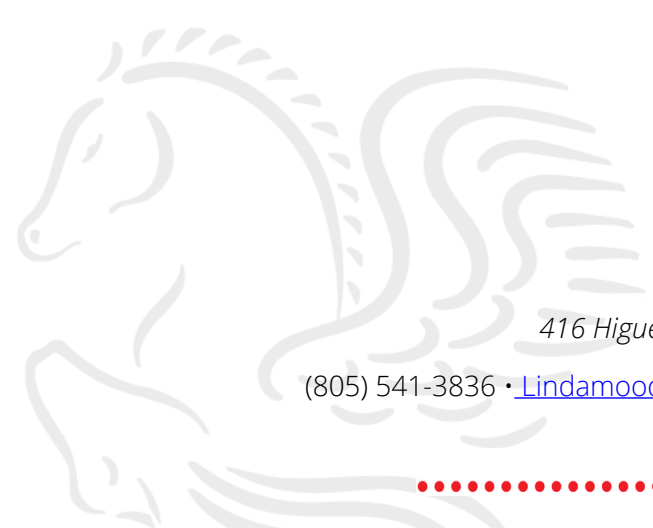




Lindamood-Bell Academy  
Student and Parent Handbook  
2020-2021



416 Higuera Street, San Luis Obispo, CA 93401

(805) 541-3836 • [LindamoodBellAcademy.com](http://LindamoodBellAcademy.com) (%20LindamoodBellAcademy.com)

## 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.

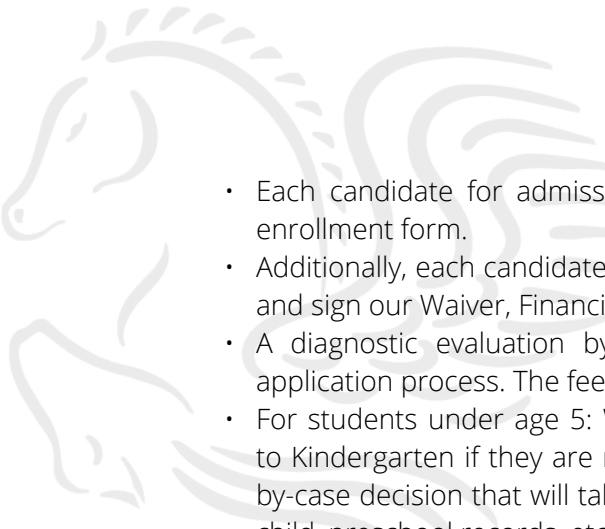
We know that all individuals can be taught to read and comprehend to their potential. We believe that an individual maximizes their learning potential when the imagery-language foundation is in place.

## 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.

## Admission Requirements

- 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.

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- Each candidate for admission must successfully complete a screening or evaluation and enrollment form.
  - 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 may 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.



## **Enrollment Policy**

Students are expected to attend the Academy as outlined by their individual enrollment schedule as described in the student's enrollment agreement.

### **Additional Lindamood-Bell Programs**

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

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



## **Attendance and Absences**

### **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, tardies, and/or early dismissals may result in a student not finishing enough coursework to complete the grade in which he or she is currently enrolled. This could impact progression to the next grade level and/or credits earned toward graduation. It may also result in potential disenrollment from the Academy.

If the student accrues 5 unexcused absences, the Academy administration will contact the parent via written letter to communicate about the trend of absences. If the student reaches 10 unexcused absences, a conference between the parent, Learning Center, and Academy administration will be required to discuss solutions and whether continued enrollment in Academy is a right fit for the student.

### **Absences**



Absences will be excused for the following reasons if written documentation is provided by the parent or guardian upon the student's return to the Academy.

1. Illness of the student. After three days of illness, the student's parent 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. The 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 a written request of a parent or guardian, other absences may be approved in advance, at the sole discretion of Lindamood-Bell. Pre-existing conditions/diagnoses as documented by a physician or an IEP/504 Plan may qualify for additional excused absences.

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 at school on time. Students who arrive at school 15 minutes or more late will be marked as tardy. The local Learning Center and school administration will be in communication with you should concerns arise regarding tardiness.

### **Early Dismissals**

From time to time, students may need to leave school before their scheduled departure time. This may be due to illness, medical appointments, or family emergencies. We ask that, if possible, our families alert the Learning Center in advance of early dismissals. The local Learning Center and school administration will be in communication with you should concerns arise regarding early dismissals.



## **Daily Operations**

### **Meals and Snacks**

All full day Lindamood-Bell Academy students will be provided with a lunch break. At least one 15 minute snack break will also be provided for students attending 2 or more hours per day. Snacks may be available to students attending in-center, when and where available.. Parents are responsible for providing a daily lunch and any additional snacks for their student.





# Instruction and Communication Regarding Academics

## Curriculum

Lindamood-Bell Academy partners with two curriculum providers: Pearson's Connexus Education Management System and n2y's Unique Learning System to provide a wide range of standards-based, digital curriculum for K-12 students. Your student will be enrolled in the curriculum program best suited for their needs.

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 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 enrolled in our Pearson curriculum may also have teachers provided by the Pearson team to assist virtually with student progress, work plans, and grading.

## Conferences

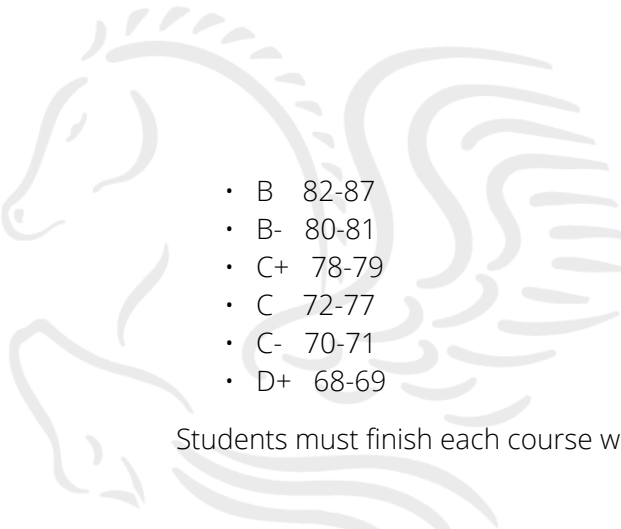
Lindamood-Bell will have two conferences each academic year—in November and March—to update you on your student's curriculum progress, as well as more informal updates throughout the school year.

## Grading Scale (K-5th Grade)

- Exceeds Expectations 90-100
- Meets Expectations 70-89
- Approaching Expectations 60-69
- Below Expectations 0-59

## Grading Scale (6th-12th Grade)

- A+ 98-100
- A 92-97
- A- 90-91
- B+ 88-89

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- B 82-87
  - B- 80-81
  - C+ 78-79
  - C 72-77
  - C- 70-71
  - D+ 68-69

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 and type of homework will depend on the grade level and ability of each student. Students may have time built into their academic schedule to complete homework assignments, depending on their progress through the curriculum. If additional assistance is desired with homework, enrollment in our Schoolwork Support service may be recommended for an additional fee.

### **Further Testing**

Upon completion of a student's included sensory-cognitive instruction, a re-evaluation will be done to review instructional gains and evaluate support and focus for your student's curriculum.

Additionally, all Lindamood-Bell Academy students who are enrolled for both the fall and spring semesters will receive a complimentary School Year Check Up Evaluation during the spring semester.

### **Enrollment Changes**

Once a student's Enrollment Agreement has been signed, their package cannot be altered unless such a change has been mandated by the student's Instruction and Curriculum team. New packages will require a new Enrollment Agreement to be signed.



## **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 at 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.

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- 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 or Office Coordinator 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/> (<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.



## **Search and Seizure**

A visitor's or student's person (e.g., jacket, pockets, hems, cuffs, socks) and/or personal effects (e.g., backpack, purse, fanny pack) may be searched at any time and for any reason by a Lindamood-Bell employee. Searches may be conducted immediately when a Lindamood-Bell employee suspects that the search will yield evidence that the visitor or student has violated or is violating either the law or Lindamood-Bell rules and regulations, including, but not limited to, possession of illegal, unauthorized, or contraband materials. Illegal, unauthorized, or contraband materials include those materials which are dangerous to the health or safety of students or school personnel, are disruptive or potentially disruptive, or which have been cited as unauthorized according to Lindamood-Bell rules or regulations. These materials include, but are not limited to, weapons, drugs, and/or drug paraphernalia.

Student lockers/cubbies, if available at a learning center, are Lindamood-Bell property and remain at all times under the control of Lindamood-Bell. Student lockers or cubbies may not be used to store illegal, unauthorized, or contraband materials. Student lockers or cubbies may be searched at any time by Lindamood-Bell employees.

Please be aware that neither a visitor present at the Learning Center nor a student receiving services at a Learning Center has any expectation of privacy. Searches may be conducted randomly and without notice.

Students and visitors who refuse to submit to a search may be subject to removal from the Learning Center temporarily or permanently. Consequences for students may also include disciplinary action or dis-enrollment from the Academy or services altogether.



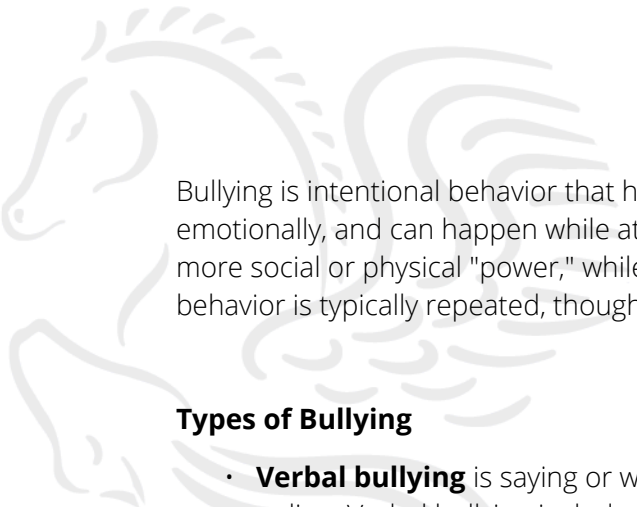
# **Policy Against Bullying**

## **Lindamood-Bell Academy as a Safe Space**

The Lindamood-Bell Academy is committed to student success within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school strives to ensure that all students have the opportunity to thrive and develop to their fullest potential. We foster an environment of kindness, compassion, encouragement, and meaningful relationships. Our school does not tolerate bullying in any form.

## **Bullying Defined**





Bullying is intentional behavior that hurts, harms, or humiliates a student, either physically or emotionally, and can happen while at school, in the community, or online. Those bullying often have more social or physical "power," while those targeted have difficulty stopping the behavior. The behavior is typically repeated, though it can be a one-time incident.

### **Types of Bullying**

- **Verbal bullying** is saying or writing mean things. Verbal bullying can take place in person or online. Verbal bullying includes:
  - Teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm
- **Social bullying** involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public
- **Physical bullying** involves causing harm or damage to a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures

### **Stance Against Bullying**

Lindamood-Bell Academy does not tolerate bullying in any form. As stated in our Honor Code (see The Academy's Honor Code), 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. Academy discipline is best accomplished by preventing misbehavior before it occurs, and using effective interventions after it occurs. We strive to prevent bullying by fostering an environment that rewards and encourages kindness and compassion.

### **Reporting**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. When appropriate, the Center Director or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve law enforcement.

### **Consequences for Bullying**

The consequences of bullying are as follows:



First infraction:

- A meeting is scheduled with the student and Learning Center leadership. Together, the LBA Way and Code of Conduct are reviewed.
- The Learning Center leadership facilitates a meeting between the two students, where an apology is encouraged.
- A formal Conduct Communication Form is sent home to the guardian.

Second Infraction:

- Student's guardian, Instruction Support Department, and Academy Administration are alerted.
- A formal meeting is held with the student and responsible party/parent to discuss conduct.
  - A formal Conduct Communication Form and Zero Tolerance letter are sent home to the guardian.

Third Infraction:

- Same as Second Infraction
- Emergency removal including and up to send home for the day, suspension, expulsion.

At the discretion of the Academy Administration, the consequences for bullying may be escalated, depending on the type and severity of bullying that occurred.



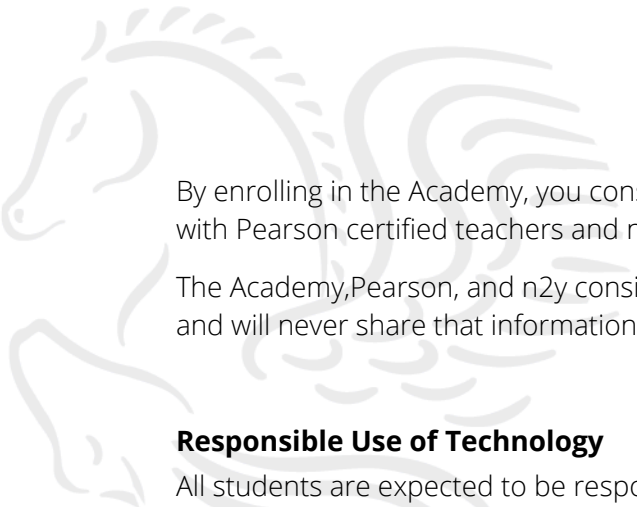
## Technology

### 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 and Unique Learning System

Lindamood-Bell contracts with Pearson for use of the Pearson Connexus Learning Management System (LMS) and n2y's Unique Learning System (ULS) for curriculum delivery.



By enrolling in the Academy, you consent to the Academy sharing information about your student with Pearson certified teachers and n2y qualified staff members.

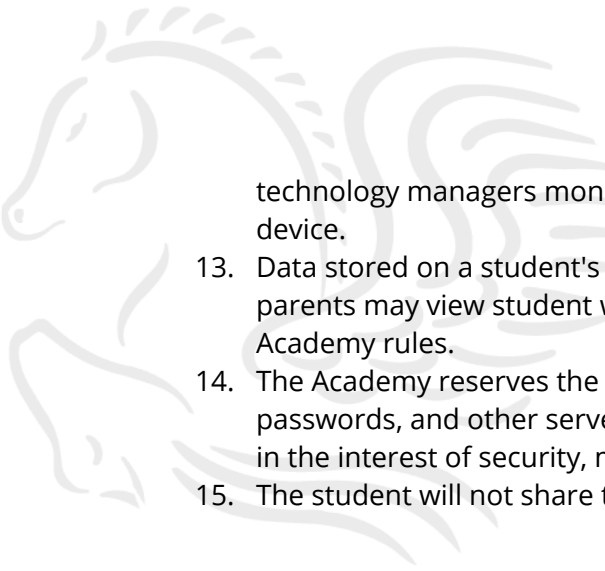
The Academy, Pearson, and n2y consider your student's privacy rights to be of utmost importance and will never share that information with third parties.

### **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' behaviors in the electronic world.

Academy students, parents, and guardians agree to the following:

1. The student will use all Academy technology devices carefully and respectfully, to avoid damaging them.
2. The student will tell an adult immediately if a device is damaged when received or becomes damaged while in use.
3. If a device is damaged or stolen due to no fault of the student, the Academy will replace the device at no charge. If the device is damaged or stolen due to negligence, the repairs or replacement will be billed to the student's responsible party at the cost of repair or replacement.
4. The technological tools assigned to the student are to be used to access the internet for schoolwork purposes only. The student will use only the programs, websites, applications, and videos approved by Lindamood-Bell or Pearson instructors or curriculum. If a student is unsure whether a website, program, or application is approved, they will ask before accessing.
5. The student may not use any Academy devices to play games, access social media sites, make online purchases, surf, Tweet, text, download programs, or use applications other than those designed for a specific educational purpose.
6. The student will not view, send, or display any inappropriate pictures, messages, or websites.
7. The student will treat others the way one wishes to be treated when using technology. Students will keep in mind that what is shared digitally affects others.
8. The student will be a responsible online citizen and not do anything that hurts other people or is against the law.
9. The Academy cannot control information from the internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to a student's use of the internet.
10. The student will tell Academy instructors and/or staff or parents if they feel that they are being bullied while online.
11. The student will tell Lindamood-Bell instructors, and/or staff, or parents if they encounter any content online that makes them feel uncomfortable.
12. Academy technology managers employ web content tools to block access to inappropriate websites in an effort to help keep students safe while online. Academy



technology managers monitor and track all websites that are accessed by a student's device.

13. Data stored on a student's computer is not private. Instructors, Academy staff, and parents may view student work at any time to ensure that students are complying with Academy rules.
14. The Academy reserves the right to access student work, files, folders, accounts, passwords, and other server-based information, and to modify and/or delete those items in the interest of security, maintenance, or other legitimate purposes.
15. The student will not share their password(s) with other students.

### **Cell Phone & Mobile Device Policy**

In order to provide the best possible instruction to our Academy students, we ask that all students possessing a cell phone or mobile device adhere to the following procedures:

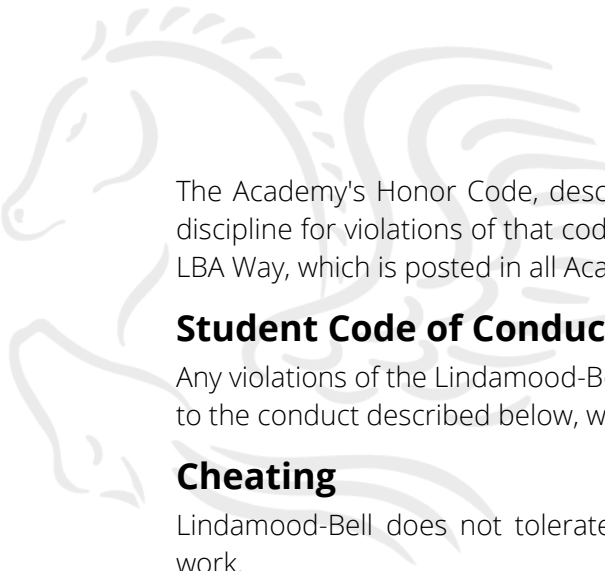
- When a student arrives at the beginning of the day, they will check in their phone or mobile device with the front office.
- The phone or mobile device will be turned off before being checked in.
- The phone or mobile device will be stored in the front office while the student is present at the learning center.
- The phone or mobile device will be stored in an organizational device like, but not limited to, a labeled cubby, a basket, or a pocket chart.
  - This process will be overseen by the Office Manager, Office Coordinator, and/or Operations Assistant.
  - The student can check their phone or mobile device at lunch, but not remove it.
- Students are encouraged to participate in lunch activities.
  - At the end of the day, the student can pick up their phone or mobile device from the front office.

We ask that you keep the following in mind:

- If you have an immediate, urgent, or emergency message to convey to your student, please contact the Learning Center directly.
- Any exceptions to the Cell Phone & Mobile Device policy must be approved by the Director of Lindamood-Bell Academy. If you would like to request an exception, please submit a written request to your local Learning Center. Your request will be submitted to the Director of Lindamood-Bell Academy for consideration.



## **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. The Honor Code is also generally referenced in The LBA Way, which is posted in all Academy centers and is available to all students, staff and families.

## **Student Code of Conduct**

Any violations of the Lindamood-Bell Academy code of conduct, including but not necessarily 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 physically 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 their 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**

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.

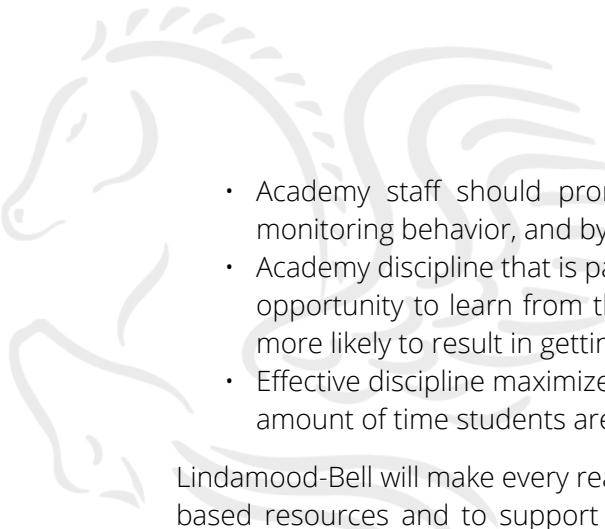
## **Weapons, Firearms, and Fireworks**

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.



## **Conduct Escalation Policy & Procedures**

### **Student Code of Conduct**

Student behavior contributes to the safety of our students and staff and the promotion of lifelong learning habits. It is the goal of Lindamood-Bell Academy to promote behavior that is conducive to classroom safety and learning at all times. 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.

Violations of the Academy Code of Conduct include the following:

### **Cheating**

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

### **Damage/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. 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.

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## **Use of Lindamood-Bell Property and Technology**

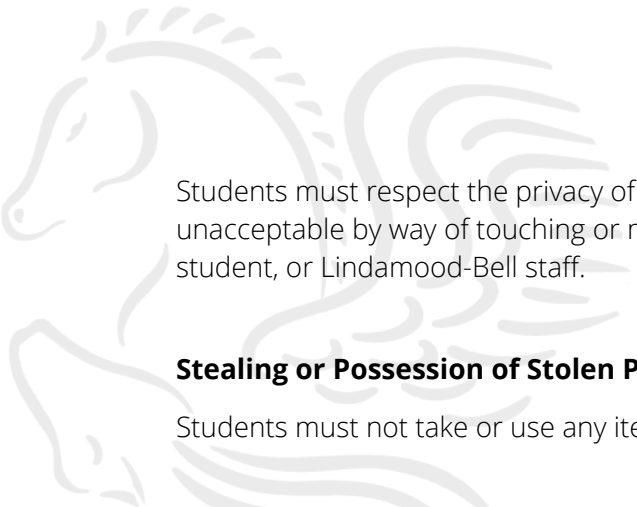
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Students are prohibited from sending sexually explicit images through electronic media, such as text messaging.

## **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 at the Academy. Students must not smoke, vape, bring, or be under the influence of alcohol or illegal drugs while at a Lindamood-Bell Learning Center or while attending any Lindamood-Bell learning sessions virtually.

### **Weapons, Firearms, and Fireworks**

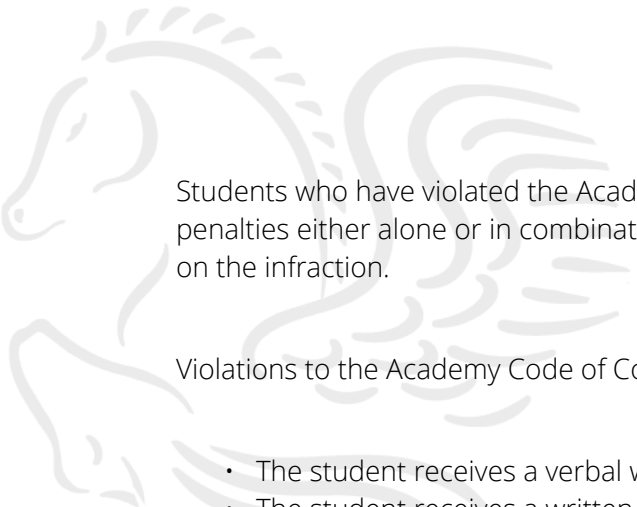
Students are not permitted to possess or use any dangerous objects, firearms, fireworks, explosive devices, or look-alikes of these items at Lindamood-Bell Learning Centers, at any time. Dangerous objects include, but are not limited to, knives, box cutters, chains, tasers, pepper spray, chemical substances, 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 all 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 the Academy and Learning Center staff and families, and collaboration with other professionals on a student's team.
- 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 the student's reengagement in learning.

### **Consequences**



Students who have violated the Academy Code of Conduct may be subject to the following penalties either alone or in combination. As a general rule, discipline will be progressive depending on the infraction.

Violations to the Academy Code of Conduct may include any or all of the following consequences:

- The student receives a verbal warning and review of the Code of Conduct and the LBA Way.
- The student receives a written warning using the Conduct Communication Form. Parent/responsible party and Academy Administration are notified.
- A conference with the parent and student is held. The conference may include the Director of the Academy.
- The student is suspended for the day, suspended for up to 5 days, or expelled.

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 help students avoid negative behavior, correct student misbehavior through Academy-based resources, and support students in learning the skills necessary to enhance a positive learning environment.

In all instances, Academy discipline is designed to be reasonable, timely, fair, age-appropriate, and 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**

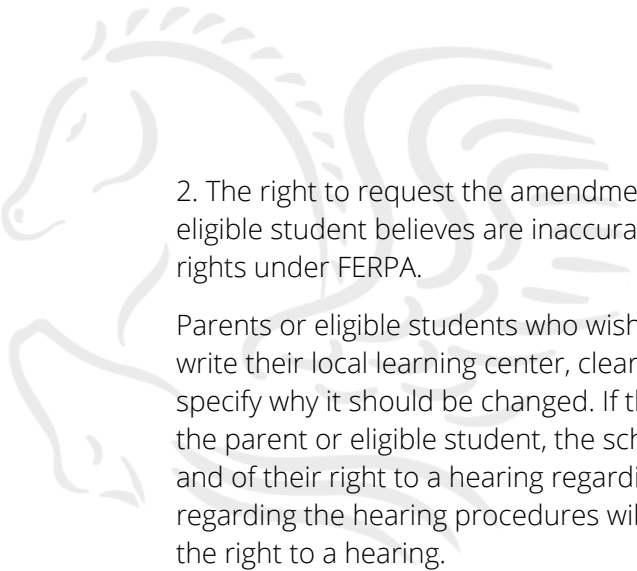
You may request copies of report cards and transcripts (official or unofficial) or letters of recommendation from your local learning center. The center will communicate with the Custodian of Records, who will prepare and distribute records. Progress reports, report cards, and transcripts will not be 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.

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.

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. 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.

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.

4. 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.





# Academy Parent Resources

Academy parents and guardians can access the [Academy Parent Resources site \(https://lindamoodbell.com/academy/academy-parent-resources\)](https://lindamoodbell.com/academy/academy-parent-resources) at any time to access the most up to date versions of our Academic Calendar and more.





Signature

Presented to:

September 10, 2020, 11:02:49 AM

Accepted by:

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Printed Name

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Signed Name

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Title

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Date