



Lindamood-Bell Academy
Student and Parent Handbook
2024-2025

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Table of Contents

Handbook.....	1
Lindamood-Bell Academy Student and Parent Handbook.....	1
Overview and History of Lindamood-Bell.....	3
Academy Student Expectations.....	3
Admissions Requirements.....	3
Enrollment Policy.....	4
Attendance and Absences.....	4
Operations.....	5
Communication.....	7
Instruction.....	7
Student Health and Safety.....	11
Technology.....	13
The Academy's Honor Code.....	17
The LBA Way.....	19
Academy Conduct Escalation Policy & Procedures.....	19
Student Records and FERPA.....	22
Right To Amend.....	23



Overview and History of Lindamood-Bell

For over thirty-five years, Lindamood-Bell has believed that all individuals can learn 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, evidence-based methodology, the Academy offers instruction in reading, comprehension, math, and school curriculum in various formats: one-to-one, guided groups, and virtual classrooms. Your child can attend a Lindamood-Bell Learning Center in person, online, or both. The Academy is a private California K-12th grade school, accredited by Cognia.



Academy Student Expectations

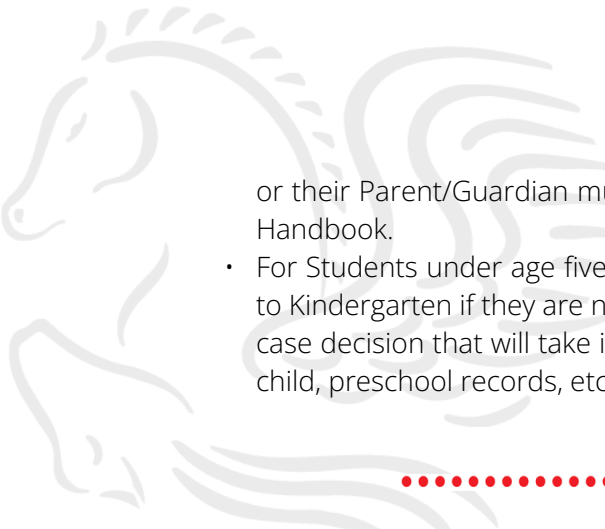
[At all times, including In-Person and/or Online Instruction]

- Students will attend the Academy as established by their enrollment schedule. Students enrolled via our Blended model (in-person and online instruction) must attend following a consistent, predetermined hybrid schedule;
- Students will demonstrate respect for the personal and property rights of others and all applied laws;
- Students will abide by all Academy policies and procedures, as amended from time to time;
- Students will be safe and respectful while accepting responsibility for their actions under the Academy Code of Conduct; and
- Students will be fully engaged in their learning.



Admission Requirements

- A birth certificate or other official proof of age (date of birth)
- Applicable health reports/immunization records
- If applicable, transfer information/grades from previous school(s)
- If applicable, previous psychological and/or educational testing
- Additional enrollment items may be required depending on your state of residence.
- Successful completion of the Academy screening and/or diagnostic evaluation (The evaluation fee is payable to the local Learning Center.)
- Successful completion of the Academy enrollment form. Each candidate for admission and/



or their Parent/Guardian must sign our waiver, financial agreement, and Student and Parent Handbook.

- For Students under age five: 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, the 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

The personalized education plan may change from time to time, based on a Student's response to instruction and/or progress in the curriculum.

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 incur charges 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 they are currently enrolled. This could impact progression to the next grade level and/or credits earned toward graduation. It may also result in potential dis-enrollment from the Academy.

If the Student accrues a concerning number of absences/tardies/early dismissals, the Academy administration will contact the Parent via written letter. If the Student continues to accrue absences/tardies/early dismissals thereafter, the Academy administration will send a second written letter to communicate about the continuing trend. Should the attendance trends continue after this second notice, a third notice will follow. At this time, a conference between the Parent, Learning Center staff, and Academy administration will be required to discuss solutions and whether continued enrollment in the Academy is a right fit for the Student.



Reporting Absences, Tardies, and/or Early Dismissals

Parent must send a note, an email, or call the Learning Center to report their child's absence, tardiness, or early dismissal as soon as possible. Parent should include the date(s) and reason for the Student's absence, tardy, or early dismissal. Lack of proper notification may result in a Parent conference or additional documentation being requested. Further details regarding the excusal of absences can be found below.

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 safely 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;
6. Upon a written request by 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 so that work missed by a Student while absent may be completed, likely outside of regular Academy instruction sessions.

Tardies

Every effort should be made to have the Student arrive at school on time. Students who arrive at school or an individual class ten minutes or more late will be marked as tardy. The local Learning Center and school administration will communicate with you should concerns arise regarding tardiness.

Early Dismissals

From time to time, Student may need to leave school before their scheduled departure time. This may be due to illness, medical appointments, or family emergencies. Students who leave school more than ten minutes early will be marked as an Early Dismissal for the day. We ask that, whenever possible, our families alert the Learning Center in advance of early dismissals. The local Learning Center and school administration will communicate with you should concerns arise regarding early dismissals.





Operations

Meals and Snacks

All full-day Lindamood-Bell Academy Students will be provided with a lunch break. At least one fifteen-minute snack break will also be provided for Students attending two or more sessions per day. Parents are responsible for providing consistent daily lunches and snacks for their Students. On occasion, snacks *may* be available to Students attending in person.

Academy Lunch Hour (Fitness and Lunch Activities)

Full-day Academy Students who stay through the lunch hour while enrolled in the Academy will participate in our Fit2Learn Fitness program and various lunchtime activities. Remote Students as well as Gold Partial Day Students are encouraged to join. There are no additional fees required for participation. Activities include, but are not limited to:

- Fit2Learn, a movement and fitness class developed by acclaimed fitness expert Dr. Ronda Beaman (Dr. B). Dr. B will lead Students through various exercises and activities while also focusing on how movement helps the learning process.
- Students will also have the opportunity to participate in additional games and/or enrichment activities.

Minimum Days

Every first Wednesday of certain months during the academic school year, the Academy will have a Minimum Day for Academy Instructor Professional Development.

The adjusted School Day Schedule for Minimum Days is below:

- **Late-Start Minimum Day for U.S. Students:** United States Academy Students will begin classes at 10:00 AM local time (or thereafter per their scheduled start time on their Academy Enrollment Agreement). The school day will end at the Student's regular time. Students will not have any Academy classes that are typically scheduled before 10:00 AM local time.
- **Early-Release Minimum Day for U.K. Students:** United Kingdom Academy Students will begin classes at their regular time, and students will be released early at 2:00 PM local time (or prior, per their scheduled release time on their Academy Enrollment Agreement). Students will only have Academy classes that are typically scheduled before 2:00 PM local time.
- Some Academy Students with specific Academy Packages will not be impacted by Minimum Day School Hour adjustments.

Refer to the Academic School Year Calendar on our [Academy Parent Resources website](https://lindamoodbell.com/academy/academy-parent-resources) (<https://lindamoodbell.com/academy/academy-parent-resources>) for more details.

Late Pick-Up

We apologize that we cannot accommodate late pick-ups. Our late pick-up fee is \$30 (£30 (inclusive of tax) for U.K. students) for each fifteen-minute increment past your scheduled pick-up time.



Communication

Lindamood-Bell Academy believes in maintaining clear and consistent communication with our Parents, whether by electronic mail, video conference, telephone, or in-person conferences. We emphasize the importance of the use of appropriate forms of communication, appropriate language, appropriate tone and tenor in communication, and appropriate and reasonable frequency in communication. Our goal is that all parties engage in communication that is respectful of Lindamood-Bell Academy's instruction and curriculum as well as all our employees' individual rights, feelings, cultures, races, ethnicities, gender preferences, backgrounds, and, just as important, their time.

Under the Academy's Code of Conduct, Parents and Students are expected to communicate respectfully and reasonably. Lindamood-Bell staff makes every effort to respond to communications within two business days. Furthermore, Parent communication and correspondence will refrain from being aggressive, rude, disrespectful, excessive, harassing, or disruptive to the instructional and educational setting, whether in-person or online.

If, at such time, Lindamood-Bell determines, at its sole discretion, that a Parent is using communication to abuse or harass, Lindamood-Bell will limit a Parent's communication with employees and/or limit communication to writing only.

Academics/Progress Reports/Updates

Conferences and Meeting Requests

Conferences are an essential part of your Student's instruction. These meetings are scheduled to afford Parents the opportunity to discuss their Student's progress. This is the Parents opportunity to ask questions about what is being taught, the services provided, and Lindamood-Bell Academy's expectations. Conferences also give Parents the chance to exchange information about their Student that might assist the Student's instructional team.

Complaints

Legal Parent or Guardian Disputes (Responsible Parties noted on the Enrollment Documents)

Parents making specific requests concerning who Academy should communicate with will need to present a court order or other legal document, including but not limited to a divorce decree, judgment, visitation order, or custody order which identifies the legal custodian of the child(dren).



Instruction

Individualized Education Plans/Education, Health, and Care Plans

By signing an Enrollment Agreement, Parent(s)/Guardian(s) understand and acknowledge that the Academy has no obligation to review, rely upon, or implement any requirements, recommendations, or provisions of an Individualized Education Plan (as described in 20 USC 1400 et seq.; 34 CFR 300 et seq.) or an Education, Health, and Care Plan [EHCP] (see e.g., section 45 of the Children and Families Act 2014 and paragraphs 9.199 – 9.210 of the SEND Code of Practice). Regarding Education, Health, and Care Plans, Lindamood Bell Academy: 1) is not offering placement in the Academy based on an EHCP; 2) is not the named provider in Section I or anywhere else in the Student's EHCP; 3) is not offering the Student any special educational or health provision through the EHCP, nor is the Academy receiving any funding for such provision from the relevant local authority; and 4) as such, Parent(s)/Guardian(s) are therefore not admitting the Student because of the EHCP which Parent(s)/Guardian(s) understand to be, in effect, "redundant." While the Academy may review such Plans with Parent(s)/Guardian(s), this review does not create any obligation whatsoever on the part of the Academy to implement any such Plans.

Curriculum

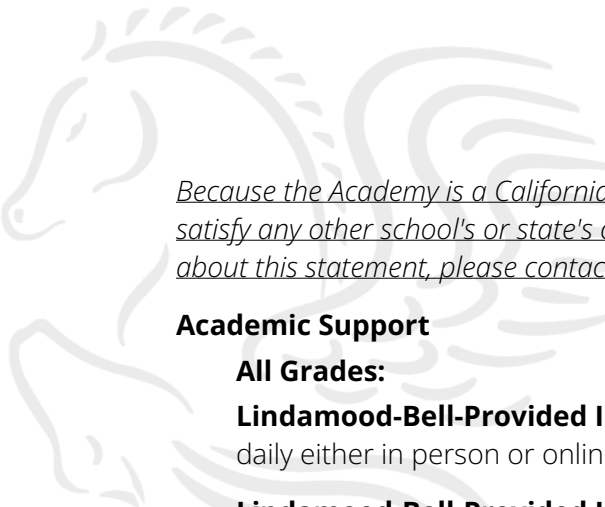
Lindamood-Bell Academy partners with two curriculum providers, Pearson's Connexus Education Management System and n2y's Unique Learning System, to provide a wide range of standards-based, digital curricula for K-12 Students. Your Student will be enrolled in the curriculum program best suited to their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

In general, we use nationally approved courses, which means that these courses are designed to align with National curriculum standards. On occasion, some states may require additional state-specific courses that may be included in Student curriculum as needed and required by their state of residence. 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. Specific to High School Students: 9th-12th graders enrolled in the Academy will follow the minimum requirements set forth by the state of California, as well as any applicable state-required content, to obtain credits for a diploma or Certificate of Completion.

Student grades and progress depend on multiple factors including, but not limited to, age-appropriate performance, engagement, and conduct expectations, as well as Student attendance. Therefore, Lindamood-Bell Academy cannot guarantee a Student will earn passing grades or achieve specific levels of improvement, completion, or progress through their curriculum.

Students who enroll at any point after the first day of school will work with the Academy Administration and Curriculum team to determine the correct coursework starting point in relation to the Student's academic aptitude and curriculum starting date. This also pertains to Students as they complete their included sensory-cognitive instruction and transition to the curriculum.

All Students must finish each course with an overall score/grade of at least 60% (Approaching Expectations or a D-) to receive completion credit for the course. Some High School courses may require an overall score/grade of at least 70% (a C-) to receive credit for the course. This is subject to change depending on specific class enrollment and diploma expectations.



Because the Academy is a California private school, we make no guarantees that our curriculum will satisfy any other school's or state's curriculum or graduation requirements. If you have any questions about this statement, please contact the Academy.

Academic Support

All Grades:

Lindamood-Bell-Provided Instructors: Academy instructors will work directly with Students daily either in person or online.

Lindamood-Bell-Provided Instructors/Advisors: Students' curriculum plans are overseen and supervised by the Academy Curriculum Advisors, Academy Managers of Curriculum, and Academy Director of Curriculum. Additionally, Academy Teaching Assistants provide support to our Students and instructors through mentoring and grading. On occasion and as needed, the Director of the Academy may partner in a Student's curriculum plan as well.

Behavioral Services

During instruction/enrollment, Student engagement or conduct *may* indicate the need for additional behavioral/emotional/conduct support aside from general positive motivators and behavior reinforcements provided through our culture of Student recognition and motivation. In these instances, a family may be asked to investigate and secure additional private services in order for Academy enrollment to remain an effective option for the Student.

While the Academy does *not* provide these specific behavioral services for Students, we appreciate the opportunity to collaborate with additional professionals or providers on a Student's team. **Our policy dictates that the use of our Learning Center is reserved for Students receiving instruction supervised by Lindamood-Bell personnel, as well as for professional and parent meetings essential for delivering services to our Students.**

Conferences

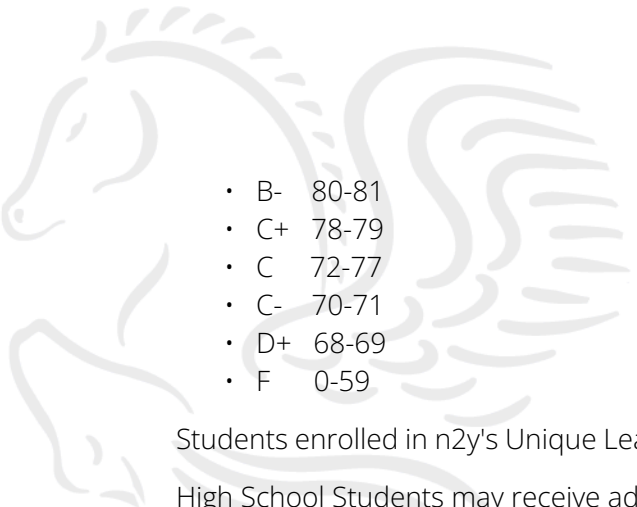
Lindamood-Bell will conduct a minimum of two conferences each academic year—generally in December and March—to update you on your Student's curriculum progress, as well as more informal updates throughout the school year. These dates may vary depending on a Student's enrollment start date.

Grading Scale (K-5th Grade)

- Exceeds Expectations 90-100
- Meets Expectations 80-89
- Partially Meets Expectations 70-79
- 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
- B 82-87

- 
- B- 80-81
 - C+ 78-79
 - C 72-77
 - C- 70-71
 - D+ 68-69
 - F 0-59

Students enrolled in n2y's Unique Learning System will be graded on a Pass/Fail scale for all courses.

High School Students may receive additional credits based on the completion of sensory-cognitive instructional hours during their Academy School year.

All Students must finish each course with an overall score/grade of at least 60% (Approaching Expectations or a D-) to receive completion credit for the course. Some High School courses may require an overall score/grade of at least 70% (a C-) to receive credit for the course. This is subject to change depending on specific class enrollment and diploma expectations.

Weighted Calculations

High School Students will receive a weighted Grade Point Average (GPA). A weighted GPA considers the amount of curriculum completed for each respective course. According to Pass/Fail scales, High School Students enrolled in n2y's Unique Learning System will not receive a GPA.

Homework Policy

Homework should be expected. The amount and type of homework will depend on the grade level, needs, and abilities of each Student. Students may have time built into their academic schedule to complete homework assignments, depending on their progress through the curriculum; however, if work is sent home, it is expected to be completed by the assigned due date. If additional assistance is desired with homework, enrollment in our Schoolwork Support service may be recommended for an additional fee. Please contact your local Learning Center for any questions or concerns you may have about your Student's assigned homework.

Further Testing

If it is determined that more information about a Student'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.

A by-design retest generally occurs after the initial sensory-cognitive instruction included in a Student's enrollment package. Additionally, Academy families can anticipate an additional Academy retest in April or May. Some exceptions may apply. These tests allow Lindamood-Bell and the Academy to gain additional information about a Student's learning profile to make additional recommendations or adjustments to an instructional plan as necessary for Student success.

Enrollment Changes

Once a Student's Enrollment Agreement has been signed, their package cannot be altered unless such a change has been mandated or approved 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, and/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 twenty-four 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. A Student may not bring and administer their medication while at the Academy.

Any medications that must be taken by a Student while in our care must be provided by the Parent/Guardian. A copy of a signed Medication Permission Slip must be provided by a Parent/Guardian 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 a 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 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.

If you attend an Academy Learning Center in a State other than California, your Student may be required to provide State-specific immunization records or a State-specific valid immunization exemption.

Certain exemptions 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. The Academy provides instruction in-person at our school sites, as well as instruction online using our virtual classrooms. Any and all applicable policies, procedures, regulations, expectations, and/or State laws apply equally to both Lindamood-Bell's online classroom environment and the onsite \classroom environment. When a Student is receiving instruction online, their physical environment during that time, whether it be a local library, coffee shop, or in their home, serves as a Lindamood-Bell classroom environment for those instructional minutes. Any and all conduct that would be prohibited in our in-person classrooms is also prohibited during online instruction. The determination of safety protocol violation or violation of any Lindamood-Bell policy or procedure is at our sole discretion.

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 the appropriate local State protection agency. 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.

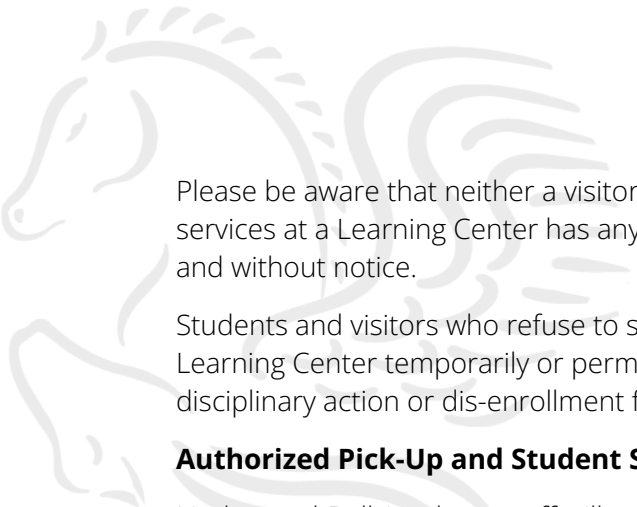
Student Dress Code

Students must wear reasonably fitting clothing, appropriately cover private areas, and not show a Student's underwear. Clothing must not display or imply vulgar, discriminatory, or obscene language or images.

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 that are dangerous to the health or safety of Students or school personnel, are disruptive or potentially disruptive, or 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.

Authorized Pick-Up and Student Safety in the Learning Center

Lindamood-Bell Academy staff will not walk Students outside the Learning Center premises during school hours (i.e. lunch hours / breaks / classes). Some Parents/Guardians consent to allow Students to sign themselves in / out at drop-off / pick-up. If this is the case, a Lindamood-Bell employee will escort them out of the Learning Center each day to meet a person named on the Authorized Pick-Up list. Should you be interested, please contact your local Learning Center Office Manager and request to update your Pick-Up Authorization information.

If Academy Students are accompanied by a personal aide, then the Student can leave the premises with said aide, as long as the aide is listed as one of the Student's Authorized Pick-Up Contacts. Guardian understands that Lindamood-Bell is not responsible for any Student outside of Lindamood-Bell premises. In the event a Student desires to leave the premises independently, a supplemental Transportation Release may be requested from your local Learning Center Office Manager for the Guardian to sign.



Technology

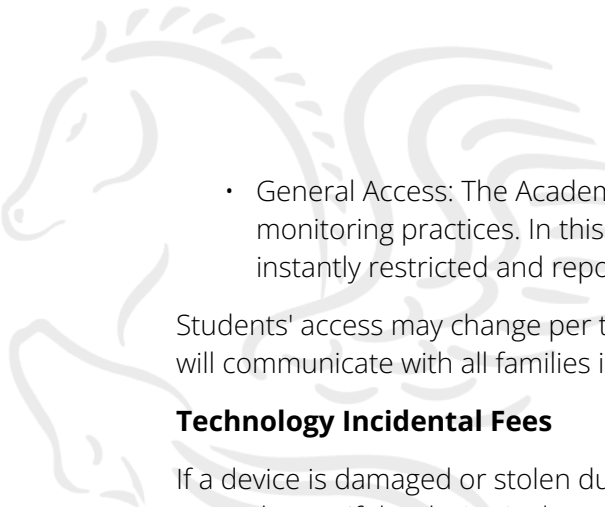
Academy Technology Kits

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 the curriculum as assigned. Students are expected to use the technology kit provided to access instruction and curriculum during school hours and for school-based activities only. They are expected to use this technology only for authorized Academy purposes. Students should not use personal devices to access websites and resources for Academy curriculum usage. Doing so may result in challenges accessing our learning management system (including coursework and units) or other instructional platforms necessary for Student learning. Additionally, a Student using a personal device will waive the ability to be monitored and safeguarded through our web content filtering technology. The Academy will not be liable for any internet use on a personal device.

Academy Computer Monitoring

The Academy monitors all provisioned Student computers for safe and appropriate usage.

- Restricted Access: Kindergarten through 5th-grade computers will only provide access to online resources that the Academy has pre-approved. Only content needed for the elementary/intermediate curriculum will be accessible.

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- General Access: The Academy vets 6th to 12th-grade computers with ongoing general access monitoring practices. In this exercise, attempts to access flagged content categories are instantly restricted and reported to our technology support teams.

Students' access may change per their needs or activity for safety and compliance. The Academy will communicate with all families in advance of these transitions.

Technology Incidental Fees

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 or willful misconduct of the Student, the replacement of technology will result in incidental fees. Associated costs may include diagnostic assessment fees, repair fees, and/or replacement fees.

Technology kits must be returned in full at the end of instruction. Damage to or failure to return each kit component will result in additional charges.

Parent/Guardian Consent for Sharing of Student Information with Pearson and n2y's Unique Learning System

Lindamood-Bell contracts with Pearson for the 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 instructors and n2y qualified staff members.

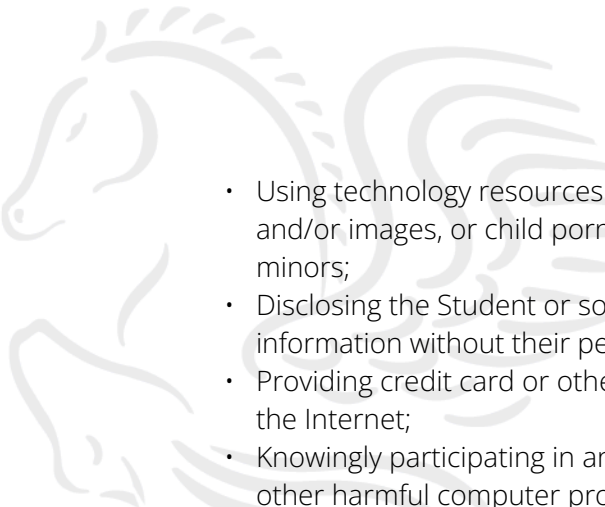
The Academy, Pearson, and n2y consider your Student's privacy rights to be of utmost importance and will never share that information with third parties.

Responsible Use of Technology

Students should use email and technology in a responsible, efficient, ethical, and legal manner. The use of the account is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Use of the account that is inconsistent with this policy may result in loss of access as well as other disciplinary action.

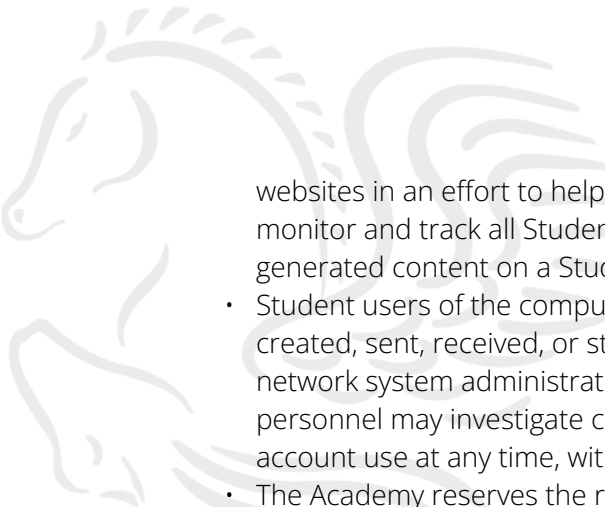
Use entails responsibility and is only for educational and school-related purposes while your Student is enrolled at the Academy. Students are individually responsible for their behavior while using the Academy's computer technology resources. General school rules and policies for behavior apply at all times. Students may not engage in inappropriate behavior when using Academy computer resources. Inappropriate behavior may result in discipline or loss of use of the computer and provided accounts. Examples of inappropriate behavior include:

- Using technology resources without appropriate permission or access rights;
- Intentionally damaging, degrading, or wasting any technology resource;
- Using technology resources to harass, insult, or attack others;
- Sharing another's work without his/her consent;
- Altering or using another user's account, password, folders, files, etc. without the other user's express permission;
- Copying material from the Internet or the Academy's computer systems and representing it as your or another's work or otherwise violating copyright laws;

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- Using technology resources to create, find, share, or download offensive, obscene language and/or images, or child pornography, or any other visual depictions that are harmful to minors;
 - Disclosing the Student or someone else's home address, phone number, or other personal information without their permission;
 - Providing credit card or other financial information or conducting financial transactions over the Internet;
 - Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs;
 - Modifying, altering, or attempting to modify or alter the Academy's computer systems without permission;
 - "Hacking," i.e., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking, or otherwise altering the Academy's computer systems. The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed regularly;
 - Using the account for personal financial gain or in a manner otherwise inconsistent with our pedagogy, mission, and goals (e.g., gaming, browsing social media sites, online purchasing, surfing, Tweeting, texting, downloading programs, or using applications other than those designed for a specific educational purpose);
 - Using the account for political activity; and/or
 - Using the account for any illegal purpose.

Academy Students, Parents, and Guardians agree to the following:

- The Student will use all Academy technology devices carefully and respectfully, to avoid damaging them.
- The Student will tell an adult immediately if a device is damaged when received or becomes damaged while in use.
- The technological tools assigned to the Student will 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 instructors or for curriculum. If a Student is unsure whether a website, program, or application is approved, they will ask before accessing it.
- The Student will treat others the way they wish to be treated when using technology.
- Students will keep in mind that what is shared digitally affects others.
- Students will be responsible online citizens and not do anything that hurts other people or is against the law.
- 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.
- Students will tell Academy instructors and/or staff or Parents if they feel that they are being bullied while online.
- Students will tell Lindamood-Bell instructors and/or staff or Parents if they encounter any content online that makes them feel uncomfortable.
- 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 Student websites that are accessed by a Student's device, and locally generated content on a Student's device.

- Student users of the computer and all accounts must be aware that information accessed, created, sent, received, or stored on the network is not private. It is subject to review by network system administrators and school personnel. System administrators and school personnel may investigate complaints regarding allegations of inappropriate computer or account use at any time, with or without notice.
- 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.
- The Student will not share their password(s) with other Students.

Cell Phone and Mobile Device Policy

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 "Away for the Day" 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 and/or Operations Assistant.
- Students 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.
- The Director of Lindamood-Bell Academy must approve any exceptions to the Cell Phone and Mobile Device policy. 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, all of which are subject to Lindamood-Bell's sole discretion. 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.

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, inappropriate conduct, and bullying. Our school strives to ensure that all Students have the opportunity to thrive and develop to their fullest learning potential. We foster a learning environment of kindness, compassion, and encouragement.

Student Code of Conduct

Students are expected to follow behavioral expectations, routines, and procedures determined solely by Lindamood-Bell. Students must not disrupt the learning of others by interrupting other Students or instructors in session. Any violations of the Lindamood-Bell Academy Code of Conduct, whether committed during In-Person or Online instruction, including but not limited to the conduct described below, as well as expectations defined herein throughout this Handbook such as in the Responsible Use of Technology and Cell Phone and Mobile Device policies above, as well as all other policies and procedures, will subject a Student to Academy Student discipline procedures. Discipline procedures, measures, and final determinations are at the sole discretion of Lindamood-Bell. Students found in violation of our Student discipline policy may receive a Student Conduct Communication Form. The use of the Student Conduct Communication Form, as well as the content of the form, is at Lindamood-Bell's sole discretion.

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. If a Student of the Academy vandalizes, damages, or destroys Learning Center property, Parent(s)/Guardian(s) may be billed to replace or repair the property.

Disobedience / Following Directions

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 while receiving In-Person or Online instruction shall be considered disobedient.



Inappropriate / Disruptive Conduct and Language including Harassment / Bullying / Hate Speech / Obscenity / Profanity

Students are expected at all times, whether In-Person or Online, to follow behavioral expectations, routines, and procedures determined by Lindamood-Bell. Students must not disrupt the learning and safety of others by interrupting other Students or instructors in session (whether In-Person or Online) or during break times. Lindamood-Bell does not tolerate harassment, intimidation, hate speech, or bullying in any manner, whether verbal, visual, written, implied, or otherwise. Students are expected to speak and act respectfully and to others at all times. Swearing, using racial slurs and discriminatory language, or using vulgar and obscene language or gestures whether in verbal, electronic, or written form is not tolerated. Talking negatively about others, making fun of others, or putting down others is not tolerated. Disruptive conduct, such as rough play, making loud, unnecessary noises, throwing items, or other behavior that interferes with the learning process, is also prohibited as is physical conduct that compromises the emotional and physical safety of others through intimidation, threats, hurt, or humiliation.

Fighting / Violence / Physical Assault / Sexual Assault

Conflicts must be resolved peacefully. Lindamood-Bell will not tolerate physically fighting with another individual. This also includes roughhousing and rough play. 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.

Sexual Misconduct

Students are prohibited from sending sexually explicit content, including words and images through electronic media, such as text messaging. Students should not behave in a way that is unacceptable by way of touching, grabbing, groping, or making reference to private body parts of themselves, another Student, Lindamood-Bell staff, or visitors to the Learning Center.

Stealing, Theft, or Possession of Stolen Property

Students must not take or use any items from other Students, staff, or visitors that do not belong to them without sole permission from the owner.

Tobacco/Smoking/Alcohol/Drugs

Students must not smoke, vape, or be under the influence of alcohol or illegal drugs, nor is any of this paraphernalia permitted in any Lindamood-Bell Academy session, whether in-person or online.

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 or during online sessions at any time. Dangerous objects include but are not limited to, knives, box cutters, chains, tasers, pepper spray, chemical substances, bullets, paintball guns, nunchucks, historical weaponry, or any other item that might be considered a weapon.





The LBA Way

The Team

We, the staff and Students of the Lindamood-Bell Academy, are a team.

1. We **care** about each other.
2. We work **together** to help us all learn and grow.
3. We **listen** to each other.
4. We **value** each other.
5. We treat each other with **respect**.
6. We **recognize** each other for our hard work and accomplishments.

The Students

We, the Students of Lindamood-Bell, are special.

1. We try to work **independently**.
2. We are **responsible** for doing our classwork and homework.
3. We treat our materials and computers with **care**.
4. **We believe in ourselves and each other.**





Academy Conduct Escalation Policy and Procedures

Student Discipline

The goal of Student discipline is to teach Students to behave in ways that contribute to academic achievement and success and to support a learning environment (whether In-Person or Online) where Students and staff are responsible, respectful, and safe. 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 during or after it occurs.
- Academy safety and academic success are formed and strengthened when Academy staff, personnel, and Students build positive relationships with each other through the learning and school environment.
- Effective discipline begins with communication between 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 through teachable moments 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. From time to time, Student performance and conduct may indicate the need for additional partnership with Parents and collaboration with privately secured professionals to ensure the Academy Student's continued successful engagement in the learning environment.

Consequences

Students who have violated the Academy Honor Code and/or Code of Conduct may be subject to penalties, either alone or in combination. In all instances, Academy discipline is at the sole discretion of Lindamood-Bell. Academy discipline is designed to be reasonable, timely, fair, and age-appropriate, and should match the severity of the Student's misbehavior. As a general rule, discipline will be progressive depending on the infraction. However, in some instances, based on the severity or repetition of violations, amongst other factors, Lindamood-Bell may escalate its discipline plan at the discretion of the administration, up to and including expulsion, without prior notice.



Violations of 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's family receives written communication about the actions/incidents through the Conduct Communication Form. Parent(s)/Guardian(s) and administration are notified. The use of the Student Conduct Communication Form, as well as the content of the form, is at Lindamood-Bell's sole discretion.
- A conference with the Parent(s) and Student, if appropriate, is held. The conference may necessarily include the Director of the Academy, especially when extreme or persistent conduct is in question.
- Emergency removal of the Student may be considered wherein the Student is suspended for the day, suspended for up to five days, or expelled.

The consequences for violations of the Honor Code may be escalated at the discretion of the administration, depending on the type and severity of conduct that occurred. Discipline procedures, measures, and final determinations are at the sole discretion of Lindamood-Bell.

Privacy Practice, Anti-Discrimination, and Harassment Policy

The privacy of a Student's educational record and health information is very important to us. To deliver the most effective instructional plan, we need to collect health information about your Student. We keep health information in the Student file that is accessible only to our staff.

Billing records, Enrollment Agreements, and authorizations to dispense medicine are kept in the Office Manager's locked files. Please note that the party signing the Enrollment Agreement is considered the responsible party of record, and we will ask for a signed release of records from this person before disclosing any educational, health, or financial information to any other party, in part or whole.

Lindamood-Bell is committed to providing a work and learning environment free of harassment and discrimination. In keeping with this commitment, it is our policy that discrimination and unlawful harassment in any form will not be tolerated.

Lindamood-Bell does not discriminate based on actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition, marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by federal, state, or local law. We are dedicated to this policy and expect the same from our Parents and Students.

Parent(s) and/or Student statements or behaviors that are discriminatory based on these enumerated characteristics, or any other behavior or language that is deliberately offensive, will not be tolerated. Parents and Students are not permitted to exclude instructors, evaluators, or any other Lindamood-Bell employees from the work environment based on the characteristics enumerated above. Any such statements, behaviors, or requests of this nature may result in the termination of a Student's enrollment at Lindamood-Bell.



Student Records

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 their account. These documents will be forwarded once the account has been brought current.

In public schools (or schools that receive Federal funding), the Family Educational Rights and Privacy Act (FERPA) affords Parents and Students who are eighteen years of age or older ("eligible Students") certain rights with respect to the Student's education records. While the Academy is NOT subject to FERPA, we respect our Student's privacy rights and have adopted the following privacy guarantees for all our Students:

1. The right to inspect and review the Student's education records within forty-five days after the day Lindamood-Bell Academy receives an access request


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 an amendment of the Student's education records that the Parent or eligible Student believes are inaccurate or misleading

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 to be changed, and specify why it should be changed. The determination of whether to amend the record is at Lindamood-Bell's sole discretion. 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; however, the Academy does not provide a right to a hearing to contest such a decision.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the Student's education records, except to the same 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 or function for which the school would otherwise use its 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 to fulfill their professional responsibility.

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.
