

## **INTRODUCTION**

Lighthouse Education Center is a center-based special education facility designed to provide programs and related services to meet the educational requirements of severely emotionally impaired and autism spectrum disorder students. All students are residents of local school districts within Berrien Regional Education Service Agency, and meet the educational requirements established by the state of Michigan. Lighthouse Education Center implements an organized school-wide program that emphasizes immediate positive reinforcement, personal responsibility, appropriate decision making skills and the development of socially acceptable behavior. The school is designed to provide the Special Education programs and related services to appropriately serve severely emotional impaired students and autism spectrum disorder students. The Lighthouse Education Center offers students the opportunity for a successful classroom experience, both behaviorally and academically. On a daily basis, students discuss their progress in the school. They continually are taught to take responsibility for their behavior and evaluate their current personal goals.

It is the ultimate goals of the program at the Lighthouse Education Center to develop in each student the skills necessary to re-enter, their local school program or a less restrictive regional classroom placement. The staff and administration of the Lighthouse Education Center, share in the responsibility and commitment to provide educational excellence for all our students in cooperation with the parents and citizens of Berrien County.

Students who are enrolled in an ASD classroom at a local district will follow the local district handbook and the local district calendar.

Therefore, "We support our school community with respect and compassion through quality programs, leadership and dedicated partnerships."

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## **NONDISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected classes"), in its programs and activities, including employment opportunities.

## **ENROLLMENT**

All students entering Lighthouse Education Center must meet the requirements of Michigan Special Education Rules. An Individualized Education Planning Committee (IEPC) meeting is held to determine eligibility, students' needs, appropriate program, and placement alternatives. Committee members include the parents, Lighthouse Education Center administrator, local district representative, MET representative, teacher(s), and ancillary staff/therapist/parent representatives as needed. If Lighthouse is determined to be the appropriate placement alternative, the parents/guardians then complete a series of building enrollment forms including basic student data, transportation form, application for school lunch, etc. In addition, the school will need the student's health appraisal, copy of a birth certificate, immunization records, various permissions, verification of residency, and a release of records request. Office staff is available to assist parents/guardians through this enrollment process.

## **CHANGE OF ADDRESS**

Anytime you make a change of your address, telephone number, or place of work, be sure to call the office at Lighthouse Education Center at (269) 429-2351 immediately in order to make the necessary changes in our records. This basic information is extremely important for transportation and emergency purposes.

## **SCHOOL HOURS**

Students: The students' school day is from 8:30 a.m. to 3:00 p.m.

The half day schedule at Lighthouse is from 8:30-11:30.

ASD offsite classroom will follow the school calendar at the district in which the class is located.

Lunch is served on the following schedule:

Elementary Students: 11:30 – 12:00

High School Students: 12:00 - 12:30

## **VISITORS**

Alumni, parents, agencies, and community members are welcome to visit Lighthouse Education Center. We request that you call ahead to arrange a visit. School programs, activities, field trips, absences, etc., may make

it difficult to accommodate your wish to visit a particular classroom or program if you simply “drop in”. In all cases, please sign the register located in the office and receive a visitor’s pass before visiting building classrooms, students, or staff. The Principal/Supervisor has the right to prohibit entry or to expel any person when there is reason to believe the presence of such person would be harmful to the good order of the school.

## **ATTENDANCE POLICY**

State law requires attendance in school. Section 380.1561 of the Revised School Code reads, “...the child’s parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child’s sixteenth birthday. Except as otherwise provided in this section, for a child who turned age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child’s parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child’s eighteenth birthday.” Regular school attendance and promptness are marks of a good student and a good citizen. In school, as in other facets of life, regular attendance and punctuality are necessary for success. Erratic attendance, non-attendance or tardiness hampers student progress and holds a student back from making the most of their ability. Accordingly Lighthouse Education Center general Attendance policy is as follows:

- Adhere to Michigan law, which mandates that a parent/caregiver send their student to school for an appropriate education.
- All student absences **must** be excused, The Board considers the following factors to be reasonable excuses for time missed at a district program:
  - a. Required court attendance
  - b. Professional appointments (doctor, dentist, etc.)
  - c. Death in the immediate family
  - d. Observation/celebration of a bona fide religious holiday
  - e. Such other good causes as may be acceptable to the Superintendent
- Parent/caregiver must notify the school when their child is absent, the Board reserves the right to require written excuses to verify excuses and to investigate the cause of prolonged absences/excessive tardiness.
- Unexcused absences/excessive tardiness will be followed up administratively and may be reported to the Truant officer.

When your child will be absent, notify the school in writing or by phone at **(269) 429-2351**. Provide the student's **name, reason for absence and expected date of return**. Our school Social Worker is available to help with personal or family difficulties. For students sixteen and over, parents are still responsible and must notify the school if a child is absent. For a student eighteen or over, the school will expect a parent, doctor, or responsible adult to corroborate a student's absence.

### **STAFF CONTACT INFORMATION**

The school phone number is (269)429-2351. If you wish to talk with your child's teacher, the best times to call are 8:00 a.m. to 8:30 a.m. and 3:00 p.m. to 3:45 p.m. Teachers are with students between 8:30 a.m. and 3:00 p.m. During this time, they will be available only for emergency calls. Non-emergency phone messages will be placed in the teacher's mailbox and they will return your call as soon as possible.

Administrators, social worker, and secretaries are available throughout the day.

### **TRANSPORTATION**

Berrien RESA will provide transportation. As parents/caregivers, you can understand why good behavior on the bus is necessary for safety reasons. Riding the bus is a privilege and a child can be refused permission to ride the bus if his/her behavior endangers the safety of him, other students, or the safe operation of the bus.

If you choose to transport your child to/from school, you must bring them into the building and sign them in and out at the office.

It is the parents' responsibility to let the transportation office and the school know when your child will not be attending school and to call when he/she is ready to return to school. It is also the parents' responsibility to see that your child gets on and off the bus safely. Please refer to the transportation handbook for detailed bus rules and other transportation information.

**Student Drop-Off / Pick-Up:** Special circumstances may arise when you will be bringing your child to school or picking him/her up.

**Drop-Offs:** Notify the Transportation Department early so the driver does not make an unnecessary stop. Sign your student in at the office to make sure he/she is included in the lunch count and the office is prepared should an emergency arise. Students should not be brought to school before 8:30 a.m. since no supervision is available prior to that time. Please do not take your child directly to the classroom.

**Pick-Ups:** Notify the transportation department if your child will have alternate transportation from school to home. You must sign your child out in the office of the school building. A student will only be permitted to leave with a parent, legal guardian or individual identified in written form.

**SCHOOL CLOSING/TWO (2) HOUR DELAY**

In case of bad weather, it may be necessary to cancel school or implement a two (2) hour delay in the start of the school day. Listen to the following Radio/TV stations:

FM RADIO STATIONS				TV STATIONS	
Oldies	94.3	WYZ	97.5	WSJV	- FOX 28
Sunny	101.5	WCSY	103.7	WNDU	- NBC 16
Country	99.9	WCXT	98.3	WSBT	- CBS 22
WSJM	94.9	WSBT	96.1	ABC TV	- ABC 57
WIRX	107.1				

If Berrien Regional Education Service Agency (Berrien RESA) is closed your child does not have school and the bus will not pick up your student. In addition, LEC’s off-site CBI program at Gateway will also be closed. In the event of a 2-hour delay, the school start time for students will be 10:30 a.m. Vans/Buses should arrive two hours later from your original pick-up times. Dismissal will still be 3:00 p.m.

Off-site classrooms located in local districts will close when the district in which they reside close due to weather conditions only. Parents are responsible for knowing of emergency closings and delays.

**SCHOOL MESSENGER**

Emergencies occur, schedules change, busses run late. The district uses a system to instantly alert families/caregivers if/when these events happen. In order for you to be contacted/notified via phone, e-mail, or text message you will need to ensure that the contact information is accurate and up to date.

During School: If a severe storm starts or is forecast while school is in session, the buses may leave early to return children home. **If there is a bad weather forecast and you are not at home, please call and let us know where your child may be taken.**

\*\*Every effort will be made to reach parents or other emergency numbers if school is dismissed early.

## **FIRE / TORNADO / LOCKDOWN PROCEDURES**

Michigan law dictates that public schools conduct emergency drills during the school year and the summer school/extended school year. Accordingly, fire, tornado, and lockdown drills are held periodically throughout the year so that our staff and students are prepared in case of an emergency. Every precaution is taken to insure the safety of the students.

Should a tornado be sighted, the school is notified by the Office of Emergency Preparedness from the Berrien County Sheriff's Department and proper action is taken for the safety of the students and personnel. Students will not be released from school until we are notified that it is safe. It is important that we keep our lines clear to receive incoming messages. **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION DURING A TORNADO THREAT.**

In the event an emergency evacuation should occur, Lighthouse will prepare a one (1) day supply of medications that are maintained in an emergency kit. These kits will be kept up-to-date with any changes throughout the school year.

## **IMMUNIZATIONS**

Michigan law requires all students to submit a signed statement by a physician that they have been properly immunized. When you receive the letter requesting this most current immunization record, please send it to school as soon as possible. This proof of immunization may be a signed document from your private physician or Health Department Clinic, which includes vaccine name and month/year of each dose. Your child must be as far along as possible towards completing the immunization series.

## **COMMUNICABLE DISEASES**

Lighthouse is committed to providing a safe and healthy environment for the students and employees. Communicable diseases must be reported to the school office, who will file the required report with the Berrien County Health Department. Students who have been diagnosed with, or are suspected of having a communicable disease may be excluded from school. The following chart gives examples of some common communicable diseases and return/recovery times. In the event of communicable diseases that are more serious in nature, Board Policy will be followed regarding school attendance/closings. Please inform the Nurse if your child has been diagnosed or is suspected to have any of the conditions listed.

Our school staff provides routine health checks. Students who are found to have a fever of 100.4° or greater, vomiting, severe diarrhea (two times or more), or those too sick to have a meaningful school interaction will be excluded for minimum of 24 hours. Students found to have colds, sores, or any contagious disease will be removed from the classroom and parents/caregivers will be advised to come and remove them from school. **Please do not send your child to school if he/she has a fever, cold, bad cough, frequent draining from nose, eyes, or ears, flu, stomach/intestinal upset, any contagious disease or any illness that would prevent them from being able to fully engage in educational activities during the school day.** Upon the discretion of the school administration, a doctor's permit may be required before a child may return to school.

Disease	May Return	Approximate Recovery Time
Cold Sores	No exclusion if drainage can be contained	Varies – 4 – 10 days depending on severity
Cold Symptoms	Reduction of cough & runny nose, no fever	Depending on condition 1-6 days
Chicken Pox	No new eruptions All pox dry & crusted	Depending on condition or fever, may have old scabs
Diarrhea, non-specific a) Roto virus and most salmonella b) all other types	a) Excluded when diarrhea cannot be contained or presence of fever b) Permission from Health Department	Depends on severity
Fifth Disease (erythema infectiosum)	No exclusion, if no fever	Varies – from 4 days to several weeks
Hand-Foot-Mouth Disease	No exclusion, if lesions are not draining	Generally several weeks
Hepatitis	Doctor note	Several weeks or longer
Impetigo	24 hours of antibiotic Treatment, no fever	Varies
Measles (Rubella)	Doctor note	4-8 days

Measles (Rubeola)	Doctor note 7 day hard – red	Minimum of 4 days after appearance of rash
Mononucleosis	Doctor note	Depending on condition
Mumps	Doctor note	When swelling and fever are gone
a) Pediculosis b) Scabies (Head & Body Lice)*	a) 24 hrs. after treatment, No live lice, Nurse Clearance b) After adequate treatment completed	As soon as adequate treatment is completed
Pertussis (whooping cough)	Doctor note – usually about 5 days after treatment	6-10 weeks average; can last weeks to months
Pink Eye	Administration clearance. 24 hrs Clear eyes evident	Depends on type & severity
Ringworm	Body:nurse clearance, typically 24 hours after topical anti-fungal treatment has begun <hr/> Scalp: Requires Doctor note	Varies
Strep infection 1. Scarlet fever 2. Scarletina 3. Strep throat	Doctor note (Typically 24 hrs. after treatment has begun & no fever present )	Depends on severity
Tuberculosis	Doctor note	Varies – check with Doctor
Upper respiratory infection	When fever free for 24 hours. May vary.	Usually 4-14 days - varies

\*Head lice are a common problem all schools face especially in the spring and fall. For the protection of all the children, students **must be** completely free of all lice before returning to school. Parent/Guardian will bring the student to school the day following treatment for the Nurse to inspect the scalp prior to returning to class.

## **MEDICATION**

Let the school know if your child is taking **any medication**. Please keep us informed of any health problems (new or changing). Should your student need to receive medication (prescription or over the counter) during school hours, the following procedure will be followed:

1. Your child's physician must provide written orders when medicine should be administered, and telephone number where the physician can be contacted.
2. The parent/guardian must provide written authorization for the school to administer the medicine and a telephone number for contact in case of an emergency.
3. The parent must bring the medication to school in a container appropriately labeled by the pharmacy or physician, or in factory packaging. It is acceptable for a parent or guardian to give medication to transportation staff who is directed to deliver it to the school nurse. All medication should be clearly identified on the outside of the container and will be stored in the school's office. No student should have it in their backpack or carry medication to and from school, unless it is emergency medication or at physician direction.
4. The school office will communicate regularly with parents and physicians about any problems or effects of administering medication to students during school hours.
5. A log (MAR) for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
6. Prescription medication bottles should not be older than six (6) months.

The school office will also work closely with the physician so your child's health care plan can be modified as changes in his/her physical condition warrant it. The school will also work closely with the physician so your child's health care plan can be modified as changes in his/her physical condition warrant it.

PLEASE NOTE: All medications administered through Berrien RESA programs must be approved by the Food and Drug administration (FDA). This includes dietary supplements, vitamins, minerals, herbs, and essential oils.

### **ACCIDENTS OR EMERGENCY ILLNESS**

Every attempt will be made to notify parents or guardians during or after an emergency. If the parents can be reached in time, the parent should make arrangements for treatment. If the emergency requires immediate action, the school administration or other school personnel will make arrangements for the student to receive medical attention at the nearest medical facility.

NOTE: You fill out Emergency sheets each year. It is important that you read these carefully and sign them with any special instructions. Please also include any change in medications on the form. The emergency information you give to us accompanies any injured or ill student to the hospital.

### **FOOD SERVICE PROGRAM**

Breakfast and lunch are available for all children unless a child is excused from participating due to dietary or other reasons. Milk is included with all meals. The meal is planned to meet the requirements of nutrition and quality established by the Federal Government. If you choose to pack a lunch for your child, milk can be purchased. Children who are on free lunch and choose to bring a sack lunch from home **will not** receive free milk. The milk is to be paid for that day. Prices are listed separately each year due to price fluctuation.

In the event of a 2-hour delay, breakfast will not be served. Lunch will be served at the regularly scheduled time.

Any account left unpaid beyond five (5) days and without approved payment plan arrangements, are considered delinquent and the student will be required to bring his/her own meals until account is paid in full.

**Lunch money is payable on Mondays.** Please send lunch money in a sealed envelope marked with your child's name and the amount of money.

Younger children may give their lunch money to the bus driver who will turn it in at the school. If a child is absent, parents may deduct the cost of food from the next payment due.

If you have any questions about payment/cost or the menu, you may contact Christine Anderson at (269) 473-2600 ext. 1214.

Applications for school's free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and you believe he/she is eligible, contact the school office. Should your financial situation change at any time, you can fill out a new form. Applications can also be completed and submitted online at [www.lunchapp.com](http://www.lunchapp.com)

**\*\*If your child is allergic to certain foods or other substances, please have your physician complete the "Request for Special Dietary Needs Accommodation" form in your enrollment forms or request it from the office.**

#### FOOD SERVICE PAYMENT CHART

Breakfast	\$1.75
Reduced Price Breakfast	\$0.30
Primary Lunch	\$2.75
Secondary Lunch	\$2.75
Reduced Price Lunch	\$0.40
Milk Only	\$0.55
Adult Lunch (milk Included)	\$3.50

Payments can be paid by check/cash/online: Made payable to **Berrien RESA**. Payments can also be submitted online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) with credit card. If you have any questions, please feel free to call Christine Anderson at 269-473-2600 X1214.

#### **CURRICULUM**

The overall goals of the curriculum are to help each child become an adequately adjusted person, to assist in reaching his/her maximum potential, and as much as possible prepare each student for transition to his/her local community after leaving Lighthouse Education Center. Lighthouse Education Center utilizes the recommended curriculum through the State of Michigan and local district requirements for graduation. Major goals and objectives are determined for each child and are reviewed annually. Parents are encouraged to assist the staff in developing the most appropriate individual goals for their child. Parents/Guardians shall be permitted to inspect all instructional materials used by the district.

#### **GRADING PERIOD/PROGRESS REPORTS**

Students shall receive a report card / progress report at the end of each 9-week period indicating their progress in for that portion of the academic term. The progress report indicates the extent to which the student has

acquired the necessary learning goals outlined for 1 year at their individualized educational planning committee (IEP).

## **PARENT CONFERENCES**

Parent Conferences are scheduled in the fall and spring of each school year. Please consult your school calendar for the exact dates. In addition to the regularly scheduled parent conferences, annual IEP's are also convened for each student to review goals, progress, program services, and any necessary revisions. Further, Multidisciplinary Evaluation Team meetings are convened for any student who is scheduled prior to the mandated three-year psychological reevaluation. Every effort is made to combine these conferences/meetings, as they are extremely important to the progress your child makes in school.

Parents and teachers are urged to request a conference anytime during the year as questions, concerns, or special situations arise. We strongly believe that student progress can be maximized and problems minimized with parents and teachers working closely together.

## **HOMEWORK**

Students' progress reports will reflect the completion of Individualized Education Program goals/objectives. Homework is also part of the student's education and reinforces the skills they are working to achieve. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **HOMEBOUND INSTRUCTION**

Parents should contact the school administration regarding procedures for homebound instruction due to a medical condition. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. Homebound instruction requires notification be made by a physician licensed to practice in this state. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **EXIT OUTCOMES/LEARNER GOALS**

Physical: Demonstrate skills necessary to develop and maintain optimal health and physical well-being.

Cognitive: Demonstrate functional skills in the areas of problem solving, perception, and academics.

Social/emotional: Demonstrate socially acceptable behavior to allow participation in a variety of settings, which will promote positive self-esteem.

Daily Living Skills: Demonstrate skills, which promote optimal independence in domestic and personal care.

Vocational: Have experience in a variety of work environments and demonstrate skills and behaviors conducive to acquiring and maintaining meaningful work.

Community: Will participate in a variety of community services and utilize its resources.

Communication: Express and share personal needs, ideas and interests, which will promote self-advocacy and interpersonal relationships.

Leisure/recreation: Able to recognize leisure time and engage in age-appropriate activities in group, individual and community settings.

All learner outcomes are monitored on a continuing basis and are adjusted to meet individual student's needs. Parents are informed of their child's progress through regularly scheduled parent conferences, teacher contacts, annual reviews, and specific conferences established by parent or teacher request.

## **STUDENT ASSESSMENT**

All students in grades 3-8 and 11 must participate in the MStep state wide assessment, and those in grade 11 the College and Career Ready WorkKeys and the SAT. Students with low academic levels may participate in the MI-Access Assessment as determined during the Individual Education Development (IEP) meeting. The MI-Access assessments are the Functional Independence, Supported Independence, and Participation assessments.

K-12 students in an emotional impairment classroom at Lighthouse also participate in the Northwest Education Assessment (NWEA), which is taken 3 times a year-fall, winter, and spring. The students will also take the AIMS web assessment at least twice this year.

Students in Kindergarten, First and Second grade will participate in the state level literacy and mathematics exams.

Parents and students should watch school newsletters and the local press for announced testing times.

## **SUPPORT SERVICES**

THERAPY: The Speech and Language, Occupational and Physical Therapists are fully certified and approved in their professional field. In addition to providing direct service to eligible students the therapists also evaluate students referred for direct services and provide consultation to classroom instructional staff. Although every effort is made to follow the

prescribed service time for therapies as stated in the IEP, exceptions do occur. If the student is not available for a regularly scheduled therapy session due to holidays, student absences, snow days, or medical issues, it is possible that the missed therapy session may not be “made up” or rescheduled.

**SOCIAL WORK:** The school social worker is fully approved with a MSW and is available to assist students and their families with concerns, future planning, and relationships with other community agencies. The school social worker serves as a member of the Multi-Disciplinary Evaluation Team (MET), a diagnostic team that re-evaluates student eligibility for special education, program placements and related services and provides counseling for students both individually and in small group situations.

### **ARMED FORCES RECRUITING**

Lighthouse Education Center must provide to official armed forces recruiters at least the same access to the high school campus and student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **SCHOOL ACTIVITIES**

Students attending Lighthouse Education Center may attend activities in their local school district of residence or charter school. Please contact the appropriate school office or check their web page for activities and events for your child. The student may also participate on athletic teams, but eligibility requirements established by the local district must be followed.

## **STUDENT APPEARANCE & DRESS**

All students are expected to be neat, clean, and appropriately dressed for school. This means light clothing for spring and fall, and warm clothing for winter. Extremes in dress that might cause health or safety problems and/or disruptions in school will not be allowed.

Shorts are permissible, but they must be in good taste. Short shorts, running shorts, gym shorts or tennis shorts are not acceptable. Any top that exposes a midriff on persons of either gender is also unacceptable.

It is important to mark boots, caps, mittens, etc. with your child's name. Properly labeled items will be returned to students immediately. A lost and found box is maintained so that unlabeled items can be retrieved. Please remember that the students do go outside to play and should be dressed appropriately for the prevailing weather conditions.

Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the District's educational program.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to educational purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to District property;
- D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

## **STUDENT DRIVING POLICY**

Lighthouse Education Center students are **not** allowed to drive any motor vehicle including, but not limited to, automobiles, trucks, motorcycles, scooters, etc. to and from school.

## **SCHOOL SAFETY**

To provide a safe, secure learning environment and protect students, staff and visitors, a walk- through metal detector and hand-held scanners

along with a search of each student's possessions will be used on a daily basis.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which may have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

## **COMMUNITY BASED INSTRUCTION / OTHER DISTRICT RELATED TRIPS**

The Board recognizes that field trips and community based instructional experiences, when used for teaching and learning as an integral part of the curriculum, are educationally sound and important ingredients of the instructional program of the school. The Board does not endorse, support or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved in accordance with the District's Administrative Guidelines.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. This includes items such as CD players, MP3 players, I-pods, radios, toys, extra money, or any personal communication device with wireless, etc., or any device that takes photos of any kind. The school will not be liable for loss or damage to these items. The teacher will let you know about any special programs or "show and tell" types of activities where these items may be permissible. The school may confiscate such items and return them to the students' parents should it become a disruption or an issue.

## **LOST AND FOUND**

The lost and found area is in the Lighthouse Education Center office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **VIDEO RECORDING ON DISTRICT PROPERTY**

The Board of Education has installed video cameras on District property to monitor student behavior. If a student violated the Code of Conduct and his/her actions were recorded on a video recording, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

## **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have

no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **LOCKER/STORAGE CUBICLES**

There are no privacy expectations in school lockers/cubicles or its contents. The principal or designee may search lockers/cubicles or contents. Law enforcement agencies may assist.

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Bullying is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either

directly or indirectly by substantially interfering with educational opportunities, benefits, or programs of one (1) or more students; adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student's physical or mental health; and/or causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying can be physical verbal, psychological, or a combination of all three. Some examples of bullying are: Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact. Verbal – taunting, malicious teasing, insulting, name calling, making threats. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Bullying and other aggressive behavior through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered bullying or other aggressive behavior whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the Principal or Supervisor of Autism, or may report it directly to Eric Hoppstock, Asst. Superintendent at 269-471-7725.

## **HARASSMENT**

Harassment is “Any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student that:

- is based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, martial or family status, military status ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment)
- places the student in reasonable fear of harm to his/her person or damage to his/her property;

- has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
- has the effect of substantially disrupting the orderly operation of a school.”

Unlawful Harassment has to be based on a “Protected Class” and laws against “harassment” or creating a “hostile environment” are not meant to be a general civility code. Conduct found not to be unlawful harassment:

- Simple teasing.
- Isolated or offhand comments.
- Isolated incidents that do not rise to a level of seriousness (hostile environment) or are not based on a protected category.

Some student misconduct that falls under a school’s anti-bullying policy also may trigger responsibilities under one or more of the federal antidiscrimination laws enforced by the Department’s Office for Civil Rights (OCR).

## **STUDENT COMMUNICATIONS**

The administration reserves the right to address off school online speech or expression on social media sites that will 1) cause an actual disruption at school, 2) express a true threat and 3) material that is substantially likely to cause a disruption at school

## **PHYSICAL/VERBAL CRIMINAL SEXUAL ASSAULT**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury, may result in charges being filed, and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

“Under state law, the District **may** suspend up through permanent expulsion of a student who commits Criminal Sexual Conduct (CSC) with

another District student, **regardless of location** (on or off school property). The District **shall** suspend or permanently expel a student who is convicted, by plea or adjudication, of CSC with another District student.”

Mandate kicks in only after there has been a Court proceeding and adjudication – which could be months later. If a student is convicted of CSC against another student in the District, the Court (not the District) shall order that the convicted student not attend school in the same building as the victim. Personal Protection Order (PPO) to be issued to the student-victim (on top of the bar from attending the same school).

**Remember: School District is NOT a party to the Order or PPO. The parties to the proceeding, not the school, are responsible for complying with any Order from the Court.**

### **DRUG, INHALANTS, TOBACCO, AND ALCOHOL ABUSE**

A student shall not sell, possess, use, purchase, deliver or be under the influence of any drug, inhalant, alcohol, tobacco or other controlled substance defined in the Controlled Substances Act of 1971, being MCL 335.301 et seq. and as defined in other Michigan or Federal Statutes, while on school grounds, or off school grounds at a school activity, function or event. Depending upon the age of the student and seriousness of the offense, any or all of the following options will be administered: Parent contact, parent conference, police contact, referral to health department, recommendation to attend health department counseling sessions, involve family with Berrien Substance Abuse Agency, referrals to other agencies as appropriate and possible reconsideration of program placement and discipline up to and including expulsion.

### **WEAPONS OFFENSES**

In compliance with State and Federal law, the Board may expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or

firearm silencer; or d) any destructive device. Such term does not include an antique firearm. This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. This will result in immediate reporting to the parent or guardian and the local law enforcement agency after discovery of the weapon and could result in disciplinary action up to and including suspension/expulsion. The method used for consideration of the mitigating factors is at the sole discretion of the school board.

## **SUSPENSION FROM SCHOOL**

Students at Lighthouse Education Center may be suspended from school in accordance with Board of Education Policy, should they be found guilty of a gross misdemeanor or persistent disobedience. The length of the suspension should be in relationship to the severity of the offense.

## **DISCIPLINE**

The Board requires each student of this District adheres to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority

Managing student behavior has always been part of operating a classroom, and dealing with disruptive students is part of that process. Lighthouse Education Center classrooms have a behavior management component which deals with day-to-day student behaviors. On occasion, an emotionally impaired/and or autistic student may, through his/her inability to reason or understand the consequences of his/her actions, engage in behaviors that may present a danger to him/her or others. The Berrien Regional Education Service Agency has developed procedures for managing these student behaviors to assist staff in crisis situations. These procedures are based upon the Cornell Crisis Therapeutic Intervention (CTCI) program and require extensive training and ongoing practice by all staff.

The major thrust of the Cornell Therapeutic Crisis Intervention program is to diffuse volatile situations through a series of steps short of physical intervention. Physical restraint is always the last response in handling crisis situations. When physical restraint is required and necessary to prevent physical injury to other students, staff, or self, a team approach is used to minimize the potential of injury or harm. Parents are notified of all such incidents, which are documented and recorded. This record of unusual behavior incidents may become the basis for developing a specific, "Behavioral Intervention Plan" for the student.

The Behavioral Intervention Plan will concentrate on developing strategies and alternatives to promote positive change in the student's attitudes and behavior with the overall goal of eliminating future crisis situations and will be established with parent input, participation and approval prior to the plans implementation. A copy of all Incident Reports, the Functional Behavior Analysis and Behavioral Intervention Plan will be provided to the parents/guardians/caregivers. The Procedures manual for managing student behavior is available at the Berrien Regional Education Service Agency and Lighthouse Education Center offices. Corporal punishment is prohibited in all behavioral management programs and educational settings operated by the Berrien Regional Education Service Agency. The following mitigating factors will be considered as part of any disciplinary proceedings:

- pupil's age
- disciplinary history;
- whether the pupil has a disability;
- the seriousness of the violation;
- whether the violation threatened the safety of any pupil or staff member;
- whether Restorative Practices will be used to address the violation; and
- whether a lesser intervention would properly address the behavior

## **RESTORATIVE JUSTICE**

"Restorative Practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. The school will consider restorative practices to remediate offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, and harassment and cyberbullying – before imposing discipline under this policy. Such practices include, but are not limited to, victim-offender conferences that are initiated by the victim (and approved by the victim's parents or legal guardian), are attended by the victim, a victim advocate, the offender, members of the school community and

supporters of the victim and offender. This is the “restorative justice team.” The purpose of the conference is for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm.

Outcomes of restorative practices:

An opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as any combination of:

- apologizing;
- participating in community service,
- restoring emotional or material losses, or counseling;
- paying restitution

## **STUDENT GRIEVANCE PROCEDURE**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or assistant principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or assistant principal.

## **MANDATED REPORTING**

Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Children's Protective Services (CPS) and/or Adult Protective Services (APS) at the Department of Human Services (DHS). These people are mandated reporters and have established relationships with children based on their profession. Mandated reporters include the following school personnel: Administrators, Nurses, Social Worker, Teachers, Psychologists, Therapists, and transportation personnel. Thus all employees in a public school system are mandated reporters.

## **FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES**

Introduction

As a public body under the Freedom of Information Act, the District has developed procedures and guidelines to implement and assure

compliance with FOIA. The District has also created the following written public summary of the specific procedures and guidelines explaining how to submit written requests to the District and how to understand the District's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal.

### How to Submit Written Requests

FOIA requests must be submitted in writing to the District. The request can be sent by email or mail to:

Email: [kevin.ivers@berrienresa.org](mailto:kevin.ivers@berrienresa.org)  
Berrien RESA  
Attn: FOIA Coordinator  
P.O. Box 364  
Berrien Springs, MI 49103

Requests must sufficiently describe a public record so as to enable the District to find it. Requests should also include a contact telephone number to allow a District employee to make contact to resolve issues, clarify the scope of a request or help identify a specific document containing the information sought.

### How to Understand the District's Written Responses to FOIA Requests

The District must respond to a FOIA request within five business days. In some cases, the District may extend the time period by 10 business days to fulfill a request completely. A response does not necessarily mean the records are provided within five days.

The District can grant the FOIA request, deny the request, or grant it in part and deny it in part. Fees are calculated according to the District's FOIA procedures and guidelines and documented in a detailed fee itemization form. The fee must be paid before a public record is made available. And, in some cases, the District will require a good-faith deposit before it processes a public records request.

If the request is denied, the District will provide the basis for its denial in a written notice. The District will also provide notice of an individual's rights to appeal the denial to the Board of Education and/or to file a lawsuit against the District in circuit court.

### Deposit Requirements

The District will require a good faith deposit from a requestor before processing a public records request if the entire fee estimate or charge exceeds \$50, based on a good-faith calculation of the total fee. The deposit will not exceed one-half of the total estimated fee as identified in

a detailed fee itemization. The District's response shall also include a best efforts and good-faith nonbinding estimate regarding the time frame it will take the District to comply with FOIA in providing the public records to the requestor. If the total amount charged in a previous records request has not been paid in full, the District may require a deposit of up to 100 percent of the estimated fee before processing a subsequent public records request.

### Fee Calculations

The District may charge a fee for a public records search, for the necessary copying of a public records for inspection or for providing a copy of a public records under the District's procedures and guidelines. The fee shall be limited to actual mailing costs, and to the actual incremental cost of duplication or publication including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information. Labor costs shall be estimated and charged in increments of 15 minutes in most cases, with all partial time increments rounded down. The District shall not charge for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information unless the failure to charge a fee would result in unreasonably high cost to the District because of the nature of the requests in the particular instance. Under such circumstances, the District shall specifically identify the nature of the unreasonably high costs. The first \$20 of a fee will be waived if a requestor submits an affidavit of indigency. The requestor must include a statement that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

### Avenues for Challenge and Appeal

If the District charges a fee that an individual thinks is too high, denies all or part of a public records request, the requestor may submit to the District Board of Education a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the nondisclosure determination should be reversed. Written appeals may be sent to the email or mailing address listed above and will be forwarded to the Board of Education or the Superintendent for scheduling on the agenda of the next Board meeting. Additionally, the requestor may pursue a fee reduction or appeal the denial by commencing a civil action in circuit court.

### More Information

This is only a summary of the FOIA procedures and guidelines. For more details and information, copies of the District's FOIA Procedures and Guidelines are available at no charge at the District's central office and on the District's website: [www.berrienresa.org](http://www.berrienresa.org).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information".

The Board designates as students "directory information" ( ) a student's name; ( ) address; ( ) telephone number; ( ) date and place of birth; ( ) major field of study; ( ) participation of officially-recognized activities and sports; ( ) height and weight, if a member of an athletic team; ( ) dates of attendance; ( ) date of graduation; ( ) awards received; ( ) honor rolls; ( ) scholarships; ( ) telephone numbers only for inclusion in school or PTO directories; ( ) school-assigned email addresses only to register for online educational service providers, including mobile apps, as utilized by the student for educational purposes. [This option should be selected by districts that elected the applicable option in Policy 7540.03.] The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning the Opt-Out Form (8330 F17) within 30 days from the start of the current school year that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names, addresses, and telephone listings – unless parents have notified the district that they do not want their child's information disclosed without their prior written consent. If you do not want the district to disclose Directory Information about your child without your prior written consent, you must complete the "Opt-Out Form" located at the back of this handbook.

## **SECTION 504 AND ADA**

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) are both civil right statutes for persons with disabilities. All students eligible for services under IDEA are eligible for protections under Section 504 and ADA. Compliance with requirements of Section 504 and the ADA will be coordinated by the Supervisor of Ancillary Services and Compliance. S/he may be reached at the Berrien Regional Education Service Agency Administrative Center, 711 St. Joseph

Avenue, P.O. Box 364, Berrien Springs, Michigan 49103 or by calling 269-471-7725.

## **OFFSITE PROGRAMS**

Lighthouse Education Center operates some offsite programs throughout the county. In general, the information in this handbook applies to the offsite program. There may be some minor differences in starting/ending times, lunch times, etc., to accommodate integration in regular school buildings and community site location schedules. **The local district calendar and handbook takes priority for the off-site classroom.**

## **STUDENT PERFORMANCE EVALUATION**

Lighthouse Education Center uses a system of positive behavior supports to teach and reinforce in students the use of appropriate social and life skills. The P.R.I.D.E. program is the basis for each teacher's level and point system and the manner in which students are evaluated in the point system. The components of the P.R.I.D.E. program are Participation, Respect, Independence, Dependable, and Excellence.

## **AFTER SCHOOL PROGRAM**

As a resource to help students understand the importance of the P.R.I.D.E. program, Lighthouse Education Center uses an after school program 4 days per week, from 3-4 p.m. to assist students who have failed to complete assignments or fallen behind in either curriculum or social skills. The goal of the after school program is to provide students with a resource that allows them the opportunity to show their excellence in curriculum and/or the development of appropriate social skills.

There will be a minimum of three staff present every afternoon with a teacher in charge always on site. Transportation home from the after-school program is provided for all students.

## **EXTENDED SCHOOL YEAR**

Extended School Year (ESY) must be considered for every student with a disability at each IEP meeting. ESY services must be provided if the IEP team determines that such services are necessary for the provision of a Free Appropriate Public Education (FAPE). During the IEP, the team must consider the following three areas:

1. **Regression/Recoupment:** Substantial regression in critical skills as a result of an interruption of instruction. The student will likely require significant time to recoup lost skills.
2. **Nature and/or Severity of Disability:** The nature or severity of the student's disability is expected to require a longer school year for

the student to prevent regression, recoup lost skills, and/or attain the goal of self-sufficiency and independence from caregivers.

3. **Critical Stages/Areas of Learning:** An extended break in instruction at this stage will jeopardize this student's critical skill development. This student will suffer significant loss of skills, behavior or opportunities in an area deemed to be crucial to reaching the ultimate goal of independence

## **PESTICIDE ADVISORY**

Berrien RESA has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem. You will receive advance notice of the application of a pesticide, other than bait or gel formulation at your child's school. This advance notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at entrances to your child's school. The entrance that will be posted is in the Main Entrance to the building, Door 1. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail, please contact the Building & Grounds Supervisor at 269-471-7725 (Ext. 1125). Please give the Building and Grounds Secretary your name, mailing address and what school your child attends.

In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

You may review our IPM program or pesticide application records for your child's school by calling or e-mailing Doug Montey, the District's Building and Grounds Supervisor at 269-471-7725 (Ext. 1221) or [doug.montey@berrienresa.org](mailto:doug.montey@berrienresa.org) this number or e-mail may also be used when school is not in regular session.

## **STUDENT DIRECTORY "OPT OUT FORM"**

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's roles in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members
- school or district website

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

The school district has designated the following as Directory Information:

Student name	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	
Telephone number	Participation in school-sponsored activities and sports	Photograph	
Email address	Weight and height of members of athletic teams	Date and place of birth	