



*Lighthouse Learning Academy*  
Two Rivers Public School District

**PARENT AND STUDENT  
EXPECTATIONS AND PROCEDURES  
HANDBOOK**

**2017-2018**



*Lighthouse Learning Academy*  
Two Rivers Public School District

Welcome to Lighthouse Learning Academy (LLA),

In 2015, the Two Rivers Public School District Board authorized the creation of a school program called “Lighthouse Learning Academy”. This program currently serves students in the Two Rivers Public School District, but will evolve into a virtual charter school allowing for the opportunity to serve students outside of our district boundaries.

The LLA instructional delivery model provides students with a personalized experience outside of the traditional school approach. The Lighthouse Learning Academy provides personalized curricular options, flexibility in a student’s daily schedule and the ability to adapt learning options and opportunities delivered in a virtual setting. This unique program is implemented with qualified Two Rivers Public School teachers licensed by the state of Wisconsin.

Individualized Learning Plans (ILPs) are created for each student by an LLA teacher assigned to the student. This Individualized Learning Plan is the documentation of the student’s personalized plan of instruction for the school year. Development of the plan allows for greater flexibility, differentiation and increased depth of discussion in all curricular areas. Structuring the ILP around the student, while encouraging support and direct involvement from the family, allows LLA students – and parents – a unique sense of ownership and pride in the student’s educational path. Additionally, students are able to explore areas of interest to them, participate in unique learning opportunities and work at a pace that best meets their learning style while encouraging time management skills that can be applied throughout their life.

Please review LLA’s Parent and Student Expectations and Procedures Handbook for 2016-2017. If you have any questions about this handbook, our school, or our instructional delivery options, please contact us at 920-793-4560, or visit our website at <http://www.trschools.k12.wi.us/lighthouse/index.cfm>.

We believe that the Lighthouse learning Academy is an educational option that provides each student with a personalized educational delivery model. This option encourages the input, support and commitment of that student’s family to create a learning environment to best meet the student’s and family’s needs.

Sincerely,

Lisa Quistorf, Administrator

## Table of Contents

Lighthouse Learning Academy Governance Board Members.....	4
Two Rivers Public School District Board of Education .....	4
Lighthouse Learning Academy Staff Contact Information .....	5
Mission Statement.....	6
Vision, Purpose and Direction .....	6
Enrollment and Application Process.....	7
Staff Positions and Duties.....	8
Curriculum .....	8
Extra and Co-Curricular Participation .....	9
Community Service .....	9
Communication/Attendance .....	10
Disciplinary Procedures .....	10
Academic Honesty .....	10
Academic Assessment .....	11
Special Education or Related Services .....	12
Online Learning .....	13
Lighthouse Learning Academy Governance Board Expectations .....	14
Student Enrollment (Page 14)	
Grade Level Placement (Page 14)	
High School Graduation (Page 15)	
Assessment (Page 15)	
Student Accountability (Page 16)	
Dual Enrollment (Page 17)	
Communication with School (Page 17)	
Student Remediation and Intervention (Page 18)	
School and Parent Role in the Educational Process (Page 18, 19)	
Curriculum Review (Page 19)	
Computers, Hardware and Library Materials (Page 20)	
Common Standardized Assessment (Page 20)	
High School Students Enrolled in College Courses (Page 21)	
Student Use of Alternate Educational Settings for Instruction (Page 21)	
Disposal of Used Materials (Page 22)	
Appendix I: Enrollment Procedure .....	23
Appendix II: Selection and Purchasing of Student Instructional Resources .....	24
Appendix III: School/Parent Contract .....	26
Appendix IV: LLA Technology Guidelines .....	27
Appendix V: School Sponsored Events Guidelines .....	28

**Lighthouse Learning Academy**  
**Governance Board**  
**2016-2017**

Lisa Quistorf , Administrator	Amy Blaha, Member	Leslie Edwards, Member
Jolene McMahon, Teacher	Denise Flickinger, Member	Heather Kirchner, Member
	Terry Ehle, Member	

**Board of Education**  
**2016-2017**

Eileen Charles, President	Michael Canty, Vice President	Nancy Pinchard, Clerk
Jaimie Salta, Treasurer	Jennifer Harteau, Commissioner	Julie Schroeder, Commissioner
	Randy Williams, Commissioner	

## **STAFF CONTACT INFORMATION**

### **Administrative Office**

#### **District Administrator**

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### **TEACHING STAFF**

**4K – K: Kelly Wallin**

**1-8: Jolene McMahon**

**9-12:**

**Math: Don Graff**

**Science: Nancy Gill**

**English/ELA: Genal Hove, Jeremy Otte**

**Art: Pat Levknecht**

**Music: Brandon Meulbroek**

**Physical Education: Scott Helling**

**Special Education: Joy Jirikowic**

## MISSION STATEMENT

The mission of the Lighthouse Learning Academy is to create and maintain a high-quality, personalized learning environment for students, focusing instruction toward students' learning styles and interests and providing resources that support individual learning paths.

## VISION, PURPOSE AND DIRECTION

Lighthouse Learning Academy exists to provide a personalized educational option to students and families that allows for access to personalized resources, flexibility in daily student schedule and the ability to maximize learning opportunities delivered in a virtual setting. LLA focuses on the following areas:

**Personalization:** Each student enrolled in Lighthouse Learning Academy has an Individualized Learning Plan (ILP) created to fit his or her educational needs. Teachers work with students and parents to design this educational map and provide curricular scaffolding based on student performance. Teachers will assess student performance throughout the year and grade student progress on their ILP quarterly.

**Parent Engagement:** Lighthouse Learning Academy strongly supports the parent role in the educational process. In any virtual setting, the commitment of the parents directly enhances the learning opportunities for the student. Lighthouse Learning Academy applauds and supports the commitment of the family as we believe this not only increases the level of success of the student but benefits our society as a whole.

**Student Excellence:** Lighthouse Learning Academy allows for flexibility, differentiation, and increased depth of discussion in all curricular areas. By structuring the educational plan around the student and the family, we believe that our students are able to explore ideas, participate in unique learning opportunities, and work at a pace that works best for their learning style. This allows for deeper learning and increased academic achievement.

### **What we are:**

*We are a public school* providing educational service to students who access their instruction in a virtual setting, with a flexible schedule, personalized instruction, and access to a variety of resources under the direction of Wisconsin licensed teachers.

*We are a unique educational institution* that utilizes a personalized educational approach in conjunction with a wide variety of educational resources to provide a high quality educational experience. Students will have the flexibility to learn in the manner that best meets their own individual needs

**What we are not:**

***We are not homeschooling as defined by Wisconsin State Statute 115.01 (3)g.***

Lighthouse Learning Academy is a public school *option* that is led and directed by licensed State of Wisconsin teachers employed by the Two Rivers Public School District. Our school is governed by Wisconsin statutes that define the role of the teacher in instructional delivery and govern the requirements and responsibilities of taxpayer-funded public schools.

***“Online-only” instruction. LLA uses a variety of educational delivery options to achieve the goal of educating the child.*** Our teachers utilize a number of different educational delivery-strategies in meeting the individualized educational needs of our students. Online instruction is one of these options.

***We are not an “at-risk” educational option for most students.*** Students who are credit deficient or find themselves unsuccessful in the traditional educational setting may be successful in our school; however, there are key factors that are critical for this to be a successful environment. The main one is the level of involvement of the parent in the process.

## **ENROLLMENT AND APPLICATION PROCESS**

### **LLA Enrollment and Participation Guidelines**

Students in Grades K4 through 12 are eligible to enroll with LLA. To be eligible for the K4 program, the resident school district in which the student resides must also offer a K4 program and the student must turn 4 years old on or prior to September 1. Per Wisconsin Statute 118.40, educational services are required to be provided to each student a minimum of 150 days each school year. The LLA school calendar coincides with the Two Rivers Public School District calendar which provides for approximately 180 days of instruction. Enrolled students will have the opportunity to participate in instruction during these calendar days as well as additional days beyond this calendar upon arrangement with LLA.

### **Open Enrollment**

*Non-resident (outside the Two Rivers Public School District)* students may apply for enrollment to LLA through the open-enrollment process with the Wisconsin Department of Public Instruction ([www.dpi.wi.gov](http://www.dpi.wi.gov)) and are accepted according to the DPI/LLA Enrollment Process/Timeline (LLA Policy #1: Student Enrollment Policy). Students who have already open-enrolled **and** attended LLA the previous school year do not have to open enroll again for the following school year unless one of the following applies:

- A currently enrolled LLA student is transitioning from 8<sup>th</sup> grade to 9<sup>th</sup> grade.
- A currently enrolled LLA student has moved during the school year from one school district to another. (This does not affect the student’s enrollment in LLA.)
- Siblings of currently enrolled LLA students would like to enroll in LLA for the new school year.

### **Local Enrollment**

*Resident (inside the Two Rivers Public School District)* students do not need to apply for open enrollment with the Wisconsin Department of Public Instruction and are accepted according to the DPI/LLA Enrollment Process/Timeline (Student Enrollment Guidelines).

## **STAFF POSITIONS AND DUTIES**

Lighthouse Learning Academy is a K4-12 school with licensed teaching staff in all subject areas and grade levels. Roles for staff members are defined below.

### **LLA Administrator**

The LLA Administrator is responsible for all aspects of the school from the management and organization of the budget and systems in place for supporting the instruction, to the outcome of the instruction as measured by student performance and overall school performance on standardized assessments.

### **LLA Teacher**

LLA Teachers work with a group of students in a specific grade level or subject area(s) utilizing Individualized Learning Plans (ILPs) that support the needs of the student. Teachers communicate directly with students in the learning process through the use of a variety of online and other communication tools. Teachers will perform all of the duties expected of any teacher in a virtual setting.

### **Parent**

We place a high value on the level of parent involvement in the educational process provided through LLA. Quality educational services are provided through LLA and require involvement of the parent. We encourage all parents who participate by:

- Maintaining regular communication with and collaborating with the teacher in creation of the Individualized Learning Plan of the student
- Ensuring the child is progressing each day through the daily prescribed instructional activities while working from the home
- Communicating any concerns related to instructional delivery to Lighthouse Learning Academy staff
- Contacting teachers with any questions or concerns related to a specific course or assignment or other school related issues
- Following the procedures for required state testing and local assessments
- Following all rules and policies set forth by Lighthouse Learning Academy

## **CURRICULUM**

LLA's instructional model allows for flexibility in the choice of curricular options that best fit the needs of the student. Teachers make appropriate curricular choices for students based on the needs of the student and the type and scope of the project or activity the student is working on in order to demonstrate proficiency in a specific standard. There are a variety of curricular options that are available to teachers in this process and we encourage parents to participate in the process of selecting the most appropriate materials that fit the needs of the student. Ultimately the teacher and the school will make the decision on curricular options based on the approved resources available to all LLA students. The goal of curriculum and resources is to support the learning and assist students in demonstrating proficiency in specific learning targets. Resources can vary from textbooks and books to online and web based resources.

## EXTRA AND CO-CURRICULAR PARTICIPATION

### Athletics

LLA encourages students to participate in co-curricular offerings and activities. There are athletic opportunities in the Two Rivers Public School District.

### LLA Events

LLA staff members will research, plan and coordinate multiple social and academically beneficial school trip opportunities throughout the school year. We ask that as a parent of an LLA student you make the most of these opportunities as they become available. We welcome and appreciate any suggestions and/or feedback of the events you would like us to plan. You are not under any obligation to participate in any of these events, but the more student and parent support we have for these types of activities, the more opportunities can be provided.

As with any school related event we do have a few requirements of all of the participants. The Two Rivers Public School District Policy #352.0 outlines expectations of all students participating in school led field trips. This policy defines a “school trip” as an *activity that occurs in a building or on the grounds of the Two Rivers Public Schools*. It also defines a “field trip” as *school related activity that occurs beyond the buildings and off of the grounds of the Two Rivers Public Schools*.

In any event, we have the expectation that our students will conduct themselves in a manner that will provide a positive atmosphere for learning under all circumstances. All student behavior and disciplinary policies will be applied during any LLA sponsored event.

Finally, we do ask that parents and students adhere to the following requirements:

- Ensure that your students conduct themselves in a manner that reflects positively on themselves and LLA.
- Follow all registration requirements and deadlines for school events.
- Pay all fees (if required) to LLA in accordance with any deadlines given for the event.
- Communicate any last minute cancellations to the appropriate LLA staff member as soon as it is known that you will not attend.
- *Last minute cancellations may result in any applicable fees for the event being taken from your student’s allotment.*

### COMMUNITY SERVICE

Students in Lighthouse Learning Academy are encouraged to engage in community service activities. Projects can be created in order to capture the experience and learning achieved in community service activities. These types of activities may be incorporated into high school community service requirement at the secondary level upon the development of a plan between the student and teacher, and approval by the Administrator.

## **COMMUNICATION/ATTENDANCE**

Each LLA student will be required to communicate with their assigned teacher(s) or LLA administrator regularly throughout the school year. Students, along with their parents, will be required to attend regularly scheduled meetings held at the Lighthouse Learning Academy. Regular access to the required communication tools (learning management system, email, or other as assigned) is expected. Deadline for activities and assignments are expected to be met. Communication may occur in a face to face meeting, online discussion, Blackboard, Google, Skype, phone call, messaging or whatever manner works best to maintain an open line of communication. Full attendance and participation will be determined by the frequency of the communication and the progress of the student in their learning, as measured by multiple means throughout the school year. Students who fail to communicate with teachers through responses to teacher queries or through the access to assigned activities will be addressed according to the guidelines in LLA Expectations - *Communication with the School*.

## **DISCIPLINARY PROCEDURES**

LLA students are subject to all Two Rivers Public School District (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 LLA. Disciplinary proceedings for violations of Two Rivers Public School District policies in these areas will be determined based on the frequency and severity of the infraction. The LLA Governance Board is authorized to dismiss students from the school for violations of these policies when necessary.

LLA students are also required to participate in and be productive in their learning. Communication with the teacher can occur in multiple formats but must be done in a regular and timely manner. Expectations are defined in LLA Expectations – *Communication with the School*. LLA will dismiss students who do not participate in their individualized program as per WI Statute 118.40.

## **ACADEMIC HONESTY**

LLA students will 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. Two Rivers Public School District Policy #348.1 – *Academic Honesty* outlines student requirements for academic honesty.

## **ACADEMIC ASSESSMENT**

LLA student progress will be accessed in multiple manners throughout the school year. It is the responsibility of the teacher and student to ensure that students are regularly participating. Assessments of and for learning come in a variety of different forms and are prescribed by the teacher. A summary of the various types of assessments are listed below.

### **Formative Assessment of Student Performance**

Students will be assigned targets and deadlines to demonstrate proficiency in the targets utilizing the resources available. This type of assessment will be ongoing and will involve the use of time logs, journals, forums and products to determine the level of performance. Summative assessment of performance on projects and the level of proficiency demonstrated in specific standards will determine the “grade” the student will earn in a particular subject area. Summative grades will be assigned quarterly by the teacher and instruction will be adjusted depending on the needs of the student.

### **Standardized Assessment (Reading and Math)**

Students in Grades 1-9 are required to participate in standardized math and reading assessment a minimum of two times per year. These assessments will be delivered through an electronic means and will be used to prescribe instruction, to make adjustments to instruction, to measure individual student performance gains and to measure school performance. Testing locations will be held within the school district.

### **State Testing**

The State of Wisconsin requires testing of all public education students. Students in LLA are public school students who are required to participate in the state assessment system. The state test will be proctored by a teacher from LLA or another staff member from LLA assigned by the LLA administrator. Locations for the state testing will be held within the school district. Students may be required to travel to locations some distance away from their home in order to participate in this required assessment.

### **PALS Test**

Students in Grades K4-2 are required to participate in Phonological Assessment of Literacy Skills test (PALS) in the Fall and Spring. Testing locations are determined based on location of the student. This assessment is done on an individual basis with in the school district.

### **Wisconsin Forward**

Students in Grades 3-8 and Grade 10 are required to participate in Badger testing in the Spring. This Math and English Language Arts assessment is administered at a testing site set up by LLA. This assessment is done with in the school district.

### **ACT Aspire**

American College Testing (ACT) Aspire is the 9<sup>th</sup> and 10<sup>th</sup> grade assessment. Students in 9<sup>th</sup> grade are tested in the Fall and Spring and 10<sup>th</sup> grade students are tested only in the Spring. ACT Aspire tests students in English and Language Arts (ELA), Mathematics, Science and Social Studies. Testing locations will be at Two Rivers High School.

### ACT and WorkKeys

Students in 11<sup>th</sup> grade will take the American College Testing (ACT) and WorkKeys assessment in the Spring. Testing locations will be at Two Rivers High School.

### **Subject Area Assessment**

Students will be assessed in their coursework for proficiency by their assigned teacher(s). Proficiency is measured against specific standards in a specific subject area. Students who demonstrated proficiency in a specific number of targets at the secondary level will earn credit toward high school graduation in that subject. Assessments will be varied and individualized to specific projects and learning events the student is involved in but focused on standards based targets.

### **Placement Testing**

Student placement testing may be required for students new to the school or for students who may be ready to be placed in a higher grade level. The specific assessment that will be used will be determined by LLA staff and approval for grade level advancement will be authorized by the LLA administrator based on data provided from the assessment and through consultation with the LLA teacher and LLA parent. The procedures for grade advancement and grade retention are outlined in LLA Policy #2 – *Grade Level Placement*.

### **CLEP Testing**

College Level Entry Placement (CLEP) Testing is encouraged for students at the high school level. CLEP testing offers the high school student the option of earning college level credit for the course if the student passes the examination. LLA will provide the student with the materials for preparation and will pay for the cost of the CLEP examination. Many of the practice materials for these and other testing can be accessed for free through LLA. Once a student successfully completes a CLEP exam they will be awarded high school credit for that course with a grade of “A”.

## **SPECIAL EDUCATION OR RELATED SERVICES**

Students enrolled in LLA may be provided special education services under State Statute 118.51, open-enrollment. The Two Rivers Public School District retains the legal responsibility to meet all special education or related services provided by WI Statute 115.787. It is important to understand that there are often situations where LLA, and the virtual setting in general, may not be the best environment for a student with a disability. In this case we will provide recommendations as to the optimum setting for your child if your child qualifies for these types of services and you are interested in special education services. These recommendations may or may not include services through LLA.

## **ONLINE LEARNING**

Wisconsin Statute 115.001 (16) defines a virtual charter school as a charter school *in which all or part of the instruction is provided by means of the Internet*. Students in Lighthouse Learning Academy will be prescribed instruction through a variety of delivery models that best fit the needs of the student. Instruction will be prescribed through the use of a common learning management system. The learning management system will connect the student to the teacher. Not every student is interested or skilled in participating in instruction solely over the Internet. Therefore we offer the flexibility for a variety of instructional delivery platforms to be used in order to meet the educational needs of the students.

Communication with students and instructional delivery will occur, at times, over the Internet. Maintaining or posting material on the Internet that causes a substantial disruption of school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities or events is a violation of the student disciplinary code of conduct and subject to disciplinary action. Specific requirements related to the use of the Internet, technology or software under license of the Lighthouse Learning Academy or the Two Rivers Public School District are outlined in Two Rivers Public School District Policy 362.1 *Computer and Internet and Online Safety Acceptable Use Policy*.

## **LIGHTHOUSE LEARNING ACADEMY GOVERNANCE BOARD EXPECTATIONS**

### **Student Enrollment**

The LLA Governance Board authorizes school administration to develop the process for student enrollment. The process shall generally follow the process timeline established by the Wisconsin Department of Public Instruction for open-enrollment in schools. School administration will also establish the process for accepting enrollment outside of the regular enrollment period and for students who reside in the Two Rivers area. In all enrollment procedures, LLA will follow the requirements for enrollment in WI statute and where applicable, the process used by the Two Rivers Public School District.

### **Grade Level Placement**

It is the philosophy of Lighthouse Learning Academy that placement in specific grade levels solely according to a student's age is not a reliable or necessarily an accurate method of sorting students. Students in Lighthouse Learning Academy will progress based on their individual abilities in specific subject areas as demonstrated by their performance in the subject areas they are studying. As students progress through their program of study, all efforts will be made to provide students with curricular materials that challenge them at their individual ability level. Due to the grade level requirements on standardized state assessments we are required to sort students by grade level. In an effort to match our philosophy with the current education system we will use the grade promotion and grade retention procedures defined below:

#### **Initial Grade Level Placement**

Students enrolling in Lighthouse Learning Academy will be placed in the grade level communicated to the school by the previously enrolled school district. If the student was home-schooled, they will be placed in their grade level according to their age. All students will be assessed in reading and mathematics in order to confirm the grade level and to generate data to support the grade level placement. Students will not be accepted into K4 unless they are 4 years old by September 1 of the school year they are enrolling. Students will not be placed in Kindergarten unless they are 5 years old by September 1 of the year they are enrolling. Grade level adjustments can be made in a collaborative agreement with the parent, teacher and school administrator with sufficient data to support the decision.

#### **Grade Promotion**

Students may be advanced to a higher grade level if the following criteria are met:

1. Student has demonstrated performance academically in their coursework.
2. Student has demonstrated advanced performance in standardized assessments (State and Local) in Reading and Mathematics.
3. LLA Teachers, administrators, and parents are in agreement about the grade placement of the student.

#### **Grade Retention**

Students may be retained in the same grade level if the following criteria are met:

1. Student has demonstrated below grade level performance academically in their coursework, specifically in Reading or Mathematics.
2. Student has demonstrated performance below grade level or at a "minimal" level on State or Local standardized assessments in reading and/or Mathematics.
3. LLA teachers, administration, and parents of the student are in agreement about the grade level placement of the student.

## **High School Graduation**

High school students enrolled in Lighthouse Learning Academy are required to complete coursework in the following areas:

<u>English:</u>	4 credits (8 semesters)
<u>Social Studies:</u>	3.5 credits (7 semesters)
<u>Science:</u>	3 credits* (6 semesters)
<u>Math:</u>	3 credits* (6 semesters)
<u>Health:</u>	.5 credit (1 semester)
<u>Physical Education:</u>	1.5 credits (3 semesters)
<u>Elective courses:</u>	8.5 credits (17 semesters)

Students will complete a total of 24 credits\* and 20 hours of community service to earn a high school diploma.

## **Assessment**

Student proficiency throughout courses will be measured utilizing a number of formative and summative assessment tools selected by the teacher. Assessment tools are used to gauge student achievement of learning targets as well as to allow for differentiation of instruction in order to meet student needs. Assessments are also used to provide summative “grades” for students in specific subject areas.

Final assessment of proficiency in a specific course will be measured by summative assessment in the subject area. Assessments can take a variety of forms but in general can fall into these categories:

### **Assessment options**

1. **Student Portfolio** – The student portfolio contains artifacts demonstrating student proficiency in the subject areas. The portfolio will contain at a minimum; a log of hours spent studying the subject, a narrative explaining the learning process and the knowledge gained throughout the study of the subject, artifacts demonstrating the level of understanding of the subject (this could include completed assessments taken throughout the course, projects completed throughout the study of the subject, notes taken during the study of the subject, catalog of books read during the study of the subject, essays or writings completed during the study of the subject, or any other artifact pertinent to demonstrating competency in the subject of study)
2. **Written assessment** – The student will complete an online assessment on the particular subject they are studying
3. **Project based assessment** – The student will participate in the project process culminating in the demonstration of understanding in specific content level standards related to core subject areas
4. **Oral Examination** – The student will complete an oral interview with the teacher using artifacts they have developed through the study of the subject
5. **Other as determined by the teacher and administrator**

A standard grading scale with specific grade marks will be established and communicated to students at all grade levels and in the student handbook.

## **Student Accountability**

Lighthouse Learning Academy provides a venue for a flexible and customized educational experience for students. This requires a certain amount of organization and discipline on the part of the student with support from the parent. Our goal is that throughout the school year, all students are progressing in their learning and able to demonstrate growth in all subject areas. Communication between the teacher, parent and student are essential to this process and will be maintained and initiated by the teacher.

### **Specific methods of ensuring student responsibility:**

In all assigned courses there will be grades for student performance. Summative grades will be assigned quarterly after the review of the Individualized Learning Plan (ILP). In specific areas student productivity will be measured and assessed each week based on the requirements of the ILP. Being that there may be a variety of instructional tools utilized in the process, a more specific description is below:

**Individualized Learning Plan** – Utilizing the ILP, the teacher will prescribe instructional activities and assignments on a weekly basis. Progress monitoring of assignments will occur weekly through discussions with the student and through parent contact. Quarterly assessment of student performance will be completed and a summative grade will be assigned in specific subject areas.

**Coursework Delivered Over the Internet** – Teachers will utilize the built in progress monitoring and assessment tools in online course content. Built within each of these tools are a variety of options that teachers utilize to customize the prescription of instruction, the assessment of student learning and the grading of student work.

**Coursework Delivered On-Site** – LLA teachers deliver instruction on site in multiple subject areas at the secondary level. In addition, all students are able to participate in courses at Two Rivers School District. Accountability in these areas is measured in a variety of manners and will be determined by the on-site teacher.

**Computer Adaptive Assessments** – All students will participate in computer adaptive assessments in English/Language Arts and Mathematics twice annually (beginning and end of the school year). Some students will participate in additional assessments in specific subject areas. The purpose of these assessments is to provide an objective view of student performance in particular subject areas in order to prescribe targeted instruction during the year. The second assessment is to gauge the level of progress in targeted areas.

### **Dual Enrollment**

Students can NOT be enrolled in more than one educational program. Enrolling in the LLA is their educational program. Lighthouse Learning Academy (LLA) will support purchasing curricular products and curricular support materials from a wide range of vendors. These curricular options are indicated on our pre-approved curriculum list. We will allow students to participate in online courses to meet the instructional requirements of particular coursework during the school year. LLA students will be permitted to participate in courses on site in a Two Rivers Public School District school. In addition, students enrolled in LLA are expected to have the majority of their instruction occurring in the home. This means that students are not permitted to participate in LLA as a “supplement” to their enrollment in another private (brick and mortar or virtual) school.

### **Communication with School**

Regular communication with Lighthouse Learning Academy teaching staff is critical to the success of students in this flexibly instructional delivery model. Instructors will communicate with students on a regular basis utilizing a variety of instructional tools and through various electronic and traditional means. Online courses provide multiple platforms for communication between student and teacher. In addition, teachers will be in regular communication with families in regard to school operations and events.

#### **1. Student response to teacher directive or instruction**

Students will respond to teacher instruction within 5 days of an assignment or communication with teacher. A response is a legitimate effort at participation in the instructional phase of the curriculum or completion of assignments given by the teacher.

#### **2. Student failure to respond to teacher directive or instruction**

When a student fails to respond to a school assignment or directive from instructional staff within five school days, the school will notify the parent or guardian and recommend a meeting to discuss the lack of participation in the program. After three such notices, the LLA governance is within its right to exit the student from the LLA and will follow the procedure outlined in WI Statute 118.40 (8) g.

#### **3. Teacher response to student inquiries or questions**

Teachers will respond to inquiries from pupils and from parents or guardians of pupils by the end of the first school day following the day on which the inquiry is received (within 24 hours) as per WI Statute 118.40 (8)d(3).

## **Student Remediation and Intervention**

It is the goal of Lighthouse Learning Academy to ensure that students are progressing through their education at the prescribed rate and according to their ability level. We know that “one size does not fit all” for every student; therefore, we will make efforts to intervene and remediate in specific subject areas where students are not meeting grade level standards. The method of intervention, the frequency and the length will all be determined by the teacher in that particular subject area or the classroom teacher assigned to the student. We will utilize multiple means to provide instructional support to students. This may include any or all of the following intervention strategies:

- Increasing the amount of direct instruction utilizing online, face to face or other means
- Assigning additional coursework or utilizing instructional support resources that will provide the level of remediation necessary to support the need of the student
- Providing small group or one-on-one instructional opportunities for the student in the particular subject area
- Adjusting the time requirements for specific assignments

## **School and Parent Role in the Educational Process:**

### School Administrator

The LLA Administrator is responsible for all aspects of the school from the management and organization of the budget and systems in place for supporting the instruction, to the outcome of the instruction as measured by student performance and overall school performance on standardized assessments. The school administrator is also responsible for all staff supervision to include the annual evaluation plan and day to day oversight.

### Teacher

The LLA teacher implements and delivers an instructional plan to the student enrolled in LLA. The LLA teacher works with students and parents to create a customized and individualized plan utilizing a variety of curricular resources to support the direct instruction in the virtual environment. Specifically the teacher will:

- Improve learning by planned instruction
- Diagnose learning needs
- Prescribe content delivery through instructional activities
- Assess learning
- Report outcomes to administrators, parents and guardians
- Evaluate the effects of instruction
- Lead the development of Individual Learning Plans
- Monitor student progress in all curricular areas
- Communicate with parents and students in regard to student progress
- Provide additional instructional and curricular assistance in all content areas as needed
- Coordinate required state testing dates and facilitate testing
- Coordinate other school wide assessments
- Provide access to learning experiences, field trips and local assessments and resources

## Parent

The engagement of parents in the educational process is essential to the academic success of the student in LLA's instructional delivery model. The parent is responsible for supporting the educational services being provided in the home environment and ensuring that the student is progressing at the prescribed pace of the instruction as monitored by the LLA teacher. The LLA parent is responsible for participating in regular communication with teachers and the school throughout the school year as monitored by the LLA teacher. Specifically, the LLA parent will:

- Collaborate with the teacher in creation of the Individualized Learning Plan of the student
- Ensure the child is progressing each day through the daily prescribed instructional activities, whether online or through another means
- Communicate any concerns related to instructional delivery to the Lighthouse Learning Academy staff
- Follow all rules and policies set forth by Lighthouse Learning Academy
- Contact teachers with any questions or concerns related to a specific course or assignment or other school related issues
- Participate in regular reviews with the student and their teacher
- Follow the procedures for required state testing and local assessments

## Curriculum Review

Lighthouse Learning Academy relies on a variety of curricular resources to support individualized instruction of all of our students. Curricular resources come in a variety of ranges from traditional textbooks and instructional sets to online supplementary tools and tablet apps. Individual Learning Plans will be devised utilizing a variety of these resources. Lighthouse Learning Academy will review all curricular resources utilizing the following essential questions as guides:

1. How does the curricular tool or material fit into the learning plan of the child?
2. Does the resource or tool provide the level of rigor needed to provide quality instruction?
3. Is the resource or tool utilized in other educational settings?
4. Is the resource or tool accredited by other educational organizations or schools?
5. Does the resource meet the WI model standards for that subject area or the Common core in the particular subject area?
6. Is the expense for the resource justifiable for the purpose it is intended or is there an alternate way to provide the same level of support?

In the review process the following tools will be used as guides for approving materials:

1. Wisconsin Model Academic Standards
2. Common Core State Standards
3. Next Generation Science Standards
4. Curriculum Maps developed by Two Rivers Public School District
5. Lighthouse Learning Academy Curriculum Checklist

Once the resource has been reviewed and approved by the Lighthouse Learning Academy Governance Board it will be placed on the Approved Curricular Options list and can be utilized by teachers in the instructional delivery to the student. This process will be ongoing.

### **Computers, Hardware and Library Materials**

Lighthouse Learning Academy (LLA) is a virtual school that relies heavily on technology for the delivery of instruction and the communication between students, teachers, parents and the school. For this reason we do provide technology resources to each student enrolled. Laptop computers are the standard tool that we provide for every student but we will consider other technology needed based on the learning plan of the student. Computer user agreements are required to be signed by all parents when they enroll their students in LLA. It is the expectation of the school that students and parents will take care to protect the equipment from damage. This includes protection from software or Internet based viruses.

In the event equipment is damaged as determined by the Two Rivers District Technology Department, the full cost of the device will be passed on to the family less the value of any salvageable parts. LLA understands that accidents do occasionally occur and will waive the cost of the first damaged device per family per year. Damage includes, but is not limited to: a broken or cracked screen, liquid spills or submersion, keyboard abuse, broken ports or drives, modified cables or equipment, severe physical abuse such as dents, cracks or broken corners. Families are expected to report any damage or defects to the LLA teacher. The intent is not to cause undue financial hardship to students or parents but to ensure that proper steps are being taken to care for the equipment issued to students by LLA.

LLA students are also able to check out additional materials and equipment (e.g., books, microscopes, kits, etc.) from the district libraries. Items do accumulate overdue fines and need to be returned at the end of each school year for inventory purposes. High-demand items are subject to shorter checkout periods. Students/families are responsible for lost or damaged items and must reimburse LLA for the cost of the lost/damaged item or replace it with the same item or a comparable item if the original is no longer available. Acceptable replacements must be approved by LLA.

### **Common Standardized Assessment**

Students enrolled in Lighthouse Learning Academy are required to participate in common standardized assessments at their assigned grade level. The assessment will be delivered in a variety of formats and will be used to gauge the level of performance at specific subject areas.

### **State Required Assessment**

#### ***Phonological Assessment of Literacy Skills (PALS)***

This is an assessment of literacy skills required by the state of Wisconsin for students in Grades K-2 and will be proctored by LLA teachers at the beginning and end of the school year.

#### ***Wisconsin Forward***

This is an assessment in English/Language Arts (ELA) and Mathematics. This test is required annually for students in Grades 3-8 and is proctored by LLA staff.

### ACT Aspire

ACT Aspire is an assessment of Reading, Mathematics, Science and Writing and is required twice per year for students in grade 9 and once per year by students in Grade 10. This assessment is proctored by LLA staff.

### ACT and WorkKeys

ACT and WorkKeys are two assessments required for students in Grade 11. Both assessments are proctored by LLA staff.

### Assessments

All common standardized assessment data is used to determine the level of success of the school. Individual student data is not utilized for anything other than to diagnose areas of need for the student. Data on school-wide performance is used to demonstrate the successes of the school in furthering the education of the student as well as for determining specific subject areas and grade levels in need of improvement. Parents will have access to their individual student data at all times and to school wide data when it is published.

### High School Students Enrolled in College Courses

High school students at the 11<sup>th</sup> and 12<sup>th</sup> grade level will have the opportunity to participate in courses at the college level under the following conditions:

1. The student has been recommended by the teacher as a qualified candidate for the course.
2. The student has demonstrated the ability to perform at an above average academic level in the classroom while enrolled in Lighthouse Learning Academy.
3. The student had already earned a minimum of 15 credits.
4. The enrollment is approved by the Administrator.

If these conditions have been met, the student may enroll in one course at a community or technical college. If the student demonstrates success in this environment, they will be permitted to enroll in a maximum of 2 courses the following school year.

### Student Use of Alternate Educational Settings for Instruction

LLA students will have the opportunity to participate in educational settings that work in partnership with LLA to provide supplementary educational services. Arrangements for these services can be initiated by the parent but will not be a part of the student's educational plan, nor will the service or fees be paid until the following conditions can be established:

1. At least one of the providers of instruction must be an employee of Lighthouse Learning Academy.
2. Educational services will not be counted for "credit" unless they meet the requirements of LLA Instructional Guides in specific subject areas and grade levels and are provided by LLA staff.

The only exception to this policy is for students participating in the intervention process who need specific support provided by uniquely qualified professionals as documented on a student's Individual Educational Plan, as part of a section 504 plan or part of the regular education intervention process. In these cases, LLA will provide financial support in full or in part for

these services provided that the support is part of the intervention process, it is tied directly to the student's Individual Learning Plan, and it is overseen by the assigned teacher.

### **Disposal of Used Materials**

LLA Administration will review unused or returned educational resources and equipment annually to determine the viability of the resource for further use by students or staff.

Materials include but are not limited to textbooks, non-consumable workbooks, supplies and/or other items as determined by the administrator.

Equipment includes but is not limited to computers, tablets, lab equipment, office equipment, office furniture and/or other items as determined by the administrator.

In the event that used resources or equipment are deemed of no further use to the school, they will be disposed of according to the established procedure in the following manner:

1. Resale of the resource or equipment back to Two Rivers Public School District
2. Resale to parents of students enrolled in LLA
3. Resale of the resource or equipment to other schools or community organizations in Two Rivers

LLA Administration will consult with the Superintendent of Schools in accordance with Two Rivers Public School District Policy 690.0 – Sale and/or Disposal of Equipment/Materials/Library Books – *Obsolete/Unused Equipment/Library Books* with the intentions of the LLA board prior to any action on the materials or equipment.

## **APPENDIX I: Enrollment Procedure**

Open enrollment applications (non-resident) and alternative open enrollment applications are located at the Department of Public Instruction website ([www.dpi.wi.gov](http://www.dpi.wi.gov)). Two Rivers Public School District Transfer Applications to LLA (resident) are located at LLA's website <http://www.trschools.k12.wi.us/lighthouse/index.cfm>. Upon approval of both non-resident and resident applications, an LLA Enrollment Packet will be made available via the LLA office. An enrollment packet is completed and submitted *per student*.

### **All Currently Enrolled LLA Students (Non-Resident and Resident)**

LLA Enrollment Packet Available April 1

### **New Students – Non-Resident (Outside Two Rivers Public School District)**

Open Enrollment Application Available February 2 – April 30

LLA Enrollment Packet for Approved Open Enrollment Applicants Available June 1

Alternative Open Enrollment Application Available July 1 – January 31

### **New Students – Resident (Within Two Rivers Public School District)**

Two Rivers Public School District Application to LLA Available February 2 – August 31

LLA Enrollment Packet for Approved Two Rivers Public School District Transfer Applicants to LLA Available April 1

Two Rivers Public School District Alternative Transfer Application To LLA Available September 1 – January 31

\*Grades K 4-9: LLA Alternative Open Enrollment Application

\*Grades 10-12: LLA Alternative Open Enrollment Application  
*And*  
LLA Two Rivers Criteria Checklist for Students in Grades 10-12  
*And*  
Student Recommendation Forms

## **APPENDIX I: Enrollment Procedure, continued**

In addition to submitting the enrollment form for each student enrolled in LLA, the following documents must be reviewed by parents and are located on the LLA website at <http://www.trschools.k12.wi.us/lighthouse/index.cfm>

- LLA Parent and Student Policies and Procedures Handbook
- Two Rivers Public School District Computer Usage Policy (Policy #362.1/Policy #362.1 – Exhibit 1)

Acknowledgment Form located and the Two Rivers Public School District Computer Usage Policy needs to be printed, signed and then mailed or faxed to the LLA office to complete your student's enrollment for the 2016-2017 school year.

Please note that a current immunization record must also be on file for each student before your enrollment process is complete. Immunization information is requested in the Enrollment form completed online and can be provided to LLA in one of the following three ways:

- For returning students, submitted immunization forms from 2015-2016 can be used for 2016-2017 **if** the form is current for the new year
- An immunization record can be sent from the students healthcare provider
- A blank immunization form (located on the LLA website) can be printed off, filled out and submitted to the LLA office.

## **APPENDIX II: Selection and Purchasing of Student Instructional Resources**

Parents will have flexibility in the process of resources selection within the parameters of the development of the Individualized Learning Plan with student's assigned teacher. Other resources may be used to supplement instruction in specific subject areas and will be determined on an individualized basis for each student. Purchase of resources to support student learning will be based on the courses, the course needs and the grade level of the student.

## Curriculum

Curriculum requests are submitted by the LLA teacher based on the needs of the student's ILP. ***Student curriculum purchases receive first priority when ordering resources for the student. Curriculum requests may be submitted by the student's teacher throughout the school year until March 15.*** After curriculum resources are submitted by the student's assigned teacher to the LLA office, the curriculum request is then submitted to the LLA administrator for approval and processed by LLA office staff.

Resources are purchased by *student* and *course*. This may include costs associated with online coursework or textbook and materials related to instruction in particular subjects.

All LLA students will be provided a laptop.

## Lessons Request Form

Individual lessons for music, art or physical education activities such as swimming, dance, gymnastics, instrumental and/or vocal music are available provided these lessons are incorporated as part of the student's ILP and under the direction of the LLA teacher. Individual lessons provided by a non-licensed teacher can only be paid for if they are included as part of a larger plan of instruction prescribed by a LLA teacher licensed in that specific subject area. LLA teachers will provide students with the instructional procedures and the process of assessing instruction in situations where outside lessons are provided as part of the overall plan.

LLA will pay for lessons throughout the school year but only for lessons occurring up to June 30. ***Lessons Requests may be submitted throughout the school year up to March 15.*** All lessons providers must follow the requirements of the Two Rivers Public School District business office to be paid for their services.

## Athletic Membership Request Form

These membership requests are intended for the use of the student in fulfilling the requirements of the LLA Physical Education plan and include membership requests to organizations such as a YMCA. ***Approved credit may only be given if the person providing the lesson is an appropriately licensed teacher.***

## Allocated funds will not be used for:

- Tutoring from outside contractors without a demonstrated need and prior approval from the administrator
- Homeschooling co-op fees or expenses
- Payment for passes or memberships beyond the amount of money specified in this handbook
- Religious doctrinal materials
- Purchase of student general supplies.
- Purchase of telescopes, microscopes or other technology purchases over \$50 without the approval of the administrator and without specifically being connected to the learning plan of the student
- Purchase of toys, games or other items that are not specifically necessary for a student's individual learning plan
- Technology other than equipment provided through LLA
- Tablet apps

- Most physical education equipment
- Furniture
- Musical instruments
- Sports camps or clinics
- Sports or other league fees or associated costs

### **APPENDIX III: School/Parent Contract**

#### LLA agrees to:

- Develop, monitor, and adjust (as required) Individualized Learning Plans (ILPs) for all students
- Improve learning by planned instruction, diagnose learning needs, prescribe content delivery through instructional activities, assess learning, report outcomes to administrators, parents and guardians, and evaluate the effects of instruction
- Communicate with parents and student in regard to student progress
- Provide additional instructional and curricular assistance in all content areas as needed
- Coordinate required state testing dates and facilitate testing
- Coordinate other school wide assessments
- Provide access to learning experiences, field trips and local assessments and resources

#### LLA parent(s) agrees to:

- Ensure my child is progressing each day and communicate progress to Lighthouse Learning Academy
- Follow all rules and policies set forth by Lighthouse Learning Academy
- Maintain communication with LLA teacher and personnel in accordance with LLA Expectation – *Communication with school (Page 17)*
- Follow the procedures for required state testing and local assessment

**No Sell Provision** – No material, equipment, or supplies acquired through LLA are to be sold to a third party. The District will use legal means to recover the original value of materials, equipment or supplies should they be sold.

**Technology** – Access to technology for an online course or other educational venue imposes responsibilities and obligations. Users must demonstrate appropriate use that is ethical, honest and legal including respect for physical and intellectual property, system security protocols and individual rights to privacy, as well as freedom from intimidation, harassment and unwarranted annoyances. All students and parents must follow the requirements outlined in the Two Rivers Public School Computer and Internet Acceptable Use Policy (Two Rivers Public School District Policy 362.1).

**Enrollment** – It is understood by the parent(s) or guardian(s) that participation in Lighthouse Learning Academy and acceptance of curricular or supplementary materials require that students must be enrolled full time for the school year. Should the student be withdrawn before the end of the school year, the parent(s) or guardian(s) are responsible for returning all curricular materials and technology to Lighthouse Learning Academy. This includes all technology, non-consumable materials and support materials over \$50 that can be re-used by remaining students in Lighthouse Learning Academy.

#### **APPENDIX IV: LLA Technology Guidelines**

Students in LLA will be provided a laptop computer for their use during the school year. Technology support will be provided by Two Rivers Public School District IT department.

##### Guidelines for Computers:

- Each student will be authorized a computer.
- All items initially loaded on the devices are licensed to Two Rivers Public School District. You will be able to add items to the machine if you need to. If for some reason you need to return the computer for repair you will be required to backup all data on the computer.
- Computers may not be resold.
- Computers damaged through negligence will be replaced by the family.
- Students agree to the acceptable use procedures outlined in Two Rivers Public School District Policy #362.1/Two Rivers Public school District Policy #362.1 – Exhibit 1 and LLA Expectation – Computers, Hardware and Library Materials (Page 20).

## **APPENDIX V: School Sponsored Events Guidelines**

Lighthouse Learning Academy (LLA) will research, plan and coordinate multiple social and academically beneficial school trip opportunities throughout the school year. We ask that as a parent of a LLA student you make the most of these opportunities as they become available. We welcome and appreciate any suggestions and/or feedback of the events you would like us to plan.

As with any school related event we do have a few requirements of all of the participants. Two Rivers Public School District Policy #352.0 outlines the expectations of all students participating in school led field trips. This policy defines a “school trip” as an ***activity that occurs in a building or on the grounds of the Two Rivers Public Schools***. It also defines a “field trip” as ***school related activity that occurs beyond the buildings and off of the grounds of the Two Rivers Public School District***. LLA may offer both field trips and school trips throughout the school year to our students and families. In any event, we have the expectation that our students will conduct themselves in a manner that will provide a positive atmosphere for learning under all circumstances. All student behavior and disciplinary policies will be applied during any LLA sponsored event.

Finally, we do ask that parents and students adhere to the following requirements:

- Ensure that your students conduct themselves in a manner that reflects positively on themselves and LLA.
- Follow all registration requirements and deadlines for school events.
- Pay all fees (if required) to LLA in accordance with any deadlines given for the event.
- Communicate any last minute cancellations to the appropriate LLA staff member as soon as it is known that you will not attend.

***Last minute cancellations may result in any applicable fees for the event being deducted from your student’s account.***

### ***Disclaimer***

This handbook is not meant to supersede or conflict with Two Rivers Public School District 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 district, state or federal 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.

