



Lindamood-Bell Academy
Student and Parent Handbook
2019-2020

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Dear Students, Parents, and Guardians:

We are very happy you joined the learning community of the Lindamood-Bell Academy. Our goal is to create the magic of learning for you!

This handbook is designed for students throughout all grades within the Academy. The handbook is a reference and a guide. As a reference, it provides answers when questions arise. As a guide, it provides details on the Academy's policies and procedures, and expectations for our students.

As you review the handbook, you will be informed of responsibilities and opportunities for parents and guardians to ensure a successful school year for our students. Expectations for social behaviors within the academic setting will be outlined in order to facilitate safety, quality, and efficiency within our school setting.

Welcome to the Lindamood-Bell Academy. We look forward to collaborating with you throughout the coming months.

Sincerely,

Nanci Bell
Co-Founder
Lindamood-Bell Learning Processes

Overview and History of Lindamood-Bell

For over 30 years, Lindamood-Bell has been teaching individuals of all ages to read and comprehend to their potential. At our learning centers and school partnerships throughout the United States and internationally, we know that when the imagery-language foundation is in place, people can learn.

We've created a school based on the imagery-language foundation—the Lindamood-Bell Academy. Utilizing our unique, research-validated methodology, the Academy offers instruction in reading, comprehension, and school curriculum in various formats: one-to-one, small groups, and virtual classrooms. Your child can attend in person at a Lindamood-Bell learning center, online or both.

We know that all individuals can be taught to read and comprehend to their potential. We believe that an individual maximizes their learning potential when the imagery-language foundation is in place.



Academy Students Will

- Attend the Academy as established by their Enrollment Schedule.
- Demonstrate respect for the personal and property rights of others, and all applied laws.
- Abide by all Academy policies and procedures, as amended from time to time.
- Be safe and respectful, while accepting responsibility for their actions.
- Be fully engaged in their learning.



Admissions and General Guidelines

- The Academy is a private, California K-12th grade school.
- A birth certificate, or other official proof of age (date of birth) is required for admission.
- Applicable health reports/immunization records are required for admission.
- If applicable, transfer information/grades from previous school(s).
- If applicable, previous psychological-educational testings.
- Each candidate for admission must successfully complete a screening evaluation and application.
- Additionally, each candidate for admission and/or their parent/guardian will need to agree to and sign our Waiver, Financial Agreement, and Student and Parent Handbook.

- A diagnostic evaluation by Lindamood-Bell will be required as part of the Academy application process. The fee will be payable to the local learning center.
- For students under age 5: We reserve the right to determine if a student can be admitted to Kindergarten if they are not age eligible pursuant to Ed. Code 48000. This will be a case-by-case decision that will take into consideration such factors as: test results, maturity of the child, preschool records, etc.

Tuition and Fees Policy

Tuition

Students are expected to attend the Academy as outlined by their individual enrollment schedule.

Deposit

A \$2000 deposit is required to hold your space in the Academy. Your deposit will be applied toward your tuition. Deposits are non-refundable.

Payment Options

Payment Options For Two Semester Enrollment

For students whose enrollment includes two semesters, tuition can be prepaid in one payment for both semesters, in two payments, or on a monthly basis. We accept check, wire transfer, money order, or credit card payments from all major credit cards direct to a Lindamood-Bell Learning Center.

Full Payment

Full payment of tuition—or remaining balance after applying non-refundable enrollment deposit—is due in one lump sum by the 1st day of the student’s enrollment. A discount of \$250 will be applied. Full prepayment of tuition is considered late if not received by the 7th day of enrollment. Please see our tuition policy for information on past due accounts.

Two Payments

Families who enroll for both first and second semesters can choose to make two payments. The first payment—50% of the tuition balance after applying the non-refundable enrollment deposit—is due by the 1st day of the student’s enrollment.

The second payment—the remaining balance—is due by January 21st, the first day of the second semester. A discount of \$250 will be applied to the second payment.

Payments for the two-payment option are considered late if not received by the 7th day following the due date. Please see our tuition policy for information on past due accounts.

Monthly Prepayment

Monthly payment of annual tuition—after applying the non-refundable enrollment deposit to the first month of enrollment—is due by the 1st of each month or the first business day of each month if the 1st falls on a weekend. For students enrolling during the school year, the first payment is due by their first day of enrollment. Payment for monthly tuition is considered late if not received by the 7th of the month (or by the 7th day of enrollment). Please see our tuition policy for information on past due accounts.

Payment Options for Single Semester Enrollment

For students whose enrollment includes only one semester, tuition can be prepaid in one payment, or on a monthly basis. We accept check, wire transfer, money order, or credit card payments from all major credit cards direct to a Lindamood-Bell Learning Center.

Full Payment

Full payment of tuition—or remaining balance after applying non-refundable enrollment deposit—is due in one lump sum by the 1st day of the student’s enrollment. A discount of \$250 will be applied. Full prepayment of tuition is considered late if not received by the 7th day of enrollment. Please see our tuition policy for information on past due accounts.

Monthly Prepayment

Monthly payment of annual tuition—after applying the non-refundable enrollment deposit to the first month of enrollment—is due by the 1st of each month or the first business day of each month if the 1st falls on a weekend. For students enrolling during the school year, the first payment is due by their first day of enrollment. Payment for monthly tuition is considered late if not received by the 7th of the month (or by the 7th day of enrollment). Please see our tuition policy for information on past due accounts.

Tuition Refunds

If you elect to withdraw from the Academy, there are no tuition refunds for payments already made. Families remain financially responsible for the entire balance of tuition as detailed on the Enrollment Agreement. Any requests for exceptions to this policy must be submitted in writing and will be reviewed by the Lindamood-Bell Corporate Office. No guarantees are made that an exception will be granted.

Tuition Insurance

Lindamood-Bell Academy provides families with tuition insurance through the Hanover Group. There are no additional fees for this coverage.

For a covered cause of loss, Tuition Insurance will pay the remaining portion of tuition and fees up to the co-insurance percentage listed on the policy.

Please contact your local learning center for materials that detail this helpful product or with any questions you may have.

No Guarantee of Continued Enrollment

By agreeing to the tuition policy stated herein, neither the Academy nor the Lindamood-Bell Corporate Office is providing a guarantee of continued enrollment in the Academy or any other educational program offered by the Lindamood-Bell Corporate Office.

The Academy reserves the right to disenroll a student for cancelling classes/instructional programs, for failing to make adequate progress as determined solely by the Academy, or for any other reason at the Academy's sole discretion.

Tuition Policy

Student tuition must be kept current. The Academy will withhold any and all services to students whose accounts are not current unless written arrangements have been made for deferred payment for extraordinary and non-recurring circumstances. Your cooperation is essential and very much appreciated.

Parents/guardians are responsible for prompt payment of all outstanding tuition and fees. Payment for tuition is considered late if not received by the 7th of the month (or by the 7th day of enrollment).

The Academy reserves the right to withhold services and/or disenroll a student for a failure to pay tuition according to the timelines set forth herein. If the Academy agrees to accept late payment of tuition, tuition payments more than seven (7) days past due are subject to a \$150 late fee. If late payment—including late fee—is not received, the student's instruction will be paused.

The account will be forwarded to Accounts Receivable at that time. In order for the student to resume instruction, the outstanding balance must be received by the next school date.

Progress reports, report cards, and transcripts will not be issued if a student has an outstanding balance on his/her account. These documents will be forwarded once the account has been brought current.

By signing this agreement, you understand that neither the Academy nor Lindamood-Bell Corporate Office is extending an offer of credit, providing any form of security guarantee, or otherwise offering any form or type of indebtedness.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PARENT OR GUARDIAN OF THE STUDENT ENROLLED IN THE ACADEMY, HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the Academy’s tuition policy, including cancellation and refund policies, have been clearly explained to me.

Additional Lindamood-Bell Programs

From time to time, based on a student’s response to instruction and/or progress in curriculum, the personalized education plan may fluctuate.

I understand and agree any additional Lindamood-Bell services I elect to add to my student’s instructional program, such as Homework Matters, any additional sensory-cognitive instruction and/or change of enrollment package, will be charged in addition to the tuition for the Academy.

Sensory-cognitive boosts during winter and spring break times will be offered to our Academy students at 15% off our regular sensory-cognitive instruction rate. No discounts will be available during the summer months of June, July, and August.



Attendance, Absences, and Tardies

Attendance

Students are expected to attend the Academy as outlined by the enrollment agreement and according to the school calendar . Excessive absences and tardies may cause the student to be out of compliance with local and state laws. Additionally, excessive absences and/or tardies may result in a student not finishing enough coursework to complete the grade in which he or she is currently enrolled or may result in potential disenrollment from Academy. The local learning center and school administration will be in communication with you should attendance concerns arise.

Absences

The following are valid reasons for absences from the Academy (if properly documented by the student's parent or guardian upon the student's return to the Academy):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to the Academy);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from the Academy by Lindamood-Bell;
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Upon written request of a parent or guardian, other absences may be approved in advance, in the sole discretion of Lindamood-Bell.

Sufficient notice should be given to the Academy in order to provide expected student work to be completed while absent. Work missed by a student while absent may need to be completed outside of regular Academy instruction hours.

Tardies

Every effort should be made to have the student arrive to school on time. Students who arrive to school late 15 minutes or more will be marked as tardy.

The local learning center and school administration will be in communication with you should concerns arise regarding tardiness.



Daily Operations

Meals and Snacks

Parents are responsible for providing a daily lunch for their student. Lindamood-Bell Academy will provide snacks. All Lindamood-Bell Academy students will be provided with a lunch break. At least one 15 minute snack break will also be provided.

Hours of Academy Operation

The Academy operates per the local learning center's hours, usually 8am-5pm, some exceptions may apply.

Daily School Schedule

The school day begins at 9am (local time) for all Lindamood-Bell Academy students. The lunch period for all students is from 12pm-12:30pm local time, and is followed by a half hour of special activities, including but not limited to, Art, movement, and STEM.

Here is the typical daily schedule:

Hour	Activity/Course	4 curriculum hours	6 curriculum hours
8:30 - 9am	Optional Zero Period	✓	✓
9am - 12pm	Core Courses* (and/or included sensory-cognitive instruction)	✓	✓
12 -12:30pm	Lunch for all students	✓	✓
12:30 - 1pm	Art, Movement, STEM, etc for all students	✓	✓
1 - 2pm	Core Course* (and/or included sensory-cognitive instruction)	✓	✓
2 - 4pm	Electives/Sensory-Cognitive (6 hr day)		✓

*Core Courses include English Language Arts (ELA), Math, Science and/or Social Studies. Sensory-cognitive instruction may include Seeing Stars (SI), Visualizing and Verbalizing (VV), and/or On Cloud Nine Math (OCN).

Zero Period

Lindamood-Bell Academy offers a complimentary zero period starting at 8:30 am local time each morning. Students will be supervised and are welcome to use this optional time as a study hall to work on homework, get ahead in a course, or to participate in special activities e.g. science projects, holiday crafts, etc. Drop-ins are welcome.

Package Options

Gold: Includes up to 200 hours* of 1:1 sensory-cognitive instruction, all curriculum hours are 1:1

Silver: Includes up to 160 hours* of 1:1 sensory-cognitive instruction, 50% of curriculum courses grouped, 50% curriculum courses 1:1

Bronze: Includes up to 100 hours* of 1:1 sensory-cognitive instruction, 1 curriculum course will be 1:1, all others will be grouped

*Students enrolled for only one semester will receive half of the listed sensory-cognitive instruction hours for the package option selected.

Each package is available for either 4 or 6 hour curriculum hours per day.

Generally, a student enrolled for a 4 hour package would attend school from 9am to 2pm (or 5 hours total) daily:

- 9am-12pm Core Courses
- 12pm-1pm Lunch/AMS
- 1-2pm Core Courses

A student enrolled for a 6 hour package would attend school from 9am to 4pm daily (or 7 hours total):

- 9am-12pm Core Courses
- 12pm-1pm Lunch/AMS
- 1-2pm Core Courses
- 2-4pm Elective Courses

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Instruction and Communication Regarding Academics

Curriculum

Curriculum is offered through our partner, Pearson Online & Blended Learning K-12 USA, which offers content across all academic subject areas, from grades Kindergarten through 12. Pearson offers a wide array of core and elective courses nationally. In general, as a California school, we will use California approved courses. An online learning management system will be utilized for curriculum and learning resource access, live lesson implementation, progress monitoring, group collaboration, webmail, and grade and record keeping.

Academic Support

All Grades:

Lindamood-Bell provided Instructors: Academy instructors will be in each learning center to work directly with students daily either in person or online.

Lindamood-Bell provided teachers/advisors: Credentialed Teachers and Curriculum/Instruction advisors will be assigned to students and will oversee student work plans virtually.

Seventh through 12th grade students may have also have teachers provided by Pearson to assist virtually with student progress, work plans, and grading.

Conferences:

Lindamood-Bell will have up to four conferences each academic year to update you on your student's curriculum progress, as well as informal updates throughout the school year.

- Conference 1, at the midpoint of the first semester
- Conference 2, at the end of the first semester/beginning of second semester
- Conference 3, at the midpoint of the second semester
- Conference 4, at the end of the second semester

Grading Scale

- A+ 98-100
- A 92-97
- A- 90-91
- B+ 88-89
- B 82-87
- B- 80-81
- C+ 78-79
- C 72-77
- C- 70-71
- D+ 68-69
- D 62-67
- D- 60-61
- F 0-59

Students must finish each course with a final grade of 60% or above to receive credit for the course.

Homework Policy

Homework should be expected. The amount of homework will depend on the grade level of each student. Students may have time built into their academic schedule to complete homework assignments, depending on their progress through the curriculum. If assistance is desired with homework, a student can be enrolled in our Homework Matters service for an additional fee.

Further Testing

If it is determined that more information about a child's learning profile is needed, Lindamood-Bell may require further diagnostic evaluation. Parents must agree to further testing as a condition of continued Academy enrollment and must provide a follow-up evaluation within one month of the request.

In April, all Lindamood-Bell Academy students receive a School Year Check-up Evaluation, some exceptions may apply.



Student Health and Safety

Illnesses

Students should not be sent to the Academy if they are sick. We follow the protocols established by the CDC and WHO that dictate how to handle illnesses in schools. These protocols may be amended in the sole discretion of Lindamood-Bell, as changes are made in the future.

- Any student presenting flu-like symptoms during the school day – a fever over 100° F, sore throat, cough, congestion, headache, body aches, chills, or upset stomach – will be sent home, and will be required to remain off-campus until their fever and all other symptoms have resolved.
- Students must be fever free for 24 hours (without the use of medication) before returning to school.

Medications

No medications of any kind (prescription or over-the-counter) will be provided by Lindamood-Bell Learning Center or Lindamood-Bell Academy personnel to students attending either a Lindamood-Bell learning center or the Lindamood-Bell Academy. Any medications that must be taken by a student while in our care must be provided by the parent/guardian. A student may not bring and administer their own medication while at the Academy.

A copy of a signed Medication Permission Slip must be signed by a parent/guardian in order for Lindamood-Bell learning center or Lindamood-Bell Academy personnel to help administer any medication—whether prescription or over-the-counter. If it is a prescription medication, the form also needs to be completed by the student’s treating physician (or note from a treating physician attached with the same information). Please request applicable forms from your Office Manager as needed.

Immunization

Pursuant to California Health and Safety Code, Sections 120325-120375, children in California are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers. Schools, child care centers, and family child care homes are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

There are certain exemptions that apply. For more information, please visit <http://www.shotsforschool.org/>

Student Safety

The Academy’s top priority is the protection and safety of the children who are entrusted to our care. Because the Academy serves children who reside in many States, the Academy ensures that all employees, volunteers, and contractors act at all times in conformity with applicable State laws and regulations regarding private school instruction.

Mandated Reporting

The Academy is required by law to report to the proper authorities any suspected cases of child sexual or physical abuse, or suspected cases of neglect. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. Our responsibility to report suspected cases of abuse or neglect includes employees, parents, and guardians. The Academy is also required by law to report to the proper authorities any missing children or cases of suspected missing children.

Technology

Academy Kits

Technology kits will be provided for each student enrolled in the Academy. This kit will include all the technology needed to access the learning management system and complete units as assigned. Students are expected to use their Academy property and technology only for authorized Academy purposes. Technology kits must be returned at the end of instruction and damage to or failure to return each kit will result in additional charges.

Parent/Guardian Consent for Sharing of Student Information with Pearson

Lindamood-Bell contracts with Pearson for use of the Pearson Connexus Learning Management System (LMS) for curriculum delivery.

By enrolling in the Academy, you consent to the Academy sharing information about your student with Pearson certified teachers and qualified staff members.

Both the Academy and Pearson consider your student's privacy rights to be of utmost importance and will never share that information with third parties.

Responsible Use of Technology

All students are expected to be responsible representatives of the Academy at all times, whether school is in or out of session. This expectation includes students' behavior in the electronic world. Parents are responsible for supporting the Academy's standards when students use Internet resources. The Responsible Use of Technology policies shall be for as long as students have a valid network account and password, including the summer months and/or any time students use the school's technology resources.

- Students are expected to use their Academy property and technology only for authorized Academy purposes.
 - On occasion, students may communicate electronically with teachers and/or other students in their groups, e.g. using a supervised chat feature. This communication should be limited to coursework discussions and will not include personal information or messages.
 - Students are responsible and liable for maintaining the confidentiality of their assigned passwords and access codes. They agree not to disclose assigned passwords and access codes or allow other persons or students to use them or attempt to circumvent the Academy's security system.

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- Students may not interfere with other users' ability to access the Academy LMS or disclose anyone's password or allow them to use another user's account.
 - Students may only access information that belongs to them, or that they have been given permission to use by the owner.
 - Malicious use of the network to download, store, or develop programs that embarrass, harass, or are otherwise objectionable to other users is prohibited. Activities to infiltrate or overburden a computer or computing system and/or damage computer software or a computing system are prohibited.
 - Using technology resources to access, purchase, or download products or services that could subject the Academy's technology to viruses, malicious code, back doors, or other malware designed to harm technology resources are prohibited.
 - Encryption of files is prohibited.
 - Posting images, video, or audio of any student, visitor, staff member, faculty member, or administrator on the Internet without receiving prior permission from the individual(s) is prohibited.
 - Students must not publicly post their personal contact information (address, email address, and phone number) or personal messages from websites or blogs intended for personal gain or profit, as well as audio files or compressed video, any non- instructional files, or any material not authorized by Academy staff.
 - Using any recording device including, but not limited to, video and digital cameras or camera phones to record videos or take pictures to slander, bully, or denigrate any student, visitor, staff member, faculty member, and/or administrator on or off campus at any time is prohibited.
 - Unauthorized access to the Academy's website is strictly prohibited.
 - Information relating to illegal or inappropriate activities must be reported to an Academy staff member promptly upon discovery.



The Academy's Honor Code

The Academy's Honor Code, described below, includes the student code of conduct and student discipline for violations of that code of conduct.

Student Code of Conduct

Any violations of the Lindamood-Bell Academy code of conduct, including but not limited to the conduct described below, will subject a student to Academy student discipline procedures.

Cheating

Lindamood-Bell does not tolerate cheating, plagiarism, or misappropriation of another person's work.

Damaging/Destruction of Property

Students must be respectful of Academy and Lindamood-Bell property. Students must not break, damage, or destroy anything that belongs to the Academy, another student, Lindamood-Bell staff, or a Lindamood-Bell learning center.

Disobedience

Students are expected to follow instructions given to them by Lindamood-Bell staff. A student not following instructions or arguing with any Lindamood-Bell staff member shall be considered disobedient behavior.

Disruptive Behavior

Students are expected to follow behavioral expectations, routines, and procedures determined by Lindamood-Bell. Students must not disrupt the learning of others by interrupting other students or instructors in session.

Electronic Communication Devices

Lindamood-Bell does not allow the use of unauthorized electronic communication devices during instruction including, but not limited to, cell phones.

Fighting/Violence/Physical Assault/Sexual Assault

Conflicts must be resolved peacefully. Lindamood-Bell will not tolerate physical fighting with another individual. Violence or threats of violence against students or Lindamood-Bell staff is not acceptable. Students may not sexually attack or sexually abuse other students or Lindamood-Bell staff.

Harassment/Intimidation/Bullying, and Inappropriate Communication

Lindamood-Bell does not tolerate harassment, intimidation, or bullying in any manner, whether verbal, visual, written, implied, or otherwise. Students are expected to speak respectfully of and to others. Talking negatively about others, making fun of, or putting down others is not tolerated.

Profanity or Obscenity

Students are expected to use appropriate language with other students and Lindamood-Bell staff at all times. Obscene gestures, or inappropriate verbal, electronic or written forms of communication are not tolerated.

Use of Lindamood-Bell Property and Technology

Students are expected to use Academy property and technology only for authorized Academy uses.

Sexting

Students are prohibited from sending sexually explicit images through electronic media, such as text messaging.

Sexual Misconduct

Students must respect the privacy of others. Students should not behave in a way that is unacceptable by way of touching or making reference to private body parts of themselves, another student, or Lindamood-Bell staff.

Stealing or Possession of Stolen Property

Students must not take or use any items that do not belong to them.

Tobacco/Smoking/Alcohol/Drugs/Vaping

Students are expected to make healthy choices while a student of the Academy. Students must not smoke, vape, bring, or be under the influence of alcohol or illegal drugs.

Weapons, Firearms, and Fireworks

Students are not permitted to possess or use any dangerous objects, firearms, fireworks, explosive devices, or look-alikes of these items at a Lindamood-Bell learning center, at any time. Dangerous objects include, but are not limited to knives, box cutters, chains, tasers, pepper spray, chemical substances, bullets, or any other item that might be considered a weapon.

Student Discipline

The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and academic success and to support a learning environment where students and staff are responsible and respectful. Successful Academy discipline is guided by the following principles:

- Effective and engaging instruction and classroom management are the foundation of effective discipline.
- Academy discipline is best accomplished by preventing misbehavior before it occurs, and using effective interventions after it occurs.
- Academy safety and academic success are formed and strengthened when all Academy staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Effective discipline begins with communication between Academy and Learning Center staff and families, and collaboration with other professionals on a student's team.

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- Academy staff should promote high standards of behavior by teaching, modeling, and monitoring behavior, and by fairly and consistently correcting misbehavior as necessary.
 - Academy discipline that is paired with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the Academy community, and is more likely to result in getting the student re-engaged in learning.
 - Effective discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their learning environment due to misbehavior.

Lindamood-Bell will make every reasonable effort to correct student misbehavior through Academy-based resources and to support students in learning the skills necessary to enhance a positive learning environment and avoid negative behavior. In all instances, Academy discipline is designed to be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior. However, in some instances, based on severity or repetition of violations, amongst other factors, Lindamood-Bell may escalate its discipline plan, up to and including expulsion without prior notice.



Student Records and FERPA Notice

You may request copies of report cards and transcripts (official or unofficial) or letters of recommendation from your local learning center. The center will communicate with the Custodian of Records, who will prepare and distribute records. Progress reports, report cards, and transcripts will not be issued if a student has an outstanding balance on his/her account. These documents will be forwarded once the account has been brought current.

Notification of Your Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Lindamood-Bell Academy receives a request for access.
 - 1.1. Parents or eligible students should submit to their local learning center a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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- 2.1. Parents or eligible students who wish to ask Lindamood-Bell Academy to amend a record should write their local learning center, clearly identify the part of the record they want changed, and specify why it should be changed.
 - 2.2. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - 4.1. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lindamood-Bell Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202



Right to Amend

The Lindamood-Bell Academy reserves the right to amend this handbook, at any time. Notice of amendments will be sent to parents or guardians through email communication.

Acknowledgment of Receipt

By signing my name below, I acknowledge that I have received and reviewed the contents of the Lindamood-Bell Academy's 2019-20 Student and Parent Handbook.

Parent/Guardian (Printed Name): _____

Date: _____

Parent/Guardian (Signature): _____