



**HANDBOOK FOR PARENTS/STUDENTS**  
**KIDS ACADEMY LIGHTHOUSE**



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### KIDS ACADEMY LIGHTHOUSE

Kids Academy Lighthouse founded in 2012, The school serves young men and women in grades K through 12. The campus is located in Haines City and serves all of Polk County and surrounding areas.

Kids Academy Lighthouse Inc is an educational institution that welcomes families of all faiths, the school not only has an outstanding academic program but also a very strong foundation values. Together, these factors create an environment that promotes healthy spiritual, intellectual, physical, and social growth.

#### **POLITICS**

Kids Academy Lighthouse Inc is committed to protecting children and young people and establishing a safe environment in which they can learn and become responsible adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing, and safe environment.

Discipline is an aspect of moral guidance and refers to those reasonable controls that promote the development and self-discipline of the individual student, and an environment in which the responsibilities of the school and students are maintained. It is important to constructively maintain discipline to promote student growth and create a safe and peaceful atmosphere to advance the educational process.

#### **PROCEDURES AND GUIDELINES**

Schools have a responsibility to provide:

- A safe environment.
- The best training program to meet your needs within the constraints of the school's resources.
- Safety against physical, verbal and written harassment.
- Fair, consistent and respectful treatment.
- Instruction and assistance for social, emotional, and academic concerns.
- A clean and friendly environment.
- Confidentiality when reporting an inappropriate action by an adult.

Students have the responsibility to:

- Share experiences in a safe and pleasant environment.
- Maintain regular and punctual attendance.
- Act safely in the interests of all; Accept responsibility for your actions.
- Practice good health habits.
- Be honest and polite.
- Do not interfere with the facilitation of the leader and the experience of others.
- Show respect for the rights, feelings, and property of others.
- Seek help for your social, emotional, and academic concerns.
- Respect the rules during any related activities.
- Work through a decision-making process with staff to explore alternative behaviors that are acceptable and more appropriate.



- Respect the ethnic, racial, religious, gender, intellectual and physical diversities of all people.
- Report any inappropriate behavior to a responsible adult.

### ADMISSIONS POLICY

Kids Academy Lighthouse Inc will consider all applications for admission. The school does not discriminate on the basis of race, creed, color, and/or national origin in the administration of admissions policies, educational policies, financial aid programs, athletic programs, or other school programs. Admissions policies will also not discriminate against students with disabilities of any kind if, with reasonable accommodations and without undue hardship to the school, the student can meet the school's program requirements and parents in accordance with the proposed accommodations. The age requirements for admission to the school will conform to the uniform entry requirements set forth in the Florida Standards and any applicable state laws for early learning centers, elementary schools, and high schools.

The school recognizes that each student has unique learning needs. Documentation of special learning needs and services provided for the student must be shared with the school administration. The school administration reserves the right to determine the school's ability to provide appropriate accommodations required to address individual student needs. Admission may be denied if it is determined that the school, in consideration of human and instructional resources, is unable to adequately address the needs of a particular child.

The following information is considered when determining admissions to Kids Academy Lighthouse High School.

- Students must show a promise of academic progress as evidenced by two years of report cards and standardized test scores.
- The family and student must show a commitment to the value of education by completing the Parent Service Form.
- Kids Academy Lighthouse Inc has an expectation of student behavior that promotes a learning environment. A personal reference form completed by the current director must be received prior to admission.

Priority will be given to:

- Kids Academy Lighthouse Inc Faculty and Staff Children
- Siblings of current students and/or children of alumni of Kids Academy Lighthouse Inc.
- Students currently enrolled in one of the Kids Academy Schools.

### FINANCIAL OBLIGATIONS

#### *Tuition and Fee Schedule – 2024 - 2025 Fees due:*

- The non-refundable registration fee for each student is \$250.
- All Kindergarten-Fifth-Twelve seniors must pay a graduation fee of \$100.00 by April 1, 2026.
- Technology fees of \$275 can be paid upfront or as part of monthly tuition payments.

*Tuition Schedule:* All payments, except annual payments, are made by automatic deduction from your bank account or credit card. Credit card payments are subject to a processing fee by the program.

- **A 3% tuition discount applies ONLY if paid in full by July 1, 2025.** This discount does not apply to scholarship holders.
- **All payments are made by automatic deduction from your bank account or credit card.**
- **Each family must enroll in the Tuition Payment Plan.** There are a variety of payment plans available.

### **LIGHTHOUSE KIDS ACADEMY Financial Aid Guidelines:**

Tuition is our main source of income. It is understood that the annual tuition rate may exceed the ability of some families to pay full tuition. The KIDS ACADEMY LIGHTHOUSE School Board has authorized its Financial Aid Committee to establish a process for reviewing applications and awarding assistance to those in need.

The Grant and Grant Evaluation Service has been chosen to process applications received from Lighthouse families, Kids Academy Foundations is a company whose business is to process applications for tuition assistance. Applications for tuition assistance are categorized by computer, based on the total number of applications received from families, the total amount of assistance dollars available, and an assessment of the applicants' needs. A hard copy of the computer is sent to the Financial Aid Committee of Kids Academy Lighthouse Inc. Members of the Financial Aid Committee review this printout, and decisions are made based on the foundation's recommendations. Personal appearances before the Financial Aid Committee are not mandatory but may be requested by either party in special circumstances. The following guidelines are given to help explain some of the considerations used in awarding financial assistance.

The normal procedure for applying for financial assistance is to apply applications are available in the school office. This form must be completed in its entirety, which includes attaching the most recent federal income tax return. It is not returned to the school, but is sent by the person requesting assistance directly to FACTS. Assistance is on a first-come, first-served basis. Early application is suggested due to limited funds available.

- Only the Financial Aid Committee, along with the president, can award financial assistance.
- No financial assistance will be awarded unless there is a guarantee of academic progress.
- Financial assistance is not given for athletic purposes. THERE ARE NO SPORTS SCHOLARSHIPS.
- Employees are eligible for special discount rate as per employee policy.
- All financial aid awards are for a single school year. Families who need assistance the following year must reapply and re-qualify accordingly.

### **ORIENTATION**

Assistance is provided with educational planning, test interpretation, career counseling, study skills, and personal concerns. Members of the Guidance Department also assist students with exam preparation, college applications, and scholarships, and are responsible for sending transcripts to other educational institutions.

### **CODE OF ETHICS FOR STUDENT-ATHLETES**

Participation in Kids Academy Lighthouse Inc School is a privilege. Consequently, each student-athlete is expected to abide by the team's rules and regulations. In addition, the following rules of conduct must be observed:

- Athletes will be required to comply with the letter as well as the spirit of the rules and regulations Kids Academy Lighthouse Inc
- Athletes will maintain their academic eligibility.
- Athletes will respect all members of the Kids Academy Lighthouse Inc community and its visitors.
- Athletes must show good sportsmanship.
- Athletes will contribute their best effort to the success of the team.
- Athletes will be required to attend all scheduled practices and games.
- Athletes will exhibit dignity in victory and defeat.
- Athletes shall not physically or verbally assault or use the threat of violence against other persons or property.
- Athletes must not use, possess or distribute any illegal substances, including alcohol and tobacco.
- Athletes will handle all equipment delivered with care and take financial responsibility for their loss.



Violations of these or other school rules will be handled in accordance with approved disciplinary policies. Behavior that is not in accordance with such a rule may result in suspension or expulsion from the Kids Academy Lighthouse Inc. Athletic Program.

### **ACADEMIC ELIGIBILITY**

Students must maintain a cumulative high school grade point average of 2.0 or higher on a 4.0 scale. A student whose cumulative grade point average at the end of a semester is less than 2.0, in all courses taken that are required by Florida Statutes, will not be eligible for the following semester.

Cumulative grade point average means the grade point average for **all semesters** of high school, not just work completed the previous semester. Therefore, it will be possible for a student to earn a 3.0 grade point average for one semester's work, but still be ineligible for the next semester because their cumulative grade point average remains below 2.0. The cumulative average for the semester is received on the January and June report cards.

### **FINANCIAL RESPONSIBILITY**

Kids Academy Lighthouse Inc does not assume financial responsibility for the payment of FHSAA fines imposed on student-athletes.

### **MULTI-SPORT ATHLETES**

- Athletes must commit to a sport in a given season; Any other participation during that season is at the discretion of the original coach or sporting director.
- Any athlete who leaves a team will not be eligible for any further school athletic participation until the completion of that season, unless an exemption is granted by the original coach or athletic director.

### **PRACTICE GUIDELINES**

- Students who have not submitted forms EL2 (Physical Examination) and EL3 (Certificate of Consent and Release of Liability) will not be allowed to practice or compete in athletic competitions.
- Only students from Kids Academy Lighthouse Inc can participate in the practice.
- Academically ineligible students are not permitted to attend the practicum.
- Students who are absent from school are not allowed to attend practice on the same day.
- The head coach or assistant coach should supervise practices.
- Practice times will not exceed three hours and will not end after 8:00 p.m.
- Sports teams are responsible for cleaning and storing equipment.
- School tutoring and lectures are excused tardies to practice.

### **SPORTSMANSHIP**

Students, coaches, administrators, spectators, and all other persons directly or indirectly connected with a member school, as well as officials, shall practice and promote the highest standards of sportsmanship and ethics in interscholastic relations.

### **TRANSPORT**

All team members will travel with team parents to and from sporting events.

- Students may not ride in a car with any other student to practices or games.
- Students must wear seat belts.
- Students can only travel home with their parents after away games.
- Coaches and students are responsible for the cleanliness of the buses.

### **UNIFORMS AND EQUIPMENT**

Official team uniforms must be reviewed by the Sports Department and Administration. Uniform selection will be based on cost, durability, and suitability. Parents, athletes and teams and/or other groups and/or individuals are prohibited from purchasing team and/or individual uniforms. Athletes will not be allowed to compete or perform at school-sponsored athletic events (games, competitions, or rallies, etc.) in unapproved uniforms, attire, or costumes. Athletes will assume financial responsibility for the loss or destruction of uniforms or equipment.

### **ACADEMIC PAROLE**

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

### **ASBESTOS INSPECTION**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing Materials developed by Law Engineering is available without restriction for inspection in the school administrative office. We ask that you make an appointment if you would like to review the plan.

### **ASSESSMENT AND GRADING GUIDELINES**

The overall purpose of assessment is to accurately measure a student's learning, academic performance, and proficiency and accurately report what a student knows and can do. At Kids Academy Lighthouse Inc, there are two main types of assessments administered to students, formative and summative (for a full description of each type, see the types of assessment below). The most important purpose of assessment is learning. Therefore, an effective assessment effectively guides learning and measures learning growth.

### **TYPES OF ASSESSMENT:**

A **formative assessment** is an assessment for learning and can be broadly described as an "instantaneous" measure that captures a student's progress through the learning process. Explain the extent to which a student is learning a concept, skill, or set of knowledge. In a sense, a formative assessment is practical and therefore does not carry undue weight in our 30% grading system. However, this is not to say that formative assessments are not important to the assessment and grading process. In fact, formative assessments have an important role to play in identifying when a student is ready to take a summative assessment, such as an assignment or in-depth performance test.

Examples of formative assessments include:

- Skills checks, such as quizzes
- Classroom openers or exit sheets
- Graphic organizers and worksheets
- Pre-testing
- Homework
- Other classwork not listed above



A **summative assessment** is a comprehensive measure of a student's ability to demonstrate the concepts, skills, and knowledge embedded in a course competency. A summative assessment is an assessment of learning, and in our grading system it has a weight of 70%.

Examples of summative assessments include:

- Authentic/active performance tasks/learning tasks
- Tests
- Projects
- Writing (end-of-course projects, position papers, essays, histories, lab reports, abstracts, etc.) • Presentations
- Problem-based inquiry tasks
- Other full/cumulative assignments not listed above

As mentioned above, the overall purpose of assessment is to accurately measure a student's learning, academic performance, and proficiency and accurately report that measure. The teacher's role in this effort is to gather a large amount of evidence over a period of time and across a variety of learning experiences, in order to accurately assess a student's level of learning, academic performance, and proficiency. With respect to summative assessments, it is the administration of a series of summative assessments, conducted over a period of time and in a variety of educational settings, that provides most of the evidence necessary for a teacher to accurately award a grade that represents a student's level of learning.

### **LATE WORK POLICY:**

Training assignments that are not submitted on time can be submitted no later than the next two class sessions. The grade will be reduced by 10% for each day of delay (maximum 20%). No credit will be given for work submitted beyond the three class sessions.

Summative tasks that are not delivered on time may be submitted with a maximum delay of five calendar days. The grade will be reduced by 10% for each day of delay (maximum 50%). No work will be accepted after five calendar days.

### **ATTENDANCE**

Kids Academy Lighthouse Inc and its schools require regular school attendance and expect our families to comply with the attendance mandates of the State of Florida. Students are expected to be in class at the beginning of the first period of each school day and must remain on campus until the end of the last period of each school day, unless the administration grants specific permission to arrive late or leave early.

If a pattern of absence is developing whereby the reasons are unknown, whether justified or not, OR if a student exceeds 5 absences per day or per class, the principal or designee will meet with the parent and student to identify potential remedies and develop a corrective action plan. The principal or designee will document this meeting to include the date, time, attendees, and corrective action plan decided upon to improve student attendance and for academic recovery. Included in this corrective action plan, the student may be subject to a loss of privileges, such as: removal of sports equipment, revocation of driving/parking allowances, exclusion from extracurricular activities (homecoming, prom, etc.), or other consequences deemed appropriate by the school administration.

Continued attendance and academic recovery will be closely monitored by the school administration. At the discretion of the school administration, privileges may be reinstated if attendance improves and the student has completed all expectations of academic recovery.

A pattern of non-attendance continues OR if a student exceeds 10 absences, whether excused or not, per day or per class in a semester, it may result in class failure or loss of academic credit. ***Students enrolled in the Florida School Choice Scholarship Program who do not meet attendance requirements are at risk of losing the scholarship.***

Failure to meet the expectations set forth in the corrective action plan may result in the student's administrative failure and/or removal from school. All decisions regarding attendance and discipline are at the discretion of the school administration.

It is the parent/guardian's responsibility to contact Kids Academy Lighthouse Inc, (863) 422-48999, if their child will be absent and give the reason for the absence. The principal is authorized to require a satisfactory explanation from the parent or legal guardian or custodian for a student's absence during all or part of the school day. The explanation can be obtained in writing and kept as documentation. Failure to explain will result in an unexcused absence. A doctor's note is required when the student:

- a) You have been absent for three (3) or more consecutive days.
- b) You've had surgery.
- c) She is returning to school after a hospital stay.
- d) You have been under a doctor's care for a major illness.
- e) You are returning to school after being excluded due to a contagious disease.

**Excused absences include the following:**

- a) Illness or injury of the student.
- a) Serious illness or death in the student's family.
- b) Scheduled medical appointment.
- c) Required court appearance or supervised visitation.
- d) Having or being suspected of having a communicable disease or infestation, including but not limited to lice, ringworm, impetigo, and scabies.
- e) School-sponsored events, school sporting events, retreats.
- f) g) Visit to the university.
- h) Special event, excused at the discretion of the principal with the permission of the principal, documented, five (5) days prior to the scheduled event, including pre-arranged events of educational value.

**Unexcused absences include, but are not limited to, the following:**

- a) Vacations or leisure trips
  - b) Suspension from school
  - c) Absenteeism
  - d) Other avoidable absences not included in the list of "Excused Absences" above
- Students must request missed assignments from teachers prior to any planned absences.
  - Any student who arrives late to school will report directly to the office to register. All passengers on a carpool will be late regardless of individual responsibility.
  - If a student is absent or arrives late or leaves school early due to a doctor's appointment, he or she MUST bring a DOCTOR'S NOTE to school for an excused absence.
  - If a student requires an early dismissal from school, he or she must bring a note from the parent to the office on the day of the early dismissal prior to the start of the school day. The student must sign in the office immediately before leaving campus.



- If a student must leave campus due to illness, the OFFICE must contact the parent. The student must sign out if they drive themselves or the parent must come to the office to sign out if the parent is picking up the student.
- **To participate in an extracurricular activity on a normal school day, a student MUST be in school for at least half of the school day. The only exception to this rule is for an approved absence.**
- In the event that it is necessary to quarantine an individual student or group of students as *required* by local health departments and in accordance with diocesan protocols, asymptomatic students are expected to participate in their classes through, but not limited to, digital instruction and learning packages. In addition, students must comply with all attendance policies.
- **If the State of Florida revokes a student's scholarship due to excessive absences, both excused and unexcused, the student's parents are fully liable to the school for the full amount of tuition for the scholarship revoked by the State.**

**Requirements for Florida Tax Credit Scholarships:** Students must comply with the attendance policy of the eligible participating private school in which they are enrolled. Failure to do so may result in a loss of the scholarship. Scholarship students are also expected to maintain regular school attendance and be up to date with the private school's existing attendance policy. In accordance with [FLDOE guidelines for private schools, Rule 6A-1.09512, F.A.C.](#) - **To meet the mandatory attendance requirements, a student must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours, regardless of grade level.**

### **BUCKLEY AMENDMENT**

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA" or the "Buckley Amendment"), is a federal law that states: • that a written institutional policy should be established, and

- that a statement of the procedures adopted covering the privacy rights of students be made available. The law states that the institution will maintain the confidentiality of students' educational records.

The purpose of the Buckley Amendment is to ensure the accuracy, integrity, and confidentiality of "educational records" maintained by colleges and universities regarding students. Under the Buckley Amendment:

- A student has the right to know what educational records the university maintains.
- A student has the right to inspect most educational records that contain the student's name or personally identifiable information.
- A student has the right to correct erroneous educational records.
- A university is required to use educational records only for their intended purposes. A university may release educational records to third parties only in prescribed circumstances.
- University employees who maintain educational records are required to take reasonable precautions to prevent the misuse or unauthorized disclosure of educational records.

### **CARS**

All students who drive must pay for their car registration with the Director of Campus within the first month of school or within one week of becoming a new driver. Students must use designated spaces in the parking lot. If you do not drive or park properly on campus, you will lose the privilege of driving.

### **CHILD ABUSE LAWS**

Kids Academy Lighthouse Inc complies with the child abuse laws of the state of Florida. **Florida law requires all educators and other school employees, including volunteers, to report suspected child abuse or neglect to the appropriate authorities so that children can be protected from harm and the family can be helped. Our school policy supports Florida laws in this regard and requires all school personnel to report any suspected abuse and neglect to the Department of Social Services, the Division of Protective Services, and/or the local police department, as well as the principal.**

## SCHOOL CLOSURE

When school needs to be closed for an emergency, such as inclement weather, Kids Academy Lighthouse Inc will suspend classes at the same time followed by Polk County Public Schools. Kids Academy Lighthouse Inc could reopen before public schools. We will do our best to update all social media and bring the information to the local news.

## CLUBS

Organized every year, under the supervision of the faculty, clubs are offered based on the interests of the students. To be eligible to participate, a student must maintain a cumulative GPA of 2.0. Clubs can meet before or after school any day of the week or during lunch. A reasonable fee may be charged as a requirement for club membership. Honor Society and Club offerings can be found on the school's website.

## COMPUTER GUIDELINES

- Students are expected to bring their laptops/tablets with them every day.
- Students are expected to have their battery fully charged at the beginning of the day.
- Students are expected to save their batteries throughout the day by not using them during non-lesson time.
- Students should not rely on plugging in their computers, as there is not enough space for everyone to do so.
- Students who have computers that need to be repaired should arrange to have them repaired immediately.
- Students are expected to do their work despite computer problems. Arrangements must be made with your teacher to accomplish this.
- Students who use their computers inappropriately will result in disciplinary action.
- Computers are available at Learning Commons for student use between 2:40 and 3:40p.m. daily.

## COVID-19

The following policies will be observed if the school is required to submit to COVID-19 protocols:

### Classroom Access: Visitors, Volunteers, and Providers

- **Visitors** : To limit the possibility of exposure to COVID-19, school/classroom visits will be suspended during the school day and during student drop-off and pick-up.
- **Volunteers** : Classroom volunteers will be limited only to those volunteers who provide specific academic and instructional support.
- **Providers** : Approved providers, such as tutors, therapists, and/or Title I contractors, will be allowed to be present.
- **All visitors, volunteers, and vendors must adhere to the school's screening and face covering protocol.**

### Early dismissal due to illness

If a student (ages four and older) is sick during the school day, they will be asked to wear a mask. A parent or guardian must pick up sick students within one hour, unless the school administrator has approved other arrangements. In an effort to prevent further spread of the disease, it is essential that the student be picked up within the agreed time. Otherwise, DCF or other appropriate authorities will be contacted to intervene.

### Going back to school after an illness

To return to school safely, the student must be fever-free for 48 hours without any fever-reducing medication, present a doctor's note to return to school, and/or a negative COVID19 test.



### Virtual Learning Option

All parents of students who select the virtual learning option will be required to sign A CONSENT which gives permission to participate in password-protected live-streamed classes.

- Live-streamed classes are not open to public view.
- Tuition is the same whether a student attends in-person classes or opts for synchronous virtual learning.
- If parents opt for synchronous virtual learning for their child, the student will not be eligible to participate in extracurricular activities on campus, such as athletics, most clubs, concerts, and other events. To be eligible for most extracurricular and athletic activities, a student must attend and participate in in-person classes.
- In the event that in-person learning is suspended due to a local outbreak of COVID-19, tuition will not be deducted or refunded.

### Parent-Teacher Conferences

Parents are not allowed in classrooms during the school day. Parent-teacher conferences are preferable to be held virtually, by phone, or by email. In-person conferences should be limited and by appointment only to minimize exposure.

### CRISIS PLAN

Kids Academy Lighthouse Inc has implemented the K-12 Standard Response Protocol in the event of an emergency. All teachers and staff know the procedure to follow to keep students safe.

### DANCES

To attend a Kids Academy Lighthouse Inc dance, you must be a Kids Academy Lighthouse Inc student or the guest of a Kids Academy Lighthouse Inc student. Guests of students are in 9th grade or above and cannot be 19 years of age or older. Guests are expected to adhere to the dress code and observe the school's policies. Students who wish to bring a guest must complete an information sheet and guests must be approved by administration prior to purchasing a ticket. We reserve the right to deny admission to students who are not dressed appropriately or who are unable to behave appropriately. Freshmen and sophomores are only allowed to attend prom if they are guests of a senior or junior. Students must dance appropriately, including keeping an appropriate distance, looking at their partner, and keeping both feet on the ground. Any student who refuses to dance properly may be asked to leave.

### DISCRIMINATION

- Kids Academy Lighthouse Inc admits students of any race, color, religion, national and ethnic origin to all rights, privileges, programs, and activities generally granted or made available to students in schools.
- Kids Academy Lighthouse Inc does not discriminate on the basis of race, color, or national and ethnic origin in the administration of educational policies, admissions policies, loan programs, athletic programs, and other school-administered programs.

### RELEASE/ADD

The selection of courses should be done carefully and with the good advice of teachers and counselors. Schedule changes can be requested only during the first two weeks of the semester.

### EMERGENCY DRILLS

State law requires that restraint, evacuation, sheltering, lockout, and lockdown drills be conducted at regular intervals throughout the school year. It is important for students to be familiar with the procedures of each drill and escape route. Students are reminded that appropriate behavior is essential during these exercises. In the event of an actual emergency, the school's emergency management procedures will be followed. Parents should not come to school unless they are called to pick up their children.

The school conducts an annual assessment of the school's buildings and site to identify potential hazards and develop plans to mitigate risk and will implement an emergency plan that will be updated annually to respond to emergencies in a way that maximizes safety and minimizes disruptions.

### TESTS

Semester exams are an essential part of all academic courses and account for 20% of the semester grade. Students must take semester exams on the day they are scheduled. Exams are 90 minutes long and all students must remain in the exam room for the full 90 minutes, as there is enough time available between exams, NO ONE will be able to go to the bathroom while exams are being taken.

Freshmen, sophomores, juniors, and seniors must wear school uniforms for exams. Students who do not wear proper attire will be sent to the office and will lose lost time on the exam.

It is important to be on time for all exams. If you are late, you will lose lost time on the exam. It is the student's responsibility to know the announced exam schedule. Students should not be absent on test day unless they are sick. All medical excuses during exams must have a doctor's note dated for that day. No exceptions will be made. Parents should call the school the morning of the test to report the absence. Students who do not take an exam will not receive credit for the course.

### FAILURES

To advance to the next grade level in good standing, students must receive a passing grade each semester in all subjects assigned to them for the year. Students who fail one or more subjects must attend summer school, participate in virtual school, or take a correspondence class. These students can earn credit, either new or repeated, during the summer session. These procedures must be carried out through the Guidance Office.

### EXCURSIONS

All school-sponsored trips require parents to complete and return the official Field Trip Permit Form. If parents do not receive an official form, they should contact the school. Forms must be returned to the faculty member sponsoring the trip several days before the trip is scheduled. Permission to attend by phone will not be accepted.

A permission slip for the tour is available on our website under the "Forms" tab. This is the only format that can be used to allow a student to leave school during school hours. A fax does not replace the original signature. Parents may refuse to allow their child to participate in a field trip by indicating this on the appropriate form. Students participating in the field trip must ride the bus to and from the field trip with their class. Students who are not on the bus will not be able to participate in the field trip and will be counted as absent for the day. All money raised for the tour is non-refundable.

Field trips will not be scheduled the week prior to the end of a qualification period. Parents are reminded that teachers have the right not to drop off students for a particular trip; Therefore, students must obtain permission from any teacher whose class they will be missing. **Students with excessive absences or tardiness may be denied permission to attend a field trip.**

### GRADE ADVANCEMENT

Students must have the required number of credits to advance to the next grade level. To advance to the second year, a minimum of five credits is needed. To advance to the third year, a minimum of eleven credits is needed. To advance to the final year, a minimum of seventeen credits is needed.



**GRADE FORGIVENESS POLICY**

Every student can use grade forgiveness through Florida Virtual School for grades 9-12. Both the original grade and the waiver grade will appear on the student's transcript. Only the new grade will be averaged over cumulative GPA. Only D&Fs will be eligible for grade forgiveness. Students must submit a formal request to the academic counselor to take courses for grade forgiveness prior to taking the course. The administration reserves the right to judge the validity of any course taken for grade substitution.

**RATING SCALE**

	AP	Regular	Honors	Double	Enrollment
A	90-100	4.0	4.5	5.0	5.0
B	80-89	3.0	3.5	4.0	4.0
C	70-79	2.0	2.5	3.0	3.0
D	60-69	1.0	1.0	1.0	1.0
F	0-59	0	0	0	0

**HONOR**

Director's Honors	4.0 and above
1c Honors	3.75 – 3.99
2nd Distinction	3.50 – 3.75

**Any student with a D or less is not eligible for the honor roll. The scholarship is based ONLY on the first semester of the current school year.**

**USE OF THE INTERNET**

Internet access is available throughout the school. Parents are supposed to agree to allow their students to have access to the internet for educational purposes. If for any reason parents do not want their students to use the Internet, parents should contact the school. Students are expected to make appropriate use of the Internet and any misuse is subject to disciplinary action. Students and parents are required to sign the acceptable use policy upon registration.

**LOST & FOUND**

Any items found in the school building or on school grounds must be turned over to the main office for placement in the lost and found area. Items placed in the lost and found area remain there for about two weeks. After two weeks, the items are donated to charity.

**LUNCH PROGRAM**

Lunches are served and purchased month by month. Lunch forms are distributed through the *WED* and on the website two weeks before the due date.

**Forms for lunch must be turned in by the deadline. NO EXCEPTIONS.** Payment by cash, check made payable to Kids Academy Lighthouse Inc or credit card must accompany lunch forms. Lunch Forms

They will not be accepted without payment. **No credit is given for missed days** (doctor's appointments, no-shows, field trips, and tardiness). Students are responsible for keeping the campus free of trash from lunches and snacks, and are expected to properly dispose of trash at all times.

Students who do not want the food offered by the school may bring their own food.

**Food Delivery Services**

Students **are not** allowed to order food and have it delivered to school.

**MAKEUP WORK**

Students who are absent must make up the work lost in class. Students will be allowed the number of school days they were absent to make up work (i.e., if a student missed 2 days of school, then they will be given 2 days to make up work). It is the student's responsibility to obtain all remedial work from each teacher immediately after returning to school. Students should realize that schoolwork takes precedence over outside work and extracurricular activities.

**MEDICATION**

The Florida School Law (#232.46 1.b.1 and 2), states:

- "For each medication prescribed, the student's parent or guardian shall provide the school with a written statement granting permission to the school or the person designated to assist in the administration of such medication and explaining the need for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school will assist the student in administering such medication."
- "Every medication prescribed to be administered by school staff must be received and stored in its original container. When the medication is not in use, it shall be stored in its original container securely under lock and key at a location designated by the school administrator."

This law applies to prescription drugs and over-the-counter medications, such as Tylenol, aspirin, cold medicine, etc. Telephone parental authorization is not **an acceptable form of consent**. Students must submit a "Medication Authorization" form signed by the parent and/or physician, which will be kept in the main office.

**OFFICE HOURS**

The school office is open every school day from 8:00 a.m. to 4:00 p.m.

**OFFICE RECORDS**

Parents/guardians are requested to notify the school office in writing of any change of address, home phone numbers, cell phone numbers, business phone numbers, email addresses, and/or emergency contact phone numbers. This will ensure that the office's records are accurate, complete, and up-to-date.

**REPORT CARDS**

Report cards will be distributed four times a year, once after each quarter. An email notification will be sent when report cards are available to view after the close of the quarter.

**BATHROOM/CHANGING ROOM PRIVACY POLICY**

Kids Academy Lighthouse Inc complies with the requirements of §553.865, Florida Statutes, the Private Space Safety Act. Except when the facility is specifically designated as unisex, the school's bathroom and locker rooms/locker rooms are designated exclusively for the use of biological females or biological males. Any student who intentionally enters a school restroom or locker room/locker room designated for the opposite sex and refuses to leave when asked to do so by any school staff will be subject to disciplinary consequences as established by the school principal, unless a specific statutory exception applies. This provision shall be considered part of the school's student code of conduct and the Faculty Code of Ethics."



## SCHOOL HOURS

The entrance/first bell rings at 7:30 am. The tardy bell rings at 8:00 am. Dismissal time is 2:40 p.m. every school day. Parents must arrange for their student(s) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 2:30 p.m. will not be supervised. Students who are not participating in an afternoon activity are encouraged to use Learning Commons while they await their trips.

**The school is not responsible for the supervision of students before or after the times listed above. The school is not responsible for any injuries or accidents that may occur before or after the hours listed above. If the student is participating in a scheduled and supervised activity before or after school, specific arrangements must be made to drop off and/or pick up students at designated times.**

## SCHOOL OWNERSHIP

The parent of a student who deliberately or carelessly destroys or damages any furniture, equipment, building, or personal property of the school shall be obligated to pay restitution for the full amount of repairs and labor, or replacement costs.

## SENIOR ACTIVITIES

**Senior exams:** As one of the privileges of seniors, seniors can dress the second semester for final exams. Students are expected to follow the dress code for costume days. Students who arrive dressed inappropriately will not be allowed to sit for the exam until the violation has been corrected. Any time lost due to being dressed inappropriately will be lost.

- Seniors who have maintained an A average in a full-year course, or in both quarters of a semester course, may be exempt from the semester examination in that course at the discretion of the teacher.

**Baccalaureate Mass:** Attendance at Baccalaureate is mandatory to participate in the graduation ceremony.

**Graduation Essay:** Attendance at the rehearsal is mandatory to participate in the graduation ceremony. Students must attend and arrive on time for all rehearsals. Students must dress appropriately according to the dress code.

**Cap and gown:** Whenever wearing their graduation cap and gown, gentlemen must wear black or dark gray dress pants (school dress pants, not khaki, acceptable), solid white button-down dress shirt, tie, and black dress shoes. Ladies should wear black dress shoes (not flip-flops or anything that looks a lot like flip-flops), dress, skirt and dress blouse, or dress pants and blouse. Gentlemen must be clean-shaven and are not allowed to wear earrings. Any student who arrives at a senior function without proper attire will not be allowed to participate in that function. Caps cannot be decorated.

**Proper attire:** If dress guidelines are not followed, the student will not receive their diploma until a job detail is completed.

## STUDENT RECORDS

Kids Academy Lighthouse adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records/transcripts/recommendations must make a request to the Office of School five days in advance. All forms must be submitted to the Kids Academy Lighthouse School Guidance Office for distribution. Completed forms will be sent via U.S. mail. Special handling will require parents to pay all postage fees.

**School records or transcripts will not be sent to the school of a transfer or graduate student whose financial commitment to the school is in arrears.**

## TESTING POLICY

Faculty members have a courtesy policy to attempt to schedule no more than three tests on any given day. "Test" is defined as an advertised exam, which takes a full class period. Short questionnaires are not included in the agreement. Long research papers are assigned weeks in advance, giving the student ample time to complete the work before the eve of the due date. For this reason, the documents are not included in the agreement. If a mistake is made and more than three exams are scheduled in a day, the student can:

(a) take the exams, (b) discuss the situation with teachers and allow time to resolve the conflict, or (c) report it to the Academic Dean and allow time to resolve the conflict. When selecting the option, (b) or (c) the student must alert the teachers or the Academic Dean at least two days prior to the scheduled conflict. This will allow time to negotiate a solution.

### **STUDENT TRANSFER**

Notice of a student's withdrawal must be made by the parents in writing to the Administration and Guidance Department prior to the withdrawal date. This allows the school to prepare the necessary information and settle accounts. Student records or transcripts will not be sent to another school until the Commercial Office accounts have been settled. (See the section above on Student Records for transcript information.)

### **THE DETERMINATION OF THE MEDALISTS WITH THE BEST GRADES, THE GREETERS, AND THE ACADEMIC MEDALISTS IS BASED ON THE FOLLOWING GUIDELINES:**

- Students must be enrolled at Kids Academy Lighthouse Inc for the entirety of the 11th and 12th grade years.
- Students must be role models of exemplary behavior and have no history of major disciplinary infractions, either in or out of school.
- The Valedictorian and Salutatorian will have the highest and second-highest cumulative weighted grade point average, respectively. Only courses taken in Kids Academy Lighthouse or accepted as 9th and 10th grade transfer credits will be considered.

If there is a tie between Valedictorian and Salutatorian, the numerical averages of all courses are compared. 9th and 10th grade transfer courses will be averaged using the weighted points and grading scale indicated by a transcript. Grades for any 9th or 10th grade course that Kids Academy Lighthouse does not offer will be averaged to the nearest equivalent course level.

### **VISITORS**

School visitors (volunteers, parents, etc.) must report to the main office upon entering campus. **In order to ensure a safe environment for your child, all school doors will remain closed during the school day.** For student safety, each person is required to check in to the office with Raptor using a government-issued photo ID, to check the national database of predators/criminals, each time they request access to campus. All visitors and/or volunteers must carry a designated badge. Visitors and/or volunteers must sign for their departure at the time of departure. All volunteers must have cleaned their fingerprints through the Kids Academy Lighthouse , completed Safe Environment Training, and presented the certificate to the school office prior to entering school property. All classroom visits must be arranged in advance through the office and with individual teachers. All visitors on campus must remain with the staff member sponsoring their visit for the entire duration of their stay on campus. Parents should not enter a classroom unexpectedly. Only with prior administrative approval, alumni, parents, and siblings may have lunch with students, after checking in at the main office. **Kids Academy Lighthouse requirements must be met in order for individuals to volunteer in any capacity within the school.**

### **VOLUNTEERS**

Volunteers are essential to making everything we do here at Kids Academy Lighthouse possible. All parents are encouraged to volunteer. Please note that some volunteer positions require environmental safety training through the Diocese.



## **STUDENT CODE OF CONDUCT**

At Kids Academy Lighthouse Inc, a student is expected to model a self-disciplined and responsible. At Kids Academy Lighthouse Inc must possess and display honesty, integrity, self-discipline, and personal honor.

### **We believe that:**

- A person functions best when expectations are clearly defined and we maintain a structured and supportive learning environment that fosters personal, academic, social, and spiritual growth. A student is responsible for his or her actions, and freely chosen actions generate specific consequences. Our intent is for our discipline policies to serve as a vehicle by which our students will grow.
- When a person does not respond positively to behavior, it not only impedes his or her own development, but also interferes with the rights of others. For this reason, it is necessary for the school to establish and enforce the policies it deems necessary to fulfill its educational mission.

With these beliefs in mind, Kids Academy Lighthouse will insist that its students respond to school policies in a positive way. **For those students who are unwilling or unable to meet these expectations, the school reserves the right to impose sanctions as it deems appropriate.** Possible disciplinary actions include, but are not limited to, after-school detention, weekend detention, loss of extracurricular activities, parent conference, suspension, probation, or expulsion. The decision on the consequences of inappropriate or unacceptable behavior is at the discretion of the administration. The intent of this handbook is to give general guidelines for student behavior. The administration reserves the right to exercise its administrative prerogative to respond to situations or circumstances not specifically covered in this manual.

### **ACADEMIC INTEGRITY**

Academic integrity is essential to fulfilling the mission of Kids Academy Lighthouse Inc. Academic Integrity covers all school-related tests and assignments, both in and out of class.

Examples of lack of academic integrity include, *but are not limited to*, the following:

- Representing someone else's work as one's own or allowing someone to represent their work as their own.
- Represent the material generated by Artificial Intelligence (AI) as your own work.
- Using an electronic device to complete a test without the instructor's permission.
- Copying, either by hand or electronically, another student's work when it wasn't meant to be collaborative.
- Sharing or duplicating tasks that were not intended to be collaborative.
- Transfer responses to a test or quiz through electronic means, including taking photographs.
- Using any type of unauthorized materials or aids in a test or questionnaire.
- Plagiarizing the use of someone else's various ideas or words without proper acknowledgment and citation.
- Falsification or fabrication of data.
- Submission of material for which credit has already been earned.
- Complicity in another's act of academic dishonesty.

Academic dishonesty can have both academic and behavioral consequences. Students who violate the code of academic integrity could be allowed to redo homework but receive a grade no higher than 70 percent, or they could receive a zero. If the student is allowed to redo the assignment, the assignment must be submitted within two days, per the late work policy. Behavioral consequences will include recording the offense and may also involve suspension, after-school detentions, and/or work details.

Any academic dishonesty will be dealt with on a case-by-case basis and consequences will be assigned as necessary. Considerations that can be weighed in determining consequences include, but are not limited to, the following:

- Recurrent academic dishonesty.
- General disciplinary record of the student.
- Cooperation of the students involved.
- Potential for conversion and personal growth.
- Natural consequences.

### ARREST

Arrest by civil authorities for crimes against person or property, or offenses associated with substance abuse, will result in disciplinary action, such as, but not limited to, testing, treatment, long-term suspension, and/or expulsion.

### CELL PHONES AND HEADPHONES

**Cell Phone:** Any inappropriate use of a cell phone or any electronic device during the school day may result in a faculty or staff member confiscating the device. Teachers can allow students to use cell phones and electronic devices in class for academic purposes. Students are required to place their cell phones on the cell phone holder upon entering the classroom, unless the teacher allows cell phone use for academic reasons. Students are not allowed to bring their cell phones to Mass.

- **First offense:** The cell phone will be confiscated by the staff member and turned over to the school office. The device will be returned to the student at the end of the day.
- **Second Offense:** The cell phone will be turned over to the office. The device will be returned to the student at the end of the day and assigned a detention.
- **Third Offense:** The student must surrender the cell phone to the office in the morning and pick it up in the afternoon for five (5) days, parents will be notified.
- **Fourth Offense:** The student must surrender the cell phone to the office in the morning and pick it up in the afternoon for the remainder of the semester, parents will be notified.

**Headphones:** can only be used in class with the teacher's permission, or during recess and lunch. If permitted, headphones and earbuds may only be worn in one ear to allow students to hear instructions in the event of an emergency. Headphones and earbuds may not be worn at any other time during the school day, including during class exchange and during Mass.

- **First offense:** Headsets will be confiscated by the staff member and turned over to the school office or Dean of Students. The device will be returned to the student at the end of the day.
- **Second Offense:** Headsets will be delivered to the office. The device will be returned to the student at the end of the day and assigned a detention.
- **Third Offense:** The student must drop off the headset to the office in the morning and pick them up in the afternoon for five (5) days, parents will be notified.
- **Fourth Offense:** The student must drop off the headset in the office in the morning and pick them up in the afternoon for the remainder of the semester, parents will be notified.



What devices are allowed	In Class	On Campus Before and After School	Break/Lunch	During School Day: Hallway exchanges /Restrooms/Locker Rooms
iPad/Computer/Tablet	Y	Y	Y	N
Cellphone	Teacher Approval	Y	Y	N
Only One Earbuds/Headphones	Teacher Approval	Y	Y	N

**AFTERMATH**

**Students may start with a higher level of punishment depending on the severity of the infraction. All consequences will be determined by the school administration.**

- Classroom Detention: Teachers may require a student to remain after school for a classroom detention.
- After School Detention: Will be seen with the Director from 2:50 to 3:20 p.m. on Mondays and Thursdays. Any student who does not report by 2:50 p.m. must serve an extended detention the next day.
- Loss of Break and Lunch Privileges: Any student who does not show up must serve an extended detention the next day.
- Extended Detention: Detention must be served with the Director from 2:50 to 4 p.m. on Mondays and Thursdays. Any student who does not report by 2:50 p.m. must serve two lengthy detentions.
- Weekend Detention: 3-hour detention to be served on the weekend with the Director. Any student who does not show up will receive a suspension at school.
- Suspension at school: The student must report to the main office by 7:40 am.
- Out-of-School Suspension: The student will not report to school but will be allowed to make up any missed work for credit.
- Probation: The student will be placed on disciplinary probation for repeated or serious violations of Kids Academy Lighthouse High School Code of Conduct. Once placed on disciplinary probation, any subsequent referral for a similar or other offense may result in suspension or expulsion.
- Expulsion: The student will be asked to withdraw from Kids Academy Lighthouse High School.

The following is the suggested progression of actions to be taken for the same or similar crimes. **Students may start with a higher level of punishment depending on the severity of the infraction.**

- Phone/email to parents
- Parent/Student Conference with Teacher
- Parent/Student Conference with the Director
- Classroom detention
- After-School Detention
- Prolonged detention
- Extended Detention with Parent Conference
- Weekend Detention with Parent Conference
- Suspension with Parent Conference
- Suspension and Probation with Parent Conference
- Expulsion

### **DISCIPLINARY PROBATION**

Students will be placed on disciplinary probation for repeated or serious violations of the Kids Academy Lighthouse High School Code of Conduct. Once placed on disciplinary probation, any subsequent referral for a similar or other offense may result in suspension or expulsion. Students on disciplinary probation may also lose the privilege of participating in any extracurricular activity.

### **DISRUPTIVE BEHAVIOR**

Students should behave in a way that does not disrupt the learning process. Otherwise, disciplinary action will be taken.

### **DRUGS, TOBACCO, AND ALCOHOL**

Kids Academy Lighthouse Inc are drug, alcohol, and nicotine-free campuses. It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell controlled substances on campus or at any school-sponsored event. Any student who violates this policy on school property, in the surrounding area, or in any school-sponsored activity, on or off campus, will result in disciplinary action up to and including expulsion. A student suspected of being under the influence may be asked to submit to a drug test conducted at the discretion of the school. Refusal to follow the drug test recommendation or to participate in follow-up counseling may result in mandatory withdrawal. The school administration will cooperate fully with all law enforcement agencies on matters related to substance use or abuse, whether on or off campus. All medications taken at school will be brought to the office on the original prescription or product bottle and will be accompanied by a medication authorization form. Any student reported to school authorities for being under the influence, possession, and/or use of alcohol or drugs on school premises, in social affairs sponsored by a school organization, or at events held in connection with school and/or athletic activities will result in disciplinary action, such as, but not limited to, testing, treatment, long-term suspension, and/or expulsion.

Kids Academy Lighthouse Inc is committed to a substance-free environment. This commitment may, in some circumstances, result in the need for mandatory or random drug testing of a student. Each student should understand that if the administration deems it necessary, the administration may require at any time during the year (a) mandatory drug testing of any student at prescribed times, or (b) random drug testing without notice at any time during the school year. If such tests are required, failure to submit to drug testing may result in the student's immediate dismissal.

"Controlled substance" is defined as, but is not limited to, illegal drugs and drug paraphernalia, anabolic steroids, performance-enhancing drugs, tobacco, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents, and prescription or over-the-counter drugs used by anyone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in the form or in quantities other than those for which they are indicated. indicated by a doctor or an authorized medical prescriber.

"Abuse" or "Substance Abuse" means the consumption or use of any substance for purposes other than the treatment of illness or injury as prescribed or administered by a physician or authorized physician prescriber, including, but not limited to, the possession, use, delivery, transfer, or sale of controlled substances, chemicals, or any substance or material designed to resemble or be represented as such by students, on school grounds, in school buildings, or at school-authorized events.

Other school-wide measures may be needed to ensure that all reasonable steps have been taken to eradicate substance abuse and to be able to identify and assist students in need.

Therefore, the administration reserves the right to implement any of the following measures:

- Mandatory drug testing for any student suspected of drug use.
- Unannounced drug sweeps.
- Unannounced searches of a student's locker and personal belongings.
- Unannounced searches of all personal belongings, including student-driven vehicles.

Kids Academy Lighthouse reserves the right to notify local law enforcement in any matter related to drugs and/or alcohol.



### **EXPECTATIONS DURING BREAK AND LUNCH**

SFCHS expects students to always conduct themselves in a Christian manner while on campus or while representing the school. Any behavior brought to our attention that does not reflect Christian principles may result in disciplinary action, as determined by the school administration.

### **FIGHTING**

Engaging in a fight or inciting a fight in word, behavior, or action will result in disciplinary action, such as, but not limited to, suspension or expulsion.

### **FOOD AND BEVERAGES**

Food may only be consumed in the MPC or picnic table areas. Beverages are allowed in buildings, but containers **must have lids**. **Chewing gum is not allowed** on campus. Repeated violations of this policy will result in disciplinary action.

### **GROOMING**

**FACIAL HAIR:** Students must be clean-shaven at all times.; **students are not allowed to bring their own razors or electric razors to school (they will be confiscated)**. The sideburns may not be below the bottom of the ear. Students who have a shaving-related medical condition must submit a doctor's note stating the condition and a reasonable timeframe for a resolution. Students who are sent to the Office of the Director for shaving, and do not have a note on file, will be subject to disciplinary action, even if a note is submitted after referral, as the expectation is to provide the note before it is addressed. If a student refuses to shave, they will remain at ISS until parents pick them up or finish the day.

### **HAIRSTYLES/JEWELRY:**

- Students' hair should always look neat.
- Children are not allowed to wear hats, caps, scarves, rags, or scarves. Girls are not allowed to wear hats, caps or rags.
- Extreme hairstyles of any kind will not be allowed. Unnatural hair coloring (blue, pink, purple, red, white, green, multicolor, etc.) or hair dyes are not allowed for girls or boys.
- Nose piercings or any other facial piercings are NOT allowed.
- Male students CANNOT wear earrings. Visible piercings are limited to girls' ears. Jewelry that accompanies body piercings is not allowed. Example: No rings in the nose.
- Children are not allowed to drill on campus, during school sanction events, or while participating in KAL sporting events.
- Girls are allowed to get their ears pierced only during school or school clearance events or while participating in KAL sporting events.

**The school administration reserves the right to make a final judgment regarding the proper use of hairstyles, jewelry, and tattoos.**

### **HARASSMENT**

All members of the Kids Academy Lighthouse Inc community have the right to be treated with respect and sensitivity. Harassment of any person because of their race, religion, color, national origin, age, or disability is strictly prohibited. Harassment can occur in many ways, including, but not limited to: verbal or written threats, intimidation, cyberbullying, physical, emotional, psychological, racial, and/or sexual well-being of any individual are taken very seriously. Students who make such threats (seriously, jokingly, or online) face arrest, suspension, and/or expulsion. Harassment of any kind is not tolerated. The Director investigates all allegations of harassment. Students involved in bullying behaviors face arrest, suspension, and/or expulsion.

The school supports the right to work/learn in an environment free from discrimination and harassment, including freedom from sexual harassment. It is the policy of Kids Academy Lighthouse High School that no member of the community may harass another. Harassment includes both overt acts of verbal, written, or physical abuse, and more

subtle forms of offensive conduct, including the use of epithets, insults, negative stereotypes, the display or circulation of hostile or degrading graphic or written material. Anyone who violates this policy may result in suspension and/or other consequences.

Engaging in online harassment using social media, such as Facebook, Twitter, Snapchat, Instagram, TikTok, etc., may result in disciplinary action if the content of the student's blog/post includes defamatory comments about the school, faculty, or other students. The following examples are a non-exhaustive list of possible forms of harassment:

- Verbal or written: comments such as hurtful insults, mockery, gossip, and threats, either in person or through any form of electronic communication.
- Bullying: characterized by aggressive behavior toward another, repeated intentional hurtful acts over a period of time, power imbalance (real or perceived) between the bully and the victim
- Cyberbullying: use of electronic communications to commit the act of harassment (i.e., email, text messages, social media, online chats);
- The physical ones include: punching, poking, choking, hair pulling, beating, biting, spitting, robbing, pinching, and tickling;
- Emotional: rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating, isolating, ostracizing, and pressuring peers;
- Sexual: exhibitionism, voyeurism, sexual propositions, sexual harassment and abuse involving actual physical contact and sexual assault, sex-ting, unwanted touching, inappropriate social networks;
- Racial includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation;
- Jokes, stories, images, cartoons, cyber rumors, drawings or objects that are offensive, tend to alarm, annoy, incite, abuse or degrade an individual or group
- Bullying also includes any other form of treatment or conduct that may create an offensive, intimidating, or hostile environment or that is unwelcome by a student or group of students.

### **PARKING**

Students must leave their cars upon arrival at school and leave school and students must not loiter in the parking area before or after school. If students are on campus, they should remain outside the parking lot until they are ready to leave campus. Violation of this policy will result in disciplinary action. See KAL parking permit for more information. ***Violation of this policy will result in disciplinary action.***

### **PUBLIC DISPLAYS OF AFFECTION (PDAs)**

Out of respect for common dignity, public displays of affection, such as kisses or hugs, which connote more than just friendship, are not allowed on campus. Inappropriate personal contact is not allowed at school, at dances, or at any school event. Violation of this policy will result in disciplinary action.

### **RIGHT OF AMENDMENT**

Kids Academy Lighthouse Inc reserves the right to amend this Handbook at any time. Notice of the amendments will be emailed in the *Hawk Weekly* and posted on the website.

### **REGISTRATION OF STUDENTS AND THEIR ASSETS**

Search of a student's person or any item carried by the student is permitted when there is some reasonable suspicion that the student may be carrying contraband, contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia, or other item prohibited by law or by school policy. All school property, including student desks and lockers, as well as contents, may be opened, searched, or inspected at any time without notice. School staff have the unrestricted right to search this property, as well as any containers, backpacks, purses, or clothing items left unattended on the school campus. School staff reserve the right to search any student and their property at any time on campus or at a school-related event/function. Whether students' vehicles parked on school property may also be searched when there is suspicion of contraband. Cell phones, while they



may be owned by parents, while on campus can be confiscated if a teacher and other supervisors suspect inappropriate use of the device. Cell phones and other electronic devices may be subject to a search. This search includes, but is not limited to, text messages, contact list, call history, and photos. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches. If a student refuses to comply with a school registration directive of any personal belongings, such as emptying pockets, searching backpack/purse/locker, etc., the student will be detained under the supervision of a school administrator until the parents are contacted and they have picked up the student. Parents will be informed that the student risks possible suspension or expulsion for refusing to comply with the school search directive.

### **PRIVILEGES OF THE SENIORS**

Seniors will be granted the following privileges, provided they remain in good academic and disciplinary standing:

- Dress days on Friday (must follow dress guidelines determined by school administration)
- Appropriate varsity hoodies, sweatshirts, 3/4 zippers
- Exemption from final exams with an average of A and teacher approval
- Lockers in the senior living room will be seniors only
- First choice for parking spaces
- Dress during 2nd semester exams (must follow dress guidelines determined by school administration)

### **SKIPPING SCHOOL**

At no time are students allowed to leave campus without permission from the school office. Once they arrive on campus (in the parking lot), students are not allowed to leave. Leaving campus without permission will result in disciplinary action, such as, but not limited to, suspension.

### **SOCIAL NETWORKS**

Any inappropriate social media posts made on or off campus while wearing **KAL uniforms**/attire are strictly prohibited. Students will be instructed to remove the posts in question and are subject to additional disciplinary action, dismissal, and/or possible legal action.

### **DELAY**

Being on time encourages courtesy, communication, and effective use of time. Students who are habitually late cause disruptions and impede communication within the school community. To instill a sense of responsibility and develop proper work habits, Kids Academy Lighthouse High School holds its students accountable for arriving on time to school, classes, and scheduled special events.

- **Late arrival to school:** Any student who arrives after **8:00 a.m.** is considered tardy. On the **eighth (8)** tardiness and all subsequent tardies, the student will be placed on school until the end of the semester. Beginning with the **tenth (10th)** delay, the student will receive an Extended Detention. Beginning with the **fifteenth (15)** delay, the student may receive weekend detention, be placed on probation, may lose the privilege of participating in extracurricular activities, suspension. A tardiness is justified only with a doctor's/dentist's note or a parent's phone call/note due to illness. All other tardies, regardless of parental notification, will be unexcused.
- **Arriving late to class:** Students must show up to class on time. The teacher will make their own rules for students who are late to their class. After the **fourth (4)** unexcused tardiness to class, the student will be referred to the Director for an after-school detention. After the **sixth (6)** tardy, the student will receive an Extended Detention. After the **tenth (10th)** tardiness, the student may receive a weekend detention, be placed on probation, may lose the privilege of participating in extracurricular activities, suspension.
- **Cutting Class: Class** attendance is mandatory. Failure to show up to class in a timely manner without prior approval will be considered as an elimination from class, resulting in disciplinary action.

## THREATS FROM ENDAGERMENT

The school takes seriously all threats to oneself or others. Weapons or threats of use of weapons, interpreted or otherwise, of any kind are strictly prohibited on school property or at any school-related function. Threats communicated verbally, in writing, or electronically may result in suspension or expulsion. Physical violence in any form will not be tolerated. The school administration will cooperate fully with all law enforcement agencies on matters related to safety, whether on or off campus.

## TOBACCO

Students will not smoke, dip, vape, or in any way use or possess tobacco products, including e-cigarettes, on campus or at any school function. Any violation of this rule will be subject to disciplinary action, which may include, but is not limited to, suspension.

## UNIFORM

Kids Academy Lighthouse Inc, in an attempt to educate the whole person, establishes a dress policy for the following reasons:

- A. Instill good grooming habits and neatness in appearance.
- B. Help establish and maintain an appropriate academic tone in school.
- C. Reduce superficial competition in dress among students and support the dignity of the individual based on character, not appearance.
- D. Provide some financial relief to parents.

## REGULAR UNIFORM

All students will wear the blue or khaki school uniform bottom, blue or khaki skirts with the Kids Academy Lighthouse Inc monogram, and the monogrammed polo shirt. Polo shirts sold by Kids Academy Lighthouse Inc. are also approved. Uniforms must be clean, tidy and in good condition. Solid color socks: black, white, crimson, or gray without patterns or designs. Shorts and skirts may not have hems or alterations in any way. The Kids Academy Lighthouse Inc **policy requires that shorts or skirts be worn no more than 3" above the knee.** On regular school days, students will have the option to wear the mass uniform, as long as they wear the full uniform, including proper footwear.

### **Consequences for not having the regular uniform:**

- **Three (3)** completed detentions will result in extended detention, and **six (6)** completed detentions will result in one of the following: weekend detention, being placed on probation, losing the privilege of participating in extracurricular activities, suspension.
- Any student who does not follow the above guidelines will result in disciplinary action to be determined by the school administration.

## COSTUME DAYS:

Students are reminded that when students are allowed to be out of uniform, they must dress appropriately using the following rules:

### **Regular attire \$2 cash only**

- Any KAL shirt or KAL uniform polo shirt
- Long jeans, khaki pants, and cargo pants in good condition with no rips or holes above the knee
- Sneakers

If the Administration deems the clothing unacceptable, students will be asked to change, will not be allowed to participate in the next dress day, and will be detained.

Shirts should have sleeves that are at least 2 inches from the shoulder and can be tucked in.

Not allowed: shorts or shorts; crop tops; abdomen shirts; plunging necklines; backless blouses; transparent fabric; Lycra, spandex, leather, or synthetic leather materials.

Clothing should be worn at the waist and underwear should not be visible.



**Clothing with logos advertising illegal, immoral, or inappropriate products; politics; or represents disloyalty or denigrates our country, the Church, any other religion, individual or class of individuals.**

**Comfortable dress \$1 cash only**

- Jeans in good condition and without rips or holes above the knee
- Athletic shorts that are no more than 3 inches above the knee
- Leggings and Jeggings with a long enough shirt or sweatshirt
- Sweatpants and long flannel/pajama pants
- Any shirt with colored sleeves that is long enough to tuck in
- Crocs with back (sport mode)

If the Administration deems the clothing unacceptable, students will be asked to change, will not be allowed to participate in the next dress day, and will be detained.

Shirts should have sleeves that are at least 2 inches from the shoulder and can be tucked in.

Not allowed: shorts or shorts; crop tops; abdomen shirts; plunging necklines; backless blouses; transparent fabric; Lycra, spandex, leather, or synthetic leather materials.

Clothing should be worn at the waist and underwear should not be visible.

**Clothing with logos advertising illegal, immoral, or inappropriate products; politics; or represents disloyalty or denigrates our country, the Church, any other religion, individual or class of individuals.**

**COSTUME DAY:**

- Children will wear dress pants, button-down collar dress shirt, tie, and dress shoes.
- Girls may wear a dress (no more than 3 inches above the knee) with sleeves (at least 2 inches below the shoulder), skirt (no more than 3 inches above the knee) or dress pants, dress shirt with sleeves (at least 2 inches below the shoulder), and dress shoes.
- No plunging necklines or sheer blouses.
- All students must follow footwear guidelines. **Only seniors** can wear flat sandals – sandals must have a back and be flat without heels.

**CLOTHING FOR COLD WEATHER:**

If cold-weather clothing is allowed, this will be announced at school, via social media, or via email.

- LONG pants (no intentional holes or not, no yoga pants, leggings, or sweatpants), KAL collared shirt, and any suitable jacket.

**HATS: Hats** or other head coverings may not be worn on campus during the school day (this includes hoodies).

**SHOES:** Sneakers and closed-toe flats can be worn. Sandals (toe and/or open heel), house shoes/slippers, high heels/wedges, and CROCS are NOT allowed. Boots cannot be worn with school uniform, dresses, skirts, or shorts.

**OUTERWEAR: Students** may wear the following warm clothing during the school day, except on Mass Day:

- Sweatshirt and uniform jacket, sold by Risse Brothers
- Hoodies, sold by KAL Boosters
- Kids Academy Lighthouse lettering jackets and current team or club jackets/sweatshirts that have been pre-approved for purchase by management

Students are not allowed to wear unapproved warm clothing during colder weather in classrooms or during class exchanges. Sweatpants and warm-up pants should not be worn.

Sweatshirts and jackets cannot be worn around the waist. **Blankets are not allowed on campus as warm clothing.**

**UNDERSHIRTS:** Students may wear a plain white, gray, crimson, or black t-shirt under their school shirts. Logos (not even KAL) are allowed on the undershirts.

**Any student who fails to comply with the dress day guidelines will result in disciplinary action to be determined by the school administration.**

### **UNIFORM VIOLATIONS:**

Each of the following violations may result in disciplinary action. Violations include, but are not limited to, the following:

- Massive unbuttoned or wrinkled shirts
- Shirts that are too tight or too short
- Non-KAL Apparel
- Belt lost on the day of Mass
- Not wearing appropriate socks on the day of Mass
- Inappropriate shirts under uniforms
- Improper shoes
- Shorts/skirts that are too short
- Any uniform that has been altered
- Pants that are not worn at the waist
- Hats/Headcoverings on Campus

**REPRESENTING A Kids Academy Lighthouse Inc** Students are reminded that Kids Academy Lighthouse High School is a Christian school. When students attend extracurricular or athletic activities, banquets, dances, or perform service hours, they are representatives of the school and must dress appropriately and follow all dress code/uniform rules. The administration reserves the right to prevent any student who is not dressed appropriately from participating in a school-sponsored event.

**EXCURSIONS:** The administration, in consultation with the moderator, will decide on the appropriate attire for each excursion. Moderators are responsible for enforcing the dress code.

### **HOMECOMING/PROM**

Ladies should wear a dress with a modest neckline and a covered belly. Gentlemen must wear a shirt and tie with dress pants. The administration reserves the right to prevent any student who is not dressed appropriately from entering and attending the dance.

### **VANDALISM**

Students who destroy property or engage in pranks may be subject to not participating in all school activities, including graduation, and may be suspended and/or expelled. Students must also make restitution for all damages incurred and may be referred to local law enforcement agencies.

### **WEAPONS**

In order to provide a safe environment, the possession or use of firearms, other weapons, live ammunition, or explosive devices is not permitted on school grounds. Possession of a firearm or concealed weapon, at school-sponsored events or on school property, including buildings, parking areas, and other facilities, is strictly prohibited. The school will deal with such incidents in accordance with federal, state, and local laws and accepted educational practices. A student who violates this policy may be subject to immediate expulsion, and the school has the option of referring the matter to local law enforcement agencies.

# **A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of KIDS ACADEMY LIGHTHOUSE INC**

***"Search me, O God, and know my heart" -Psalm***

## **Code of Conduct**

Kids Academy Lighthouse Inc recognizes that parents/guardians are the primary educators of their children. It is the school's expectation that all parents/guardians/caregivers/volunteers and visitors will always model acceptable behavior within the school environment, in school-sponsored activities, or in any social or professional environment involving the school. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust the education of their children; and in the performance of their duty, teachers are to work closely with parents who are to be willingly listened to and for whom associations or meetings are to be inaugurated and held in high esteem." (*Code of Canon Law*, canon 796, para. 2)

This Code is designed to guide all stakeholders in their relationships with staff, other parents, students, and the school community at large. The Code alongside, but does not exclude or replace, the rights and obligations of individuals under common law, while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

### **Vision Statement:**

Our vision is to empower students to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the global world and practice the core values of the school: respect, tolerance & inclusion, and excellence. Our statement "DREAM, BELIEVE, ACHIEVE" reflects our understanding and beliefs. We aim to ensure that the children at our school are provided with high-quality learning experience based on a broad and balanced curriculum.

### **Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- ☐ Be treated with respect and courtesy by staff, students, and other parents.
- ☐ Be heard and clearly communicated by the school in a timely manner, regarding the education and development of your child(ren).
- ☐ That faculty and staff respect the confidentiality of sensitive matters.

### **Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- ☐ Parents must demonstrate support for the diocesan educational mission, staff, policies, and procedures of the school.
- ☐ Value and advocate for your school and its reputation. Be aware of the pain and damage that social media can cause to faculty/staff members, other parents, and students.
- ☐ Respect the rights of faculty/staff members and others, whether on or off school premises or at school-related events.
- ☐ Respect the reputation of teachers and be mindful of communications, especially when using social media and email tone.
- ☐ Follow the correct procedures for resolving a complaint or conflict, as outlined in the school handbook.
- ☐ Parents should follow the teacher's instructions and directions. A parent may remind students of the rules, but at no time issue school consequences and must refer the student to the teacher if the behavior continues.

- ☐ As valued members of the school community, they can appropriately attend and participate in school liturgies, extracurricular or special events, including sports, concerts, academic and cultural events.

**As a parent, guardian, caregiver, volunteer, and/or visitor, we ask you:**

- ☐ Cooperate with school/campus safety protocols when on school premises to support the overall safety of all children in our care.
  - Please note that each school in the Diocese of Orlando has a comprehensive "Raptor" visitor check-in and check-out system located in the main front desk to prevent unauthorized persons from accessing the school. Using a valid driver's license, "Raptor" compares all visitors to the National and State Sex Offender Registry each time they visit campus. ALL visitors and volunteers must present a valid ID and must always wear the school-issued name badge/lanyard in plain sight while on school premises or at school-related events.
- ☐ To support the philosophy of Catholic Education with words and actions.
- ☐ Under no circumstances approach or communicate with another student to approach, discuss, or reprimand them because of actions toward their own child. These issues need to be addressed by the school administration. This includes using digital/social media to address or voice grievances.
- ☐ Respect teacher and administrator preparation and allotted supervision time before, during, and after school. Make an appointment for lengthy discussions at a mutually convenient time. If you want to speak with a teacher or administrator, don't wait for a meeting unless it's been pre-arranged upon.
- ☐ To protect our children and not to discuss any complaints or perceived failures regarding the school in front of any student.
- ☐ Respect the decisions made by the administration and teachers, even if you do not agree with them.
- ☐ Listen to your child(ren) but remember that a different version of the event may be interpreted by others.
- ☐ Understand the importance of a healthy parent-teacher-child relationship and communicate any concerns to your school in a constructive and appropriate manner.
- ☐ Observe school policies, as outlined on the school's webpage and/or school handbook, and strive to support them at home.
- ☐ Cooperate when your child's behavior has exceeded the school's accepted standards, as outlined in the Student Code of Conduct, and follow the specified protocol for communication with faculty/staff members.
- ☐ Value the school community and its reputation, especially when interacting with social media.
- ☐ Do not smoke, drink, or use offensive language on school grounds.
- ☐ During online and live instruction, parents/guardians should not record or take screenshots of the instruction or share the live stream link with others. A quiet space should be provided for the student, to avoid interruptions or distractions to the teacher and other students. If parents/guardians have any concerns with live-streamed instruction, they should schedule a time to meet with the teacher outside of class time.

**Address concerns regarding situations involving your student(s):**

Our Catholic schools want to work collaboratively with our families. If someone has a current **complaint, criticism, or concern**, the following steps are expected to be taken in the first instance:

1. Talk to the appropriate person at the school involved first (e.g., the classroom teacher) and try to resolve the concern with mutual respect and clear communication.

Where, and if possible, make an appointment with the corresponding person. Follow the chain of command.

2. If for any reason this is not possible, make an appointment to see an administrator or other designated leadership staff.
3. The administrator (or designee) should try to mediate and find a resolution in the presence of both parties.
4. Yes, having followed Steps 1-3 without satisfaction, parents can contact the pastor. Only after steps 1-4 have occurred without resolution, may you contact the Office or Schools website, for further facilitation.
5. Understand that parents, caregivers, guardians, etc., will not receive disciplinary or conflict resolution details involving children other than their own. This is in accordance with Florida Statutes.

**It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct. *Violations of and/or failure to uphold the Kids Academy Lighthouse – Office of Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in the exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of your child(ren). Parents or family members who are convicted or registered sex offenders are not allowed to enter school grounds, with the exception of driving and picking up the student and then immediately leaving the property.***

If your complaint relates to sexual abuse by a faculty/staff member toward a child, whether in a historical or current matter, you should contact the statewide toll-free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement.