



*School Specific Addendum to
Scholar and Family Handbook*

Metropolitan Lighthouse Charter School

180 West 165th Street

Bronx, NY 10452

School Phone (LCS) # 718-893-0640

School Fax # 718-893-0675

<http://www.lighthouse-academies.org/schools/metropolitan/>

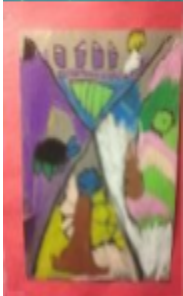


Dear MetLCS Families,

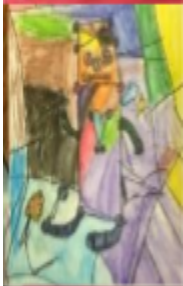
It is my pleasure to welcome you and your scholars to the 2018-19 school year! We are eager and excited to begin what promises to be the best school year ever. This year is going to be great as we continue to provide academic experiences for our students that are rigorous, relevant and helps to build meaningful relationships.



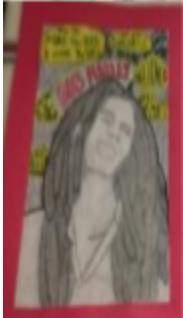
Our school mission is: MetLCS has engaging and rigorous learning experiences that consistently build the hearts and the minds of scholars to empower them to be leaders of their own education.



Our teachers are committed to providing engaging learning, which means scholars are actively learning content that is relevant and interesting for them. Rigorous learning is when scholars are challenged with important work on a daily basis. When they are engaged with rigorous content, our goal is for scholars to become empowered to own their own learning. Empowerment happens when they are advocating for themselves and know exactly what they need to continue to learn.



There are many ways in which you can participate in school. Volunteering to work in the classroom, chaperoning field trips, and assisting with many activities are just a few things that you can do to make a difference. In closing, when we ALL work together as a learning community and do things with our students' best interest as the focus, we will be a GREAT school!



If I can ever be of assistance, please call or email me! It is through being a collaborative learning community with consistent, honest, and open communication that I can best serve our students. Thanks for the opportunity to serve our GREAT community as we welcome each of you back to school this year!



Sincerely,

Kurt Davidson
K-8 Principal

Contacting School Leadership

Role	Name	Email
Principal	Kurt Davidson	kurt.davidson@met.lha.net
Assistant Principal	Adonai John-Shiman	Adonai.johnshiman@met.lha.net
School Operations Manager	Melissa Alston	Melissa.alston@met.lha.net
School Counselor	Elizabeth Hillin	Elizabeth.hillin@met.lha.net
Social Worker / Homeless Services	Leigh Fisher-Troche	Leigh.fishertroche@met.lha.net
Dean of Scholars	Trisa Edmonson Orville Morgan	Trisa.edmonson@met.lha.net Orville.morgan@met.lha.net

The Board of Directors/Trustees may be contacted by sending a letter to the Board Chairperson as follows:

Mrs. Jessica Haber
Metropolitan Lighthouse Charter School
180 West 165th Street
Bronx, New York 10452
Email: Jessica.haber@met.lha.net

Records Access Officer

The Records Access Officer under the Freedom of Information Act (FOIA) for the school is Melissa Alston, Operations Manager. Please contact her at the school should you have such a request.

2018-19 School Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
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26	27	28	29	30	31	

September 2018						
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23	24	25	26	27	28	29
30						

October 2018						
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November 2018						
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25	26	27	28	29	30	

December 2018						
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23	24	25	26	27	28	29
30	31					

July	
4	Independence Day
9	First Day of Summer School








August	
2	Last Day of Summer School
13 -16	Network-wide Professional Development (No Students)
17 -24	School-based Professional Development (No Students)
29	First Day of School All-students
29-31	Kindergarten Dismissal at 1pm (No Busing for Kindergarten)

September	
3	Labor Day (No School)

October	
8	Columbus Day (No School)

November	
2	End of Marking Period 1
6	Election Day (No Students)
12	Veterans Day (No School)
14	Parent Teacher Conference
22-23	Thanksgiving Break (No School)

December	
24 - 31	Winter Recess (No School)

Coloring Key	
	Summer School Window (20 Days of Instruction)
	No School for students and teaching staff
	Training Days (No Students)
	Semester/ Term Indicators
	Major State Testing Windows
	Half Day Dismissal at 1pm
	Parent Teacher Conferences Dismissal at 11am

January 2019						
Su	M	Tu	W	Th	F	Sa
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February 2019						
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March 2019						
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31						

April 2019						
Su	M	Tu	W	Th	F	Sa
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28	29	30				

May 2019						
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June 2019						
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23	24	25	26	27	28	29
30						

January	
1	Winter Break (No School)
21	Martin Luther King Jr. Day (No Students)
22-23	HS January Regents
25	End of Marking Period 2
28	School-based Professional Development (No Stude
29	Network-wide Professional Development (No Stude

February	
6	Parent Teacher Conference
18-19	Mid-Winter Break (No School)

March	
8	Network-wide Professional Development (No Stude

April	
2-4	ELA State Examinations (No early dismissal on 3rd)
5	End of Marking Period 3
8	NYSESLAT Begins
15-22	Spring Break (No School)
23	School-based Professional Development (No Stude
24	Parent Teacher Conference

May	
1-3	Math State Examinations (No early dismissal on the
17	NYSESLAT Ends
22-31	Grade 4 and 8 Science Performance Test
27	Memorial Day

June	
3	Grade 4 and 8 Science Written Test
4	Eid al-Fitr (No School)
14	End of Marking Period 4
18-21	HS Regents Window
26	Last Day of School

School Day

The school's instructional day begins promptly at 8:00am and ends at 3:40pm, Monday through Friday, unless the school notifies parents/ guardians of a unique situation. Please do not drop your child off before 7:20am as no entry into the building is allowed and no supervision is available for the students. Students will be allowed entry into the building at 7:20am through the designated door only.

Dismissal

Students are dismissed at 3:40pm. Unless your child takes a school bus or stays for an after-school program, please make arrangements for your child to be picked up on time. It is not acceptable for any student to be picked up late. We are unable to supervise students left at the school after 4:00pm. Parents/guardians may be required to reimburse the school for costs incurred for providing supervision to ensure your child's safety. The school may file a report with family services/ social services if an authorized person does not pick up the child, including a student who has lost bus privileges. The police or other appropriate authorities may be called to pick up students who are left at the school repeatedly or for an extended period of time.

Absence

Please notify the school office via phone, email, voicemail, or letter by 9:00am if a student must be absent from school for any reason. Upon return to school, the student must submit to the teacher a note of explanation signed by a parent/guardian. All absences must be documented at the school through a written/typed, signed letter from a parent/guardian, or if the absence is three days or more due to an illness, a doctor's note may be required. Any absence not documented will be considered an "unexcused" absence.

In the case of an absence in excess of three (3) days and in all cases of contagious diseases, a doctor's note may be required for re-admittance to the classroom. If you suspect or a staff member reasonably believes your child may have a contagious disease, the student may not come to school until he/she has been examined by a doctor. This is in consideration of other students and staff.

If you have questions about absences, please contact the main office.

Students with five (5) or more absences will be notified in writing that their attendance is not satisfactory and may result in grade retention, referral to authorities, and /or home/school visits and meetings. Students with ten or more absences may not be able to advance to the next grade and may be required to forgo after school team opportunities, attend after school work sessions, or enroll in summer school to get caught up on missing work. The school will arrange a conference to discuss the absences with the parents/guardians.

In certain circumstances, the law may require us to report to the government social services agency that the student is not attending school. Administration of Child Services may be called.

Late Arrivals/Early Departures

All students are expected to be at school promptly for the beginning of classes at 8:00am and to participate in learning and school activities until 3:40pm. In special exceptions, parents must call the main office by 2:30pm for an early pickup.

Truancy can result in sanctions and legal prosecution of responsible parents/guardians by state authorities.

School Closing

If the New York City Public Schools closes due to bad weather, then our school will also close. In the event that weather conditions become hazardous during the school day, our school will follow the early dismissal policies of the New York City Public Schools or advise otherwise using the school's electronic notification system (phone call or text alert).

Report Cards and Mid Term Reports

Report cards will be distributed at the end of marking periods 1, 2 and 3 (please see the school calendar for specific dates) unless mid-term reports or report cards are being sent home that week.

For all students, Mid-Term Reports will be sent home halfway through each quarter. These reports provide an indication of what the students are doing half way through the term and what they need to improve upon. It also provides a brief statement of what is being studied and what will be covered in the last part of the marking period.

Lighthouse Academies Dress Code

Directions on where and how to order uniforms will be provided during parent/guardian orientation. If you need any assistance, please call the main office.

LHA has a mandatory dress code for all scholars. The dress code puts the focus on academics, not fashion, and creates a sense of school pride and belonging which are important components of our school culture. We ask that families work with school staff to support and enforce the dress code. Directions on where and how to order uniforms will be provided during our summer mailing to parents in August. If you need any assistance, please call the main office.

	Lower Academy (K-4)	Upper Academy (5-8)
Tops	Light blue school-issued uniform "polo" shirts with the LHA logo must be worn at all times. These shirts may be short or long sleeved. Shirts must be tucked in at all times.	White school-issued uniform "polo" shirts with the LHA logo must be worn at all times. These shirts may be short or long sleeved. Shirts must be tucked in at all times.
Winterwear	A navy blue school sweatshirt with the LHA logo may be worn in school when it is cold. White turtlenecks or undershirts may be worn under uniform shirts, but not alone. If an undershirt of another color is worn, the scholar will be asked to remove the shirt.	
Bottoms	Navy Blue Pants worn at the waist. Navy or white tights with navy blue skorts, skirts, or jumpers (not more than one inch above the knee). A black belt must be worn if the pants/shorts have belt loops.	
Footwear	All black or navy shoes must be worn at all times. Socks may be black, white, or navy.	
PE Attire	Grey PE t-shirts with the LHA logo and navy blue sweatpants with the LHA logo may be worn ONLY on PE Days.	NEW: 7 th and 8 th grade must wear full uniforms every day. They will be given an opportunity to change before PE class. Grey PE t-shirts with the LHA logo and navy blue sweatpants with the LHA logo may be worn ONLY on PE Days.

Bullying, Harassment and Intimidation Policy

All Lighthouse Academies schools will support students who have been the victims of bullying. Elizabeth Hillin and/or Leigh Fisher-Troche are also available to assist students.

Cyberbullying

Complaints under this policy may be filed with:

Elizabeth Hillin, School Counselor or Leigh Fisher-Troche, Social Worker

Non-Discrimination Policy

Complaints under this policy may be filed with:

Melissa Alston, Operations Manager

Student Telephone/Cell Phone Use Policy

Students are not allowed to use any telephones past the main lobby. Student cell phones must be powered off during the entire school day. Students may neither receive nor make calls on a cell phone during school hours. Text messaging is strictly prohibited during school hours. Use of any applications on a cell phone is prohibited during school hours. Scholars in Violation of this policy will result in the confiscation of the device and return to a parent/guardian. The school is not responsible for the loss, theft or damage to any device, even one which has been confiscated. Any confiscated devices must be claimed by the parent or guardian of the child. Repeated offenses may result in the student not being permitted to bring a phone to the school.

The following is the tier of consequences for phone use beyond the school lobby:

- 1st Infraction: Warning given to scholar. The cell phone will be held until the scholar comes to retrieve it from the Dean of Scholars at the end of the day. The scholar will also sign a letter upon retrieval stating their phone was confiscated and returned.
- 2nd Infraction: Confiscated and returned to a parent/guardian only.
- 3rd Infraction and beyond: Confiscated and returned to parent/guardian at the end of quarter and a restorative conference takes place between scholar, family, school culture staff, administration, any additional appropriate staff or scholars.

School Books and Resources

The child's parents/guardians must pay the replacement cost for any book, computer, or other loaned materials that is lost, stolen, or returned to the school in poor condition. Please see Melissa Alston, School Operations Manager, for replacement costs.

Student Records

Every legal guardian is required to complete and submit enrollment forms as part of the registration process. For assistance in completing these forms call the School Operations Manager.

After-School Academics

Your child's school may offer an after-school program. If a student stays after school, it is the parent/guardian's responsibility to provide transportation pick-up at the time specified by Woodycrest Afterschool Program for grades 6th through 8th grade.

Extracurricular Activities

We offer a variety of sports options for our scholars. In addition, we offer electives that include technology, dance, science discovery class and others throughout the school year in our afterschool programs.

Awards and Celebrations

We celebrate the members of our school community in a variety of ways. Every quarter of the school year we have an honor breakfast with the principal where we recognize the scholars on honor roll. Every month, we have denim day where we recognize the scholars with perfect attendance.

Food Service

We offer a breakfast and hot lunch service. Students who eat breakfast at school should report to their homerooms upon arrival no later than 7:45am.

At the beginning of the school year, an application will be sent home with your student. Applications will be processed as they are returned to the school. For questions about required forms, please contact Melissa Alston, Operations Manager.

Bi-monthly Parent Meetings

Coffee and Conversations is a chance to meet with the principals once a month. During this meeting, the MetLCS principal will give a quick recap of events and instruction from the previous month and a brief summary of what is to come during that month. Additionally, during this time, you will have a chance to interact with the principals on a one on one basis. This meetings will occur every other month on the following dates:

Month	Date
October	Tuesday, October 2 nd , 2018 at 9:00am
November	Thursday, November 29 th at 5:00pm
January	Thursday, January 17 th . 2019 at 9:00am
March* <i>State Test Meeting</i>	Thursday, March 28 th . 2019 at 5:00pm
May	Tuesday, May 14 ^h , 2019 at 9:00am

Healthy Snack Guidelines

Beverages

- Milk: 1% and fat-free
- Soy Milk: Not flavored
- Juice drinks that are all natural *No sugar added, No other additives
- Fruit flavored water with no additives
- Sparkling Water
- Tomato Juice -all natural *No sugar added, No other additives
- Water

Snacks

<ul style="list-style-type: none">● Applesauce: Natural● Original Animal crackers● Baked white corn tortilla chips● Baked cheese crackers● Cereal bars● Trail Mix Bars: Fruit and Nut● Fruit Leathers: All natural● Fresh Fruit	<ul style="list-style-type: none">● Granola bars● Graham crackers● Peanut Butter and Jelly● Pita Chips● Pretzels● Popcorn● Fresh Vegetables● Nuts	<ul style="list-style-type: none">● Raisins● Rice cakes● Saltine crackers● Trail Mix● Oyster crackers● Multigrain bars● Non-Fat Yogurt
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Note - gum is not permitted at any time at Metropolitan Lighthouse Charter School.

MetLCS Behavior Management Policies

Scholar Expectations

In order to build and foster a rigorous learning environment Metropolitan Lighthouse Charter School has developed the following School-Wide Scholar Expectations.

Look the Part:

We come dressed in uniform each morning, complete with shirt tucked and black or navy shoes. The uniform is further explained in the Dress Code section of this handbook. *Why? Uniforms allow scholars to focus on learning rather than clothing.*

Phone Free Zone:

Cell phones and headphones must be off and out of sight while in the building. In the case of an emergency, parents should contact the front desk at (718)893-0640. Cell phones that are on or being used during the school day will be taken and secured in the Dean's office until the end of the school day. If a scholar's phone has been confiscated more than once, MetLCS staff may request that a parent come to the school to pick it up.

Why? Phones are a distraction to learning.

Hallway Harmony:

We always maintain reasonable noise levels while moving through the hallways, particularly when other scholars are in class. We walk while in the hallways and carry a pass anytime we leave a class to go to the bathroom, to get water, or to go to the nurse.

Why? Quite and calm hallways ensure safety in the building and create and sustain an environment where everyone can learn.

Babies First:

We are a K-10 school and must remember that there could be a young scholar around at any time. We always give the youngest scholars the right of way.

Why? Young scholars need more space and time to navigate the hallways. It is safer to let them go first.

Keep Our Home Clean:

We leave each space as clean or cleaner than it was when they entered.

Why? It is important to take care of the space where we learn and spend most of our day. It is also respectful of the custodial staff when we clean up after ourselves.

Warm and Welcoming:

We greet everyone by their name (except in silent areas), use kind words for each other, and say please, thank you, and excuse me.

Why? Consistently being respectful and kind in our interactions helps people develop and maintain quality relationships.

One Voice:

We respect each person while they are speaking by actively listening and remaining attentive.

Why? Productive communication includes both speaking and listening. When one person speaks at a time, every voice can be heard.

Unforgivable Words:

At Met, there are certain things we just do not say, especially hateful words that make others feel less than. A full listing of unforgivable words is available by request from a Dean.

Why? Met is a safe space and we don't say things that put others down and hurt people.

Sportsmanship:

We have a growth mindset, we believe with effort and motivation we can always improve. We are able to embrace failure and learn from experiences. We are humble when we win and graceful when we lose.

Why? Healthy competition in spaces where we feel safe winning or losing makes us stronger and builds a growth mindset.

Restorative Practices

In 2016, Lighthouse Academies made a transition from a no-tolerance approach to discipline and began to utilize restorative practices. Restorative practices are grounded in relationship building and focus on addressing the needs that lead to misbehavior while repairing the harm it may cause. Our aim is to foster a school community, beginning in the classroom, that is supported by intentional relationships, clear agreements, and authentic communication to address misbehavior and conflict in a constructive way. The primary tool we utilize for this goal is the restorative circle. A restorative circle, facilitated by a dean, teacher, or counselor, allows scholars who have misbehaved to reflect on their actions, listen as others express how their misbehavior has impacted the school community, and take specific actions to address the consequences of their choices.

There is a growing body of research supporting the effectiveness of restorative practices in schools. Evidence shows that restorative practices can result in reductions in suspensions and expulsions, an increase in instructional time, and improved academic outcomes.

Tier of Consequences

Metropolitan Lighthouse Charter School uses a 3-Tiered approach to address behaviors within our school. 80% of school wide behavior is addressed proactively, through Tier-1 interventions. Some interventions may include facilitating Social Emotional Learning and Character Education, building community and positive relationships, and teaching clear expectations to all scholars. A Tier 1 consequence may be a phone call home or scholar completed action plan. Tier 2 interventions address more severe behaviors, approximately 15% of the behaviors in school. These interventions may include a Restorative Circle facilitated by a dean, teacher or counselor, a scholar-written letter of apology, or a parent conference. Tier 3 interventions address extreme behaviors within the school, approximately 5% of behaviors. Behaviors that require this type of intervention may be extreme bullying or sexual harassment, fighting or abuse, or use of drugs/ alcohol. Interventions to address these behaviors may be a Formal Restorative Conference or Suspension from school.

By shifting away from punishment and focusing our interventions on the reasons for behavior, we are better able to build awareness and decrease the chances of the same behaviors from happening again. Within this 3-Tier system, the goal is to teach, model, and have conversations about behaviors with scholars in order for all scholars to be positive and participating members in our community.