disruptions that can be handled by the teacher.

Serious disciplinary infractions are to be reported immediately to the Director. The student will not be admitted back to any class until a conference with the Director has been held. The final decision regarding suspension will be made by the Director and will be in accordance with established procedure on maximum and usual penalties for disciplinary infractions. If the *harm can be repaired* and all parties agree (Restorative Justice) then alternative consequences may be initiated at the sole discretion of the Director. If the alternative consequences are not completed during the time frame designated the maximum penalty will immediately take effect.

In developing self-discipline, *students must assume increasing responsibility for their own behavior*. It is necessary to clearly articulate the expected behavior and the logical consequences when those expectations are not met. Students are expected to obey all rules and regulations, respond to adults in a respectful manner, and to promote an environment where it is clear that harassment of others is not acceptable. A student who commits an infraction of the student code of conduct after given due process is subject to disciplinary consequences administered by the Director. The disciplinary consequences are described as follows:

- Detention: Lunch, After-School, or Saturday
 - Detention consists of written or physical work done during the school day, after school, or on Saturday.
 - Students must report for detention on the day assigned.
 - Changing from the assigned day is done only with the approval of the Director.
 - Recess - Lunch Detention consists of twenty minutes of time served during the student's recess - lunch period.
 - Failure to sign in or out of detention will make the service of the detention null and void.
 - After-school detention consists of a one hour block of time served between 3:30 PM and 4:30 PM, Monday through Friday.
 - Parents will be notified in advance and will have to make alternative transportation arrangements.
 - Attendance will be taken so reporting to detention on time is very important.
 - A student who *misses a detention* will be *suspended* from school the following day.
 - Subsequent failures to serve detentions will result in loss of privilege to attend extracurricular events and/or field trips, or further, long term suspensions from school.

Suspension

For serious disciplinary reasons, the Director may suspend a student from attending school. The student loses the right to participate in any school activity during the suspension period. The student will not return to class until his or her parent/guardian has had a conference with the Director. A student may not come to school during the duration of his / her suspension for any reason without obtaining the permission of the Director. Students who return to campus during a suspension will be suspended for up to five additional days and may be recommended for expulsion. It is the student's responsibility to make arrangements with his or her teachers for class assignments and tests. In addition, the student will be required to complete an essay explaining his / her behavior. This essay must be complete when the student returns to school.

Behavioral Contract

In cases where there is a history / pattern of classroom behavioral problems, a Behavior Contract will be written stating the expectations of the student's behavior and will be signed by the student, parents / guardians, and appropriate school personnel. A student who violates the rules and expectations while on a Behavior Contract may not be allowed to participate in, or attend school-sponsored activities. At the end of each semester, the administration will review the behavioral contract of the students.



Suspension/Expulsion:

Ed. Code Section 48900:b specifies the incidents for which a student may be suspended or expelled. They are as follows:

1. Cause, attempted to cause or threatened to cause physical injury to another person
2. Possessed, sold or furnished firearm, knife, explosive or other dangerous object
3. Unlawfully possessed, used, sold, furnished or under the influence of any controlled substance
4. Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind
5. Committed or attempted to commit robbery or extortion
6. Caused or attempted to cause damage to school or private property
7. Stole or attempted to steal school or private property
8. Possessed or use of tobacco
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Had unlawfully possessed or unlawfully offered, arranged or negotiated to sell drug paraphernalia
11. Disrupted school activity
12. Willfully offered, arranged or negotiated to sell drug paraphernalia
13. Knowingly received stolen school property or private property
14. Possessed imitation firearm
15. Sexual harassment
16. Hate violence
17. Harassment
18. Hazing

A student may be suspended or expelled for acts which are incidents as mentioned above related to school activity or attendance that occur at any time, including but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the campus (field trip)
- During, or while going to or coming from, a school sponsored event

A CITATION BY THE SHERIFF'S DEPARTMENT MAY BE ISSUED.



DRESS CODE

An important goal of a dress code is to teach young people that in the larger arena of life, different types of dress are appropriate for different settings. Parents and guardians who send their students to LLCICS accept the judgment of the administration as final in matters of school policies and procedures, including dress code. The school reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person.

Students are expected to remain in code after school while on campus and when attending all LCICS events. This includes athletic and other competitions, performing arts events, awards ceremonies, field trips, etc., unless explicitly directed otherwise.

The following norms govern student dress and personal appearance at LCICS and LCICS events.

- Clothing displaying language or symbols of an offensive nature or relating to drugs or alcohol is not allowed.
- Backpacks, purses, books, notebooks, etc., must be free of inappropriate patches, drawings and writings.
- Hats, hoods, bandanas or other head gear are not to be worn inside campus buildings.
- Pants: The following are not permitted:
 - Cut-offs and shorts shorter than fingertip-length.
 - Excessively sagging pants. (Pant waist/belt must be worn at natural waist, no underwear can be showing.)
 - One pant leg pushed or rolled up and the other pant leg left down.
- Dresses, Skirts, Shirts, and Blouse- The following are not permitted:
 - Tank tops for boys
 - Tube and halter tops, spaghetti straps
 - Low cut (front or back) shirts, blouses and dresses. Cleavage must not be visible.
 - Shirts and blouses that show bare midriff, sides, or back
 - Dresses and skirts (and their slits) shorter than fingertip-length.
 - Spandex garments
 - Transparent, mesh, or see-thru materials
 - Sunglasses-may not be worn in any building on campus
 - Chains, spiked jewelry, piercings or other decorative items that may be considered dangerous
 - Bandanas (of any color)
 - Belts (red, blue, or any color worn in a manner in which the belt hangs below the pocket line)

LCICS reserves the right to not allow colors of clothing due to concern of gang relationship to that color of clothing.

EARLY EXCUSES

No student is permitted to leave school prior to the close of school without permission from the office. It is expected that all students attend school every day. Those students needing an early excuse for a medical appointment or for family emergencies will be given a pass. Parents must send in an early excuse note stating the reason for the excuse. **NOTES MUST BE SUBMITTED TO THE OFFICE FOR APPROVAL BEFORE 8:30 A.M.** Students who use early excuses excessively will be denied the privilege. Students are required to make up all work missed caused by an early excuse. Students may not sign out at the office unless the office has received a written note from the student's parent or phone call from the parent (followed up with a written note the next school day when the student returns) excusing the student.

ENERGY DRINKS & SODA

Energy drinks such as Red Bull, Rock Star, Tasmanian Force, etc., and sodas are not permitted on the LCICS Campus. Many energy drinks contain high levels of sugar, caffeine, taurine, guarana and other stimulants that may lead to disruptive student behavior and/or may present health concerns. Students who bring or consume these drinks on campus will have the drink confiscated and thrown away. Repeat offenders may face school disciplinary measures.



SPECIALTY CLASSES

LCICS offers a variety of specialty classes. All students are required to participate in Specialty classes. Any student who refuses to participate will be sent to the office and given an alternative work assignment, but will receive a failing grade in that Specialty. These classes are graded and will be factored into each students GPA.

EMERGENCY DRILLS

Emergency drills such as fire, earthquake, lock-downs, etc., are practiced at regular intervals and are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and silently clears the buildings by the prescribed route as quickly as possible. The teacher in each classroom will give the students instruction.

FOOD IN CLASSROOMS

Eating and drinking is **NOT permitted** in the classrooms while class is in session. A teacher may permit eating and drinking in a classroom during a lunch period when a meeting is being held.

GRADE CHECKS

There are **Grade Check pages** and designated dates in this agenda. It is the *student's responsibility* to ask each teacher for his/her current grade to be marked on their grade check sheet. The purpose of grade checks is to help students who are in danger of failing or on a contract. All other students may use their agenda for keeping track of grades. Grade checks are not done during the first and last week of a semester or quarter or close to progress reporting period. (see attached Sheet):

Grade Check Sheets will be distributed on the following dates:

- February 20, 2010
- March 20, 2010
- April 17, 2010
- May 22, 2010

HOMEWORK

According to Board Policy, students in grades 1-8 should have an average of 20-60 minutes of homework per day, Monday through Friday.

HONOR ROLL

At the beginning of each month scholastic honors are determined and the names of students so honored are published in the newspaper. Honors require a 3.5 grade point average. Director's List Honors are conferred upon any student receiving a 4.0 grade point average. Any grade of D or F automatically removes a student from candidacy for scholastic honors for that month.

INCOMPLETE

An incomplete grade means that the student was unable to complete the course of study due to illness or other justifiable cause. If the incomplete is not made up within 2 weeks after the assignment was due, a grade of "F" will be issued. It is *the responsibility of the student* to contact the teacher to arrange for make-up work.

LEAVING SCHOOL

LCICS is a closed campus. This means that once you arrive on campus by any means (walking, bus, or car.), you are to remain on campus for the remainder of the school day unless checked out by an authorized adult at the office. Violation of this rule will result in a referral or may result in a suspension. Students may not cross the street to go to the store or loiter across the street before school, while waiting for the buses, or while waiting to be picked up after school.

MAKE UP WORK DUE TO AN ABSENCE - INDEPENDENT STUDY

Students with an absent or excused absence shall have one school day for each school day missed in order to make up homework or tests for this period. At the discretion of the teacher involved, in view of extenuating circumstances, the period of time for make-up work may be extended and receive credit for that school day missed. A student may also opt to attend the **Saturday Morning Make-Up Day** program.



MEDICATION

If you become sick during the school day your teacher will send you to the office with a pass where you will receive assistance. If you need medical intervention, you must have a pass to and from the school office. Your parents will be contacted if necessary. No medication will be given to students without a doctor's written authorization and training with the MUSD nurse present. No student may carry medication. All medications must be kept in the office.

MESSAGES

Messages from parents that are of an **emergency nature** may be sent to students through the LCICS office. Birthday greetings, lunches, last night's homework, flowers, balloons, gifts and other such items are considered disturbance to instruction and **will NOT be delivered.** Such deliveries, if made to the school, will be held until the end of the day or in the case of lunch or snack delivered when that period is scheduled.

NECESSARY SUPPLIES

Students are responsible for providing their own school supplies except for textbooks; however, the school will assist in cases of financial hardship.

1. A three-ring binder
2. An agenda
3. An adequate supply of lined paper
4. At least five divider pages for sections
5. At least 3 pencils and 2 pens.
6. A ruler (both inch and centimeter measurements)
7. A calculator.

NON-PRIVILEGED LIST

Students who receive **10 pride page marks** or students who have been *suspended* will be placed on the non-privileged list for one (1) month. These students may not attend any activities or extracurricular events on our campus.

OFF LIMIT AREAS:

1. Any area without a pass to that area.
2. Students are not to be in classes, Dojo (gym) or bathroom without adult supervision.
3. All parking lots and driveways
4. Any "unsupervised" area where one cannot be seen.

Specific areas where students are allowed to eat during lunch and brunch will be specified in the beginning of the school year.

PASSES

Any student who is out of the classroom while classes are in session **must carry a pass.** If students are out of class without a pass, discipline may be assigned.

EXCUSED NON-DRESSED

A student must have a note from a parent or guardian to be excused from an activity **for medical reasons.** The note will excuse the student for a *maximum* of three (3) days. After three days a note from a physician is required. Any student who does not participate in Specialty classes will not be allowed to participate in other school activities that day. As in any class, a student may be required to make up an absence for a grade, as deemed appropriate by the teacher. All students are required to participate in physical education. Like all classes, a letter grade is assigned. ***Participation is mandatory.***



PRIDE PAGE AGENDA

The "Pride Page" will help students to keep track of their personal behavior. Students are responsible for carrying their agenda at all times. Should a staff member notice that a student is breaking one of the rules on the Pride Page, they will note it in that student's agenda. Students with infractions on their daily list will need to report to detention that day for a portion of their free lunch time. The following notations provide a short explanation of what each infraction means. (see attached)

1. **Tardy** - late to class - even by a minute. Parents writing notes to excuse tardiness are good for explanation however they do not release the student from being required to be in class on time.
2. **Inappropriate behavior** - not being safe, not being respectful, and not being responsible.
3. **Dress Code** - see information in agenda for details.
4. **Violation of class or school rules** - any violation of the rules listed here in the agenda or in a classroom.
5. **Detention** - no show - not showing up for an assigned detention on time.
6. **Horseplay / Hands-off** - students should not be jumping on furniture, chasing others, throwing things, wrestling, horsing around, slapping, kicking, pushing, tripping, pinching, etc.
7. **Inappropriate language** - use of words that are vulgar, offensive, or cause hurt feelings. Examples are "stupid, fat, liar, fag, hoe", etc.
8. **Defiance** - not following directives of a staff member or using verbal or body language that shows disrespect or failure to comply.
9. **Unprepared for class** - self-explanatory. Students must carry agenda, paper, pencils or required materials.
10. **Harassment/threats/rumors** - saying things or writing things that are rumors, spreading rumors, saying things that cause another to be angry or fearful, using verbal or body language to insult, intimidate, or harass another.
11. **Prohibited Materials**; Electronic games, Cell phones, CD players, MP3 players out, or turned on during school hours.
12. **Other** - if a teacher sees an infraction not noted above, he/she may write it in.

Students who do not have their **pride pages** with them will be **assigned lunch detention** to be served that day. Consequences for pride page marks will be explained to students.

PRIDE PAGE CONSEQUENCES

- Pride Page marks 1 through 3 will result in a **warning**.
- Pride Page marks 4 through 6 will result in **lunch detention(s)**.
- Pride Page marks 7 through 10 will result in **one hour after school detention(s)** in addition to **lunch detention**.
- Pride Page marks 11 or above result in **lunch and after school detention** for the remainder of the Pride Page period (usually a one (1) month cycle) and loss of all school privileges.
- Students who repeatedly receive 11 or more marks will be suspended from school using progressive discipline (one (1) day first offense, two (2) days upon second, etc.) and may be recommended for expulsion if corrective behaviors are not displayed.



PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

LCICS is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "**Harassment, intimidation or bullying**" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying, "other distinguishing characteristics" can include but not limited to:

- Physical appearance, clothing or other apparel,
- Socioeconomic status,
- Gender identity,
- Family marital status.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, bully workshop, peer mediation, restorative justice, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), peer mediation, restorative justice, restoration of a positive educational climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

PROHIBITED MATERIALS

Certain items are not to be brought on the school premises because they can be considered dangerous, a nuisance, or not in keeping with an educational setting. **As a general rule, if it's not needed at school don't bring it.** Examples of such items are: Skateboards, cap, electronics, and water pistols, items which resemble dangerous articles, slingshots, laser pointers, video and cell phones, balloons, aerosol cans, CD/disc or tape players, bats, or personal items such as toys, balls, etc. If such items are brought to school **they will be confiscated** and returned later if appropriate, or to the parent at the end of the school year. **Cell phones may be used before and after school only.** Students may ask to use an office phone at all other times during the school day.

PUBLIC DISPLAYS OF AFFECTION (PDA)

At LCICS, public displays of affection must be limited to brief hand-holding and hugging (3 second rule). Students engaging in inappropriate public displays of affection will face disciplinary action.

PUPIL PROGRESS REPORTS

All students are to be graded and **Progress Reports**, **Grade Check** pages, and **Report Cards** will be sent home. Teachers are required to issue a progress grade if the student is in **danger of failing**. Progress reports are issued at the end of each Unit of Inquiry. In addition, our school offers students the opportunity to solicit grades from teachers on the "**grade check days**" *at any time during the school year*. This allows students and parents to be continuously updated on student progress throughout the year. Report Cards are distributed twice a school year, at the end of January and sent home within one week after school has concluded in June of each school year.



SEARCH OF PERSON, DESKS, CLASSROOM AND/OR BAGS

LCICS reserves the right to examine the contents of school classrooms and backpacks when there is reasonable suspicion that dangerous, stolen, or illegal goods may be present. A student's refusal to cooperate with such an examination may be considered sufficient reason to suspend the student from school. Should the Director deem that individual students may need to be searched he/she will notify the Lake County Sheriff's Office and request the assistance of a police officer. Students will be confined to their classroom or the office while they await the arrival of a law enforcement officer.

Students found with any form of contraband may be cited by the Law Enforcement Officer and require a court appearance, as well as being suspended from school.

SHORT TERM INDEPENDENT STUDY

If you are gone for short-term independent study (a minimum of 1 day), you must notify the office when possible a week in advance and fill out appropriate forms. Teachers will try to accommodate students with work for their absence. Please note that this work may differ from actual class assignments (due to science labs and sessions that cannot be duplicated), and credit for all assignments may not be possible. Although preparation for independent study work will be at each teacher's discretion, it is not mandated upon the teacher. It is the student's responsibility to talk with their teachers and peers upon return to check on assignments missed. Upon return both the student and parent must have the independent study sheet signed with the assigned work turned in for credit to the office.

Long term independent study can only be approved by the Director. Long term independent study will be approved based upon available space and the reason for the request up to a maximum of six (6) months.

Students who have not completed their Independent Study Agreement will be required to attend the monthly **Saturday Morning Make-Up** program to complete their assignments.

STOLEN PROPERTY

LCICS is not liable for any theft of student property. Students must adhere to basic security precautions with their personal property. Any student who is a victim of theft should report the incident to their teacher and the Director's office as soon as possible. However, recovery of stolen items is both difficult and rare. Students who are the victims of theft will be encouraged to report the theft to local authorities to further assist in the recovery of stolen property and the prosecution of persons responsible for the theft.

STUDENT ACTIVITIES

LCICS may offer a variety of activities; dances, sports, club activities, plays, etc. In order for a student to attend or participate in an activity the student must be in school all day of the activity. In case of a Saturday activity, the student must have been in school all day on the Friday before, unless PRIOR arrangements are made with the Director. Students must also be in good standing with the school, free of debts and or disciplinary obligations. Students must be in good standing to attend any field trip sponsored by the school.

TARDINESS

Students are expected to arrive to school on time. If a student is late to school, he or she must report to the office for a pass. Students are expected to be in class and in their assigned seat when the bell rings. **Tardiness disrupts the class and will not be tolerated.** Students will receive a **pride page mark** for each tardy.

TEXTBOOKS

The school district may loan students textbooks with a total value of over \$240.00. In general, each textbook should have a useful life of seven years. If any textbook receives excessive wear, damage, or is lost, either a fine or a replacement fee will be charged. Report cards and the 8th grade graduation may also be withheld.

VISITORS

Classroom visits by parents can be arranged through the office. School visits by students from other schools are **not allowed**. During school activities, no visitors are allowed unless specifically invited by the classroom teacher or the office. All visitors must check in at the office for a visitor's pass while on campus.

We welcome your comments and input to assist us in improving the quality of education we offer at LCICS.

Ultimately we believe that character counts and that if we can in any way assist a child to be a better person then their academics and lives will be filled. Thank you.