

Elementary Student-Parent Handbook

2026-2027

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Dear LISA Families,

Thank you for choosing to be a strong supporter in your child's education. By taking the step of selecting a STEM school you have now set your child up on a path of rigorous academic education to achieve the utmost of his or her potential.

It is our vision to enable students to become lifelong readers and learners that are set up to succeed in school and in the workplace, and to provide an option for students to enter math, science, and engineering careers. Students can then become productive and responsible citizens and even Nobel laureates.

It is our mission to provide an academically rigorous college preparatory program, in partnership with students, families, and the community, and guide all students in gaining knowledge, skills, and the attitude necessary to direct their lives, improve a diverse society, and excel in a changing world by providing dynamic, resource-rich learning environments.

As administrators, we wish to work with you and for you for the betterment of all of our children. Please feel free to call anytime to set up a meeting where we can discuss your specific situation in more detail, we are here to help.

Respectfully,
LISA Academy Administration

LISA Academy North	**LISA Academy West**	**LISA Academy Springdale**	**LISA Academy Rogers-Bentonville**	**LISA Academy Fayetteville**
501-945-2727	501-476-3309	479-717-6464	479-337-8760	479-480-5472
5410 Landers Rd. Sherwood, AR 72117	12200 Westhaven Dr. Little Rock, AR 72211	301 Holcomb St. Springdale, AR 72762	590 S. Horsebarn Rd. Rogers, AR 72758	1166 Van Asche Dr Fayetteville, AR 72704

Admissions Policy

Admission and enrollment of students shall be open to persons who reside within the State of Arkansas and are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled in any campus shall not exceed the number of students approved in the charter or subsequent amendments.

Non-Discrimination

LISA Academy does not discriminate on the basis of race, religion, color, national origin, sexual orientation, gender or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

When making admissions decisions, LISA Academy does not discriminate against students on the basis of sexual orientation, gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

LISA Academy prohibits antisemitism in all of its programs and activities, consistent with Arkansas Code § 6-16-2101 et seq. and Act 721 of 2025. In accordance with Act 721, LISA Academy treats harassment or discrimination motivated by or including antisemitic intent the same as any other form of discrimination prohibited by state or federal law.

For purposes of enforcing this policy, LISA Academy applies the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism, as adopted on May 26, 2016, along with its accompanying contemporary examples. Under this definition, criticism of the State of Israel that is comparable to criticism directed at any other country is not, by itself, considered antisemitic.

Reports of antisemitic discrimination or harassment should be submitted through the same Title VI complaint procedure described above and will be investigated and addressed under LISA Academy's nondiscrimination and complaint procedures.

For additional information on applications, admissions lottery, or admission from other school districts please refer to district policies.

Also for information regarding transferring between LISA campuses please refer to the district policy. The district student recruitment specialist should be contacted regarding any questions surrounding this policy.

Submission of Applications and Admissions Lottery

LISA Academy requires applicants to submit a complete application form in order to be considered for admission. The application period begins in November and ends in February. Specific dates will be published on the school website.

A public, randomized admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Notification will be made automatically through the online application portal. Failure of an applicant to accept the offer and complete the enrollment process by the stated deadline will result in the forfeiture of his or her offer.

Once all enrollment spots have been filled by the lottery, the remaining applicants will be randomly placed on a waiting list. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

LISA Academy district office will conduct a single lottery for the entire district. Students must apply separately for each campus.

Admission of Students from Other School Districts

Any student admitted from a school accredited by the Department of Education to a school in this District shall be placed into the same grade the student would have been in had the student remained at the former school.

Any student admitted from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

Students who are under current expulsion or expulsion proceedings at any other schools or districts may not enroll in the LISA Academy School District unless approval is given by the School Board.

Lottery Process

Students who currently attend LISA Academy and intend to return the next school year are given priority in admission. All active, eligible students will be automatically re-enrolled for the following school year. Any active family who does not plan to return must complete and submit a withdrawal form to notify the school of their intent. Returning students are exempt from the lottery process.

The enrollment and lottery process will be administered as follows:

1. Currently enrolled students will be enrolled without having to go through the lottery process.

2. Children of the charter school's founders, board members and full-time staff will be given 1st preference during the lottery process and will be given priority in admission, so long as the total number of students allowed may only constitute up to 10 percent of the school's total enrollment. These applicants will be offered enrollment prior to the lottery, if space is available. If a full-time staff member is hired after the lottery has been conducted, his/her child may be moved to the top of the waiting list.
3. Siblings* of returning students currently enrolled students who apply by the published deadline and notify the district are given 2nd preference and offered enrollment, if space is available, after all children of Board members and staff. These applicants will also be offered enrollment, if space is available. Students who have previously withdrawn from LISA Academy can no longer benefit from the sibling enrollment policy for a three year period unless approved by the Superintendent or his/her designee.
4. All other applicants who apply by the published deadline will be included in a random grade-level lottery and offered the remaining available seats in the order they occur on the randomized lottery list. All applications received after the published deadline are added to the bottom of the waiting list in the order the applications are received.
5. Siblings* of newly enrolled students will be given waiting list priority. They will be manually moved ahead of the general waiting list in order of enrollment date of the sibling for the desired grade. Enrollment is not guaranteed and will only be offered if space is available.

Transfer policy between LISA Academy campuses

If a parent/guardian wishes to transfer a student from one LISA Academy K12 system to another, they must submit the request using the official LISA Academy Transfer Request Form. The form should be submitted to the District Student Recruitment Specialist by February 15 to be considered.

Only LISA Academy students who have attended for a full semester are eligible to apply for transfer. Transfers may be requested based on housing location, job location, and/or current existing sibling at the transfer location. Transfer requests will be reviewed and approved based on availability of space and validity of reasons.

Students may only transfer once using this policy. Additional campus change requests should be submitted through the usual application process.

The Superintendent may approve the transfer of students between campuses under special circumstances, such as housing or job changes, academic needs or reasonable requests from campus administrators.

*For this policy, "sibling" shall mean each of two (2) or more children have a parent in common by blood, adoption, marriage, or foster care. Cousins, nieces, nephews, and unrelated children sharing an address with the applicant are not siblings. To demonstrate sibling relationship, the parent/guardian must provide a legal birth certificate or other court document showing one shared parent or legal guardian.

Student Information

Parents/guardians seeking enrollment of a child in LISA Academy shall provide the following:

- Certified copy of a birth certificate, visa/passport/military I.D. card/other documentation as provided by law (A.C.A 6-18-208).
- Proof of address within 30 days (See details below).
- Social Security number or request the district assign an alternate nine-digit number;
- Expulsion records if applicable; and
- The child's immunization record.
- Students entering must provide a kindergarten physical prior to admission (A.C.A. 6-15-202)

Residency Verification

Arkansas authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in LISA Academy, each student's parent/guardian must show proof of residency at the time of enrollment.

Residency may be verified through observation, documentation, and other means, to include but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Interviews with persons with relevant information

Falsification of residence on an enrollment form is a criminal offense.

Withdrawal from School

Voluntary Withdrawal

A parent/guardian wishing to withdraw a student from school shall notify the school and complete the withdrawal form. The parent/guardian shall also provide the name of the new school in which the student will be enrolled, and must sign the formal withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

Withdrawing students and parents/guardians are expected to:

- Return all textbooks and checked-out materials and equipment.
- Pay any unpaid balance for student fees, if any.

Involuntary Withdrawal

The school may initiate withdrawal of a student under the age of 18 for nonattendance

under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance secretary to locate the student have been unsuccessful or contacted family member refuses attendance by the student.

A student will be withdrawn from LISA Academy if they are enrolled/admitted in an in-patient/residential mental health institution, where educational services are provided.

Students applying to return to LISA Academy from a mental health institution will be given their original seat back without going through the lottery process if they return within 30 calendar days, and provide documentation indicating the dates of enrollment at the residential facility.

Attendance

Students may not exceed six (6) unexcused absences in a course in a semester. Credit, promotion, or graduation may be denied if a student exceeds the maximum number of absences allowed under this policy. Parents/guardians can only excuse a student once per semester for any reason; further absences will require additional documentation. Documentation may be subject to verification.

When a student must be absent from school, parents/guardians are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent/guardian, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. Notes must be submitted within 5 school days of the student's return to school. Notes received after this time period may not be accepted, and absences will be considered and recorded as unexcused, pending administrative review.

The following absences may be excused with documentation beyond simply a parent/guardian note:

- Personal illnesses.
- Family emergency or illness.
- Quarantine of the home.
- 2 days for death of a relative (beyond 2 days requires administrator approval).
- Prior approval for observance of religious holy days.
- Juvenile court proceeding documented by a probation officer.
- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
- Student participation in a United States naturalization oath ceremony.
- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.
- Serving as an election clerk.
- Absences due to conditions related to pregnancy or parenting
- Required screening, diagnosis, and medical treatment.
- School nurse may excuse 1-2 days per occurrence if sending home for medical reason.

- Attendance related to Act 794 Children of Fallen Service Members
- Absences for a student who accompanies the student's parent when the parent is exercising his or her right to vote in a scheduled election. A student may receive an excused absence only 1 time during each scheduled election accompanies the student's parent when the parent is exercising his or her right to vote
- Temporary absence resulting from any cause acceptable to LISA Administration.

LISA Academy will allow a student or the student's parent or guardian to petition the school or district administration for additional absences. The petition must be made before the student accumulates six (6) unexcused absences allowed under this policy.

Students in violation of this policy will be notified and consequences will be assigned. Consequences may include:

- Not receiving credit for finishing the grade
- Retention
- Reporting to local authorities
- Summer School
- IEP and 504 data reviews

Make-Up Work

Students are responsible for obtaining and completing make-up work. Students will be given the equivalent amount of time to make up work as was excused absence from school.

Make up assignments submitted after the time allotted will be subject to the teacher's late work policy.

If a student misses a test due to an excused absence, a make-up test will be scheduled by the teacher. Students are responsible for taking the test at that time.

Tardiness

The school's tardiness policy has been developed to emphasize the importance of each student arriving on time to school every day and remaining in the classroom for the entire period. Learning personal responsibility by arriving to school and class on time is an integral part of the school's standard of excellence, which helps prepare students for success.

Tardy is defined as not being in his or her assigned location on time (see local policy for exact time), a student checked out during the day and missing instructional time, or a student leaving before the end of the instructional day. Students shall be inside the classroom before the first bell rings. A student arriving after this time must report to the front office and obtain a tardy slip, unless local administration provides alternative procedure. Students violating this policy may be subject to the consequences associated with truancy and excessive absences. Tardiness to or early check-out from

school will be unexcused, unless the student arrives to campus late for one of the following reasons with appropriate documentation:

- Attendance at a required court appointment.
- Appointment with a doctor, dentist, or other professional.

Consequences will begin at 10 tardies per semester and may include detention, truancy notification, summer school, or grade retention. Determinations for consequences of this policy will be delegated to the school attendance committee and administration.

* School reserves the right to contact appropriate authorities for serious tardy infractions.

Failure to Report

LISA Academy shall consider any student to have failed to report to his/her assigned location if he/she is inexcusably and deliberately tardy or absent from his/her assigned location for more than 10 minutes. This policy applies to all regular classes, after school tutoring, and mandated tutoring.

Drop off and Dismissal Policy

Students may not be dropped off before the designated drop-off time, as no supervision is provided prior to published drop-off times. Students must be picked up no later than 30 minutes after dismissal each day and may not remain in the school building or at lockers more than 10 minutes after dismissal unless accompanied by a staff member. Any student remaining on campus after dismissal must report to the designated after-school area. Families are expected to use the school-based dismissal app for daily dismissal procedures, and all individuals picking up a student must be authorized by the parent/guardian through the app. Children under the age of 13 may not be picked up by ride-share services such as Uber or Lyft. Students who walk home or use public transportation after school may do so only if the school has received prior authorization from the parent/guardian. Students who are on campus unsupervised before drop-off time or after dismissal may be subject to disciplinary consequences under the Student Code of Conduct, state criminal trespass laws, and/or monetary charges. Students must follow all school rules during dismissal, and the school reserves the right to contact the appropriate authorities for serious infractions.

Dismissal/Pick Up Information Form

Parents/guardians must provide dismissal information about their child. The school is not responsible for students who leave campus without written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses and/or school grounds. Disciplinary action will be taken against students who leave and return to campus without having written permission from an administrator.

*Please note that any changes to transportation must be communicated by the parent/guardian to the front office and on the dismissal app before 2:00 pm.

Early Check Out from School

In all instances of early check out, the following precautions are taken to ensure student safety:

- Approval of parent or guardian is required in all instances of early check out.

- The principal or his/her designee may release a student before the end of a school day only upon presentation of a written or face-to-face request from a parent/guardian (no telephone calls), or for reasons of emergency.
- Students may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.
- No staff member shall permit or cause a student to leave school prior to the regular dismissal time, except with the knowledge and approval of the principal and parent/guardian.
- Campuses may restrict early check out availability.

A student who is checked out during the school day may not return to campus that same day unless the student provides documentation of a medical, dental, therapy, or court appointment that day. The Parent/Guardian must escort the student inside and present the documentation to the front office to check the student back in.

Uniform Top

All students must wear the LISA Academy uniform shirt. This shirt must be purchased from the approved uniform provider. A solid white, gray, red, navy, or black long-sleeved shirt may be worn as an undershirt. The undershirt must be tucked in.

Outerwear

Non LISA branded jackets may be worn if solid black, navy, or gray and must not have writing or graphics. No hoodies of any type are allowed. LISA Branded outerwear is approved for limited classroom use.

Pants

- Properly fitting navy blue, black, or khaki uniform style pants or shorts are required.
- Shorts and skorts must be to the kneecap or longer. Skirts are only allowed with accompanying shorts that extend to the knee or longer.
- Belts must fit properly and not hang down when buckled. No big buckles or extreme decorations are allowed.
- Jeans are to be worn only on designated days or for designated groups. No torn jeans or jeans with holes are allowed (additional details follow).
- Flat pocket cargo-style and jogger style pants may be worn. No expandable pocket pants are allowed.
- No garments made of stretch material (e.g., lycra) that clings to the body shall be worn as outerwear or pants (such as jeggings, leggings, tights, yoga pants, biking attire, or exercise garments). Additionally, no sweatpants nor black denim jeans are permitted.
- Pants may not be baggy or sag, or have a low waistline. Pants must be worn properly at waist.
- Pant legs may not be rolled up.

Footwear

All students must wear closed toe and closed heel shoes with solid soles.

- Shoes must have closed toes and backs.
- No sandals, mules, slippers/house-shoes, high heels, or Crocs are allowed (for specifics regarding galoshes see local administration).
- No Heelies (shoes with wheels)
- Shoelaces must be tied at all times. No long shoelaces are allowed.

Additional Uniform Policy and Grooming Requirements and Limitations

In addition to wearing proper school uniforms, students must follow the following dress code guidelines. LISA Academy prohibits any clothing or grooming that, in the

administration's judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

Personal Appearance

- Pierced or clip-on jewelry may only be worn on the ears.
- No spike/gaged earrings. No spike necklaces or bracelets.
- Students may wear stud earrings no larger than the ear lobes; no large hoop, gauge, or large dangling earrings are allowed.
- No jewelry or apparel exhibiting or promoting illegal substances, gangs, or violence.
- No tattoos (permanent or temporary) may be visible.
- Hair, including facial hair, shall remain neat and clean at all times.
- Sunglasses are not allowed in the building.
- No loose items shall be dangling from pockets.
- No extreme make-up is allowed.
- No fingernails that prevent a student from completing work or that could be used as a weapon are allowed.
- No bandanas.
- No illuminated accessories.
- No hats or headwear during the school day, with exception for religious attire.
- No distracting headbands (i.e., fox ears, cat ears, illuminated, etc.)

Dress Code on Jeans Days

All general guidelines for dress apply on jeans days, even though school uniform pants are not mandatory. Students must wear their uniform shirt or school-approved LISA shirt. Students may wear solid colored black or blue jeans.

Parent/Guardian will be called to bring a change of clothes or pick up a child if he or she violates the dress code. The student may not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence.

Field Trip Dress Code

Students will be expected to wear school uniforms on all school sponsored field trips. Local administration may approve any deviation from school uniform where appropriate.

Non-Uniform Days

Designated non-uniform days will be announced by local administration with accompanying expectations. All general guidelines for dress apply even though school uniforms are not mandatory. Violations of expectations will receive consequences as outlined in the student code of conduct. Garments must be free of holes, tears, inappropriate wording, logos, messages or advertising. All shirts must have sleeves. Students shall not wear low cut, midriff-baring, or backless blouses or shirts. Clothing items must not depict images of violence. Parent/Guardians will be called to bring a change of clothes or pick up a child if he or she violates the dress code. The student may not be allowed to attend class until he or she is appropriately dressed. Any class time missed will be counted as an unexcused absence.

Student health and safety is a high priority of LISA Academy. Student cooperation is essential to ensuring health and safety.

LISA Academy is proud to be a tobacco-free, alcohol-free, THC-free, and drug-free school. Additional details can be found in the LISA Academy policy guide. Violations of these policies will be subject to consequences as outlined therein.

Communicable Diseases
Students with communicable diseases or with parasites shall demonstrate respect for other students and staff by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school. Further details can be gathered from the school health office.

Immunizations
Student immunizations must be up to date as required by the Arkansas Department of Health. A copy of the required immunizations may be acquired from the school nurse. If a student does not have the required immunizations, according to the law, he/she will be excluded from school until immunizations are up to date.

If a student is unable to receive immunizations for a medical or non-medical reason, the parent/ guardian must take the following steps before the student is eligible to attend school:

- Contact the Arkansas Dept. of Health, Division of Communicable Disease at 501-661-2169.
- Submit a request and documentation for exemption to ADH.
- Parent/Guardian shall provide the school with the Exemption letter.
- ***Exemptions must be renewed yearly.***

Students have 30 days upon entering the school district to become compliant or be in process of updating shot record in accordance with state regulated vaccination criteria.

Personal Illness
In order to provide our students with a healthy environment in which to learn, these guidelines must be followed:

- If a student complains of not feeling well before school, parent/guardian shall take the student's temperature and keep student home if the temperature is 99.9 or above.
- If a student complains with stomach disorders such as nausea, vomiting or diarrhea, the student shall not attend school. Stomach viruses are highly contagious.
- If a student has a rash of unknown origin or has a suspected condition (such as chicken pox, mumps, measles, etc.) which may be contagious, the student must not attend school until a physician has diagnosed and treated the condition.

If a student is sent home from school with fever, vomiting, diarrhea, rash, or any other acute symptom, he or she shall not return within 24 hours. A student shall be free from

any signs or symptoms that are believed to be contagious for twenty-four (24) hours without medication before returning to school.

Many times, students become ill or injured at school and it is necessary for the school to notify parents/guardians. Parent/guardian contact information must always be up to date with the school. Parents/guardians have 1 hour to make arrangements for their sick or injured students to be picked up from school. Parents/guardians who leave an ill or injured student at school may be reported for neglect to the Department of Children and Family Services.

State-Mandated Screenings

All school campuses will conduct the state mandated health screenings. For additional details please visit the school health office for detailed policy.

Additionally, any student who has been referred for special education services or evaluated as part of the special education process may receive a vision and hearing assessment. Arkansas Medicaid/ARKids First will be billed, where applicable, for vision and hearing screenings conducted at the school. The parent, or legal guardian, or eligible student wishes to deny billing for vision and hearing screenings, written notification must be received by the District Medicaid Finance Officer within thirty (30) calendar days of receipt of this notice. All written notifications must be sent directly to lisaacademy@lisaacademy.org attention: District Medicaid.

Medication Administration

Students requiring medication during the school day shall follow LISA Academy medication policies and procedures. For further details and submissions of personalized health plans families should reach out to their school health offices.

Water Bottles

Students may carry a water bottle if:

- The water bottle contains only plain water. Any additions, such as flavorings or colored substances, are strictly prohibited.
- The water bottle shall have a maximum capacity of 30 ounces or less.

Students failing to adhere to these requirements or to act responsibly with water bottles will be assigned consequences as appropriate.

Elevator and Uniform Passes

Any student requiring an elevator pass for more than 2 days must submit a doctor's note to the nurse. Any student found on the elevator without a pass issued by the school nurse, front office or administration will be subject to disciplinary actions per the student code of conduct.

Uniform passes are only permitted by the nurse when there is a medical reason stated by a licensed physician for not wearing approved LISA uniform clothing. All other requests must be approved by the school's administration.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

LISA Academy prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sexual orientation, gender, national origin, disability, or any other basis prohibited by law. LISA Academy also prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

For purposes of this policy, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sexual orientation, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sexual orientation, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti printed material, or creating internet posts promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

In compliance with the requirements of Title IX, LISA Academy does not discriminate on the basis of sexual orientation or gender in its educational programs or activities. LISA Academy does not tolerate sexual harassment of a student by employees, school volunteers, parents/guardians, other students, or other third parties related to school. Romantic or inappropriate social relationships between students and school employees, school volunteers, or other school patrons are prohibited. Any sexual relationship between a student and a school employee, school volunteer, or other school patron is always prohibited, even if consensual. If a school official has reason to suspect that an

inappropriate sexual relationship has taken place, that official is required to report the incident to the proper legal authorities.

Sexual harassment of a student includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
    - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
    - Creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive

educational environment.

- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Retaliation

LISA Academy prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the principal, or other school employee. Alternatively, a student may report prohibited harassment directly to one of the officials below:

Reports of discrimination based on sex, including sexual harassment, or discrimination based on disability may be directed to the Title IX Coordinator. For more information, please contact the local school administration.

The principal or his/her designee shall serve as coordinator for purposes of school compliance with all other anti-discrimination laws.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator may be directed to the Superintendent or the Board of Directors. A report against the Superintendent may be made to the Board of Directors. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

After receiving a complaint of sexual harassment, the school may, but need not, require the student to prepare a written report. Verbal complaints will be documented. Upon receipt of a complaint, the Title IX Coordinator or other authorized school official shall promptly authorize and undertake an investigation. When appropriate, the school may take interim action to avoid additional opportunities for harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations.

The investigator will prepare a written report of the investigation. The report shall be filed with the Title IX Coordinator or other school official overseeing the investigation. If the results of the investigation establish that prohibited harassment occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment and prevent its recurrence. The school may take disciplinary action based on the results of an investigation, even if the school concludes

that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality
To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal
A student or parent/guardian who is dissatisfied with the outcome of the investigation may appeal through the LISA Academy grievance procedure. See "*Conflict Resolution*". A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying
LISA Academy prohibits bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in repeated written or verbal expression or physical conduct that:

- Will have the effect of physically or emotional harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, and demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and ostracism. Bullying can occur in person, verbally, physically, or virtually and must be reported to local administration immediately.

Cyberbullying
The use of technology including messaging services, e-mail, social media services, and/or the internet to enact any or all of the prohibited conduct outlined above is considered cyberbullying, and is subject to disciplinary action up to and including expulsion. The school shall take initiative in educating and informing its students of the negative effects of cyberbullying, as well as the disciplinary consequences should students violate this prohibition.

Reporting Procedures
Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Assistant Principal, a teacher, counselor, or other school employee. A report may be made orally, in writing, or online. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Assistant Principal and/or designee.

A student who intentionally makes a false claim or offers false statements is subject to appropriate discipline.

Investigation of Report

The Assistant Principal shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so, proceed under that policy instead. See "Freedom from Discrimination, Harassment, and Retaliation". The Assistant Principal shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Assistant Principal shall prepare documentation of the investigation, including a determination of whether bullying occurred, report it to the principal and record it in the school's discipline platform. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The school may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Confidentiality
To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal
A student or parent/guardian who is dissatisfied with the outcome of the investigation may appeal through the school grievance procedure. See "*Conflict Resolution*" section.

Law Enforcement Agencies
The following procedures shall be followed when law enforcement officers and other lawful authorities want to question or interview a student at the school:

- The school administration shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
- The school administration shall make reasonable efforts to notify the student's parent/guardian.
- Unless prohibited by law or when the student has been arrested or taken into police custody, a staff member shall be present during the questioning or interview.

When the investigation involves allegations of child abuse, special rules apply. See "Child Abuse Reporting and Investigations".

The school shall permit a student to be taken into custody:

- Pursuant to an order of the juvenile court.
- The school administration shall make reasonable efforts to notify the student's parent/guardian, to the extent permitted by the legal authority.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has

violated the terms of probation imposed by a juvenile court.
- Pursuant to a properly issued directive to apprehend; or
- By an authorized representative of the Arkansas Department of Human Services, a law enforcement officer, or a juvenile probation officer, without a court order and under the conditions set out by law relating to the student's physical health or safety.

Child Abuse Reporting and Programs

LISA Academy provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. LISA Academy provides training to its teachers and students in preventing and addressing incidents of sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse. Assistance, interventions, and counseling options are also available.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Arkansas Department of Human Services. School officials shall not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials shall not require the investigator to permit school personnel to be present during an interview conducted at school.

Arkansas law prohibits the notification of a parent, guardian, custodian, or person standing in loco parentis if the person is named as an alleged offender. The investigator shall provide the school with written documentation that notification is prohibited.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent/guardian, if necessary.

Plan for Addressing Sexual Abuse of Students

Sexual Assault Policy

LISA Academy explicitly condemns sexual assault as a violation of an individual's human rights and dignity. Therefore, the policy of LISA Academy is that members of LISA Academy community neither commit nor condone sexual assault in any form. This prohibition applies equally to male and female staff, faculty, students, to all persons on premises subject to LISA control and to those engaged to further the interests of LISA Academy.

Sexual assault is unlawful and may subject those who engage in it to civil and criminal penalties. Employees and students who engage in sexual assault will also be subject to applicable disciplinary action.

LISA Academy is committed to providing an environment free from sexual assault. Therefore, LISA Academy administration strongly encourages all LISA community members to report incidents of sexual assault. To that end, reporting and investigating procedures are supportive of and sensitive to the victim. At the same time, they adequately safeguard the rights of the alleged offender.

Definition of Sexual Assault

Sexual assault is generally defined as attempted or actual unwanted sexual activity. Sexual assaults generally fall into one of two categories: forcible and non-forcible offenses. A forcible sex offense is "any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against a person's will where the victim is incapable of giving consent." Consent is defined as an active, knowing, and voluntary exchange of affirmative words and/or actions that indicate and effectively communicate a willingness to participate in a particular sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

These sex offenses include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and may include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category. As used in this policy, the term "sexual assault" is generally descriptive of conduct specifically prescribed as rape, carnal abuse, sexual misconduct, sexual abuse, and sodomy under Arkansas Code Annotated 5-14-101 through 123.

Disciplinary Sanctions

Sexual Assault Forcible and Non-Forcible Sex Offenses: LISA Academy will not tolerate sexual assault in any form, including rape and acquaintance rape. A student or employee charged with sexual assault can be prosecuted under Arkansas criminal statute and/or disciplined by LISA Academy. Even if criminal prosecution is not pursued, LISA Academy can pursue disciplinary action. Where there is probable cause to believe that the campus regulations prohibiting sexual assault have been violated, the campus will pursue strong disciplinary action through its own internal judicial channels. This discipline includes, but is not limited to, the possibility of termination, expulsion, suspension, disciplinary probation, counseling, mediation or educational sanctions or a combination. Any conduct that constitutes a sexual offense under Arkansas law shall also be subject to disciplinary sanctions under this policy.

Sexual Assault Victims' Rights

As a victim, an individual has the right to file criminal charges with local law enforcement authorities and, upon request, is entitled to assistance from LISA Academy in notifying the local law enforcement authorities. The Assistant Principal will explain how to use the LISA Academy complaint process.

An individual has the right to file a complaint with LISA Academy and have a sexual assault complaint investigated by LISA Academy. Parents/guardians of a minor child will be contacted and informed of an ongoing investigation. Following the initial interview, parents/guardians of the minor child will be invited for a conference.

LISA Academy will notify the individual as to the outcome of any disciplinary proceeding regarding the complaint subject to limitations of state and federal laws relating to data privacy practices. The person accused will also be notified of the outcome of such proceedings.

LISA Academy will cooperate with law enforcement authorities in obtaining, securing

and maintaining evidence in connection with the sexual assault incident. LISA Academy will also assist the individual in preserving any materials relevant to the campus disciplinary proceedings. LISA Academy will, in cooperation with law enforcement authorities, make efforts to shield the individual from unwanted contact with the alleged assailant, including the transfer of the victim to alternative classes if this option is available and feasible.

Interrogations and Searches
In the interest of promoting student safety and attempting to ensure that the school is safe and drug free, school officials may from time-to-time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Express or implied coercion – such as threatening to contact parents or police – invalidates apparent consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search, i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Desk, Locker, and Cubby Searches
Students should have no expectation of privacy in the contents of their cubbies, desks or other school property. Cubbies and desks assigned to students remain at all times under the control and jurisdiction of the school. The school will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their cubbies and desks, and shall be held responsible for any prohibited items found during a search. The student's parent/guardian shall be notified if any prohibited articles or materials are found in a student's cubby or desk, or on the student's person, as a result of a search conducted in accordance with this policy.

Vehicles on Campus
Vehicles parked on school property and property under school control are under the jurisdiction of the school and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated.

Trained Dogs

The school may use or contract for specially trained dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Such visits to the school may be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be asked to alert on students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

Procedures for Use of Restraint and Time-Outs

School employees or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.
- Only those who have been trained and are currently certified to restrain students through the district approved courses are authorized to restrain students at LISA Academy.

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet, or other specially designated locked space as either a discipline management practice or a behavior management technique.

School Visitors

Visitors for educational purposes are welcome at the school. Visitors must sign in with the front office and present a valid photo ID upon arrival. Parents/guardians must also check in at the front office. Guests should not be brought to school without prior approval.

Visitors will not be allowed during the last two weeks of the semester or during the week prior to any school holiday, or during standardized testing. Parents or other visitors shall not walk in the hallways or to classrooms unless a visitor's form has been completed at least 2 school days in advance to provide notice of the visit. This form must also be completed when a parent/guardian requests to observe a class. Visits will only be allowed a maximum of 20 minutes per day, and no more than 1 visit per week in order to limit the distractions in a rigorous learning environment.

The principal may take the following actions whenever there is a school visitor:

- Require the visitor to display his or her driver's license or another form of identification issued by a governmental entity containing the person's photograph (see front office for details).
- Establish an electronic database for the purpose of storing information

concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.

- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school.

Disruptive Activity

In order to protect student safety and sustain an educational program free from disruption, the school shall take action against any person who interferes with or disrupts the school environment and/or school activity, including during safety drills.

Emergency Closings

Weather or other conditions may occur that will make it necessary for campuses to be closed. Parents/guardians and students are advised to view the school's website, listen to automated phone calls, or read text messages as well as listen to local radio or television for announcements that the school will be closed.

Video Recording of Students

For safety purposes, video equipment may be used by the school to monitor student behavior in classrooms and hallways, on buses and in common areas on campus. Students will not be told when the equipment is being used. Staff may review the tapes routinely to document student misconduct. Discipline will be in accordance with the Student Code of Conduct. Further information can be found in the LISA Academy policy manual.

Report Cards and Grading Scales
Beginning in third grade, students will follow a standard scale for assigning letter grades. Individual teachers and administration will establish the grading policies and procedures for their classes, with grades corresponding to the following scale:

A = 90–100% B = 80–89% C = 70–79% D = 60-69% F – 59% and below

Kindergarten, First, and Second grade students will receive grades based on their mastery of state standards.

Students earning all passing grades (above F) shall be promoted unless attendance or other extenuating circumstances including Arkansas Department of Education state requirements prevents this.

For students seeking to skip a grade or accelerate beyond assigned grade, both campus and district GT coordinator should be contacted for further information. District GT Coordinator is the final approver of entire grade acceleration.

Grade Promotion Policy
Elementary and middle school grade promotion from one grade to another in LISA ACADEMY shall be based on the following criteria:

1.) Students must have passing grades (above F) in all of the core subjects. Final grade is determined by averaging the two semester grades. Online Platform will display current grades. It is the parent's/guardian's responsibility to actively monitor this information. Passwords are given at the beginning of the school year and can be obtained at the front office at any time.
2.) Summer School:
    a.) Students who received a failing grade in math or ELA or science for the year must attend summer school and receive a passing grade to be promoted to the next grade level.
    b.) Summer school must be assigned and approved by the school administration.
    c.) Students with truancy notes,18 days of unexcused absence, must attend summer school to recover from the learning loss.

3.) Students who fail both math and ELA will repeat the grade. No summer school is allowed.

4.) Students with more than 30 days of unexcused absences must repeat the grade. Refer to the Attendance section in this handbook for details.

5.) Any student who does not complete the required summative state testing may be subject to grade retention.

6.) Failure to achieve ready or exceeding on ATLAS state summative exams may result in required mandatory tutoring and/or summer school. Failing to attend such required tutoring or summer school may result in grade retention.

Honor Roll

Elementary School

- Students who earn an "A" in all classes will be named to the LISA Distinguished Honor Roll.
- Students who earn at least a "B" in all classes will be named to the LISA Honor Roll.
- Behavior awards or incentives will be given based on campus expectations.

LISA Academy encourages daily engagement in learning and may provide campus awards or incentives as well.

Tutoring

LISA Academy has a Response to Intervention (RTI) plan. Based on student data, this might include small group instruction, pull outs, co-teaching, or other supports deemed appropriate for student success. Students requiring additional support will be required to attend mandatory tutoring.

Refer to LEARNS Act

- 3rd grade retention policy starting 2025-26 school year (Link page 52).
- Math Intervention plan for grades 3-8 (Link page 55).

The objective of tutoring is to provide small group structured instructional time to improve students' performance and to develop responsible student skills that will contribute to academic achievement. Support of parents/guardians is essential to student success.

Homework Policy

Teachers assign homework that fosters individual learning and growth and that is appropriate for the subject area. Homework may be part of all students' regular evaluations. Each student is responsible for completing and turning in homework on time. The teacher's record is final in cases of conflict regarding homework assignments. If a student or parent has questions about homework, contact the teacher who assigned it. Parents should expect nightly reading as part of the rigorous academic program.Take home folders are expected to be used on a daily basis in grades K-5.

Learn more at LISA Homework Guidelines for Elementary Students - Google Docs

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based

on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Student Services

Students with Disabilities

Upon the recommendation of the Individual Education Plan (IEP) Team, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program ("IEP"). An IEP Team must include the parent/guardians (for minors), at least one of the student's current teachers, and special education teacher or supervisor. Service providers may additionally be required to participate as a member of the IEP team.

English Language Learner Services

In keeping with state and federal laws, LISA Academy offers support services for students at all appropriate grade levels for English language learners who are limited in their English proficiency. The District's goal is to provide additional English language assistance to students, enabling them to become academically successful in all classes. LISA Academy will use a home language survey at the time of enrollment to gather information about a student's language background and identify students whose primary or home language is other than English. We will then determine if potential EL students are in fact EL through a valid and reliable test which assesses English language proficiency in speaking, listening, reading, and writing. If test results indicates limited academic English proficiency the student will be provided additional English language support, unless the parent/guardian chooses to sign a waiver.

Section 504 Services

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the teacher, assistant principal or principal for information concerning available programs, assessments, and services. For further information, please contact the District Section 504 Coordinator.

Services for Title I Participants

Information regarding the school's Title I program may be obtained from the principal.

SECTION VI: STUDENT CODE OF CONDUCT

The LISA Board of Directors and the Superintendent may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each Principal, within his or her own school, may establish certain rules and regulations in line with those established by the Board and the Superintendent.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

The LISA Board of Directors has authorized detention, suspension, and expulsion as methods of disciplining students. The Board of Directors has also given authority to the Superintendent or designee to use any of these disciplinary actions which, in his or her judgment, is appropriate for the violation. The LISA Academy Student Code of Conduct includes a minimum consequence of a student warning and a maximum consequence of long-term suspension or expulsion.

Jurisdiction:

The school may discipline a student for any violation of the Code committed while a student is:
1. On school property
2. Attending any school-related or school-sponsored activity, so long as the student is under the direction of a school employee.
3. On the school property of another school district during a LISA Academy event.
4. Attending another district's school-sponsored or school-related activity when a student is sponsored or authorized by LISA.
5. Involved in retaliation toward a school employee or volunteer, no matter when or where it takes place.
6. Convicted of a felony or misdemeanor.
7. Involved in cyber activity that directly affects the education environment of LISA Academy students.

*In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus may be reported to an appropriate law enforcement agency.

School-Wide Rules Students shall:

- Demonstrate courtesy at all times;
- Behave in a responsible manner, always exercising self-discipline and control;
- Attend all classes, regularly and on time;
- Be prepared for each class;
- Meet school standards for grooming and dress;
- Obey all campus and classroom rules;
- Respect the rights of others, including property and facilities of the school;

- Cooperate with and assist school personnel, including volunteers, in maintaining safety, order and discipline;
- Adhere to all requirements of the currently-adopted Code of Conduct.
- Compliance with school wide rules regarding backpacks

Behavior Management/Consequences

Teachers are in charge of their classrooms. Each teacher will set up an age-appropriate classroom management plan approved by administration that will include classroom rules/expectations with procedures that will be followed for violations.

Discipline Point System (DPS)

LISA Academy uses a Discipline Point System (DPS) to promote positive behavior and maintain a safe, respectful learning environment for all students. DPS is a schoolwide system that assigns discipline points when a student engages in behavior that does not meet school expectations. All teachers and staff members consistently use this system to ensure fairness and accountability.

When a student receives discipline points, those points are recorded in our system and contribute to the student's overall discipline record. Repeated or serious behaviors may result in additional consequences in accordance with the school's discipline policy.

A.) Parent Monitoring Expectations

Parents and guardians play an important role in supporting student success. We expect all parents/guardians to regularly monitor their child's DPS record and Leaderboard status. Checking DPS frequently allows families to:

- Stay informed about their child's behavior
- Address concerns early
- Reinforce positive choices at home
- Partner with the school to support improvement when needed

B.) How to Access the DPS Leaderboard

Parents/guardians can view their child's DPS points and discipline reports by following these steps:

- Log in to the Parent Portal at: https://parentportal-6c301.web.app/
- Enter your username and password (or create new account)
- Select your child's profile.
- View current points and reports.

If you need assistance accessing the Parent Portal or setting up your account, please contact the school administrator for assistance.

Rules of Discipline Point System:

1. Minor behavioral infractions are assigned numerical points.
2. Each teacher is required to implement and enforce the DPS system.
3. The teacher shall fill out a referral and contact the Dean of Students, if misbehavior continues after points are assigned.

4. Accumulation of **15 DPS** points within a semester shall result in a warning letter regarding behavior.
5. Accumulation of **30 DPS** points within a semester shall result in assignment to detention.
    a. Failure to attend detention shall result in the student being assigned an additional detention. A second failure to attend will result one day in school suspension
    b. Students accruing 30 DPS points may receive a behavior plan created by their classroom teachers.
6. Accrual of **45 DPS** within a semester shall result in an additional ~~Saturday~~ Detention and a parent conference
7. Accrual of **60 DPS** within a semester shall result in one day in-school suspension. Students may be referred to a school counselor or a behavior management plan may be implemented.
8. Accrual of **75 DPS** within a semester shall result in a one day in-school suspension and parent conference with warning of consequences for continued behavior.
9. Accrual of **90 DPS** or more within a semester may result in two days in-school suspension.
10. Accrual of **105 DPS** or more within a semester may result in 3 out of school suspension days and creation of a behavior plan in coordination with the school counselor and guardian (also 504/IEP coordinator if applicable).
11. Accrual of **135 DPS** or more within a semester may result in Senior Director of Schools Review.
12: Accrual of **165 DPS** or more within a semester may result in Senior Director of Schools Review.
13. Accrual of **195 DPS** or more within a semester may result in Senior Director of Schools Review.
14. Accrual of **210 DPS** or more within a semester may result in a Superintendent Review.
15. Accrual of **240 DPS** or more within a semester may result long term suspension or expulsion recommendation

LISA Academy shall not use out-of-school suspension or expulsion for a student in kindergarten through grade five (k-5) except;

- in cases when a student's behavior either poses a physical risk of harm to himself or herself or to others, or causes a serious disruption that cannot be addressed through other means
  (OR)
- if this behavior is so unruly, disruptive, violent or abusive that it interferes with the teacher's ability to teach or other's ability to learn.

Disciplinary Process:

The principal will designate one Assistant Principal as the building Dean of Students. The Dean of Students will handle all disciplinary referrals for the campus. If the Dean of Students is unavailable, another staff member will serve in this role, temporarily.

The Administration may suspend a student for up to 3 school days during the course of an investigation.

Before a student is assigned any consequences, the administration will:
-Notify the student of the accusations against him/her.

-Allow the student to make a statement regarding the incident; and
-Determine whether the student's conduct warrants suspension, by investigating the situation.

If the conduct warrants any disciplinary action, the Dean of Students or designee will notify the student and his/her parent by phone, email, or in person, including the reasons for suspension and any appeal options.

The student shall receive credit for work missed during the period of suspension if the student makes up the work missed within the same number of school days the student was absent on suspension. It is the student's responsibility to obtain all make-up work from teachers.

A Discipline Committee will be formed to review decisions regarding student discipline. The committee will be composed of faculty and staff members appointed by Administration, and the assigned members will serve throughout the school year. The committee will review offenses under the Code of Conduct, ONLY when the Dean of Student is not able to make a decision based on clear facts. The discipline committee will meet weekly, if needed. Students pending assignment of cases and consequences for short term suspensions will be assigned to ISS in the meantime. The Administration will review the Discipline Committee's recommendations and will issue an appropriate consequence under the Code of Conduct. Out-of-school suspensions will be submitted to the Superintendent or their designee for approval, especially in cases involving K–5 students or when the behavior falls under the provisions of Act 565, the Teacher Protection Act.

In-school suspensions assigned as a Level 1 or Level 2 consequence is final and may not be appealed. Short-term suspensions may be appealed to the principal within 1 school day.

Prior to recommending any expulsion or long-term suspension consequence to the board, the case will be reviewed by the Superintendent or his designee.

Long Term Suspension or Expulsion:

The LISA School Board may expel a student for a period longer than ten (10) school days for violating the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the LISA School Board for certain student conduct. Students pending expulsion or long term suspension shall not attend school.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on the school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis.

The Superintendent and the LISA Academy School Board shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

1. Purpose and Overview

This policy establishes the procedures governing the role of the LISA Academy Board of Directors in expulsion matters following a determination by a Hearing Officer.
Consistent with LISA Academy's Expulsion Policy, expulsion decisions are initiated through a Hearing Officer process. The Board of Directors serves as the final decision-making authority and is responsible for either:

1. Approving a Hearing Officer's expulsion determination when no appeal is filed; or
2. Hearing and deciding an appeal properly submitted by a student or Parent/Caregiver.

All proceedings shall be conducted in accordance with applicable law and LISA Academy policy.

2. Scope and Authority

The Board of Directors retains final authority over all expulsion decisions. A Hearing Officer's determination shall take full force and effect upon expiration of the appeal period if no appeal is filed. The determination shall then be submitted to the Board of Directors for approval at the next practicable meeting. If a timely appeal is filed, the Board shall conduct an appeal hearing and may affirm, modify, or reverse the Hearing Officer's determination.

3. Board Action When No Appeal is Filed

If a student/Parent/Caregiver does not appeal the Hearing Officer's determination within the required timeframe:

- The determination shall take full force and effect upon expiration of the appeal period.
- The determination shall be presented to the Board of Directors for approval at the next practicable meeting.

No hearing shall be conducted and no additional evidence shall be presented. The Board's action is limited to approval of the Hearing Officer's determination in accordance with policy.

The Superintendent or designee may provide a brief summary of the matter for the record. The Board shall vote in public session to approve the determination.

4. Appeal to the Board of Directors

A student/Parent/Caregiver may appeal a Hearing Officer's determination by submitting a written appeal within the timeframe established in LISA Academy's Expulsion Policy.

Upon receipt of a timely appeal, the Board of Directors shall schedule the appeal for hearing at the next practicable meeting. The expulsion determination shall remain in effect pending the Board's decision.

5. Board of Directors Appeal Hearing Procedures

Public or Executive Session: At the request of the Parent/Caregiver, the appeal hearing shall be conducted in executive (closed) session. Otherwise, the hearing shall be conducted in public session.

The Board shall ensure that student confidentiality is maintained in accordance with law and policy.

<u>Appeal Hearing Procedures</u>

The Board President or designee shall announce the purpose of the hearing and outline the procedure. The hearing shall proceed as follows:

I. Presentation by School Officials- School officials shall summarize the incident and the Hearing Officer's findings and recommendation.

II. Presentation by Student/Parent/Caregiver- The student and Parent/Caregiver may respond and present additional information.

III. Questions- Board members may ask questions at any time. Formal rules of evidence shall not apply.

IV. Scope of Review-The Board shall consider the Hearing Officer record and any additional information presented. The Board may affirm, modify, or reverse the determination.

V. Deliberation-The Board shall enter executive session to deliberate. No recording shall occur during deliberations.

VI. Vote and Decision- The Board shall reconvene in public session and vote. A majority vote determines the outcome. The decision is final.

VII. Written Decision- A written decision shall be provided within a reasonable time following the vote.

6. General Provisions

Recording: Public portions shall be recorded. No recording during deliberations.

Attendance: Executive session attendance is limited to involved parties.

Reference to Expulsion Policy: All expulsion matters are governed by LISA Academy's Expulsion Policy.

Offenses:

Category	Explanation	Level 0 DPS	DPS #	**Level 1**	**Level 2**	**Level 3**	**Level 4**
Alcohol	41.Use, possession, sale, arranging or attempting to arrange to distribute, or being under the influence of marijuana, controlled substances or illicit drugs, alcoholic beverages, or any other illegal or prohibited substances, on school premises or during any school activity, regardless of location		-				X
Assault	42.Assault and/or battery of any kind, of any person. More serious than "harm." Includes any act that causes physical injury to another person, whether or not the incident is a mutual fight.		-				X
Behavior	20.Any deliberate behavior intended to intimidate, embarrass, or otherwise disrespect a faculty or staff member		-		X		
Behavior	21.Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to effectively communicate with students		-		X		
Behavior	10.Disruptive or inappropriate behavior, including non-compliance and insubordination (including violations of "no contact contract")		-	X			
Behavior	Antagonistic behavior	X	2				
Behavior	Inappropriate cafeteria or hallway behavior (including sharing food or drink)	X	2	X			
Behavior	Not on assigned task	X	3				
Behavior	Inappropriate behavior towards another student	X	3				
Behavior	Horse-playing/Running/Screaming	X	3				
Behavior	Disturbing class	X	3				
Behavior	Disrespectful behavior/comments to teacher	X	4				
Body fluids	22.Intentional misuse of bodily fluids		-		X		
Bullying	31. Bullying (see bullying policy for more details)		-			X	
Bus	11.Failure to follow the bus safety and behavior plan		-	X			

Category	Explanation	Level 0 DPS	DPS #	**Level 1**	**Level 2**	**Level 3**	**Level 4**
Cell phone	12. Possession and/or use of a cell phone, smart watch, or other personal electronic device during the school day without permission from authorized school personnel, in violation of the Bell to Bell, No Cell Act (Act 122 of 2025). Level 1- First offense Level 2= Second offense Level 3= Third offense and subsequent offenses		-	X			
Cheating	13.Academic dishonesty		-	X			
Controlled substances	43. Use, possession, sale, arranging or attempting to arrange to distribute, or being under the influence of marijuana, controlled substances, Delta 8, THC, Hemp derivatives, or illicit drugs, or alcoholic beverages on school premises or during any school activity, regardless of location, this includes any product labeled for adult use only.		-				X
Cooperation	Lack of Cooperation	x	2				
Cooperation	Lack of cooperation with substitute teacher/volunteer	X	5				
Damage	Intentional damage to school property. Value of items determines consequence: Level 2= less than $50 Level 3= $51-$500 Level 4= $501 or above *Note restitution maybe requested or criminal charges		-		X	X	X
Damage	Accidental damage to school property. Value of items determines consequence: Level 1= less than $50 Level 2= $51-$500 Level 3= $501-$2500 Level 4= $2501 or above		-	X	X	X	X
Demonstrating	14.Posting published materials or holding demonstrations or meetings or unauthorized protests on School property without School approval (see “Distribution of Published Materials”)		-	X			
Dismissal	15.Violation of any school dismissal policy		-	X			
Disruption	307.Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt any school program		-			X	

Category	Explanation	Level 0 DPS	DPS #	**Level 1**	**Level 2**	**Level 3**	**Level 4**
Disruption	309. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will incite violence.					X	
Dress code	Dress code violation	X	3				
Drugs	44. Any case related to drugs		-				X
Elopment	Leaving school campus without permission					X	
Felony	45. Conduct punishable as a felony		-				X
Fighting	32.Fighting or arranging a fight (including filming or photographing).		-			X	
Fighting	23.Scuffling. More serious than horseplay		-		X		
Fighting	16.Horseplay		-	X			
Firearm	46. Use, exhibition or possession of a firearm, illegal knife, club, stun gun, mace, pepper spray, razor, box-cutter, look-alike weapon, any item made to look like a firearm, or other prohibited weapon.		-				X
Food	Eating/drinking except during breakfast or lunch time, or having food outside of serving areas	X	3				
Forgery	24.Falsification and/or forgery of school records and/or intentionally providing incorrect information		-		X		
Gum	Chewing gum	X	2				
Harm	33.The intentional planning of harm towards another, including creating a hit list. If results in injury additional consequences are applicable.		-		X	X	
Harassment	25.Engaging in conduct similar to prohibited discrimination or harassment, even if that conduct does not rise to the level of harassment prohibited by law or school policy		-		X		
Knife	47. Use, exhibition or possession of a firearm, illegal knife, club, stun gun, mace, pepper spray, razor, box-cutter, look-alike weapon, any item made to look like a firearm, or other prohibited weapon.		-				X
Knife	34.Possession of a knife or blade not defined as a weapon according to Arkansas law		-			X	
Lack of cooperation	35.Refusal to follow directions from a school personnel that harms or potentially harms others		-			X	

Category	Explanation	Level 0 DPS	DPS #	**Level 1**	**Level 2**	**Level 3**	**Level 4**
Lack of cooperation	26.Refusal to follow directions from school personnel		-		X		
Lack of Cooperation	17.Failing to comply with the school's guidelines or the directives of school personnel		-	X			
Language	27.Offensive language, orally or in writing; Verbal or written abuse, i.e., name-calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment. Profanity and/or obscene gestures toward other students or staff.				X	X	
Language	18.Offensive language, orally or in writing. Verbal or written abuse or gestures		-	X			
Language	Using profane/vulgar language (not directed at a person)	X	5				
Laser	19.Possessing a laser pointer on School property or at School-sponsored events		-	X			
Location	28.Leaving school grounds/events without permission		-		~~X~~	X	
Location	101.Accessing restricted areas		-	X			
Location	102.Failing to report to assigned location		-	X			
Location	103.Leaving classroom or assigned location without permission (remaining on campus)		-	X	X		
Location	Not being in the assigned location (including within classroom or the hallway)	X	2				
Location	Unauthorized use of elevator	X	3				
Lockers	Trading or sharing lockers	X	3				
Lying	104.Lying to a teacher or administrator		-	X			
Medicine	36.Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event (except the possession of asthma or anaphylaxis medications, as allowed by "Administration of Medication".)					X	
Medicine	29.Dispensing OTC medicine		-		X		
Medicine	201.Possessing and/or selling "look-alike" drugs		-		X		
Medicine	105.Possession of medication (all medications MUST be dispensed by the nurse)		-	X			

Category	Explanation	Level 0 DPS	DPS #	**Level 1**	**Level 2**	**Level 3**	**Level 4**
Misdemeanor	37.Conduct punishable as a misdemeanor		-			X	
Notes	Passing Notes	X	1				
PDA	106.Inappropriate physical contact		-	X			
Pornographic materials	38.Possessing, distributing, exhibiting, and/or transmitting obscene or pornographic materials		-			X	
Possession	40. Possession of live ammunition or explosives		-				X
Possession	306.Possession of inappropriate item(s), including but not limited to fireworks, matches, lighters, drug paraphernalia or other items		-			X	
Possession	113.Possession of unauthorized toys		-	X			
Prohibited Item	107.Use of a skateboard, scooter, and/or roller blades while on school property		-	X			
Prohibited Item	Prohibited Backpack or purse in the classroom	X	1	X			
Refusal	Refusal to follow directions from a staff member	X	3				
Retaliation	30.Retaliation against any school employee or volunteer at any time or place		-			X	
Safety	Failure to follow health and safety guidelines	X	3				
Sales	202.Sale of items or services between students, not including controlled substances		-		X		
Sexual	49. Sexual assault		-				X
Sexual	39.Indecent exposure		-			X	
Sexual	301.Engaging in any verbal or written communication of a sexual nature, directed toward another student or any other person		-			X	
Sexual	302.Engaging in any sexual act		-			X	
Sexual	108.Inappropriate physical contact		-	X			
Suspension	303.Failure to comply with school guidelines regarding suspension and/or missing more than one scheduled suspension assignment without a confirmed excuse		-			X	
Talking	Excessive talking	X	2				
Targeting	304.Targeting another individual for bodily harm					X	
Technology	48. Use of the school's Internet access to engage in conduct that constitutes felony criminal mischief and/or deliberate attempts to bypass installed computer security software						X

Category	Explanation	Level 0 DPS	DPS #	**Level 1**	**Level 2**	**Level 3**	**Level 4**
Technology	203.Computer system violations, including violations of the school's Acceptable Use Policy (see "Student Acceptable Use Policy.") including violations of artificial intelligence				X		
Technology	109.Minor computer system violations		-	X			
Technology	110.Possession of any electronic devices in classroom (other than phone)		-	X			
Technology	111.Unauthorized use of any electronic devices on school property		-		X		
Technology	Assigned Chromebook not charged	X	2				
Technology	Assigned Chromebook not with student	X	3				
Technology	Unauthorized use of headphones			x			
Technology	Accessing unassigned website during class	X	5				
Technology	Unauthorized personal electronic device in sight (including but not limited to headphones, earbuds) excluding cell phones			X			
Testing	204.Violating the state's examination procedures		-		X		
Theft	205. Possession or Theft of Stolen Property. Value of items determines consequence: Level 1= less than $50 Level 2= $51-$200 Level 3= $201-500 Level 4= $501 or above		-	X	X	X	X
Threatening	Threats against school personnel and/or other students in verbal or written communication, or using the Internet or other electronic communications to threaten, or cause disruption to the school program.					X	X
Threatening	308.Terroristic Threatening					X	
Throwing	112.Throwing or use of objects not considered an illegal weapon that can cause bodily injury or property damage		-	X			
Throwing	Throwing things in class/hallway/cafeteria	X	3				
Tobacco	305.Possession, sale or use of tobacco or related items/products, vaping devices, nasal vaporizers, or e-cigarettes on school property or at school-related events Possession= Level 2 Sale or use= Level 3		-		X	X	

Category	Explanation	Level 0 DPS	DPS #	Level 1	Level 2	Level 3	Level 4
Trading	Non-authorized buying/selling/trading items (minor infractions)	X	5				
Trash	Leaving paper/trash on the floor/desk/table	X	2				
Unprepared	Lack of materials	X	1				
Warning	Warning for any behavior	X	0				

Consequences:

	Level 0	Level 1	Level 2	Level 3	Level 4
DPS	X				
Give an administrative warning.	X	X			
Provide time out or “cooling off time”.	X	X			
Have student write apology letter.	X	X			
Give student a reflection assignment.	X	X			
Call/email/conference with parent/guardian	X	X			
Counseling referral	X	X			
Assign DPS points	X	X			
Withdrawal of privileges including recess, field trips, PBIS celebrations, promotion/graduation ceremonies, extracurricular activities, and other activities as determined by campus administration	X	X	X	X	X
Other developmentally appropriate plans	X	X			
Restitution/community service	X	X	X	X	
Temporary removal from class	X	X			
Written behavior plan.	X	X	X		
No contact contract	X	X	X	X	
Temporary removal from school		X	X		
School detention (Saturday or other scheduled day)	x	X	X		
1-2 days of in-school suspension		X	X		
3rd and subsequent level 1 offenses will be assigned level 2 consequences			X		
1-2 days out-of-school suspension (AR Act 1059=- K-5)			X		

3rd and subsequent level 2 offenses will be assigned level 3 consequences.			X		
2-4 days in-school suspension with possible additional behavior plan				X	
1-5 days out-of-school suspension with possible additional behavior plan.				X	
Tobacco, alcohol or controlled substance education course satisfactory completion			X	X	
Any student accruing 2 level 3 offenses may be required to meet with the principal.				X	
3rd and subsequent level 3 offenses may be recommended for long term suspension or expulsion.				X	X
6-9 days out of school suspension with possible behavior plan				X	X
Law enforcement contacted. Expulsion or long term suspension may be recommended					X

Consequences for students in grades K–2, administrators reserve the discretion to consider consequences that are developmentally and cognitively appropriate. In determining disciplinary actions, administrators will take into account the age, maturity level, and individual needs of the student, as well as the nature of the discipline case to ensure that responses supports learning, growth, and positive behavior development.

Positive Reinforcement System (PRS)

PRS is specially designed to give students the opportunity to be recognized and rewarded for positive behavior beyond minimum expectations. Each time a student is observed performing a random act of kindness, helping a classmate, or assisting a teacher, he or she will be rewarded with a PRS point. (In addition to these examples, there are several other ways to earn PRS points.) Points are accumulated throughout the school year, administration can reward students periodically. PRS points can reduce DPS points only if they are given by the same teacher or staff member. Please help us encourage your child to earn PRS points. A full listing of PRS-eligible behavior can be found in the chart below.

Case Description- Generalized	Point value
PRS-Serving Detention	5
PRS-Serving In-School Suspension due to DPS	5

Case Description- Teacher Assigned	Point value
PRS- Positive Behavior with Substitute Teacher 5	5

PRS- Restorative Practice assigned by Administrator	5
PRS-Academic Improvement	3
Case Description- Teacher Assigned	Point value
PRS-Helping a fellow student	3
PRS-Volunteering	3
PRS- Leaving clean area in cafeteria/classroom	3
PRS-Participation improvement	2
PRS-Behavioral Improvement	2
PRS-Being a positive role model	2
PRS-Helping put away materials in class or gym	2
PRS-Helping Teacher without being asked	2
PRS-Honesty	2
PRS-Random act of Kindness	2
PRS- Positive Hallway Behavior	2
PRS- Consistently on task	2
PRS- Demonstrating outstanding leadership 2	2

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, the school shall expel from the student's regular program for a period of one calendar year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Superintendent may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis.

For the purposes of this law, "firearm" means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon.
2. Any firearm muffler or firearm silencer.
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar

to any of the preceding described devices. It also means any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

Transportation by LISA Academy

Students being transported by LISA Academy are expected to follow all LISA rules and expectations. Failure to follow these regulations will result in disciplinary action.

Transportation Policy

Eligibility-Only certain students may be eligible for daily transportation through LISA Academy, if available. Contact the transportation coordinator with any questions regarding eligibility.

Bus Stops-When transportation is provided, LISA Academy reserves the right to choose limited bus stops. Contact the transportation coordinator with any questions regarding bus stops when transportation is provided.

Your child's safety is of paramount importance. Please keep in mind that Parents/Guardians are responsible for the child's safety to, from and AT the bus stop. LISA Academy will not provide any supervision of students as they wait for the school bus.

- Drivers are only allowed to make stops at their regularly scheduled stop locations. Drivers are not allowed to amend their routes without permission from the LISA Academy transportation coordinator
- All students are asked to be at the bus stop ten minutes before the scheduled pick-up time.
- LISA Academy will provide transportation in accordance with Isaac's Law. All students should be loaded and unloaded in a manner that does not require the student to cross a 4-lane road.

Bus Safety and Behavior Plan for all bus usage

Students and Parents/Guardians:

LISA Academy's code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules. This also applies to student conduct while on school buses. This behavior plan has been developed to make clear the behavior expectations for all students riding the bus and to assist the driver and bus aide in maintaining a safe environment on and around the bus while driving. These expectations apply for all regular and late bus runs as well as special trips –athletics, field trips, etc.

Students are expected to cooperate with the driver and bus aide and follow these rules at all times:

1. Students must respect the bus driver, the bus aide, and other students.

2. Students must follow both the driver's and bus aide's directions the first time they are given.
3. Cell phones must not be used to take selfies, pictures of other students and/or the bus driver. Using a cell phone to take pictures of others without their permission is considered inappropriate use of a cell phone, which may result in disciplinary action in accordance with the handbook.
4. Rude, vulgar, or obscene language or gestures are prohibited.
5. Students must sit in their assigned seat until they arrive at their stop unless permitted to move by the driver or bus aide.
6. Students must stay seated and face forward at all times.
7. Students must keep the aisle clear of books, bags, feet, legs, etc.
8. Use proper boarding and departure procedures.
9. Loud or distracting noises are prohibited, including singing, yelling, screaming or music.
10. Students must keep hands, feet, and other objects to themselves at all times.
11. Pushing, shoving, horseplay, scuffling, fighting, spitting, or throwing objects is prohibited.
12. Ethnic, racial, or derogatory comments towards students or school personnel will not be tolerated.
13. Matches, lighters or other flammable or hazardous materials are prohibited.
14. Any action by a student that is deemed to be unsafe is prohibited.
15. LISA Academy is not responsible for items left behind, lost or stolen on the bus.
16. Keep all parts of your body – and all objects – inside the bus.
17. Keep all harmful or prohibited objects (drugs, tobacco, alcohol, weapons or substances containing THC) off the bus.
18. Vandalism to school bus or personal property is prohibited.
19. Eating, drinking, or chewing gum is not allowed on the bus.
20. Be on time at your stop.
21. Balloons, glass, animals (alive or dead), or any item too large for the student to hold in their lap or fit under the seat in front of them will not be allowed on the bus.
22. Students must not tamper with safety equipment or use emergency exits unless instructed to do so by authorized personnel.
23. Follow the driver's signal and directions, and the 15 ft. rule when boarding and departing (stand 15 feet away from the bus stop while waiting for pickup, walk 15 feet away from the bus before the bus is clear to drive away.)

Students who are uncooperative or break the rules should expect to receive the appropriate consequence as outlined in the student code of code and may receive the following additional consequences:

Category	Examples of Infractions	1st	2nd	3rd	4th	5th
A - Minor Misconduct	1 - Boarding or exiting the bus unsafely (includes crossing in front of or behind the bus) 2 - Standing while bus is in operation or not being properly seated. 3 - Obstructing an empty seat, door, stairs or aisle 4 - Making excessive noise 5 - Disturbing, insulting, or harassing other students 6 - Public display of affection (PDA) 7 - Eating, drinking, chewing gum 8 - Using profane or obscene language or gestures 9 - Littering 10 - Any action that causes disturbances or distractions	Oral / Written Warnings	Up to 5 day Bus Suspension	Up to 10 day Bus Suspension	Up to 10 day Bus Suspension	Suspension of riding privileges for remaining school year
B - Serious Infractions	1 - Failure to comply (Disrespectful, talking back, lying) with bus driver or other adult's instruction 2 - Horseplay and spitting 3 - Throwing objects at, within, or out of bus 4 - Sticking objects or body parts out of the window/door 5 - Damage, theft, or pilfering < $100 6 - Spraying or application of cologne / fragrances 7 - Misuse of electronic devices, cell phones, cameras etc.	Up to 5 day Bus Suspension	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year	
C - Severe Offenses	1 - Full or partial nudity 2 - Sitting in driver's seat/tampering with controls or equipment 3 - Interfering with driver 4 - Fighting / Assault (or hitting, biting, pushing) 5 - Vandalism, damages, or theft > $100 6 - Tobacco use or possession	Up to 10 day Bus Suspension	Up to 20 day Bus Suspension	Suspension of riding privileges for remaining school year		

D - Criminal or Illegal Acts	1 - Any action that leads to a bus accident 2 - Possession or use of weapons or other prohibited items (including laser lights) 3 - Lewd or indecent acts 4 – Possession or use of illegal substances 5 - Threatening or causing injury to another person (Bullying and/or harassment) 6 - Alcohol use or possession 7 - Bomb threat or terroristic threat	School Suspension / Expulsion proceeding initiated Discipline Report submitted to appropriate authorities

- All rule infractions are cumulative in most cases for the school year.
- A series of minor infractions may result in serious consequences.
- All misconduct must be evaluated on a case-by-case basis. The administration reserves the right to escalate the consequences due to the severity, frequency, or previous warnings.
- Possession of weapons, prohibited items, controlled substance or representations of controlled substances, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges.
- Restitution may be required for all damages resulting from student action including but not limited to vandalism, fighting, theft, throwing objects, or other damages.

It is the goal of LISA Academy to provide the opportunity for transported students to have a pleasant and above all, SAFE, ride to and from school.

Student Fees

Students may be required to pay certain fees or deposits, including:

1. Membership dues in voluntary student organizations and admission fees for extracurricular activities.
2. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, and graduation announcements.
3. A fee for items of personal apparel used in extracurricular activities that become the property of the student.
4. A fee for replacement identification card.
5. A fee for lost, damaged, or overdue books.
6. A fee for damaged school property (including cubbies, Chromebooks, textbooks, calculators, etc.).
7. Clubs or aftercare in which a student is enrolled.
8. Late pick-up beyond dismissal times.

Please note that LISA Academy strives to be a cash-free campus; therefore, payments should be made through the use of credit cards, check, or money order. Only on specific occasions will cash be accepted after local LISA Academy administration approval.

Under certain circumstances, students with demonstrated need may qualify for waiver of particular fees. Details for the fee waiver are available in the front office. LISA Academy reserves the right to remove a student from his/her club or aftercare for non-payment. LISA Academy further reserves the right to report unpaid balances to a collection agency for recovering of fees and will refer all non-sufficient checks to Check Alert.

School Fundraisers

LISA Academy approved fundraisers are optional for students' participation. Any student choosing to participate must adhere to the agreement outlining regulations for said fundraiser. Students accepting goods without payment of the goods will be held financially responsible for items. Participants failing to follow regulations will be barred from future participation.

Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class. Materials must be used by the student as directed by the teacher. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school.

Lost and Found

Anyone who finds books, clothing or other personal items left unattended should bring these items to the front office/lost and found area. Students who have lost these items should check at the designated area. Items will be kept in lost and found for up to seven days. The hallways are inspected each evening and all unsecured items are placed into lost and found. Students should label all books, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced. Unclaimed items in lost and found will be donated to charity.

The school is not responsible for damage or theft of any item that is confiscated due to classroom disruptions or distractions.

Meals

LISA Academy participates in the National School Lunch Program. Guidelines set by the United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all students. Menus may be obtained at the school office and website. Beginning with the 2025–26 school year, all students will be eligible to receive one free breakfast each school day.

Charge Policy for Meals

Parents and households are encouraged to pay for student meals in advance. LISA Academy offers parents the ability to deposit funds for the school meals in student accounts in advance in two different ways. Cash is not accepted as a form of payment for school meals.

1.) Online advanced meal payments with a debit or credit through the Titan Family Portal (https://family.titank12.com/). The district encourages this way as it is faster and more secure, and money will quickly show up in your student's account. There is a small convenience fee that is charged when making an online payment.

2.) Check or money can be brought to the front office

The meal prices can be found at https://lisaschoolmeals.com For students who are approved for reduced meals through submitting a meal application. Charging meals to a student's meal account is a courtesy extended to the student. Charging meals should not occur on a regular basis. Students that wish to get A la Carte food items at school campuses that offer them. Must pay for those items and can not charge those to the student meal account.

Parents & Guardians are responsible for all charges on the meal account and are expected to pay all outstanding meal charges in a timely manner. Parents and Guardians will be notified by email, phone calls, or by mail. However, Parents/Guardians are responsible for regularly checking the student(s) meal account balances through https://family.titank12.com/.

Students with excessive meal charges or households with financial hardships are encouraged to apply for free or reduced-price lunches for their student(s). Online meal applications are available at https://family.titank12.com/. Click on "Apply for Meals Today" and Search for "LISA Academy" in the district name box. Paper applications can be requested from the school.

Lunch Periods

All students will remain on-campus during the lunch period. Students may buy lunch at school or bring a packed lunch. During the lunch period, students are expected to display good manners and courtesy. Students may eat only in the lunch area, and must clear their place and dispose of all trash appropriately. The lunch area will be monitored by teachers or staff. LISA Academy will not accept food deliveries from outside vendors for students (ie doordash, uber eats, etc).

Students who do not follow guidelines will be subject to disciplinary action under the Student Code of Conduct.

Public Areas

Hallways, the cafeteria, and restrooms are used by all students and school employees. The following rules of conduct apply to all students:

- Students may not loiter in hallways, the cafeteria, or restrooms.
- Students may not eat in these areas except in the cafeteria.
- Students may not run in these areas.
- Students may not use any profane or vulgar gestures or language while in these areas.
- Students may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- Students may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books or any other school property.
- Students must keep these areas clean and safe.
- Students may not leave belongings on the floor, outside of, or on top of lockers.
- Students must clean up after themselves and properly dispose of all trash.
- Students must immediately report any leaks, spills or other problems in the restroom to a teacher or the office.
- Students may not roughhouse, wrestle with, or trip others in these areas.
- Students may not share food or beverages.

Students are not permitted in the halls during class periods or during the lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes or who violate the guidelines listed above will be subject to disciplinary action.

Closed Campus

The school operates a closed campus. Students are not allowed to leave the building for any reason during the school day without properly checking out in accordance with campus rules and procedures.

Cell Phones and Other Electronic Devices

Possession and use of cell phones, computers, and other devices capable of electronic communications (including smartwatches) at school is a privilege and not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations.

All cellular phones, cell phone accessories, smart watches, headphones, and/or electronic devices must be turned off (not silenced) and kept in the cubby/locker during

the school day and while in the school building to ensure compliance with Act 122 “Bell to Bell no phones.”The school will not be responsible for damage to, loss or theft of any cellular phone or electronic device a student brings to school. Students must adhere to the cell phone policy diligently to avoid consequences listed in the conduct section.

The school further prohibits students from possessing other electronic devices – including but not limited to CD players, iPods, iPads, tablets, electronic games and other similar devices – on school property during the school day. These devices disrupt classes and distract others from learning.

Electronic communication devices are considered testing violations during standardized testing and are strictly prohibited. Any student in violation will receive consequences as outlined in the Student Code of Conduct.

Phone Messages

During school hours, parents should not try to reach a student’s cell phone. Parents should call the main office in emergency situations. The school will then notify the student of any emergency.

Distribution of Published Materials

Publications prepared by and for the school may be posted or distributed with prior approval by the Principal and teacher. Such items may include school posters, brochures, murals, etc. For non-school materials, students must obtain express prior approval of the Principal before distributing, posting, selling, or circulating materials on campus.

Demonstrations or Meetings on School Premises (Non-School Sponsored)

Any student who wishes to promote, organize or participate in a non-school sponsored demonstration or meeting on school premises must obtain prior written approval from the Principal at least three days prior to the requested activity.

Bulletin Boards

Students must obtain permission from teachers to post materials on classroom bulletin boards and from the Principal to post materials on hallway bulletin boards.

Deliveries

Flowers, balloons, food items etc. should not be delivered to the school for students. These will not be delivered to the classroom. Students may not receive any form of delivery (balloons, food, flowers etc.) except by any parent/guardian in person and as necessary for the school day. Food items, including but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to the students.

Pledge of Allegiance/National Anthem

Each school day, students will recite the Pledge of Allegiance to the United States flag. A Parent/Guardian may request that his or her child be excused from participation in the daily recitation of the pledge. Students may choose not to participate by remaining silent and respectful. Respectful behavior is expected during the national anthem as well.

Prayer and Meditation

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt or interrupt instructional or other school activities. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

See additional information as outlined in Act 400-The Religious Rights at Public Schools Act 2025.

School Facilities

Parents/Guardians of students who are guilty of damaging school property shall be liable for damages

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave the campus immediately.

School Activities

All school activities are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee. School activities include but are not limited to field trips, after school clubs, science fair, and camps.

Your Involvement as a Parent/Guardian

Research indicates that the level of parent involvement is directly related to improvements in student performance, both academically and socially. A student's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Expectations in this partnership include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides.
2. Becoming familiar with all of your student's school activities and academic programs, including special programs, offered in the school. Discuss with the teacher or Principal any questions you may have about the options and opportunities available to your student.
3. Monitoring your student's academic progress and contacting teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed.
5. Parents should regularly check their child's grades and behavior on the online tracking systems.
6. Encourage reading daily for all children in your home.
7. Monitoring student's online usage
8. Parents should encourage and support students to complete any homework assignments.
9. Serve as a model for students by showing respect for themselves, students, teachers, other parents, and school staff;
10. Ensure their student's compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
11. Assist their student in being properly attired;
12. Take an active interest in the overall school program;
13. Communicate regularly with the school concerning their student's conduct and progress;
14. Discuss report cards and work assignments with their student;
15. Bring to the attention of school authorities any problem or condition which affects their student;
16. Maintain up-to-date home, work, and emergency email and telephone numbers at the school;
17. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system;
18. Respond promptly when notified by campus to pick up student due to medical, disciplinary problems, or emergency campus closure;
19. Have and use the school dismissal app daily;
20. Respond promptly when notified of student disciplinary matters; and
21. Follow Arkansas Clean Indoor Air Act of 2006. (Arkansas Code Annotated

20-27-1801).

All concerns regarding students that are not your child must be directed to local administration and you must refrain from addressing the student directly.

Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the student or the student's parent(s).
2. Mental or psychological problems of the student or the student's family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of individuals with whom the student has a close family relationship.
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities

Parents have a right to receive notice of and deny permission for their child's participation in:

1. Any survey concerning the private information listed above, regardless of funding.
2. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Communication

Communication between parents and school staff is a key component of student success. Parents are responsible for notifying the school of any change of address, telephone number, or e-mail address. Parents may contact school staff by using several methods, including:

- Calling a teacher to leave a message during school hours. If the teacher is conducting class, the teacher will return the call or

message during a non-instructional opportunity.
- Sending an email to teachers. Teacher email addresses are available on the Student eschool account (home access center).
- Checking a student's progress and conduct online by viewing the online tracking system.

Computer Resources

To prepare students for an increasingly computerized society, the school has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students with access to the school's computers and their parents are required to sign and follow the Student Acceptable Use policy found at the back of the Handbook. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mails sent from or received on school computers and within the LISA domain, are not private and may be monitored by school staff.

Conflict Resolution

LISA Academy Administration works hard each day to build a cooperative team approach with families throughout the District. Through this relationship, it is expected that when a concern arises, the Administration will be alerted quickly so appropriate action can be taken. If it is determined that more investigation is needed, LISA Academy may choose to utilize the conflict resolution procedure, see local administration for further details.

Chaperone Responsibilities

LISA Academy encourages all family members to be involved in all school activities. However, for chaperones, LISA Academy has certain expectations of these adults:

1. No use of recreational drugs, tobacco, vaping, substances containing THC, or alcohol. All chaperones are expected to follow the Clean Air Act of 2006.
2. Dress code for chaperones will be the same as LISA Academy Staff dress code (see www.lisaacademy.org for more details).
3. Chaperones must remain with assigned students during all scheduled times.
4. All behavior infractions must be reported to the LISA Academy staff member, not addressed by the chaperone directly.
5. All chaperones with students will be subject to a preliminary background check (sex offender registry and public records) prior to leaving campus.
6. If chaperones need to leave before assigned time, it is their responsibility to contact the front office and lead teacher for notification of departing as well as students accompanying for check out.
7. Only LobbyGuard verified and school-approved chaperones may join LISA Academy field trips.
8. Any change in chaperones must provide 48-hour notice with pertinent information.

Traffic Regulations

On school campuses, all traffic regulations will be provided. The following regulations are important for safety and security of all students and staff and must be adhered to:

1. Follow indicated traffic patterns
2. No cell phone use while driving on school property
3. No smoking/vaping on a school campus
4. Speed limit must remain 10mph or lower
5. Parking only in designated areas
6. Respectful behavior at all times when on school property
7. Drop off in assigned location
8. Visible display of student identification card
9. Other regulations as directed by school administration

Use of LISA logo car magnets is strongly recommended, as a safety measure to help identify cars during the student pick-up times.

Violators of these regulations may be banned from school property or referred to appropriate law enforcement officials.

Student Rights

The school pledges to allow all students to:

- Feel safe in the school environment;
- Take full advantage of learning opportunities;
- Work in an environment free from disruptions and chaos;
- Express opinions, ideas, thoughts, and concerns;
- Have a healthy environment that is smoke, alcohol and drug free;
- Use school resources and facilities for self-improvement;
- Expect courtesy, fairness, and respect from all members of the community;
- Be informed of all expectations and responsibilities; and
- Take part in a variety of school activities.

Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act (FERPA) affords Parents/Guardians and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights include the following:

The Right to Inspect and Review

Parents/Guardians and/or eligible students have the right to inspect and review the student's educational records within 45 calendar days of the day the school receives a request for access. Parents/Guardians or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the Parent/Guardian or eligible student of the time and place where the records may be inspected.

If circumstances effectively prevent the Parent/Guardian or eligible student from exercising the right to inspect and review the student's educational records, the school shall provide the Parent/Guardian or eligible student with a copy of the records requested or make other arrangements for the Parent/Guardian or eligible student to inspect and review the requested records.

The school shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The school may charge a reasonable fee for a copy of an education record that is made for the Parent/Guardian or eligible student, unless the imposition of a fee effectively prevents a Parent/Guardian or eligible student from exercising the right to inspect and review the student's education records. The school will not charge a fee to search for or to retrieve the educational records of a student.

If the educational records of a student contain information on more than one student, the Parent/Guardian or eligible student may inspect and review or be informed of only the specific information about that student.

The Right to Seek Amendment of the Student's Educational Records
Parents/Guardians and/or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the Principal in writing, clearly identify the part of the record the Parent/Guardian or eligible student wants changed, and specify why it is inaccurate or misleading. The school will decide whether to amend the record as requested within a reasonable time after the school receives the request. If the school decides not to amend the record as requested by the Parent/Guardian or eligible student, it will notify the Parent/Guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the Parent/Guardian or eligible student of the amendment in writing.

If, as a result of the hearing, the school decides that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the Parent/Guardian or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school, or both. If the school places an amended statement in the educational records of a student, it is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure
Parents/Guardians and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The Right to File a Complaint
Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. These complaints should be addressed as follows:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Access to Medical Records
Parents/Guardians are entitled to access their students' medical records.

Notice for Directory Information
Under FERPA, the school must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless a Parent/Guardian or eligible student has advised the school, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

The school has designated the following categories of information as directory information:

Student's name
Parent/Guardian name
Address
Current campus of attendance

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and/or businesses or members of the public seeking information about a student under the state's Freedom of Information Act. In addition, two federal laws require the school to provide military recruiters, upon request, with student names, addresses and telephone listings, unless a Parent/Guardian or eligible student has advised the school that they do not want the student's information disclosed without prior written consent.

Any Parent/Guardian or eligible student who does not want the school to disclose directory information from the student's education records without prior written consent must notify the school in writing by completing and returning the "Use of Student Photos and Directory Information Opt Out Form" during the check-in process and no later than the end of the first week of instruction after the student is enrolled.

Technology

Student Safety
The school is aware that resources that are inappropriate or not designed for use in the

educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the school's Internet access is filtered with one of the highest-rated Internet filtering systems available. However, users must recognize that it is impossible for the school to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose
The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and school employees who obtain their Internet access through the school are expected to use these services appropriately.

User Responsibilities
The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. The school is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the school's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by the school administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords or accounts.
5. Users are responsible for inspecting all technologies prior to use and reporting any irregularities to staff immediately prior to use.

Policy – Terms and Conditions

<u>Acceptable Use</u>
Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in

certain circumstances, be reported to law enforcement. If a personal device is logged into a LISA Academy email, all search history is viewable and monitored by LISA Academy.

Monitored Use
All electronic activities including electronic communications systems by students and employees shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the school's authorized IT Manager may read, delete, copy, or modify the electronic mail of other system users. LISA Academy's online platform provides constant monitoring alerts and sends notice to appropriate staff of any violation of LISA protocol for immediate action.

Vandalism
Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the school's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of school policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will be subject to the Student Code of Conduct. The school will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette
Each network user is expected to:

1. Be polite (i.e., an all-caps message implies shouting);
2. Use appropriate language;
3. Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
4. Maintain confidentiality of the user, colleagues, and students;
5. Respect copyright laws; and
6. Be respectful in all aspects of network use.

Consequences
Violation of the school's policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

1. Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
2. Any campus-based disciplinary consequence, including suspension, as deemed appropriate by the administration.
3. Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
4. Expulsion may be considered in instances where students have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.
5. All illegal online activity will be reported to law enforcement as necessary.
6. Any damage incurred to the technologies while in the care of the students will be the student's responsibility, and therefore the student will be subject to disciplinary measures as well as monetary damages.

LISA ACADEMY Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by the LISA Academy Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the LISA Academy Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. LISA Academy has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

LISA ACADEMY Electronic Communication Device Commitment Form (Regulation of Electronic Communication Devices)

Electronic communications at school and at school-related functions are subject to regulation by the school.

This Electronic Communication Device Commitment Form grants authority and permission to the school to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, smartwatches and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These

concerns are exacerbated by electronic security protections and the personal size of these devices which are often concealed in pockets and purses.

Chromebooks

Students will be responsible for the chromebooks assigned to them. If there is a lost or damaged chromebook, charger or bag, parents are responsible to reimburse LISA Academy for any replacement cost. Chromebook insurance is optional. If parents buy chromebook insurance, any loss or damage will be claimed from the insurance. For more info please refer to LISA Academy Chromebook Program Policy and Procedures and/or additional VILS requirements as necessary.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

1. The school administration is authorized to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
2. I further understand that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and may cause the loss of the privilege to possess and use such devices on school property and at school-related events for an indefinite period of time.

Artificial Intelligence (AI) Guidelines

Student AI Code of Conduct:
Introduction Artificial Intelligence (AI) is a rapidly-advancing set of technologies for capturing data to detect patterns and automate decisions. It is essential for students to understand when and how to use generative AI effectively and ethically. AI tools can enhance classroom learning, and students' implementation of these tools should be guided with proper training, ethical considerations, and responsible oversight.

Student Responsibilities When utilizing generative AI tools to create or support the creation of texts or creative works, students are expected to adhere to these guidelines as well as additional guidance provided by their classroom teacher.

1. Use AI responsibly: Students should use AI tools and techniques in a responsible and ethical manner. This includes not using AI to cheat, plagiarize, or gain an unfair advantage. Generative AI tools should only be used for school-related creative work (e.g., to generate text or other creative works) when given approval or guidance from classroom teacher.)
2. Understand the limitations of AI: Students should understand the limitations of AI and recognize that it is not a substitute for critical thinking, creativity, and problem-solving skills.

3. Consider the potential biases of AI: Students should be aware that AI tools and techniques may be biased and should take steps to mitigate bias when using AI.
4. Maintain data privacy: The use of AI should be done in a way that protects personally identifiable information (PII). Students should not share any PII with AI technologies, including name, birth date, address, or other financial or confidential information.
5. Check sources generated by AI: AI is not perfect, has been known to create inaccurate information, and can be used to create misinformation and disinformation. Use SIFT research skills (Stop, Investigate the Source, Find Better Coverage & Trace to the Original Context) to check sources and find independent facts to confirm AI-generated content.
6. Provide attribution: When using AI tools and techniques, students should provide proper attribution and credit to the source of the tool or technique.
7. Seek guidance when in doubt: When students are unsure whether the use of AI is appropriate for a particular assignment or project, they should seek guidance from their teacher or instructor.

I.) AI Levels
These levels may be used by teachers to communicate their expectations for students' use of AI to complete various creative assignments both in and out of the classroom.

1.) AI Recommended -Generative AI is recommended for use in completing this assignment or project.
2.) AI Permitted- Generative AI is permitted but not required for completing this assignment or project
3.) AI Restricted - Generative AI use in completing this assignment or project is restricted. Students may only use their own knowledge and skills.

If a teacher has not specifically indicated whether generative AI is recommended or permitted for an assignment, students should ask before using generative AI. When generative AI is recommended or permitted, students should rely on their classroom teacher to provide further guidance on the extent to which students may make use of it in the context of the specific assignment.

II.) Student Use of Artificial Intelligence and Digital Image Manipulation-
The use of artificial intelligence (AI), generative tools, image-editing software, and similar technologies must align with the school's Code of Conduct, technology policies, and standards of respectful behavior.

Students are prohibited from using AI tools, digital editing software, or similar technologies to create, modify, alter, or distribute content that:

- Causes or is intended to cause alarm, fear, embarrassment, humiliation, or reputational harm to another student, staff member, or community member.
- Falsely depicts an individual engaging in behavior they did not participate in.
- Impersonates another individual without consent.
- Creates or distributes altered, synthetic, or "deepfake" images, audio, or video of another person without explicit permission.
- Contains defamatory, harassing, threatening, or discriminatory material.
- Violates privacy rights or applicable state and federal laws.
- Disrupts the learning environment or school operations.

This includes content created both on and off campus when such content substantially disrupts the school environment or infringes upon the rights of others. Any student found to have engaged in the misuse of AI or digital manipulation tools may be subject to disciplinary action, up to and including suspension, expulsion, loss of technology privileges, and referral to law enforcement when applicable.

The school reserves the right to investigate incidents involving AI-generated or digitally altered content and to require students to provide relevant digital information during an investigation consistent with school policy and applicable law.

Conclusion

This code of conduct is intended to guide students in using Artificial Intelligence responsibly and ethically in their academic work and projects. Teachers may choose to use the AI Levels to classify assignments or projects as needed and should provide students with clear expectations for when AI is appropriate, permitted, or restricted. The use of AI must be done in a manner that is consistent with the district's expectations regarding academic integrity. Misuse of generative AI may be considered cheating or plagiarism.

LISA ACADEMY Acknowledgment and Approval of Acceptable Use Agreement Acknowledgment Form and Electronic Communication Device Commitment Form

By signing below, I agree with and will comply with the contents of the above-mentioned "Acceptable Use Agreement Acknowledgment Form" and "Electronic Communication Device Commitment Form (Regulation of Electronic Communication Devices)." In addition, this form indicates that I and my child will agree to comply with privacy and use policies in accordance with the school issued Google Chromebook as set forth by Google.

Student Name:

_____

(Please Print) Last First MI

Grade: _____

_____

Student Signature Date

_____

Parent/Guardian Signature Date

Please remove this page after it is signed, and return it to your Homeroom teacher. An electronic version of this form will be available at check-in.

Thank you for allowing our staff the opportunity to partner with you in the education of your child.

LISA Academy Student Handbook Receipt Form

LISA Academy has made the District Handbook available online for viewing and downloading. The handbook is available on our websites at www.lisaacademy.org. Once on our website, click on the tab labeled "Student."

By signing this form, I acknowledge that I have been informed that the LISA Academy Handbook is located online and available to me for viewing and downloading. I have also been informed if circumstances warrant, a section of the handbook can be printed by the school.

Student Name: _____

(Please Print) Last First MI

Grade: _____

_____

Student Signature Date

_____

Parent/Guardian Signature Date

Please return this page to the front office upon completion.

Thank you for allowing our staff the opportunity to partner with you in the education of your child.