



# **LIGHTHOUSE LEARNING ACADEMY**

**2017-2018 Handbook**

**Mission: The Manitowoc Public School District commits to educate, engage and inspire all learners to thrive in a global community.**

**Vision: Inspiring Education - Empowering Community - Unleashing Potential**

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## **Mission Statement**

The mission of Lighthouse Learning Academy (LLA) is to provide students education in a non-traditional setting using an Individual Learning Plan (ILP) that fits the unique needs of each particular student.

## **Vision, Purpose and Direction**

The LLA exists to provide resources and support to students and parents in order to allow them the flexibility and customization that best suits each child. The licensed staff of the LLA will work with families to assist students in achieving their maximum academic growth in all required areas throughout the school year. The LLA will provide the resources and support necessary for students to have access to an enriching and fulfilling academic experience. Our vision is that through this arrangement we can meet the unique needs of families who are eager and willing to take the lead role in the education of their children with licensed educational support and accountability measures that meet the requirements of the law for public school students in Wisconsin. *What we are:*

*We are part of the local public schools* that provide educational services to families whose students are seeking an educational option that they can direct from the home with a flexible schedule, personalized curricular choices, and access to resources under the directional support of licensed educational professionals.

## **LLA Staff**

The LLA is a K-12 school with licensed teaching staff in all subject areas and grade levels. The staff includes an administrator, certified teachers, and technology support staff. This staff can include MPSD staff and Connections Education Staff.

The LLA Teacher works directly with the families to ensure that the student needs are being met throughout the school year and that there is continued academic growth.

## **LLA Parent**

The Parent is the bridge to the resources provided by the LLA. The role of the parent in our school is absolutely essential to the successful growth of the student academically. The parent is responsible for maintaining a daily regimen of instructional opportunities and ensuring that the student is progressing at a pace that is meeting the individual needs of the student. The LLA Parent is responsible for maintaining contact with the LLA Teacher throughout the school year. The LLA Teacher will work with the parent to assist students in achieving their maximum academic growth in all required subject areas throughout the school year.

## **Community Agreement**

The Community Agreement with Lighthouse Learning Academy staff, students, and parents clearly states the expectation for all members of this learning community. It must be completed prior to final enrollment in the LLA.

## **Communication/Attendance**

Each LLA parent of a student enrolled in the school will be required to communicate with their family LLA Teacher regularly throughout the school year. Frequent communication is essential to the success of the partnership between the LLA and the family. Full attendance and participation will be determined by the frequency of the communication, student progress, and work completion, as measured by multiple means throughout the school year.

## **Curriculum**

The LLA instructional model allows for a choice of curricular options that best fits the needs of the student and the family as determined by the **Individual Learning Plan**. Curricular choices may include: virtual courses through Pearson, MPSD courses or curriculum, and other curriculum options with consultation with LLA Teachers and ultimately approved by the LLA Administrator.

## **Curriculum Funding Allocation**

The Manitowoc School District (MPSD) allocates funds to support students and their families enrolled in Lighthouse Learning Academy. These funds may be used to enroll in the virtual courses, provide resources for educational purposes, or approved curricular options for the student. Allotment per student is \$500 for kindergarten students, \$1250 for students in grades 1-8, and \$2500 for students in grades 9-12 per year. Reimbursement may be requested using the Curriculum Reimbursement Form with accompanying receipts to the Administrator of LLA.

General guidelines for curricular purchases:

- Materials purchased by the school must be nonsectarian in nature.
- All materials purchased must contribute to the ILP developed for the individual student.
- Do not include consumable supplies on the curricular reimbursement request.  
Consumable supplies include pens, pencils, paper, notebooks and other items for general use with all instruction. Those are the responsibility of the parent to purchase.
- Curriculum materials may not be resold by families and are the property of the purchasing school district.

## Courses Required by Grade Level:

	Reading/ELA	Math	Science	Social Studies Financial Literacy .5	Physical Ed/Health	Elective
K	Using a variety of resources, an individualized learning plan will be created to fit the needs of your child. This will be done with a combination of online and text resources.					
Grades 1-5	Required	Required	Required	Required	Required	Art, Music
Grades 6-8	Required	Required	Required	Required	Required	Art, Music
Grades 9-12 24 credits for graduation	Required 4 credits	Required 3 credits	Required 3 credits	3 credits + .5 credit Financial Literacy	Required 1.5 credits + 1 Semester Health 2.0 credits	Required 8.5 credits

**All students grades K-12 should be enrolled in 6 classes each semester.**

### Community Service

Students in the LLA are strongly encouraged to engage in community service activities.

Community service hours can be logged and utilized at the secondary level toward high school elective credit. Please contact your assigned LLA Teacher for details on community service ideas or for utilizing community service opportunities to earn elective credit.

### Disciplinary Procedures

LLA students are subject to all MPSD Policies including, but not limited to, policies referring to computer usage, email usage, and behavior during on-site courses and extracurricular activities and at any off-site events arranged by the LLA. Disciplinary proceedings for violation of enrolled public school policies in these areas will be determined based on the frequency and severity of the infraction.

### Extra and Co-Curricular Participation

The LLA encourages students to participate in extra or co-curricular offerings at MPSD. This includes field trips, extracurricular sports, clubs, and school functions. Students who participate in activities are subject to the policies and procedures governing participation and eligibility.

## **Academic Honesty**

It is the expectation of LLA that students exercise responsible and ethical behavior in all aspects of their education. All work completed by students must represent a student's original ideas or cite all relevant sources, if not original. If the authenticity of the student's work is in question, a student may be required to take a proctored test or defend their work via an oral examination in-person, over the phone or online. Please refer to the Honor Code as part of LLA Virtual Program.

## **Assessments**

LLA student progress will be assessed in multiple manners throughout the school year. All students in the MPSD must complete Wisconsin State Assessments: These include:

- K-2 Phonological Awareness Literacy Screening (PALS)
- Forward Exam grades 3-8
- ACT ASPIRE grades 9-10
- ACT and WorkKeys grade 11

It is the responsibility of the MPSD, student and parent to ensure that students are participating in assessments.

Additional district assessments and virtual online assessments will also be available to LLA families in reading, writing, and math to assess achievement and monitor student progress.

## **Individual Learning Plan Form**

Each student is required to have an Individual Learning Plan on file. This form is to be completed prior to the start of the school year, in collaboration with LLA staff and administrators. It will be reviewed throughout the year and updated as needed.

If a student is receiving special education, the student's Individualized Educational Program (IEP) team must consider whether the student's needs identified in the IEP could be reasonably addressed in the online program. The decision about the appropriateness of online education and the services, supports, or accommodations needed to allow participation by students with disabilities is made on a case-by-case basis in accordance with state and federal requirements.

## **Disclaimer**

This handbook is not meant to supersede or conflict with MPSD School Board Policies, state statutes, or federal law. Policies and procedures are in effect for the school year this handbook is issued and are subject to change during the school year if policies or laws change. All revisions to, or changes of policies and procedures in this handbook will be communicated to families and students prior to the implementation of the change either through the website, direct mailing to families, or both.