



**LIGUORI ACADEMY**

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BOUNDLESS LOVE

**STUDENT HANDBOOK**

**2017-2018**

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## **Administration**

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# **SCHOOL OPERATIONS**

## **OVERVIEW**

Liguori Academy is a new private, independent high school located in the Kensington community of Philadelphia. Using a comprehensive program of individualized instruction, academic remediation, behavioral support, and a rigorous job-based career component model, Liguori prepares students for graduation and future employment. We encourage abilities. We do not emphasize deficits. All students are exceptional and capable of being significant contributors to the economy of our region.

## **MISSION**

Liguori Academy's Mission is to provide a top-notch education that ensures students achieve academic excellence, social and emotional resilience, technical expertise, and self-confidence in a way that leads them to gain meaningful employment or post-secondary education and to function well in the world in which they live. We empower students to achieve their boundless potential as they prepare for meaningful lives and success in their chosen endeavors.

## **EDUCATIONAL PHILOSOPHY**

Liguori Academy (LA) is grounded in the spirit of St. Alphonsus Liguori's "boundless love" credo. We are committed to making our students...our future citizens...understand that their hard work offers them boundless opportunities. The foundation for what would become Liguori Academy High School was laid in 2011. At that time, a group of dedicated educators reached a turning point. They made a decision to disrupt the system. The status quo was not an option.

In the classroom, LA offers an engaging project and career-based curriculum that makes education both engaging and relevant. Project based learning allows students to gain knowledge and skills by actively exploring real-world problems and designing tangible solutions. Our projects are cross-curricular and cover standards in Science, English, Social Studies, Math, Technology, Engineering and Art. Curriculum blueprints for selected industries will introduce work concepts related to those industries

## **EQUAL OPPORTUNITY POLICY**

LA requires equal educational opportunity for all students enrolled in the educational programs and activities of the school including, but not limited to: course offerings, athletic program, guidance and counseling, and tests and procedures, regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, marital status, or disability.

We will not discriminate based on sex in our educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. All students are committed to fostering an educational environment which is free from intolerance towards individuals or groups, and in which diversity is called as critical to not only lifelong personal growth and development, but also to the realization of their educational mission to prepare students to thrive in a global society.

## **SCHEDULE**

The LA school day runs from 8:00 AM to 2:30 PM, Monday, Tuesday, Thursday, and Friday, and from 8:00 AM to 1:00 PM on Wednesday. Every student is provided with a schedule that includes fixed times for: Boundless (Art, Music, etc.), Lunch, and Advisory periods. All other times in the day are managed by the student to include core classes, electives, intervention, and conferencing. Students will utilize an online calendar daily to access their schedule and make necessary entries.

Occasionally, LA may need to alter the school day schedule. Student schedules will be adjusted accordingly. All means necessary will be made to notify students as well as parent(s)/guardian(s) of any changes.

## **OFFICE HOURS**

The LA main office is open from 7:45 AM to 3:00 PM Monday-Friday. If you need to speak with administration or staff, please make an appointment or utilize staff email.

## **SCHOOL CLOSING INFORMATION**

Should inclement weather occur after the beginning of the school day, LA administration may decide to close school early. In this case, LA will make every effort to notify parents of the early school closing. If school is closed due to inclement weather, all afterschool activities are cancelled. LA announces weather-related school closings, late starts, and early dismissals in several ways:

- Liguori Academy homepage: [www.liguoriacademy.org](http://www.liguoriacademy.org)
- Social Media
- Local news stations

## **SCHOOL CALENDAR**

<b>Date</b>	<b>Description</b>
<b>September 5, 2017</b>	<b>First Day of Classes</b>
<b>October 27, 2017</b>	<b>Professional Development Day – No Students</b>
<b>November 10, 2017</b>	<b>Veteran's Day Observance</b>
<b>November 23, 2017</b>	<b>Thanksgiving Day</b>
<b>November 24, 2017</b>	<b>Thanksgiving Holiday</b>
<b>December 25, 2017 – January 2, 2018</b>	<b>Winter Break – School Resumes January 3, 2018</b>
<b>January 15, 2018</b>	<b>Martin Luther King, Jr. Day</b>
<b>February 19, 2018</b>	<b>President's Day</b>
<b>March 2, 2018</b>	<b>Professional Development Day – No Students</b>
<b>March 30 – April 2, 2018</b>	<b>Spring Break</b>
<b>May 28, 2018</b>	<b>Memorial Day</b>
<b>June 12, 2018</b>	<b>Last Day of Classes</b>
<b>Total Time in School</b>	<b>184 Days / 1196 Hours</b>

\*The calendar is subject to change at the discretion of the administration. Families will be given as much notice as possible when changes occur.\*

## **SCHOOL ENTRANCE AND DISMISSAL**

Students must enter LA through the entrance on Allegheny Avenue. Students are expected to arrive prior to 8:00 AM. Students will be dismissed through the Allegheny Ave. doorway at 2:30 PM (except on Wednesday – 1:00 PM).

## **CLOSED CAMPUS**

LA is a closed campus. Once students have entered the building during a school day, they are not permitted to exit prior to the end of the day without first speaking to an administrator, faculty, or staff member. Doing so will result in loss of privilege.

## **PARENT/GUARDIAN EMERGENCY CONTACT INFORMATION**

Parents/guardians are responsible for providing LA with accurate contact information for the parent/guardian, along with emergency contact information. Contact information to be furnished includes current address, working telephone numbers (home, work, and mobile), and email address. This is imperative in case of emergency.

## **CONFIDENTIALITY POLICY**

LA maintains educational records for every student consisting of personally identifiable information and/or confidential information that includes, but is not limited to, the student's name, name of parents/guardians and other family members, the address of the student and the student's family, and personal characteristics that would make the student's identity easily traceable.

LA must have the written consent from a student's parent/guardian before disclosing personally identifiable information to anyone not entitled to see it under law. In this case, "consent" means: the parent/guardian has been made fully aware of the activity and information requiring consent in his/her native language or other mode of communication; he/she understands and agrees in writing to the activity; and, he/she understands that consent is voluntary and may be revoked at any time.

## **PARENT TEACHER CONTACT**

Communication between parents/guardians and teachers is vital to the education success and experience of students. Each student, along with his/her parents/guardians and teachers forms a team that focuses on the student's needs, concerns, and growth. All LA schools invite parents/guardians to participate in the communication process.

## **DISTRIBUTION OF LITERATURE OF STUDENTS**

The principal or his or her designee will coordinate physical and electronic distribution or display of literature by students enrolled in the school. The physical or electronic material must be approved by the principal, must not be in violation of applicable rules and/or regulations of the board of trustees of the student's school, and must bear the name of the sponsoring individual or the school organizations.

## **ACADEMIC AFFAIRS**

### **OVERVIEW**

LA students receive coursework and training in a variety of ways. Each student's curriculum is created specifically for them, based on information from an entrance exam taken prior to the start of the school. LA administration and staff develop a schedule of courses focused around the completion of grade-level coursework.

### **READING & MATH ACADEMICS**

At Liguori, we are disruptors of a broken system. We level the playing field by helping students stabilize their math and reading skills. Liguori's model uses state-of-the-art, hands-on and highly individualized and personalized technology as part of its instructional approach. Our program is a computer-based program of deep remediation and instruction. Students will participate in regular assessments to ensure that they are on track to meet their goals. Our data collection and evaluation tools track and monitor the progress of individual students as well as the school's population as a whole. It ensures that students are on-track and meeting their goals. It empowers students to move up to, and then maintain their appropriate grade levels.

### **PROJECT-BASED LEARNING**

In the classroom, Liguori offers an engaging project and career-based curriculum that makes education both engaging and relevant. Project based learning allows students to gain knowledge and skills by actively exploring real-world problems and designing tangible solutions. Our projects are cross-curricular and cover standards in Science, English, Social Studies, Math, Technology, Engineering and Art. Curriculum blueprints for selected industries will introduce work concepts related to those industries.

### **CLASS ATTENDANCE GUIDELINES**

Students are expected to follow their schedule and attend all classes/meetings, arrive on time, and remain in class for the duration unless properly excused. At all other times of day, students are to be available in a classroom, project room, lobby, or hallway.

Missing a scheduled class/meeting, failure to be readily available during academic times or being out of bounds will result in loss of privilege.

### **HOMEWORK**

Homework and missed assignment policies are established by Director of Curriculum.

### **REQUESTING MISSING ASSIGNMENTS WHILE ABSENT**

All assignments will be on Parent Portal. There are no excuses for missed assignments.

### **ASSESSMENTS**

LA students will receive testing at various times throughout the PSSA Keystone, MAP TESTING.

### **TESTS AND EXAMS**

While all online coursework is accessible all day, every day, assessments must be taken while the student is in school. All assessments will require a teacher's approval to begin. This includes quizzes, tests, and exams. Students are encouraged to choose a quiet setting in the school space and plan to complete their assessment in one sitting.

## GRADUATION REQUIREMENTS

In grades nine (9) through twelve (12), every student graduating shall have completed 120 hours of instruction in the following 23.5 units of credit:

Unit(s) of Credit	Subject
4	English
3	Mathematics
3	Science
4	Social Studies
2	Arts or Humanities or Both
1.5	Health and Physical Education
2	Language
4	Students selects five additional courses from among those approved for credit toward graduation by the school including approved vocational education courses.

Promotion from 9th-10th grade  
Promotion from 10th-11th grade  
Promotion from 11th-12th grade  
Graduation: 23.5 credits

## ACADEMIC HONORS

Distinguished Honors      4.0  
High Honors                 3.6 or better  
Honors                         3.0 or better

To remain eligible for academic honors, students must be in good standing behaviorally.

## GRADE POINT AVERAGE

Grade point average (GPA) is based on all grades from all classes taken in grades 9 – 12. Concern for grade point average should not keep students from selecting a challenging course. The GPA students receive from LA is unweighted.

## REPORT CARDS

Report Cards will be issued four (4) times per academic year. Parents and students are urged to discuss report cards and any questions are to be directed to the LA faculty or staff. A signed copy of the report card will be returned to LA no later than one week after distribution. Failure to do so will result in loss of privilege(s) at the discretion of the faculty/staff.

## STUDENT RECORDS

LA is required to maintain certain student records for a period of five (5) years after a student receives his/her diploma or leaves the school. Records permanently maintained include name, address, phone number, attendance records from 7-12 grades, and final transcript with date of graduation. If a parent, guardian or graduating student (18 years of age or older) wants a copy of the educational record, they will need to contact LA by the end of June of their graduating year. Students will need to have a valid release of information form on file at LA in order for any records to be sent to third party organizations.

## **CO-CURRICULAR OPPORTUNITIES**

### **EXPERIENTIAL LEARNING PROGRAM (ELP)**

The Experiential Learning component of our curriculum opens the world of work to our students as well as provides the skills necessary for success outside of the classroom and in the workplace. Workforce preparedness is vital to our region and the future. Upon entering Liguori, our students immediately begin their journey. Local corporations and businesses can provide a work scholarship of up to \$5,000 toward tuition for each student that participates in a full year of ELP workplace learning at their company. Please contact the Chief Operating Officer with questions or concerns regarding ELP.

### **FIELD TRIPS**

During the school year, specific clubs or classes will take several field trips. These trips are for educational purposes. Before leaving on the trip, parental permission slips must be taken home, signed, and returned to the lead teacher. If there is a financial responsibility from the student/family, it must be paid prior to the start of the field trip. Most trips are open to all students, but a student may be denied this privilege for academic and/or disciplinary reasons. A student's ability to participate in field trips may be reinstated at the discretion of the administration and faculty.

### **ACADEMIC INTEGRITY POLICY**

LA believes that all members of our community are responsible for maintaining a climate that values honesty, trust, fairness, respect, and responsibility. Supporting these values is essential to promoting and maintaining a high level of academic integrity.

Academic Integrity means avoiding academic misconduct in all forms and taking responsibility and ownership of your own work. Academic misconduct, for whatever reason and in any form, negates the value of education. Our staff will always put the importance of learning above the importance of grades and strive to assure students that their best efforts are the expectation. Since academic integrity involves taking responsibility of one's own learning, it is important to know and recognize the following forms of academic misconduct and avoid them:

### **CHEATING**

Any student giving or receiving unauthorized assistance (e.g., copying, stealing exams, using electronic aids/devices, Internet sources, or using any form of aid) in any academic work, quiz, test, or examination is strongly prohibited by LA. Using smart phones to store information/formulas, using camera phones or text messages to store or share testing information and/or other academic work is also strongly prohibited.

## **PLAGIARISM**

Plagiarism is to steal and pass off the ideas or words of another as one's own. The following are examples of plagiarism:

- Using a direct quotation from a text without quotation marks, even if the source has been cited correctly.
- Paraphrasing or summarizing the ideas or text of another work without documenting the source.
- Substituting a word or phrase for the original while maintaining the original sentence structure.
- Citing sources incompletely with intention to deceive.
- Patch writing: using words and phrases from a source text (that may or may not have been acknowledged) and patching them together in new sentences.
- Using graphics, visual imagery, video, or audio without permission of the author or acknowledgment of the source.
- Translating text from one language to another without citing the original work.
- Falsification – Falsifying or inventing information, data, and citations.
- Multiple Submissions – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.
- Turning in someone else's work as your own.

Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find the original source is usually enough to prevent plagiarism.

## **IN THE CLASSROOM**

When a teacher is conducting class, whether it be with a small or large group of students, the teacher is responsible for the general conduct in the classroom. However, all students are responsible for their own behavior in and out of the classroom. Students are expected to follow all regulations established by the teacher and the school. In the event, that the student is unable to follow said regulations, appropriate measures will be taken to

## **PARENT/TEACHER CONFERENCES**

Faculty/staff at LA strive to maintain open communication with parents and guardians. LA faculty/staff will be in contact with parents/guardians throughout the school year. If at any time you have any questions or concerns, please contact LA faculty/staff to request a conference. Conferences need to be scheduled in advance.

## **LAPTOP POLICY**

LA will loan all students a laptop for academic use for both in school and at home. Laptops will be password protected.

If a student chooses to take a laptop home, they must bring it back to school the following day. Any damage to any laptop must be reported to a staff member immediately. If the laptop is intentionally broken or not returned, the student's parent/guardian will be charged the full price to replace the damaged laptop.

## **WITHDRAWAL POLICY**

If a student requests to withdrawal from LA, it is required that the parent and student meet with the principal and complete the appropriate document.

## **CONDUCT OF STUDENTS**

### **CONDUCT**

Proper conduct at LA is considered essential to maintain a safe and productive educational environment. Mutual respect is the underlying principle for everyone. Below is a list of prohibited behavior at LA:

1. Bullying includes cyber-bullying, terroristic threats, name-calling, exclusion, and any other form of behavior that is considered disrespectful toward students;
2. Disrespect, disobedience, or disruptive behavior toward Liguori Academy teachers and staff will not be tolerated;
3. Truancy, including unexcused and excessive absences;
4. Tardiness, including unexcused and excessive lateness;
5. Fighting, assault, and aggressive behaviors;
6. Sexual harassment of any form; including, but not limited to, physical, cyber, verbal, and offensive gestures;
7. Harassment and terroristic threats toward students and faculty (including threat of harm, profane language, gestures, and possession of offensive materials);
8. The possession, use, and/or distribution of drugs and alcohol;
9. Possession and/or use of tobacco products on school grounds;
10. Cheating, plagiarism, or forgery of any kind;
11. Defacing or destruction of school property. This includes defacing or destructing property that belongs to another person;
12. Theft of another's belongings;
13. Possession of weapons: A weapon may be defined as any object that can do harm. Including, but not limited to, firearms, knives, blunt objects, sharpened tools, clubs, etc;
14. The participation in and/or encouragement of a riot;
15. Leaving class, or failing to report to an assigned area without a teacher's permission;
16. Arson or attempted arson;
17. Gambling of any manner;
18. Dress code violations;
19. Sleeping in class;
20. Possession of cell phone during school hours;
21. Any other act that does not comply with the Liguori Academy Student Handbook;
22. Any conduct considered by the Principal and/or Administration to be disruptive, disobedient, or disrespectful;
23. Any violation of local, state, or federal law.

### **Liguori Academy ZERO-TOLERANCE**

#### **BULLYING**

Bullying in any form will not be tolerated at LA. Any bullying should be reported to an LA staff member. Any findings of bullying can lead to immediate dismissal.

#### **DISRESPECT OF STAFF**

LA values their staff and will not tolerate disrespect of any form. Any findings of disrespect can lead to dismissal.

## **DEFACING OF SCHOOL PROPERTY**

The destruction or vandalism of school property, staff property, or student property can lead to dismissal.

## **DRESS AND APPEARANCE CODE**

The LA uniform is an official LA polo and black pants (black jeans, black khakis, or black dress pants are acceptable). All pants must have a belt loop. Items of clothing should not expose underwear or abdomen at any time. Black dress shoes should be worn (flats are acceptable). For safety purpose, high-heels, flip-flops, sandals, or open-toe shoes of any kind are not acceptable.

Students may wear the LA cardigan if they are cold.

Outerwear should be free of pictures or wording that contains profanity, vulgarity, innuendo, or the ridiculing of any person or group, or the references to alcohol, tobacco, or illegal activity.

Hats and other hair wrap/scarves are not to be worn in the building. Students required to wear head coverings for religious reasons should speak with LA administration.

Lanyards with the student's school ID must be worn at all times.

Polo shirts are available for purchase at LA. It is encouraged that all students purchase at least two (2) polo shirts. Any questions about dress code should be addressed to administration.

## **ATTENDANCE**

### **ABSENCES**

A parent phone call, parent e-mail, or a written note must substantiate a student absence from LA within three (3) days of the student's absence. A parent should list the name of the student, date of the absence, and reason for the absence. This includes students eighteen years of age or older. Students who are legally emancipated must also substantiate in writing their absence.

### **TARDINESS**

LA expects all students to be on time for school each day. The LA school day begins at 8:00 AM. Tardiness to school fosters an irresponsible attitude, interferes with class work, and disrupts the daily school routine.

If a student arrives after 8:00 AM, the student must report to the Chief Operating Officer, with or without a parent's/guardian's note. Students must present an acceptable excuse note from a guardian or parent. A parent or guardian may also report their student's tardiness via an email or phone call.

## **PROCEDURES FOR LEGALLY LEAVING SCHOOL DURING THE DAY**

LA realizes that there are limited occasions when students find it necessary to request permission to leave the building to keep an urgent appointment during the school day. However, appointments should be made after the end of the school day whenever possible. The following procedure must be followed to leave the building during the day. If a student must leave for a scheduled appointment during school hours, the parent/guardian must notify LA staff at least one (1) day prior to the appointment.

## **AFFECTION**

All personal contact is private and to be kept away from school. Immodest and/or indiscreet behavior is discouraged. Violation of this rule will result in loss of privileges and contact with parent or guardian, and/or other appropriate measures to correct the behavior.

## **CELL PHONES, DIGITAL CAMERAS AND SIMILAR DEVICES**

LA staff will collect cellular devices from students upon arriving to school. Cell phones will be locked away in a safe place until dismissal. If a student is caught with a cell phone in class after the designated collection time, then that cell phone will be confiscated. Once confiscated the cell phone will be held for 24 hours. A parent/guardian must pay a \$25 fine to retrieve the phone. A parent/guardian must come to LA to pick up the cell phone.

Cell phones and personal devices may not be used to record images or voice recordings of self, students, staff, or visitors for personal use or inclusion on any Internet or other media site. LA has the right to protect an individual's privacy. Students must receive permission from an administration to record academic material from an administrator or staff member

## **CONTROLLED SUBSTANCES**

LA prohibits students from using, possessing, distributing, and being under the influence of any controlled substance during school hours, on school property, and at any school-sponsored event. Possession of drug paraphernalia is also prohibited. Alcohol, narcotic drugs, and mood-altering chemicals shall include any of the following: alcohol or malt beverages, controlled substances, illegal and abused substances, medications not approved and registered with administration, and substances which are intended to alter mood.

## **DISORDERLY CONDUCT**

Disorderly Conduct (Pennsylvania Criminal Code Section 5503)

Offense defined – A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, s/he:

1. Engages in fighting or threatening, or in violent or tumultuous behavior;
2. Makes unreasonable noise;
3. Uses obscene language, or make an obscene gesture;
4. Creates a hazardous or physically offensive condition by any act, which serves no legitimate purpose of the student.

Definition - As used in this section the word "public" means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, prisons, apartment houses,

places of business or amusement, and neighborhoods, or any premises which are open to the public.

Violating the code of disorderly conduct will result in loss of privilege and possible disciplinary action.

### **HARRASSMENT AND THREATS**

LA strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of LA to maintain an educational environment in which harassment and threats in any form are not tolerated.

LA prohibits all forms of unlawful harassment or threats of students and third parties by all students and staff member, contracted individuals, vendors, volunteers, and third parties in the school. LA encourages students and third parties who have been harassed to promptly report such incidents to the administration.

LA directs that complaints of harassment and threats shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with LA's legal and investigative obligations.

### **SMOKING, VAPING AND/OR POSSESSIONS OF TOBACCO**

LA recognizes its responsibility to ensure a safe and healthful environment. LA further recognizes that smoking poses a significant health risk to smokers and nonsmokers alike.

For purposes of this policy, smoking includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material, smokeless tobacco in any form, any nicotine delivery device and/or a vaping device in the possession or use by a student in LA, on school property or at a school-sponsored event.

To protect all individuals from the safety hazards of smoking and from an environment noxious to nonsmokers, smoking and/or the possession and use of tobacco in any form is prohibited at LA, on school property, on school-sponsored field trips or events. Possession of matches, lighters, or other such items is also prohibited.

### **VANDALISM**

Any student caught destroying and/or defacing school property will be held legally responsible for financial restitution. If the case warrants prosecution, the school shall sign the complaint and exercise its legal prerogatives.

### **WEAPONS POLICY**

LA will not tolerate any weapon in school. Possession, use, or transfer of a weapon may result in expulsion from LA in accordance with the law.

For the purpose of school policy, a weapon shall be defined as including any tool, instrument, or implement capable of inflicting bodily injury. Any device that could conceivably be used as a weapon, even when the device is designated to be used for another purpose such as a letter opener; any device that is actually used to harm another will be considered a weapon under this policy. Any knife, including Scout knives, penknives, and other pocketknives, will be considered a weapon. In all cases, possessing or using a weapon (as defined above) in school will result in expulsion.

Any student who is determined to have brought a weapon onto school property, to a school-sponsored activity, or any public conveyance providing transportation to or from school or a school-sponsored activity shall be expelled from LA.

### **SEARCH AND SEIZURE**

To protect the safety and welfare of students and school personnel, school authorities may question and search a student, his/her personal effects, lockers, and vehicles used by the student and may seize any illegal, unauthorized, or contraband materials discovered in the search. Searches conducted by school authorities may include, but not limited to, utilization of certified drug detection dogs or any devices used to protect the health, safety, and welfare of the school population. A student's refusal or failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

## **DISCIPLINARY ACTIONS**

### **DISCIPLINE REFERRAL**

Students who are disruptive at LA to the extent by which a staff member requests outside assistance, may be referred to the Director of Student Services. The case will be reviewed and administrative action will be taken.

### **DETENTION**

After-school or before-school detention will be issued for various infractions of school rules. Teachers or administrators may issue detentions. Serving the detention time will become a major responsibility of the student and extracurricular activities will not be permitted to interfere with the detention.

### **SUSPENSION**

Students that repeatedly violate LA policies will be required to serve an out of school suspension. During a suspension, the student will be required to meet an academic standard and complete a disciplinary action plan within a time frame decided by LA administration before returning. If the academic standard and disciplinary action plan are not met within the given amount of time, the student will be dismissed from LA.

### **EXPULSION**

Attending LA remains a privilege. Therefore, the administration reserves the right to expel a student for failure to comply with the policies stated within this handbook.

## **SAFETY PROCEDURES**

### **FIRE DRILLS AND BUILDING EVACUATION PROCEDURE**

To ensure rapid and safe exit from the building in case of an emergency, it is required that evacuation drills be performed from time to time. LA staff will cover evacuation procedures from various locations in the building. It is the student's responsibility to follow directions during a drill or real emergency to ensure their safe exit and that of others in the building.

## **STUDENT HEALTH**

### **HEALTH AND WELLNESS**

All students are required to supply LA with up-to-date immunization records and known allergies. Students are not permitted in school if they have a communicable disease:

- Lice: hair must be washed with medicated shampoo and be free of all nits before student may return to school.
- Bed bugs: students and their parenting adults will be allowed to attend school after meeting with school administrators to establish a plan to ensure students arrive to school free from bed bugs infestations.
- Fever: students should remain home or be sent home if they have above-normal temperature.
- Conjunctivitis “pink eye”: a student may return only after discharge discontinues or the student’s condition is otherwise determined to be non-infective;
- Rashes: unidentified rashes must be diagnosed by a health care provider;
- Impetigo: the student must be seen by a health care provider;
- Diarrhea: the student experiences diarrhea two days in a row or three times in one day;
- Vomiting: the student experiences repeated forceful evacuation with other symptoms or the student’s inability to eat;
- Any other contagious condition: measles, chickenpox, mumps, whooping cough, or streptococcal infections that are still contagious.

In the instance that a student has symptoms and/or confirmation of any of the above, a parent/guardian must contact the COO and give a reason for the absence. Proper notification from a physician must be presented to the school upon return.

### **ILLNESS/INJURY ON SCHOOL PROPERTY**

Any student who becomes ill or injured during the school day should report to a LA staff member. If necessary, a parent/guardian will be contacted. Parents are encouraged to call to discuss any concerns they may have. Our health goal is to strive for maximum physical, mental, and social efficiency of the individual student for his/her personal development and the achievement of his/her education potential.

### **MEDICATION**

School Health policy prohibits a student from carrying medication, whether non-prescription or prescription. Ideally, the administration of medication or utilization of equipment should take place at home. Students who require medication during the school day must provide instructions completed by your physician. The medication must be brought to school in the container from the pharmacy marked with the student’s name, name of medication, physician’s name, and date. The medication is to be kept in the Director of Student Services Office. LA staff will administer the prescribed medication.

## **BEHAVIORAL HEALTH SERVICES**

LA has an established partnership with Progressions Behavioral Health to provide quality behavioral health services for current LA students and their families in order to assist them in improving the quality of their lives and achieving academic success. We are committed to the development of the whole person: academically, personally, and socially.

Families will be offered an opportunity for pre-screening before the start of the school year. At any time during the year, a parent or guardian may request a screening for their child. LA staff may also recommend an evaluation based on substantiated concerns.

In the event of unexpected tragedy, counselors will be available for all students and the LA community.

## **GENERAL INFORMATION**

### **TRANSPORTATION**

#### **STUDENT DRIVING AND PARKING PRIVILEGES**

Students who drive to school in their own vehicle are not permitted to use the adjacent parking lot to LA. Student drivers are required to access street parking.

#### **TRANSPASSES**

Students living one and a half (1.5) miles or greater from LA will receive a SEPTA transpass. Only the student to whom the pass is issued is entitled to its use. Sale or redistribution of a school issued transpass is prohibited.

#### **ELECTRONIC SURVEILLANCE**

Students and parents are advised that LA is equipped with electronic surveillance cameras that record video. Appropriate signage is posted notifying students that his/her image is being recorded.

#### **EXTRACURRICULAR OPPORTUNITIES**

LA will develop extracurricular activities built upon the interests and wants of the students. LA administration and staff are open to discussing all possible ideas to help engage the students in life after school.

LA is working in partnership with Up2Us Sports to offer students various opportunities for physical activity.

#### **LUNCH**

LA will be offering hot and cold lunches to students at a reduced cost to families. Students can also bring their lunches from home if they prefer. Students will be permitted to eat their lunch in their preferred area of the school, but it is required that all trash and debris be properly disposed of in a receptacle.

### **FOOD/DRINK POLICY**

Students may bring snacks from home and eat them at lunch time while at LA with the expectation that all trash will be placed in a receptacle. A reusable water bottle, or a disposable water bottle with a lid is permissible at any time as well. All disposable bottles should also be placed in an appropriate receptacle.

Students are not permitted to order lunch from an outside establishment at any time. It is not acceptable for a parent/guardian to bring lunches up to the school, except in situations approved by LA staff. Additionally, students are not permitted to leave the building during their lunch period. Permission from an LA staff member may be given for a student to dine in a designated outside seating area. Failure to comply with this policy will result in loss of privilege.

### **PHOTOGRAPHY CONSENT**

LA takes photos and videos of students for school publications, the website, community displays, which may or may not use the students' names. The photographs and videos are not released to any other group and are not used for commercial purposes. A photography consent form should be completed and on file at LA.

### **STORAGE OF PERSONAL ITEMS**

LA provides a communal area for students to store coats and personal belongings. It is highly encouraged that students do not bring valuables to school. LA will not be held responsible for any missing or stolen items.

### **VISITORS AND VOLUNTEERS**

All visitors or volunteers to LA must be cleared with Administration before entry. Potential students and their families should contact the Chief Operating Officer / Principal to arrange a visit to LA.

The Chief Operating Officer/Principal will advise all volunteers as to the proper credentials necessary before volunteering at LA.

**Policies are subject to change.**