



Family Handbook

2021-2022



The Lincoln Academy

LIONS

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For more information, please refer to The Lincoln Academy's school website at www.thelincolnacademybeloit.com.

A LETTER FROM THE CEO

It is a pleasure to welcome you to The Lincoln Academy (TLA)! Together, we will ensure that all scholars will graduate from TLA with the ability to earn a living wage job, enroll in a two or four-year college, or enlist in the armed services to live happy choice-filled lives. We believe that every child deserves a quality education. We are relentlessly committed to scholar achievement and high expectations. We know that ALL scholars can and must achieve and that it is up to all of us to ensure that happens. We are pleased to present you with this Family Handbook containing information about the school, the expectations of the scholars, and the expectations of you as a parent/guardian of a TLA scholar.

You are expected to read this handbook and familiarize yourself with its contents as soon as possible as it will answer many questions about The Lincoln Academy. Please reach out directly to the school if you have any questions or concerns.

The Lincoln Academy will be the premier school in the state of Wisconsin because we have high expectations for our scholars, our staff and our families. Together, we will ensure that 100% of our scholars graduate and have a successful and joyful future. Welcome to the TLA family!

Respectfully,

A handwritten signature in black ink that reads "Kristi G. Cole". The signature is written in a cursive, flowing style.

Dr. Kristi Cole, CEO

A LETTER FROM THE PRINCIPAL

It brings me great joy to welcome you all to the TLA family. We have been given the amazing opportunity to be the founding family of TLA and to solidify our imprint in the community. We recognize that the quality of education received affects the quality of life lived. We have a responsibility as educators and parents to make sure our scholars receive a high quality education.

Thank you for entrusting your child(ren) to our vision and care. I would like to reassure you that our scholars are our top priority; and when making decisions, we always put children first. We will make sure all of our scholars master the foundational skills and develop the character necessary to be productive citizens. We will make sure they explore as many opportunities while here at TLA so that they may lead choice-filled lives.

We are extremely committed to ALL of our scholars growing and glowing while at TLA. This can and will be done by upholding high expectations for our scholars, staff, and families. This handbook will help ground us all in the expectations here at TLA so that we can cohesively support our scholars and ensure their success.

I am looking forward to our partnership this upcoming year and all of the amazing things we will accomplish.

The future is now. Roar Lions Roar!

A handwritten signature in black ink, appearing to read "Priscilla El-Amin". The signature is fluid and cursive, with a large initial "P" and "E".

Priscilla El-Amin, Principal

BOARD OF DIRECTORS

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Diane Hendricks
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DISTRICT LEADERSHIP TEAM

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Kari Flitz
Laura Benisch
Yolanda Rivera
Marc Anderson
Jean Marie McKearn

Chief Education Officer
Chief Instruction Officer
Director of Career Planning & Partnerships
Director of Scholar Services
Director of Technology
Special Projects Manager

SCHOOL LEADERSHIP TEAM

Priscilla El-Amin
Tavi Riddle
Ryan Anderson
Ezi Adesi

K4-12 School Principal
Assistant Principal of Instruction
Dean of Scholars; K4-5
Dean of Scholars; 6-12

OPERATIONS LEADERSHIP TEAM

Mackenzie Mulligan
Melissa Badger
Valerie Griffith
Kyle Olson
Anderia Barnett
Diana Montes

Human Resources Manager
Accountant
Operations Manager
Facilities Manager
Office Administrator
Office Administrator

SCHOOL OVERVIEW

The Lincoln Academy (TLA) is a K4-12 tuition-free public charter school, committed to serving the needs of its diverse population of enrolled scholars including English Learner (EL) scholars and scholars with special needs. Built from the ground up with meaningful input from the Beloit community – including parents, community members, civic leaders, and most importantly, scholars – access and equity drive TLA’s mission to be an innovative, high-quality public school option focused on scholar success. Rigorous academics which focus on acquisition of fundamental skills combined with meaningful career exploration and experience and a school-wide commitment to citizenship and service that embraces both academic and career-oriented opportunities for young adults. TLA is committed to helping ALL scholars gain the skills and experiences necessary to be productive and informed citizens who lead choice-filled lives. TLA will graduate 100% of scholars from high school who are ready to pursue a career, enroll in a two or four year college, or enlist in the armed services.

VISION

TLA will be the premier K-12 school in the state of Wisconsin providing college and career pathways for scholars to lead happy, choice-filled lives. TLA is committed to an equitable environment with rigorous instruction, joyous interactions, and strong community partnerships.

DIVERSITY, EQUITY & INCLUSION

TLA is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our staff, scholars, and families bring to our school is reflective of our belief that every individual contributes to our success.

TLA embraces and encourages differences in our staff, scholars, and families including age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other beliefs and characteristics that make our school community unique.

SCHOLAR NONDISCRIMINATION

No person will be denied admission to our school, or any rights, privileges, or activities accorded or made available to students at the school or members of the community on the basis of race, color, national origin, or ethnic origin. TLA does not discriminate on the basis of race, color, national origin, ethnic origin, gender identity, ancestry, creed, sexual orientation, or physical, mental, emotional, or learning disability.

THREE PILLARS

1. **Rigorous Academics** - All children can and will master the fundamental academic skills they need to graduate from high school and live productive, choice-filled lives. This means every scholar is learning at or above grade level within three years of enrolling in our school, and our graduates are ready to pursue higher education or a career in an industry they choose.
2. **Career Exploration** - Career exploration and planning will be part of every aspect of our curriculum. TLA wants scholars to envision a productive future after high school in a career or industry that drives and challenges them. TLA will help scholars set academic and professional goals and will offer each scholar academic and career opportunities in school that prepare them to meet those goals immediately after graduation.
3. **Character Education** - TLA will live up to the example of Abraham Lincoln. Extraordinary men and women rise to every challenge, commit to self and others, and are not deterred by challenge. Industry and ingenuity matched with hard work and dedication to cause are the defining characteristics of successful individuals and communities.

COMMITMENT TO SUCCESS

TLA is committed to creating a culture of excellence. This is developed through a partnership with teachers, parents, and scholars working together with a common focus of promoting academic achievement and strong character, and ensuring the success of all scholars at school and throughout life.

The Commitment to Success is a form that must be signed by all teachers, parents/guardians, and scholars. TLA will review the expectations of the Commitment to Success each year.

Teacher Commitment

Each year, all teachers are required to fully commit to TLA by acknowledging and agreeing to the following:

- Arrive at TLA by 7:30 a.m. (Monday-Friday).
- Remain at TLA until 4:30 p.m. (Monday, Tuesday, Thursday, Friday) and 5:15 p.m. on Wednesday.
- Teach in the best way I know how and do whatever it takes for my scholars to learn.
- Make myself available to scholars and parents/guardians to address their concerns.
- Communicate regularly with parents/guardians regarding academic and behavioral performance.
- Protect the safety, interests, and rights of all individuals in the classroom.
- Constantly monitor the progress of my scholars.
- Provide support to my scholars both academically and behaviorally.
- Hold my scholars accountable for their actions.
- Always strive to do my best.
- Live the values and vision of TLA.

Parent/Guardian Commitment

Each year, all parents/guardians are required to fully commit to TLA by acknowledging and agreeing to the following:

- Ensure my child arrives at TLA by 7:55 a.m. (Monday-Friday) or boards a TLA bus at the scheduled time.
- Make arrangements so my child can remain at TLA until 4:00 p.m. (Monday-Friday).
- Ensure regular attendance. I have read the attendance section in the family handbook and understand the school's expectations regarding lateness and absences.
- Ensure my child wears the appropriate school uniform daily.
- Communicate regularly with my child's teacher and attend a minimum of two parent/guardian conferences, and any specifically requested conferences.
- Read the weekly TLA Newsletter to keep informed of updates and information.
- Check my child's homework assignments nightly and sign off on required documents.
- Help my child in the best way I know how and will do whatever it takes for him/her to learn.
- Make myself available to my child and the school, and address any concerns they might have.
- Allow my child to attend field trips and keep current with any invoices.

- Attest that the information given on all registration forms is true and understand that false information may result in my child being dismissed from TLA.
- Allow TLA to include my child in pictures taken at school/school events and for it to appear in school publications.
- Make TLA a safe and positive school environment by supporting TLA as it enforces the school's code of conduct as listed in the family handbook.
- I have read and understand all policies and expectations in the family handbook and understand my child must follow the TLA expectations so as to protect the safety, interests, and rights of all individuals at TLA.

Scholar Commitment

Each year, all scholars are required to fully commit to TLA by acknowledging and agreeing to the following:

- Arrive at TLA by 7:55 a.m. (Monday-Friday) or board a TLA bus at the scheduled time.
- Remain at TLA until 4:00 p.m. (Monday-Friday).
- Attend school regularly and wear the appropriate school uniform daily.
- Always work, think, and behave in the best way I know how, and do whatever it takes for me and my fellow scholars to learn. This means I will complete all my homework every night and will talk with my teacher if I have any questions, need help, or have a problem getting to school.
- Make myself available to parents/guardians and teachers, and address any concerns they may have.
- If I make a mistake, I will tell the truth and accept responsibility for my actions.
- Always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will listen to others, be kind and give others respect.
- Be responsible for my own behavior and follow the school and teacher expectations.

Failure to adhere to any of these commitments may cause the loss of TLA privileges and potential removal from TLA.

SCHOOL HOURS

These scheduled hours may be subject to change based on school events, holidays, exams, or other unforeseen circumstances.

7:30 a.m. - 7:55 a.m.	Breakfast Served
8:00 a.m.	School Begins
10:45 a.m. - 1:00 p.m.	Lunch Served
4:00 p.m.	School Dismissal

SUPPLY LIST

Each year, parents/guardians will be responsible for purchasing supplies to ensure their scholar has the appropriate tools to be successful in school. All supplies are expected to be purchased. For questions regarding the supply list, please contact the school office. Supply lists are posted on TLA's school website at thelincolnacademybeloit.com.

BREAKFAST & LUNCH

Breakfast begins daily at 7:30 a.m. and ends at 7:55 a.m. Any scholar who arrives late will not receive breakfast unless the scholar arrives on a late bus. All scholars will have a designated lunch period for their grade level. Any food allergies or religious restrictions must be reported to the school office at time of enrollment to ensure the proper accommodations are made for the scholar. If an allergy is discovered during the year, the school office should be notified immediately. The Special Dietary Needs form is required each year and is available on TLA's school website. Scholars may bring a cold lunch, if desired.

TLA prohibits lunch deliveries to scholars during the school day as this is a disruption to instruction. If a scholar forgets their lunch, they are encouraged to eat the school lunch provided daily. The school office will accept lunch if it is due to a medical emergency.

WELLNESS PLAN

TLA is dedicated to the health and well-being of all scholars. In order to promote healthy eating and making healthy choices, the following guidelines are in place.

- Candy, gum, and soda are not to be eaten in the school unless approved by the Principal
- Parents/guardians are asked to consult with the classroom teacher and/or school office in order to respect all health concerns related to food allergies. Please refer to the Breakfast/Lunch section for additional details regarding allergies.

Food & Classroom Celebrations

Classroom celebrations will be held after lunch or at the end of the day. Teachers must be notified at least one day in advance by email, note, or phone call. Classroom celebrations should reinforce the importance of healthy eating and follow classroom guidelines for food allergies. There must be enough treats for all scholars. Below is a list of birthday celebration ideas.

- Snacks (Nutritional snacks are encouraged. Follow the above guidelines.) Please arrive with appropriate supplies (napkins, plates, silverware, etc.).
- Bookmarks, pencils, trinket bags.
- Donate a book to the scholar's classroom in his/her name.

For more information, please contact the Director of Scholar Services.

SCHOOL CLOSINGS

In case of bad weather, please check local radio and/or television stations for closure announcements (see list below). The closure will also be posted on the TLA website. Once the school day has started, school will generally not be canceled early in the event that weather conditions become bad during the day. In these cases, it is up to the parents/guardians to decide if they want to pick their scholar(s) up early or keep them at home.

TLA will post school closing updates to the following:

- TLA School Website (thelincolnacademybeloit.com)
- Sky Alert - Messages will be sent to the contact phone number and email on file.
- Local Radio Stations - WCLO-1230 AM

ATTENDANCE

Attendance Goal

TLA prides itself on achieving an aggressive attendance goal each school year. Studies confirm a powerful link between attendance and academic success in school. To give scholars the best opportunity to reach their potential both academically and socially, they must attend school regularly. When scholars are tardy, leave early, or absent, they miss out on valuable learning and social experiences that cannot be replaced. It is TLA's goal that scholars will maintain an attendance rate of 95% or higher.

Compulsory Attendance

State law requires all scholars between the ages of six and 18 to attend school full-time. The State of Wisconsin and The Lincoln Academy Board of Directors set policies for scholar absences. These policies are summarized below.

Reporting Absences

It is the parent's/guardian's responsibility to contact the school if a scholar will be absent. If a scholar is absent, the parent/guardian must report the absence to the school office by **8:00 a.m.** via the school attendance line (608-690-5165) or Skyward Family Access. Parents/guardians should provide their name, the scholar's name, grade, date(s) of absence, reason for the absence, phone number to reach the parent/guardian, and how homework should be received.

If a scholar is not in attendance and the parent/guardian has not contacted the school, a phone call will be made and an email will be sent to the parent/guardian listed in Skyward. If there is no response, the school will attempt to reach the parent/guardian by other means before the end of the second day after receiving a report of an unexcused absence.

Excused Absences

TLA may excuse the absences/tardies of scholars with specified documentation. Each absence must be documented within three days of the scholar's return to school by a written note or email to attendance@tlabeloit.com from the parent/guardian, or healthcare provider. Any scholar who is absent from school for three or more consecutive days *for illness* is required to provide a doctor's excuse upon return. The following are considered excusable absences. All other absences are marked as unexcused absences.

- Personal illness
- Medical/dental appointments
- Funerals
- Required legal appearances
- Driver examinations
- Designated religious holidays
- Quarantine as imposed by a public health official
- Family emergencies in which the scholar is needed to ensure family well-being
- Educational or school-sponsored activities approved by the school principal

- All school suspensions, including any during the expulsion process, for up to 15 days

Medical & Dental Appointments

Parents/guardians are encouraged to schedule medical and dental appointments outside of school hours (8:00 a.m. - 4:00 p.m.). When a scholar has a medical or dental appointment during school, s/he should report to school after the appointment.

Unexcused Absences

Scholars who are absent from school with the consent of their parent/guardian, but whose absence does not fall under the reasons listed above as determined by the principal, shall be considered unexcused.

All scholars with an unexcused absence will be permitted to make up an examination missed during an absence. However, during such occasions, credit will not be given for daily classwork missed.

All Absences – “Excused” and “Unexcused” are considered absences. Any day a scholar does not attend school is considered an absence.

Is My Scholar Well Enough To Go to School?

Keeping a scholar home when sick is the number one way to protect other scholars and staff from increased risk of illness. School is important, but sick scholars need to stay home. When a scholar’s condition improves and his/her temperature is back to normal for 24 hours without the use of medication, he/she can return to school. If a scholar begins experiencing any of the following symptoms,* TLA encourages the parent/guardian to keep the scholar home, monitor any changes, and contact the scholar’s healthcare provider.

- Fever (temperature 100° or higher)
- Vomiting or diarrhea
- Heavy nasal congestion or frequent cough
- Blistery rash
- Diagnosed with a contagious disease

**Symptoms = Stay Home, Monitor any Changes, Consult a Healthcare Provider*

Suspensions

Suspended scholars will be allowed to make up all class assignments, quizzes, examinations, and projects missed during the term of the suspension. During the suspension, the scholar is not allowed to participate or attend any after-school curriculums or activities.

Suspensions are considered absences. If scholars are absent from school due to suspension, these days will be considered absences.

Extracurricular & Athletic Participation

A scholar must be in school attending classes during the entire day in order to participate in a school activity. If the school office is notified in advance as to extenuating circumstances, a final determination as to whether a scholar is allowed to participate will be at the discretion of the Principal.

Absence Proactive Plan

TLA staff will reach out to parents/guardians with a proactive plan if consistent patterns of absences occur. See below:

- **Five** Absences in a Year - Parent/guardian will be notified by letter about the seriousness of the issue from the Dean of Scholars.
- **Ten** Absences in a Year - Parent/guardian will be called to the school to meet with the school Social Worker to discuss the absences and develop an attendance plan.
- **Fifteen** Absences in a Year - Parent/guardian will be called to the school to meet with the school Social Worker and Administration. At this point, the scholar is considered a truant and is at risk of not being promoted to the next grade. The Principal reserves the right to retain any scholar who misses more than fifteen days of school. In addition, a report may be filed with the District Attorney's office.
- **Five Unexcused** Absences - A certified letter or first-class mail will be sent to the scholars' parent's/guardian's address on file. With this letter, a meeting is required with the school Social Worker and Dean of Scholars within five (5) days of receipt of the letter.
- **Eight Unexcused** Absences - Parent/guardian will be called to the school to meet with the school Social Worker to discuss the absences and develop an attendance plan.

- **Twenty Unexcused** Absences in a Year - The scholar will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the scholar are such that his/her family has service needs. TLA is required to submit an annual report to the Department of Public Instruction that reports habitual truants.

Tardies

Scholars are considered tardy if they arrive after 8:00 am. All scholars who come to school after 8:00 a.m. should report to the school office with a parent/guardian to be checked in and receive a tardy pass, and report directly to class. Certain restrictions for parents/guardians to enter the building may apply, such as special circumstances for public health and safety.

Getting to school on time is key to a scholar's success. At TLA, learning starts the moment scholars walk in the door. Parents/guardians are expected to ensure that their scholar(s) are in school on time every day. Scholars who are late often miss essential math and reading instruction, disrupt the learning of other scholars, and risk falling behind academically.

Early Dismissals

Early dismissals are considered tardies. Picking a scholar up from school prior to the 4:00 p.m. dismissal time is counted as a tardy. TLA will not release scholars prior to the end of the school day without a parent/guardian signing the scholar out either in person or by telephone call to the school office.

TRANSPORTATION

TLA will provide transportation to and from school if the scholar lives one or more miles from the school **and** resides in the City of Beloit. Routes, pick-up times, drop-off times, and locations will be developed before the start of school.

Transportation Safety

TLA will partner with a local bus company to provide safe, reliable, and efficient transportation daily so scholars who receive transportation can arrive at school on time so as to maximize their time in the classroom.

Scholar Transportation Expectations

Good conduct is important to bus safety. TLA expects scholars to adhere to the same behavior guidelines in this handbook while they are on the school bus. Additional expectations apply while riding the bus and are detailed below. Any violation of these expectations may result in disciplinary action and/or loss of the privilege of being able to use the school bus.

- Obey the bus driver at all times
- Be ready in the morning at least five minutes before the scheduled time for the bus to arrive
- Do not stand or play in the street while waiting for the bus
- Wait until the bus has come to a complete stop before attempting to get on or off
- Leave the bus only at your home or daycare stop
- Enter or leave the bus only at the front door of the vehicle except in case of emergency
- Go directly to a seat and remain seated at all times while the bus is in motion
- Be kind and make room for other scholars to get on or off the bus
- Use appropriate language and be courteous to the driver and other passengers
- Keep all body parts (ie. hands, head, arms, and feet) inside the bus
- Refrain from yelling or shouting at anyone
- Never throw any object in or at the bus, nor out the bus window
- Keep the bus clean and sanitary
- Refrain from eating and/or drinking on the bus
- Remain orderly when getting on and off the bus
- Keep books, lunches, coats, and other objects out of the aisles
- Be quiet when the bus is coming to railroad crossings
- Use the emergency door only in emergency situations
- Fighting or pushing on the bus is prohibited
- Refrain from tampering with the bus or its equipment
- Animals, glass, or dangerous objects are not allowed on the bus

Possible School Responses, Interventions, or Consequences

If a scholar's behavior jeopardizes the safety of scholars on the bus, the Principal and/or the Dean of Scholars will meet with the scholar(s) to restore any harm done utilizing the discipline plan outlined in the handbook.

Parent/Guardian Transportation Expectations

The following expectations are provided to address transportation standards for parents/guardians.

- Contact TLA to request a bus stop or route change. Do not ask the bus driver to change stops or routes.
- Ensure scholar(s) arrive at the bus stop on time in the morning. The bus driver is responsible for the maintenance of the schedule and cannot wait for scholars who are tardy
- Parents/guardians accept responsibility for proper conduct of their scholar(s) while at the bus stop and on the bus
- Parents/guardians are not allowed to board the bus
- Call the school office if a problem arises, whether it is with the bus company, the driver, or the riders
- Do not confront the driver or riders

HEALTH

Immunization

Scholars enrolled at TLA are required to follow the Wisconsin Department of Health Services Student Immunization Law. All scholars through grade 12 are required to meet immunization requirements for their grade and present written evidence of immunization against certain diseases within 30 days of enrollment.

These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school office and updated when new vaccines are due. These scholars may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Scholars who do not have the required immunizations and/or properly completed waiver on file in the school office may result in exclusion from school.

Required Immunizations

Pre-Kindergarten (2 - 4 years)	Kindergarten - Grade 5	Grade 6 - 12
4 doses of Tetanus, Diphtheria & Pertussis	4 doses of Tetanus, Diphtheria & Pertussis	4 doses of Tetanus, Diphtheria & Pertussis
3 doses of Polio	4 doses of Polio	1 additional dose of Tetanus, Diphtheria, Pertussis
3 doses of Hepatitis B	3 doses of Hepatitis B	4 doses of Polio
1 dose of Measles, Mumps and Rubella	2 doses of Measles, Mumps and Rubella	3 doses of Hepatitis B
1 dose of Varicella	2 doses of Varicella	2 doses of Measles, Mumps and Rubella
		2 doses of Varicella

For information about free immunizations or to check immunization records, parents/guardians should contact their healthcare provider.

Illness & Injury

Scholars who become ill or injured during the school day should report their illness or injury to their teacher immediately. If a scholar is sent home due to illness or injury the teacher or school office must speak with either the scholar's parent/guardian or an emergency contact prior to the scholar leaving school. TLA will not release scholars without a parent/guardian signing the scholar out in person or by telephone call to the school office.

A parent/guardian should inform the school office if their scholar needs accommodations during the school day due to crutches, casts, etc.

A severe allergic reaction can be life-threatening. Parents/guardians are required to inform the school office of any known allergies, fill out the Special Dietary Needs form, and provide any prescription or emergency medication(s). Forms are available in the school office and on TLA's school website.

Medication (Prescription and/or Nonprescription)

Scholars taking daily and/or as-needed medication at school will be required to have a Medication Authorization form on file in the school office. Forms are available in the school office and on TLA's school website.

Prescription

Prescription medications require written authorization from a healthcare provider and parent/guardian. Prescription medications must be supplied in the original pharmacy-labeled package. The medication must list the name of the scholar, name of the prescriber, name of the prescription medication, the dose, the effective date, and the directions in a legible format. A Medication Authorization form must be filled out by a healthcare provider. Forms are available in the school office and on TLA's school website.

Nonprescription (Over-the-Counter)

Over-the-counter (OTC) and Nonprescription medications (including Tylenol, Ibuprofen, and Advil) require written parent/guardian authorization and instructions. Parents/guardians must sign a Medication Authorization form to administer medication if their scholar needs to take medicine during school hours. If the nonprescription medication is supplied by the scholar's parent/guardian, it must be supplied in the original manufacturer's package, and the package must list the ingredients and recommended therapeutic dosage in a legible format. Administration of nonprescription medication in a dosage other than the recommended therapeutic dose requires written approval of the scholar's healthcare provider.

The Medication Authorization form for prescription or nonprescription medications is available in the school office and on TLA's school website.

Best Practices

- If possible, medication should be given at home and on a schedule other than school hours.
- Scholars should NOT be carrying medication on their person or in their locker. If there is a specific exception needed for the scholar's safety, this must be approved by the Principal.
- All prescription and nonprescription medications should be brought into the school office by the parent/guardian. The parent/guardian is responsible for delivering medication to the school safely and must ensure that enough medication is available to follow the healthcare provider's orders.
- Please check the expiration date before bringing medication to school. The school office cannot administer expired medication and medication that is not in its original manufacturer's package.
- The school office is unable to take verbal requests from parents/guardians to administer prescription and/or non-prescription medications. A properly

completed Medication Authorization form needs to be on file in the school office before medication(s) will be administered.

- It is recommended that scholars with asthma keep an inhaler at school which will be kept in a locked cabinet in the office health room but made available when necessary.
- If changes are made, such as dosage or time the dose is given, a new Medication Authorization Form must be completed and signed by the parent/guardian and scholar's healthcare provider.
- If the prescribed medication is discontinued, the parent/guardian must bring in a discontinuation order written by the scholars' healthcare provider or parent/guardian.
- A history of a severe allergic reaction or certain medical conditions can be life-threatening. Please inform the school office with this information and ensure appropriate medication is available.

HOMEWORK

Classwork and homework are important parts of learning. Homework assignments are given to help reinforce the skills, concepts and ideas learned in class. They also prepare scholars for upcoming lessons and allow for continual evaluation of the scholar's progress and understanding. Classwork and homework should consistently reflect the ability of the scholar as well as the high expectations of the parents/guardians and teachers. If a scholar consistently neglects to complete their homework or doesn't complete it to the best of their ability, it may result in the scholar not becoming proficient in the necessary skills to matriculate to the next grade level at the end of the school year. Natural consequences, such as homework reflection during recess, may be required.

Homework will be assigned on a daily basis. Suggested guidelines for time are:

K4	30 minutes
K5 - 2nd	45-60 minutes
3rd - 8th	60-90 minutes
9th - 12th	90-120 minutes

These times include at least 15 minutes of reading time that should be done every day. Homework may take a little more or less time depending on the scholar and circumstances. If a scholar consistently spends more or less time on homework, please contact their teacher. If an assignment is completed in school, it is expected that it be taken home and reviewed by the scholar and parent/guardian.

A homework sheet or agenda will go home nightly with each scholar and must be signed by a parent/guardian each night after the homework is checked. The signature is an important part of homework. The parent/guardian "signing off" on the homework indicates that the homework has been completed and checked and has been given the "stamp of approval".

When a scholar is absent and needs homework assignments, the scholar should contact the teacher. Scholars have the same number of days to complete missing assignments, as the number of days they were absent.

SCHOLAR ASSESSMENT

Progress reports will be emailed two times per quarter. In addition to weekly classroom assessment measures given at each grade level, TLA will use several more formal assessment tools to evaluate the academic progress of scholars.

Grade	MAP Reading Fluency	Forward Exam	DLM (as needed)	MAP Growth	ACCESS (as needed)	Aspire	ACT	Civics	Interim Assessments
K4	X								
K5	X			X	X				X
1st	X			X	X				X
2nd	X			X	X				X
3rd		X	X	X	X				X
4th		X (with SCI/SS)	X	X	X				X
5th		X	X	X	X				X
6th		X	X	X	X				X
7th		X	X	X	X				X
8th		X (with SCI/SS)	X	X	X				X
9th			X		X	X			X
10th		X (with SCI/SS)	X		X	X			X
11th			X		X		X	X	X
12th					X				X

Accommodations and supports for scholars with disabilities and/or English Language Learners are built into the system so that scholars' progress can be accurately measured.

Questions regarding assessments for a scholar should be directed to the Assistant Principal of Instruction.

TESTING GLOSSARY

MAP Reading Fluency

This is the primary literacy screener. The Department of Public Instruction (DPI) requires all scholars in grades K4-2nd to be assessed in foundational reading skills.

MAP Growth

This assessment will measure growth in reading and math over the course of the year. The test is computer adaptive and adjusts to every learner. Individual learning goals are created for every scholar in reading and math, based on their performance on the fall administration.

Interim Assessments

These school-based assessments measure proficiency in reading and math standards that have been taught during a specified instructional time period.

Forward Exam

This test is designed to determine how well scholars are doing in relation to the Wisconsin Academic Standards. This state exam will determine proficiency in grade-level Common Core Standards. The DLM is the state exam for scholars with an IEP that states they receive an alternate curriculum.

ACCESS Test

This assessment is administered only for scholars that have been identified as English Learners. It is given annually to monitor scholars' progress in learning academic English. It meets U.S. federal requirements of the Every Student Succeeds Act (ESSA) for monitoring and reporting ELs' progress toward English language proficiency. It is anchored in the WIDA English Language Development Standards and assesses the four language domains of Listening, Speaking, Reading, and Writing.

ACT-American College Test

This multiple-choice test has sections on English, Mathematics, Reading, Science Reasoning, and Writing. The scores range from 0-36. ACT can be used for admission to the University of Wisconsin System in addition to most other colleges across the nation. The writing section is required by many colleges and universities.

Aspire

This assessment is a curriculum-based educational assessment for freshmen and sophomores that measures achievement in English, math, reading, writing, and science. The ASPIRE Test is part of the ACT progression of assessments. Aspire provides practice and information for ACT preparation.

Civics Test

According to WI Act 55, all scholars graduating from a Wisconsin high school must pass a civics test consisting of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for US Citizenship. In order to pass this test, a minimum of 65% correct answers are required.

USE OF COPYRIGHTED MATERIALS

TLA intends and expects that copyright laws will be observed at TLA. Specifically, no person shall unlawfully duplicate, reproduce, distribute, or display copyrighted materials in connection with any TLA-sponsored activity, on TLA property, or using TLA equipment or technology resources. In addition, only appropriately licensed software, programs, and applications shall be used with TLA's technology resources or to otherwise conduct TLA programs or operations.

TLA expects all staff members and scholars to follow applicable legal requirements and TLA guidelines as to the use of copyrighted materials of all types and formats (including materials in electronic/digital formats). Staff members and scholars are also expected to actively seek guidance and direction from a library media specialist or from an administrator in the event of any uncertainty regarding the appropriate and lawful use of copyrighted materials.

TLA administration shall (1) implement initiatives intended to inform staff members and scholars about the appropriate use of copyrighted materials; and (2) promote consistent adherence to applicable requirements and guidelines. TLA guidelines shall describe the general boundaries of the limited "fair use" exception that is found in the copyright law (e.g., guidelines for staff for the recording and use of broadcast programming for educational purposes) and may include such other information as the administration deems appropriate.

Possible violations of copyright laws occurring within TLA may be brought to the attention of the CEO. The CEO shall then ensure that any confirmed violation is promptly remedied.

Copyright violations can lead not only to TLA-imposed consequences but also to legal consequences. To the extent consistent with applicable law, a person who commits copyright infringement while using TLA equipment may incur individual and personal liability for their actions.

REPORT CARDS

Report Cards are issued quarterly as indicated on the TLA school calendar. Conferences are scheduled at each of these times for parents/guardians and teachers to discuss the scholar's progress. Award programs will occur at the end of each quarter. Scholars in grades three through twelve who receive a 95% or above overall average will be on the school honor roll. Awards will also be given for strong character development and exceptional career explorations.

PROMOTION & RETENTION

K-8th Grade Completion Requirements

TLA is dedicated to the total and continuous development of each scholar. A scholar's progress is the responsibility of all stakeholders involved in the educational process: the scholar, parent(s)/guardian(s), and school staff. Scholars not meeting grade-level expectations in two or more core subjects are at risk of not being promoted to the next grade. Additionally, the Principal reserves the right to retain a scholar if he/she misses more than fifteen days of school.

High School Graduation Requirements

All candidates for graduation from TLA must successfully complete 26 credits. The following credits are required for graduation:

SUBJECT	CREDITS
English	4
Math	3
Science	3
Social Studies	3
Physical Education	1.5
Health	0.5
Personal Financial Literacy	0.5
Work-Based Learning	1
Electives	9.5
Total Credits	26

Scholars shall receive 1.0 credit for each two-semester course successfully completed and 0.5 credit for each one-semester course successfully completed.

Scholars completing Algebra 1 in 8th grade will receive 1.0 credit if they pass the End of Course Exam, which will count as a math elective.

Wisconsin Civics Examination

Scholars at TLA are required to pass (65% or higher) the Wisconsin Civics Examination, given junior year in social studies classes (US History or AP US History). This is part of the requirements for graduation unless otherwise noted in an Individualized Education Plan. Passage of the examination will be noted on the scholar's transcript.

Academic & Career Plan and Presentation Requirement

Scholars will be required to present their Individualized Learning Plan (ILP) to a review panel as part of the requirements for graduation. Scholars will be scheduled a 30-minute time slot in the second semester of their senior year to present their ILP to a panel consisting of a teacher, administrator, and community member. The ILP is developed over a scholar's school career and will include career activities, Xello findings, and projects from English, Personal Finance, and Work-based Learning. More information on the ILP presentation, including a checklist of the specific requirements, will be shared with all scholars in the fall of their senior year. Completion of the ILP and Xello will be noted on the scholar's transcript. Modifications to the ILP presentation may be noted in an Individualized Education Plan.

Service Learning

All scholars will be required to complete 40 hours of community service prior to graduation. Ten hours of community service will be required in middle school and an additional 30 hours in high school. This experience must be unpaid and meet the needs of the community.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are a crucial component of scholar success. Parents/guardians are required to attend conferences after each of the first two quarters, and during the 3rd quarter as requested by the classroom teacher or principal. Scholars are encouraged to attend the report card conferences. Scholars may be held after school if their parent/guardian does not attend a scheduled conference.

SKYWARD

TLA uses a scholar management system called Skyward. Skyward is used to access online grades and to allow families to see and change their personal information on record with the school.

Family login information is sent out at the beginning of the school year for new families. Parents/guardians are provided a login that allows them to see their scholar's directory information.

Parents/guardians are allowed to see the information the school has on record. This includes information such as email addresses, phone numbers, street addresses, etc. Parents/guardians are encouraged to review that information at the beginning of each year and make appropriate changes throughout the year as needed.

To access the family web access for Skyward, please go to the following link:
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wscmlincolnacawi/seplog01.w>

Parents/guardians have the ability to update contact information in Skyward. Once logged in, click on "My Account" in the upper right-hand corner. Parents/guardians will then have the ability to manually update their information then save. This will send an alert to TLA for approval.

A change to a home address will require proof of residency such as a copy of mortgage or rental agreement or utility bill.

LOST & FOUND/PERSONAL BELONGINGS

Please label scholars' clothing - particularly jackets, coats, sweaters, etc., by writing the scholars' name and grade on the inside collar of the garment, if possible. This helps TLA staff with identifying the ownership of an item. Lost and found items will be kept in a designated area of the school, and if items are not claimed after a reasonable length of time, clothing will be donated.

LOST BOOKS (TEXTBOOKS OR LIBRARY)

Books are the property of TLA. Scholars and their parents/guardians assume full responsibility for the care of these materials on loan. Books will be issued by homeroom teachers and must be returned to their homeroom teacher at the end of the school year. In the event of lost and/or stolen books, scholars will be charged the replacement cost. Lost books will not be accepted as an excuse for not completing class assignments. If a textbook is lost or damaged, scholars will be required to pay for that book before another one will be issued.

RELIGIOUS ACCOMMODATIONS

Reasonable accommodation of a scholar's sincerely held religious beliefs will be made at the written request of the scholar's parent/guardian with regard to dress code, examinations, academic requirements, and other school activities.

ANIMALS IN SCHOOL

TLA recognizes that animals may have educational value in the school setting in some circumstances. It is critical that the safety and wellbeing of all scholars, staff, and animals are considered first and foremost. Live animals may be brought into the classroom as part of a written curriculum with the approval of the Principal.

FAMILY INVOLVEMENT

Parental involvement in a scholar's educational life is critical to a scholar's success. TLA looks forward to developing a strong positive partnership between parents/guardians and TLA.

Classroom Visits

TLA welcomes and encourages visitors, both from within and outside of our school community, to our school. However, in order to assure the safety and well-being of all scholars and staff, all visitors – including parents/guardians – are required to sign in with the office administrator in the main office. Certain restrictions may apply, such as special circumstances for public health and safety.

During the beginning of school, it is critical for scholars to transition into their new setting, and parental presence in the classroom can sometimes slow this process. TLA asks parents/guardians to be sensitive to this and limit their time in the classroom. When observing in the classroom, parents/guardians are asked not to disrupt the education of their scholar, other scholars, or to attempt to conduct individual conversations with the teacher during instructional time. Parents/guardians who are disruptive to the educational process will be asked to leave. Please also have cell phones off while in the hallways and classrooms. This plan may be adjusted based on special public health and safety circumstances.

Volunteering

TLA loves to have volunteers help out in the school! If parents/guardians have free time during the school day and would like to help us with tutoring, reading to a scholar, chaperoning field trips, or any of the other tasks that it takes to make a school run

smoothly, please contact the Director of Scholar Services to apply as a volunteer. All parents/guardians must fill out a volunteer application if they would like to help in their class or another room. The volunteer application is available in the school office and on TLA's school Website.

FIELD TRIPS

Field trips are planned by the teacher and approved by the principal. These trips are an integral part of the educational program, enrichment to the teaching units, and extension of the academic lesson. TLA offers field trips to expose scholars to geographic areas and various types of food, music, and people to extend classroom learning.

In order for scholars to participate in experiences outside of the building, TLA expects them to follow classroom and school rules regularly as well as maintain a positive attitude. Scholars must show respect for teachers and classmates in and out of school. TLA wants scholars to recognize the importance of building and maintaining a stellar reputation in the Beloit Community.

All scholars, whose parents/guardians provide permission, will participate in field trips. Parents/guardians will be notified through the school, in writing, of pertinent information about any planned trip that the class is anticipating. A signed permission form will be required of the parent/guardian to enable the scholar to participate. Field trip forms will be sent home with the scholar in advance for authorization.

SCHOLAR LEADERSHIP

There are many opportunities for scholars to be leaders at TLA. Teachers will offer a variety of opportunities, such as classroom jobs and scholar helpers. Work-Based learning opportunities, student council, and community service will also support scholars in their leadership growth.

ATHLETIC PROGRAM

TLA will offer after-school and Saturday activities for boys and girls in a multitude of grades. There will be participation fees to pay for the cost of league dues, coaches, and uniforms. The goal of the athletic program is to teach and develop life skills such as discipline, commitment, teamwork, and sportsmanship associated with being a member of a team. Scholars who participate in afterschool activities gain the cognitive, affective, and psychomotor aspects which permit them to go beyond achieving in activities to a lifetime commitment of success.

WORK BASED LEARNING PROGRAM

TLA will graduate 100% of scholars from high school ready to be employed, enroll in college, or enlist in the armed services. Grades 9-12 will focus on skills acquisition built on scholarship. Scholars will be required to complete either an Internship or Youth Apprenticeship in 11th and 12th grade. Scholars will spend 11th and 12th grade deeply engaged in opportunities related to career or technical specialty. High school scholars will have subject mastery and begin to seize individualized options tied to career interests by participating in TLA's Work-Based Learning Opportunities. Work-based learning will prepare scholars for further training at postsecondary educational institutions, business, or industry.

Internship-Required (1-2 credits) Unpaid/Paid

Scholars will:

- Participate in an unpaid/paid work-based learning experience related to their Individual Learning Plan (ILP)
- Complete 90 hours per semester or up to 360 hours over 4 semesters
- Work at a single jobsite or up to 3 different placements in a semester
- Work closely with an on-site mentor

Youth Apprenticeship-Required (2-4 credits) Paid

Scholars will:

- Participate in a one or two-year, school supervised, paid work experience related to their ILP
- Complete 450 hours of work per year
- Work at one place of employment while earning required hours
- Earn proficiency on the statewide standard skills checklist
- Participate in related classroom instruction and workplace learning
- Work closely with an on-site mentor

EMERGENCIES

Each classroom has evacuation routes posted for fire and tornado drills. To ensure timely and smooth evacuations, fire drills are practiced monthly and tornado drills are practiced yearly during tornado season. Parents/guardians or emergency contacts will be notified in the event of an actual emergency. Only authorized persons will be allowed to pick up scholars.

SAFETY PLAN

TLA is dedicated to providing a safe environment for all scholars. Safety is of the utmost importance for scholars to obtain high academic standards and positive social and emotional wellbeing. A comprehensive safety plan has been developed to ensure that all scholars are safe from any harm.

TLA follows all safety measures and plans as outlined in the Wisconsin School Safety Coordinators Association (WSSCA) Emergency Operations and School Safety Plan (EOP). TLA also adheres to the 2017 Wisconsin Act 143 which requires all individuals who are mandatory reporters for child abuse or neglect to now also report school violence threats. For more information, please contact the CEO.

WEAPONS

Scholars are prohibited from possessing, storing, marking or using a weapon at school or on or in any TLA property, including leased or owned facilities or vehicles, or at any TLA-sponsored activity or event.

A “weapon” is any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including firearms as defined in 18 U.S.C. 921(a)(3), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Scholars are also prohibited from possessing, storing, making, or using objects which resemble weapons such as cap guns or water guns.

DRUGS & ALCOHOL

TLA prohibits the use, possession, concealment, or distribution of any drug and any drug paraphernalia, including tobacco or vape products, at any time on TLA property or at any TLA-sponsored activity or event.

TLA also prohibits the possession or consumption of alcoholic beverages on school premises, in a motor vehicle if the scholar is in the motor vehicle, or while participating in a TLA-sponsored activity or event.

DISTRACTIONS/PROHIBITED ITEMS

School safety is the collective responsibility of all stakeholders. Based on this, the following items are prohibited at school and will be confiscated and either discarded or kept in the school office until retrieved by a parent/guardian. Items not listed below may be confiscated if, in the administration's discretion, they distract the learning environment.

- Laser Pointers
- Toys
- Trading Cards
- Pillows
- Firecrackers
- Skateboards, scooters, skates, rollerblades
- Video cameras
- Walkie-Talkies

PHONES/ELECTRONICS

Personal cell phones and smart watches may be brought to school but must be turned off and put away in a scholar's locker or given to a staff member from 8:00 a.m. - 4:00 p.m. If a cell phone rings during the day, the cell phone will be confiscated until a parent/guardian retrieves it at the end of the day. If a scholar is seen using a personal cell phone in any manner during the day (talking, texting, playing games, listening to music, taking pictures, or use in any manner), the cell phone may be confiscated for one week or the scholar may be required to turn the cell phone in to an administrator each day for one week.

TLA is not responsible for lost or stolen items at school.

SEARCH OF SCHOLAR BELONGINGS

TLA must maintain a safe and orderly environment for all scholars and staff. Accordingly, TLA may search school property used by scholars or the person or property of a scholar. TLA retains ownership and possessory control of scholar's desks and lockers (or other property assigned to scholars) and the same may be searched at random by administration at any time and no showing of reasonable cause or suspicion is necessary. Scholars shall not have an expectation of privacy in lockers, desks, cubbies, or other school property which would prevent TLA from conducting a search.

TLA recognizes that the privacy of scholars or his/her belongings may not be violated by unreasonable search and seizure and directs that no scholar be searched without reasonable suspicion that the search will turn up evidence that the scholar has violated or is violating either a particular law or rule of TLA. Any search must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the scholar's age, the scholar's disciplinary history, and any other relevant circumstances or information.

LOCKER ROOM PRIVACY

TLA shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of physical education scholars, athletes, and other activity groups and individuals authorized by the Principal. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable TLA policies and/or school rules.
- No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Scholars and staff violating locker room privacy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating locker room privacy may be subject to penalties outlined in state law. The Principal shall be responsible for enforcing locker room privacy.

The provisions outlined above shall be publicized annually and posted in each locker room in TLA.

CHILD CUSTODY & RECORDS

“Legal custody” is a legal status created by the order of a court, which confers the right and duty to protect, train, and discipline a child and to provide food, shelter, legal services, education, and ordinary medical and dental care for a child, subject to the rights, duties, and responsibilities of the guardian of the child and subject to any existing parental rights and responsibilities and the provisions of any court order. Parents may

have sole legal custody of a scholar or share joint legal custody of a scholar with another parent. In the case of joint legal custody, neither parent's custody rights are superior except as specified by court order.

"Physical placement" means the condition under which a party has the right to have a child physically placed with that party and has the right and responsibility to make, during that placement, routine daily decisions regarding the child's care, consistent with major decisions made by a person having legal custody.

In cases where parents are divorced or separated, the school will presume that neither parent's custody rights are superior. Accordingly, unless legal documentation is provided to TLA stating otherwise, TLA will assume that both parents have educational decision-making authority for their scholar and have authority to pick up and/or remove the scholar from school, provide permission for other adults to pick up the scholar, receive information from TLA about the scholar, and review the scholar's student records. TLA will not disclose a scholar's student records to a parent who has been denied periods of physical placement by court order.

Foster Parents

Foster parents have the ability to make decisions that ensure a scholar has regular opportunities to engage in age and developmentally appropriate activities such as giving permission for a scholar to participate in sports, field trips, and extracurricular activities. Foster parents may not authorize or participate in special education programming without written parental consent, unless the foster parent has specific authorization to act as a parent or surrogate parent. Foster parents also do not have the right to access pupil records directly from the school without written parental consent or otherwise expressly permitted by law.

SPECIAL EDUCATION

TLA is a public charter school authorized by the University of Wisconsin, Office for Educational Opportunity (OEO) pursuant to Wis. Stat. 118.40. As such, TLA is designated as the Local Educational Agency (LEA) for scholars enrolled in TLA and is responsible under the Individuals with Disabilities Education Act (IDEA) and Chapter 115, Wis. Stat. (Subchapter V) for providing a free appropriate public education (FAPE) to scholars with disabilities eligible for special education and related services. TLA will meet all of its obligations under IDEA and state law through the framework set forth in the DPI Special Education Policies and Procedures Manual. For more information, please contact the Special Education Coordinator.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights law aimed at eliminating discrimination against and protecting the rights of individuals with disabilities. Specifically, the law protects individuals who have a physical or mental impairment which substantially limits one or more major life activities, who have a record of such impairment, or who are regarded as having an impairment.

TLA does not discriminate against qualified individuals with disabilities in admission or access to or participation in or treatment in its programs or activities. TLA will provide qualified individuals with disabilities under Section 504 a free appropriate public education with specialized instruction and/or related aids and services to ensure the individuals have access to TLA's programs, activities, and benefits in the same manner as individuals without disabilities.

For more information, contact the School Psychologist and refer to the TLA Scholar Support Plan.

ENGLISH LEARNERS

Scholars identified as English Learners (EL) have the right to an equal educational opportunity and to meaningfully participate in TLA's educational programs. EL scholars must have access to specialized programming designed to support their developing English language proficiency as well as their academic success. If a scholar is identified as an English Learner, parents/guardians have the right to ask for language assistance services. For English Learner program placement, please contact the Assistant Principal of Instruction.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

TLA follows the McKinney-Vento Homeless Assistance Act which addresses the needs of homeless children and ensures the educational rights and protections for these children. For more information, please contact the Director of Scholar Services.

UNIFORM DRESS CODE

TLA has adopted a uniform dress code designed to ensure safety and promote positive growth and development. This dress code applies to arrival and departure from school, as well as any work-based learning, job shadowing, internships, or apprenticeships outside of school. The Principal or designee will determine if a scholar has violated the uniform dress code.

GRADE	UNIFORM DESCRIPTION
K4 - 4th	<input checked="" type="checkbox"/> Royal Blue Short-Sleeved Polo Shirt with School Logo
	<input checked="" type="checkbox"/> Royal Blue Long-Sleeved Quarter Zip Top with School Logo
5th - 8th	<input checked="" type="checkbox"/> Gray Short-Sleeved Polo Shirt with School Logo
	<input checked="" type="checkbox"/> Gray Long-Sleeved Quarter Zip Top with School Logo
9th - 12th	<input checked="" type="checkbox"/> Black Short-Sleeved Polo Shirt with School Logo
	<input checked="" type="checkbox"/> Black Long-Sleeved Quarter Zip Top with School Logo
All Grades	<input checked="" type="checkbox"/> Black Pants, Shorts, or Skorts (<i>vendor specific</i>)
	<input checked="" type="checkbox"/> Black Belt
	<input checked="" type="checkbox"/> Black Shoes (<i>all black - including sole</i>)
	<input checked="" type="checkbox"/> Black Socks, Tights or Leggings (<i>under uniform pants, shorts or skort</i>)

Physical Education Uniform

GRADE	UNIFORM DESCRIPTION
6th - 12th	<input checked="" type="checkbox"/> T-Shirt and Shorts (<i>vendor specific</i>)
All Grades	<input checked="" type="checkbox"/> If tennis shoes are not worn to school, scholars will be required to change into tennis shoes during physical education class.
	<input checked="" type="checkbox"/> Black Tennis Shoes (<i>all black - including sole</i>)
	<input checked="" type="checkbox"/> Black Socks

This uniform dress code may be revised throughout the school year, if deemed necessary.

General Uniform Dress Code Guidelines

- Polo shirts, quarter-zip tops, pants, shorts, and skorts **must** be purchased from the school-approved vendor.
- Solid **white** or solid **black** short-sleeved t-shirts may be worn underneath polos or quarter-zip tops.
- Solid **black** long-sleeved t-shirts may be worn underneath polos or quarter-zip tops.
- Polos must be tucked in at all times.
- Pants, shorts, and skorts must be worn at the waist and be at the appropriate length.
- Belts must be worn at all times if wearing shorts or pants.
- Shoes must be laced, strapped, or velcro-closed at all times. Boots, slippers, open-toe, open-side or backless shoes, and heels greater than 1.5" in height are not allowed. Please see Uniform Shoe Examples. Winter boots will need to be changed into uniform shoes upon morning entry.
- Necklaces may be worn underneath clothing. Earrings may include studs or small hoops no larger than a nickel. Hard bangle-style bracelets are not allowed.

“Smartwatches” are not allowed. Please note: Scholars will be asked to remove any jewelry that is excessive, poses a safety issue, or is distracting to the learning environment.

- Hair accessories must be black or of solid color matching the scholar’s polo color with no logo present. Headbands, barrettes, hair clips, and ponytail holders must be plain and simple.

Unacceptable Headbands



Possible School Responses, Interventions or Consequences

Scholars not following the uniform dress code will be counseled and the parents/guardians will be notified. Scholars who willfully and continuously disregard the uniform dress code will be subject to consequences as written in The Lincoln Academy Family Handbook.

Uniform Frequently Asked Questions (FAQ’s)

1. Why does TLA have a uniform dress code?

- Uniforms help build a sense of community and school spirit.
- Uniforms help reduce a clothing budget.
- Uniforms have a very positive effect on scholar morale.
- Uniforms help a scholar determine what to wear in the morning, thus getting to school on time.
- Uniforms help minimize peer pressure.
- Uniforms encourage scholars to focus on their work.

2. Do I have to purchase school clothes from a particular store?

Polos, quarter-zip tops, pants, shorts, skorts, and physical education uniform items must be purchased from the School Office or designated school-approved vendor. All other items may be purchased from any store.

Polos and Quarter Zips must be purchased directly from the School Office or school-approved vendor.

Pants, shorts, and skorts must be purchased from French Toast:
<https://www.frenchtoast.com/schoolbox/schools/the-lincoln-academy-QS61IKX> or school approved vendor.

Physical Education uniforms must be purchased from Wright World Sports:
<https://lincolnacademy.store/>

3. Will there be any out-of-uniform days?

Yes, the Principal will make non-uniform “dress-down” days available.

4. What should I do if I am having difficulty affording uniform clothing?

Contact the CEO directly for assistance.

5. What should I do if I am having difficulty purchasing vendor-specific clothing online?

Contact the School Office for assistance.

6. What if I am having trouble finding uniform clothing in my scholar’s size?

Contact the School Office for assistance.

7. What if my scholar has a medical reason or religious belief that necessitates a modified uniform?

Contact the School Office. Reasonable accommodations on a case-by-case basis will be made to address a scholar’s disability, medical necessity, or religious beliefs.

8. How will my scholar be able to express his/her individuality?

Uniforms actually ENCOURAGE individual self-expression as scholars find ways to express themselves creatively through arts, music, sports, and academic achievement rather than through their clothing style.

The Lincoln Academy
Uniform Shoe Examples
(photos for illustrative purposes only)

Acceptable Shoe Types: All Black, Including Sole



Unacceptable Shoe Types: Boots, slippers, open-toe, open-side or backless shoes, and heels greater than 1.5" in height are not allowed.



The Lincoln Academy School Uniform



Royal Blue Tops
4K - 4th Grade



Gray Tops
5th - 8th Grade



Black Tops
9th - 12th Grade



K4 - 12th Grade: Black Bottoms



DISCIPLINE

Introduction

TLA is based on a commitment to excellence. TLA believes in having high expectations, both academic and behavioral, and TLA will ensure that scholars are successful in all aspects of learning. This handbook will serve as a guide to scholar discipline at TLA and set forth the framework for our supportive discipline approach, which involves various interventions, supports, and strategies intended to help scholars make better choices. TLA understands that building and maintaining strong relationships between staff and scholars is the key to changing behaviors and creating a culture of respect, support, and success at TLA. TLA will work with our staff to develop that understanding and incorporate it in our school day, starting with listening to scholars and ensuring that they have a voice at their school. TLA believes that all scholars matter and deserve respect. Accordingly, our discipline plan focuses on changing behavior and making scholars feel valued and important and includes suspension and expulsion only as last resorts.

Purpose

Discipline is closely aligned with TLA's vision and core beliefs characterized by a structured and supportive culture focused on academic excellence, career readiness, and character development. The culture at TLA will be developed through character education using the Jubilee Framework and community development and conflict resolution using Restorative Practices.

Jubilee Framework

TLA will utilize the Jubilee Framework (Jubilee Centre for Character and Virtues) and the four virtues in supporting character development: Moral, Intellectual, Civic, and Performance. These four virtues are infused in all curricular subject content and taught through direct instruction:

- 1) **Moral** - Virtues that enable us to respond well to situations in any area of experience, such as: compassion, courage, gratitude, honesty, humility, integrity, justice, and respect
- 2) **Intellectual** - Virtues that are necessary for the pursuit of knowledge, truth, and understanding, such as: autonomy, critical thinking, curiosity, judgement, reasoning, reflection, and resourcefulness.

- 3) **Civic** - Virtues that are necessary for engaged responsible citizenship and contributing to the common good, such as: citizenship, civility, community awareness, neighborliness, service, and volunteering.
- 4) **Performance** - Virtues that have an instrumental value in enabling the intellectual, moral, and civic virtues, such as: confidence, determination, motivation, perseverance, resilience, and teamwork.

The four virtues focus on developing character assets that will support scholars in school, in their family lives, and in their communities. Scholars will develop and deploy these assets over their lifetime and these virtues will influence the way in which they see themselves and others, navigate and resolve issues, and serve their larger communities.

Explicit character education lessons will also be taught from the Character Strong curriculum.

Restorative Practices

Restorative practices will be an integral part of the culture at TLA. Restorative Practices is a philosophy and a way of living and breathing school values. Restorative Practices focuses on how to improve and repair relationships between people and communities. It requires the entire community to engage in the process, participate in professional development, and provide thoughtful implementation. Utilizing restorative practices helps establish stronger relationships, greater engagement in learning, and stronger development of social and emotional competence.

As part of its restorative practice, TLA will utilize proactive community circles on a daily basis and repairing harm circles when harm is caused to the school community or individuals. Both scholars and staff will be trained in the restorative circle process and will lean on the communication and relationship building that occurs through that process. Restorative practices circles give scholars a voice and an opportunity for others to learn how to listen. They support self-expression, listening, problem solving and empathy through a clear process for communicating with one another. Lessons regarding character development can be easily integrated into the restorative process. For example, if a scholar litters on the playground, a community circle may be used to discuss the civic virtue that was harmed causing an impact on the community spirit. An example of how restorative practices are used in schools is found here: [NEA article on Restorative Practices](#).

As reflected below, TLA's Scholar Code of Conduct (SCC) supports maintaining a safe (physically, emotionally, mentally, and intellectually), nurturing, productive, participatory,

and focused- learning environment. In order to promote positive behaviors and maximize learning time, the code establishes a multi-tiered system of support for scholars' social, emotional, and behavioral needs. This includes developing clear expectations at the beginning of each year, teaching social-emotional competencies, and fostering positive relationships among all stakeholders; staff, scholars, families, and the community. If behavioral incidents arise that threaten scholar and staff safety or severely disrupt the educational process, TLA will work to implement a response that minimizes the impact of the incident, repairs the harm, and addresses the underlying needs behind scholar behaviors. In accordance with the SCC, all disciplinary responses will be applied respectfully, fairly, consistently, and protect scholars' rights to instructional time. A safe, welcoming and productive school requires the support of all stakeholders of the school community.

HIGH EXPECTATIONS

TLA's expectations for scholar behavior increase as scholars mature. Scholars are expected to use technology responsibly, arrive independently and self-dismiss, and take greater ownership of their academics as they matriculate throughout the school years. Scholars must be prepared to make decisions and understand the consequences of poor choices. Families and the school are partners in guiding maturing scholars as they navigate these increasing responsibilities and consequences.

TLA's first priority is to ensure the safety of all scholars and staff and believes that creating safe and orderly schools allows scholars to participate as productively as possible in the classroom. To establish and maintain a school culture that promotes learning and respect for others, TLA has created expectations that the entire TLA Community is expected to uphold, both inside and outside of school.

RIGHTS & RESPONSIBILITIES

Scholar Rights All scholars have the right to:

- Receive a free high-quality public education
- Be safe at school
- Be treated fairly, courteously, and respectfully
- Bring complaints or concerns to the school principal or staff for resolution
- Be told the reason(s) for any disciplinary action verbally and/or in writing
- Appeal disciplinary actions
- Express opinions, support causes, assemble to discuss issues and engage in peaceful and responsible demonstrations

Scholar Responsibilities All scholars have the responsibility to:

- Read and become familiar with this Family Handbook
- Attend school daily, prepare for class, and complete class and homework assignments
- Know and follow school expectations
- Bring to school only those materials that are appropriate
- Report dangerous behavior or bullying
- Treat everyone in the school community with respect
- Respect school property, community property, and the property of others

Parent/Guardian Rights All parents/guardians have the right to:

- Be actively involved in their scholar's education
- Be treated fairly and respectfully by the school principal, teachers, and all staff
- Access information about TLA's policies and procedures
- Be notified promptly if their scholar is disciplined for inappropriate or disruptive behavior and informed of the restoration or consequences assigned
- Appeal disciplinary actions taken
- Receive information about their scholar's academic and behavioral progress

Parent/Guardian Responsibilities All parents/guardians have the responsibility to:

- Read and become familiar with this Family Handbook
- Make sure their scholar attends school regularly and on time, and notify the school before the school day begins if their scholar is absent
- Give the school accurate and current contact information
- Attend parent-teacher conferences
- Tell school officials about any concerns or complaints respectfully and promptly
- Work with the school principal, teachers, and all staff to address any academic or behavioral
- concerns regarding their scholar
- Talk with their scholar about school expectations
- Support their scholar's learning and school activities at home
- Be respectful and courteous to staff, other parents/guardians, and scholars
- Respect other scholars' privacy rights

Administrative Responsibilities TLA administration has the responsibility to:

- Review the circumstances surrounding each situation and assign interventions/consequences that are in the best interest of the each scholar and the TLA community
- Apply the SCC accurately, consistently, and in a non-discriminatory manner, including providing scholars with opportunities to respond, notifying parents/guardians when disciplinary action is taken, and recording all disciplinary action in TLA's scholar information system
- Monitor the implementation of restorative strategies
- Ensure all rights and responsibilities are honored
- Monitor safety and security of all stakeholders
- Systematically monitor and publish suspension, expulsion, and other disciplinary data disaggregated by race/ethnicity, sex, limited English proficiency, and disability
- Ensure the discipline plans are adhered to with fidelity

PROGRESSIVE/RESTORATIVE DISCIPLINE

TLA is committed to maintaining safe and orderly learning spaces for all scholars. In collaboration with scholars and teachers TLA has created a Scholar Code of Conduct which identifies certain behaviors that may remove a scholar from class or school. In determining appropriate discipline, consideration will be given to the scholar's age, maturity, previous disciplinary record, the circumstances surrounding the incident and, if applicable, the scholar's IEP, BIP, or 504 Accommodation Plan. TLA will follow all state and federal laws that are applicable to scholars with disabilities regarding discipline and due process. TLA recognizes that each individual scholar may have unique challenges facing them in and out of the classroom. TLA strives to find solutions for all TLA scholars; therefore, a variety of disciplinary, supportive programs and restorative practices may be put in place.

Restorative practices will be used schoolwide. Community circles will be expected in all grade levels to allow for scholars to have a voice and build relationships with their peers and the TLA staff. High school scholars will utilize community circles in advisory. All staff will be trained in restorative practices and scholars will know the expectations of the circle process. If conflicts arise, a restorative circle will be used to help mitigate the situation and give an opportunity for scholars to understand the impact that was had on their peers. There may be counseling support from trained staff to address underlying concerns. If appropriate, the scholars will participate in a repairing harm circle to help both scholars develop a positive relationship and understanding. In restorative

practices, the more you know someone and find out that you are more alike than you are different, the more likely you are to treat each other with respect and kindness. Scholars will also be trained in circle facilitation as age appropriate.

The Jubilee Framework will be used to help teach positive character development. Character development involves caring for and respecting others as well as caring for and respecting oneself. The building blocks of character include intellectual virtues, moral virtues, civic virtues and performance virtues which all depict pathways to flourishing individuals and society. Belonging to and actively participating in a school community is a formative experience that helps scholars develop their character. The Jubilee character education permeates all subjects and school activities. TLA will help scholars become good citizens and to be able to lead good lives and become successful people. It is important that TLA focuses on the importance of the formation of character and the benefits that arrive from an intentional and planned approach to character development. Character education will be explicitly and implicitly taught in school at all grade levels during GIVE time and throughout the day. Character traits in the Jubilee building blocks of character will be practiced and developed through lessons, teacher role modeling and celebration.

While restorative practices and character education will be built into the culture of TLA in order to create a safe, joyous and productive learning environment, TLA recognizes that there may be times where natural consequences for inappropriate actions may occur. These consequences are not limited to, but may include the following depending on the infraction:

LEVEL 1

Infractions

- Engaging in minor disruptive or disrespectful behavior
- Failing to follow directions
- Arriving late to school/class or violating the school's attendance policy
- Violating the Dress Code
- Littering on school grounds or causing minor damage to school property
- Going to an area within the school building (e.g., other classrooms, the Main Office, stairwells) without permission or at undesignated times
- Inappropriate noise levels in lunchroom, gym, or during arrival or dismissal
- Being unprepared for class which includes, but is not limited to, failing to complete homework, having a charged chromebook, etc.
- Failing to obtain required signatures on assignments or documents as requested

Possible School Responses, Interventions or Consequences

- Verbal or Non-Verbal Warning by School Staff
- Reminders of Appropriate Behavior and Task at Hand - Redirection
- Written Assignment – Analyzing The Impacts of These Behaviors On Our Community
- Recommended Counseling
- Community Service Assignment
- Restorative Practices Circle
- Loss of Privileges
- Other In-School Disciplinary Action
- Reflection
- Conversation with the Principal or School Administrator

LEVEL 2

Infractions

- Committing repeat Level 1 Infractions
- Using school equipment (e.g., computers, tablets, phones) without permission, improperly, or in an unsafe manner
- Unauthorized use of a cell phone
- Verbally or physically disrespecting a fellow scholar, whether in person or through the use of the Internet, social media, or other technology, by teasing, name-calling, being rude, mocking, taunting, or engaging in similar behavior
- Verbally or physically disrespecting faculty, staff, community members, or other adults whether in person or through the use of the Internet, social media, or other technology, by being disrespectful or rude, ignoring instructions, refusing to accept a consequence, or engaging in similar behavior
- Consistently arriving late to school or class, or violating the school's attendance policy
- Disrupting class or educational process repeatedly (which includes, but is not limited to, making excessive noise in a classroom, failing to participate, refusing to work with partners, etc.)
- Leaving class, school-related activity, or school premises without the school's authorization
- Posting, viewing, or distributing inappropriate or offensive materials

Possible School Responses, Interventions or Consequences (these include Level 1 and/or the following)

- Conversation with the principal or a school administrator
- Meeting with TLA staff, scholar, and a parent/guardian
- A verbal or written apology to the community
- Community Service Assignment
- Counseling Support
- Restorative Practices Circle
- Reflection
- Suspension

LEVEL 3

Infractions

- Committing repeat Level 2 Infractions
- Seriously disrespecting a fellow scholar, faculty, staff, or other community member, whether in person, in writing, or through the Internet, social media, or other technology, by using profanity, making racial slurs, engaging in sexual harassment, or using any foul or discriminatory language or gestures
- Exhibiting blatant and repeated disrespect for school policies, community, or culture
- Violating Technology, Internet Safety, and Social Media Acceptable Use
- Forgery
- Lying or providing false or misleading information to school personnel
- Engaging in academic dishonesty (which includes, but is not limited to, cheating, plagiarizing, copying another's work, or colluding or engaging in fraudulent collaboration)
- Tampering with school records, documents, or materials
- Falsely activating a fire alarm or other disaster alarm
- Making threats of any kind, whether in person or through the use of the Internet, social media, or any other technology
- Vandalizing or misusing school property or property belonging to any member of TLA (which includes, but is not limited to, writing on desks, writing on school books, damaging property)
- Stealing or knowingly possessing property belonging to another person without proper authorization
- Throwing, slamming, or pushing classroom materials, doors, furniture, or other objects

- Engaging in physically aggressive behavior (which includes, but is not limited to, play fighting or horseplay)
- Repeatedly failing to attend class, school, or any school activity or event or repeatedly violating the school's attendance policy, including missing mandatory academic intervention

Possible School Responses, Interventions or Consequences

- A Conversation with the Principal or School Administrator
- Meeting with TLA staff, scholar, and a parent/guardian
- A verbal or written apology to the community
- Community Service Assignment
- Restorative Practices Circle
- Counseling Support
- Reflection
- Suspension

LEVEL 4

Infractions

- Committing repeat Level 3 Infractions
- Committing an infraction after repeated suspensions or other disciplinary actions
- Engaging in gang-related behavior (which includes, but is not limited to, wearing gang apparel, making gestures, or signs)
- Destroying or attempting to destroy school property or property belonging to any member of TLA
- Engaging or attempting to engage in inappropriate, unsafe, or unwanted physical contact, including, but not limited to, sexual harassment, sexual misconduct, and physical or sexual assault
- Engaging or attempting to engage in stalking, intimidation, bullying, discrimination, harassment, coercion, or extortion of any member of TLA
- Using social media, technology, or any web-based tool to impersonate, create false profiles/personalities, accessing systems without authorization (hack), or engage in similar deceitful behavior on any platform or school-issued or personal device.
- Defaming members of TLA community, scholars, or staff
- Threatening violence or harm (including claiming to possess a weapon)
- Engaging in behavior that creates a substantial risk of or results in injury/assault against any member of TLA community
- Gambling

- Possessing, selling, sharing, or using alcohol, tobacco products (including cigarettes,
- E-cigarettes, and vaping), or illegal or controlled substances
- Participating in an incident of group violence
- Possessing anything that could be considered a dangerous object
- Engaging in any criminal or illegal activity

Possible School Responses, Interventions or Consequences

- Meeting with TLA staff, scholar, and a parent/guardian
- Nonparticipation in a school activity (which may include, but is not limited to, communal lunch, enrichment or extracurricular activities, sports, school events, or trips)
- Community Service
- Restorative Practices Circle
- Counseling Services
- Suspension
- Expulsion
- Police Involvement

REFLECTION

A scholar who violates the Scholar Code of Conduct may be given reflection for one or more days at TLA's discretion. Reflection must be served the day it is issued, in its entirety. Failure to serve reflection, in whole or in part, may result in a suspension.

SUSPENSIONS & EXPULSIONS

Suspensions

A scholar who violates the Scholar Code of Conduct may be suspended from school for one or more days. If a scholar is suspended, parents/guardians will be notified by a member of the school's staff via phone, by email, or in person. Parents/guardians will receive a suspension letter of the school's determination of the length of the suspension. Parents/guardians must make arrangements with the school for alternate instruction for the scholar during their suspension. Parents/guardians are required to meet with the school's Dean of Scholars on the first day a suspended scholar returns to school. These meetings are the most important part of any suspension; they include discussions about the future and ways to prevent the incident from happening again. Restorative Practices will be used to repair the harm done to the scholar and to the school community.

Expulsions

Scholars who reach ten suspensions or more may be subject to expulsion. Further, any scholar who commits a serious violation of the Scholar Code of Conduct may be expelled regardless of the number of suspension incidents.

DISCIPLINARY HEARINGS

When administration recommends expulsion, a scholar will be provided a disciplinary hearing prior to expulsion. If a scholar is recommended for a Disciplinary Hearing, the following will be followed:

1. Notification. The scholar and parent/guardian will receive written notice of the Disciplinary Hearing. The notice will include:
 - The facts and circumstances of each incident for which the scholar is being recommended for expulsion;
 - The date, time, and location of the disciplinary hearing;
 - A statement of the scholar's right to be accompanied by the scholar's parents/guardians; and
 - A statement of the scholar's right to be represented at the disciplinary hearing by an attorney.

2. Hearing. At the hearing, the scholar has the right to:
 - An impartial decision-maker;
 - Be present at the meeting and accompanied by parents/guardians;
 - Be represented by an attorney;
 - Receive the information and evidence that will be presented by the administration;
 - Question administration regarding such evidence and recommendation; and
 - Present evidence in response to the administration's recommendation for expulsion

The hearing will be led by the principal in front of an Independent Hearing Officer (IHO) and will be audio-recorded. Within 48 hours of the Disciplinary Hearing, the IHO will notify the scholar and the scholar's parents/guardians, in writing, of the decision. The scholar may be expelled from TLA for the remainder of their educational career, the scholar may receive conditional re-enrollment or the scholar may return to school based on the decision of the IHO. The IHO will also inform the scholar and parents/guardians of their rights to appeal if they so choose. An appeal

may be made to the Chief Education Officer and TLA School Board within 30 days of the Disciplinary Hearing in writing.

After the Disciplinary Hearing, if expulsion is not recommended by the IHO and the scholar returns to the school, a community circle will be expected with appropriate members of the school community. Scholars will need to repair the harm caused by their actions and work with the individuals most impacted. Scholars will work on restoring their relationships with others and repairing any damage to the school community.

ANTI-BULLYING

General Principles

TLA is committed and dedicated to the task of providing a safe environment for scholars to attain high academic standards and to promote healthy human relationships. Bullying behavior interferes with the mission of TLA and obstructs the school's ability to maintain the safety or welfare of scholars and staff. Bullying interferes with the scholars' ability to learn and with the teachers' ability to educate scholars in a safe environment.

Definition

Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying may be repeated behavior and involves an imbalance of power. Bullying may be baited by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender identification, physical attributes, physical or mental ability or disability, and social, economic, or family status. When bullying is based on a protected class, the conduct will be addressed pursuant to Scholar Nondiscrimination.

Bullying behavior can be:

- Physical (assault, hitting, kicking, theft, etc.)
- Verbal (threatening, or intimidating language, name-calling, cruel rumors, racist remarks, etc.)
- Indirect (spreading of rumors, social exclusions, and isolation, using technology in a hurtful manner - cyberbullying) Cyberbullying includes, but is not limited to, use of email, Instant messaging, text messages, digital pictures or images, cell phones, or website postings.
- Bullying by proxy – (i.e. someone engaging in bullying through another or on behalf of another);
- Between scholars and scholars, scholars and adults, or adults and adults.

Prohibition

Bullying behavior by an individual scholar, a group of scholars, or an adult is prohibited in school, educational environments, or school property. Educational environments include, but are not limited to, every activity under school supervision. Bullying and harassment of scholars or school employees is also prohibited when perpetrated through use of data or computer software that is accessed through a computer, computer system, computer network, or other electronic means of communication.

Reporting and Investigation of Bullying

All employees who observe or become aware of acts of bullying are required to report these acts to the Dean of Scholars or Principal. Any other person, including a scholar who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the Dean of Scholars or Principal. Reports may be made verbally or in writing.

TLA will act to investigate all complaints of bullying and will take appropriate actions against any scholar who has participated in bullying behavior. TLA will follow these guidelines for handling reports of bullying:

All reports of bullying must be sent to the Principal and/or Dean of Scholars. If the report is regarding an employee the principal shall investigate and take appropriate action. Parents/guardians of the accused and the accuser shall be notified by the principal and/or the Dean of Scholars that a report has been made. The Principal and/or Dean of Scholars will investigate the report and make a finding. If necessary, the principal and/or Dean of Scholars will provide appropriate consequences.

Individuals making such reports will be supported and protected against potential retaliation for making such a report. TLA will take appropriate action against any scholar or employee who retaliates against any person who makes a good-faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation or hearing related to such bullying. TLA shall keep the complaint confidential for both accused and accuser to the extent permitted by law.

Sanctions & Supports

Where it is determined that a scholar has participated in bullying behavior, disciplinary actions including suspensions, expulsion, and/or referral to law enforcement officials for possible legal action will occur, as appropriate. TLA will also take appropriate action against any scholar or adult who retaliates against any person who reports, testifies, assists, or participates in an investigation or hearing related to such bullying.

Whenever possible, attempts will be made to use disciplinary alternatives for scholars who engage in bullying or retaliate against a scholar who reports a bullying incident. TLA will make available evidence-based resources and comprehensive research-based programs to address bullying program support which may include: coaching, training, restorative practices, surveys and evaluation tools, scholar skill training, and program implementation support.

Employees found to have participated in bullying behavior or who have been aware that bullying was taking place and failed to report the behavior may be subject to disciplinary action.

Disclosure & Public Reporting

Disclosure and public reporting will be annually distributed to all pupils enrolled in TLA, their parents/guardians and employees. Records will be maintained by the TLA main office on the number of scholars bullying incidents reported through the scholar database. Any staff bullying incidents will be maintained by the principal and human resources.

Important rules regarding bullying:

- Bullying is never OK. Mean comments that hurt someone's feelings are never funny and never acceptable.
- If someone is being bullied, they don't have to put up with it. They should tell a trusted adult. Teachers and Principals will take the complaint seriously. Tell a parent/guardian or other adult in the family too.
- Someone other than the victim can make a report. If someone witnessed someone being picked on or physically hurt, they must speak up. Think of how you would feel if no one spoke up to help you.

Parents/Guardians, here are some things to know:

- Talk regularly with your scholar. Parent/guardian scholar communication is the best defense against intolerance and bullying.
- Remind your scholar that he or she can tell any school staff member about bullying.
- Call the Principal, Dean of Scholars, or your scholar's teacher if you become aware of a challenge to your scholar's safety and comfort.
- Parents/guardians are notified if a bully report is made involving their scholar.

There are many resources online for parents/guardians, to help their scholars deal with bullies such as <http://kids.health.org/parent/emotions/behavior/bullies.html>

INTERNET SAFETY & ACCEPTABLE USE

Consistent with applicable federal laws, TLA believes that the best approach to scholar safety as it relates to use of the internet and other electronic resources involves a combination of technology protection measures, monitoring, and instruction. TLA's comprehensive approach to scholar internet/technology safety shall take into account the differing ages and instructional levels of the scholars in TLA.

Internet Use (Privacy and Safety)

Google Workspace for Education (GWFE) is primarily for educational use. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where scholar free speech rights may be limited.

- Privacy - School staff, administrators, and parents/guardians all have access to scholar email for monitoring purposes. Scholars have no expectation of privacy on the Apps system.
- Limited personal use - Scholars may use Apps tools for personal projects but may not use them for the following purposes:
 - Unlawful activities, including gambling
 - Access to sites not approved for school usage (i.e. Facebook, Instagram, other Social Media sites)
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell things)
 - Viewing or purchasing obscene, pornographic, or other inappropriate sexual or offensive content harmful to minors
 - Engaging in cyberbullying, intimidation, or otherwise threatening behavior toward another person
 - Misrepresentation of TLA, staff, or scholars
- Safety
 - Scholars may not post personal contact information about themselves or other people. That includes last names, addresses, email addresses, and phone numbers.
 - Scholars agree not to meet or communicate with someone they have met online without their parent's/guardian's approval and participation.
 - Scholars will tell their teacher or administrator about any message they receive that is inappropriate or makes them feel uncomfortable.
 - Scholars are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a scholar provide his or her password to another person.

- Access Restriction - Due Process
 - Access to GWFE is considered a privilege accorded at the discretion of TLA. TLA maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that a scholar has engaged in conduct in violation of law or school policies. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination.
- Use of Electronic Equipment and Hardware
 - Scholars will not use electronic equipment in a way that disrupts or interrupts the work of others. This includes printing without permission, or not using headphones for sound when necessary.
 - Scholars will not deliberately waste printer ink or paper supplies.
 - Scholars will not deliberately damage or alter any school hardware or software in any way.
 - Scholars will not modify the setup of any school computer.
 - Scholars will not install software on any school computer.

Digital Citizenship Expectations:

- Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or posting on a forum or web page, be kind. Everyone will see what is written so think before typing. Be careful with what is said about others as well as yourself.
- Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the stated requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Scholars have First Amendment rights to free speech, but those may be limited by law in school. If something is posted via email or on a school web page that disturbs the learning environment in a school, the right of speech may be limited. School websites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit scholar speech that disturbs the learning process in these areas.

These are the laws that help to protect TLA scholars online:

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures in place that protect scholars from harmful materials including those that are obscene and pornographic. This means that scholar email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from scholars under 13. By default, Google advertising is turned off for GWFE users. No personal scholar information is collected for commercial purposes. This permission form allows the school to act as an agent for parents/guardians in the collection of information within the school context. The school's use of scholar information is solely for educational purposes.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

FERPA protects the privacy of scholar education records and gives parents/guardians rights to review scholar records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information. TLA follows FERPA policies.

SCHOLAR DISCRIMINATION COMPLAINTS

TLA prohibits all forms of unlawful discrimination, harassment, and retaliation.

If any person believes that there has been unlawful discrimination, harassment, or retaliation, that TLA has failed to meet any of its obligations under a state or federal nondiscrimination law, or that any unlawful discrimination has occurred (including harassment or prohibited retaliation) for which TLA is responsible, he/she may bring forward a complaint. It is TLA's expectation that all such complaints will be brought forward and processed in good faith.

Complaints shall normally be submitted in writing directly to the TLA's *Equal Educational Opportunities Compliance Officer ("Compliance Officer")* under the following federal laws: Title IX, Section 504, and the Americans with Disabilities Act.

The following individual currently serves as the Compliance Officer:

Mackenzie Mulligan
Human Resources Manager
608 Henry Avenue
Beloit, WI 53511
(608) 690-5100
Mackenzie.Mulligan@tlabeloit.com

The Chief Education Officer shall perform the duties of the Compliance Officer (including receiving complaints) if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Any person presenting a report or complaint who has concerns about safety, confidentiality, or retaliation should discuss those concerns with the Compliance Officer as early as possible in the process — preferably at or even prior to the time that the detailed report or complaint is made.

In conjunction with TLA's receipt of notice of any report or complaint of alleged discrimination or retaliation, TLA shall consider (and the complainant may affirmatively request consideration of) any interim measures that should be taken before the final outcome of an investigation (e.g., safety planning or other steps needed to protect the complainant and ensure equal access to TLA's education programs and activities).

Informal Resolution Of Complaints And Concerns

TLA encourages the voluntary, informal resolution of scholar discrimination complaints or related concerns. For example, if an issue or concern is brought to the attention of an administrator and the administrator offers a resolution that is satisfactory to both TLA and to the person who presents the issue(s), it is not necessary to initiate or complete a more formal investigation or to issue a formal determination of the complaint under the steps outlined below. However, if a complainant is not satisfied with a proposed resolution or believes the issue is too significant to pursue and resolve informally, the complainant may initiate (or continue to pursue) a formal complaint according to the steps listed below.

Formal Complaint

Step 1: A written statement of the complaint shall be prepared by the complainant, signed, and submitted to the Compliance Officer or his/her administrative-level designee. TLA has a form available for this purpose. The

Compliance Officer shall investigate or coordinate an appropriate investigation of the issue(s) and, in a manner consistent with applicable scholar student records laws, issue a written determination to the complainant and any other appropriate parties indicating the extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the circumstances. This initial, written administrative determination shall normally be made within 45 days of the filing of the statement of the complaint, although some matters may require additional time.

Step 2: If any actual party in interest to the complaint (including any alleged victim/target or any alleged responsible party) wishes to appeal an initial administrative determination of a formal complaint, he/she may submit a signed statement of appeal to the Chief Education Officer. After conducting any further inquiry into the matter that he/she deems appropriate, the Chief Education Officer shall formulate a conclusion and respond in writing to the appeal. The response will normally be issued within ten days.

Step 3: If any actual party in interest to the complaint disagrees with the determination of the complaint made by the Chief Education Officer, he/she may submit a written statement to the TLA Governance Board, that describes in reasonable detail the factual and/or legal basis for the person's disagreement with the previous determination. Within 30 days, the Board shall address the appeal at a meeting. Upon its review of the appeal and the record of the complaint, the Board may affirm, reverse, or modify the previous determination or remand the matter for additional information. The Board may or may not meet with any of the parties in interest prior to reaching a decision. Notice of the Board's disposition of the appeal shall be sent by the Board Clerk, or his/her designee, to appropriate parties within ten days of reaching a disposition.

Depending on the alleged basis of the discrimination (e.g., sex, disability, race, age, etc.), a complaint or appeal may also be made to the U.S. Department of Education's Office for Civil Rights (OCR) in Chicago, as authorized by various federal laws, or a complaint or suit may be filed with another external governmental agency or court. Such agencies and courts independently determine the extent to which any given complaint or appeal falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under TLA's local complaint process.

Complaint - Special Education

Discrimination complaints relating to the identification, evaluation, educational placement, or free appropriate public education of a scholar with a disability in connection with state and federal special education laws shall be submitted and processed in accordance with the applicable laws and regulations and TLA's established special education policies.

Maintenance Of Complaint Records

Records shall be kept of all formal and informal written complaints submitted. The records shall include information on all levels of the complaint and any appeals. To the extent applicable to a particular complaint, the retained records should normally include:

1. The name of the complainant and his/her title or status
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of any individually-identified respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. The written evidence that was presented by a party or that was made a part of the record of the complaint.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

SCHOLAR RECORDS

"Scholar records" are defined as all records relating to individual scholars maintained by TLA.

Scholar records do not include the following:

- Notes or records maintained for personal use by a teacher or other person who is required to hold a certificate, license, or permit if such records and notes are not available to others;
- Records necessary for, and available only to persons involved in, the psychological treatment of a scholar;
- Records created and maintained by a law enforcement unit for a law enforcement purpose;
- Records on a scholar who is 18 years of age or older that are made or maintained by a physician, psychiatrist, psychologist, or other recognized

professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, made, maintained or used only in connection with the treatment of the scholar, and disclosed only to individuals providing the treatment; and

- Records created or received by TLA after an individual is no longer a scholar in attendance and that are not directly related to the individual's attendance as a scholar.

TLA recognizes the need for confidentiality of scholar records and shall maintain the confidentiality of scholar records at collection, storage, disclosure, and destruction in accordance with the Family Educational Rights and Privacy Act and applicable state law. Scholar records shall be available for inspection or release only with notification or prior written approval of the parent/guardian or adult scholar, except in situations where legal requirements require or allow release of records without such notification or prior approval.

TLA will comply with a request by a parent/guardian or adult scholar for access to a scholar's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon request, TLA shall provide a parent/guardian or adult scholar with a copy of a scholar's records and/or an opportunity to review the scholar's records with an individual qualified to explain and interpret the records.

TLA shall maintain a record of each request for access and each disclosure of scholar records which includes the identity of the party viewing the record and the legitimate interest the party had in viewing the record.

Directory Information

TLA shall provide public notice to scholars and their parents/guardians of TLA's intent to make available, upon request, certain information known as "directory information." "Directory information" is defined as information contained in scholar records that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes: a scholar's name, address, telephone number, email address, date and place of birth, photograph, participation in officially recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, name of the school most recently previously attended by the scholar, and degrees and awards received.

Directory data shall not be released for commercial or promotional purposes. Parents/guardians and adult scholars may opt-out of TLA's disclosure of directory information upon written notification to TLA within fourteen (14) days after receipt of TLA's notice of intent to disclose directory information.

Transfer of Records

TLA shall transfer all scholar records relating to a scholar upon receipt of a written notice from the parent/guardian of a scholar or an adult scholar that the scholar intends to enroll in another school or school district, written notice from the other school or school district that the scholar has enrolled, or notice from a court that the scholar has been placed in a juvenile correctional facility or a secured residential care center for children and youth.

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FAMILY HANDBOOK SIGNATURE PAGE

The Lincoln Academy's Handbook can be found on our school website at thelincolnacademybeloit.com. After reading and reviewing the Family Handbook, please sign the appropriate lines below and return the form to The Lincoln Academy.

Parent/Guardian: “By signing this document I acknowledge that I have received or downloaded a copy of The Lincoln Academy's Family Handbook. I recognize I have the right and responsibility to read its contents with (or to) my scholar, and I agree to support & act according to the standards, procedures, and policies it contains. I also recognize it is the right and responsibility of the staff and teachers to make the rules and enforce them.”

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Scholar: “By signing this document I acknowledge that I have received or downloaded a copy of The Lincoln Academy's Family Handbook. I recognize I have the right and responsibility to read its contents with my parents/guardians, and I agree to support & act according to the standards, procedures, and policies it contains. I also recognize it is the right and responsibility of the staff and teachers to make the rules and enforce them.”

Scholar Name _____

Scholar Signature _____

Date _____