

LAWTON ACADEMY OF ARTS & SCIENCES



SECONDARY STUDENT HANDBOOK

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Lawton Academy of Arts & Sciences

(LAAS)

Middle and High School Student Handbook

LAAS Owners

Jim and Kay Johnson

John (JT) and Michelle Smith

LAAS Business Administrator

Jim D. Johnson

LAAS Superintendent

Elementary Principal

Kay F. Johnson

LAAS Assistant Principal

Secondary Principal

Michelle Smith

High School Director

Michelle Smith

Secondary Counselor

Tami Karinshak

Athletic Director

JT Smith

Lawton Academy of Arts & Sciences

1911 NW 72nd Street

Lawton, OK 73505

(580)536-1900

FAX (580)536-2972

www.lawtonacademy.net

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A Message from the Owners/Principals

On behalf of the Lawton Academy of Arts & Sciences (LAAS) staff, we welcome you to the LAAS secondary school. This handbook is published so that all students/parents in LAAS have easy access to information that will allow for a successful school year. It is essential that parents and students read the Student Handbook. We are more than happy to answer any concerns or questions you may have. We strive to foster a partnership between home and school. We look forward to working with you throughout the school year.

Jim and Kay Johnson, Michelle Smith

Ethics and Conduct Policy

Lawton Academy of Arts & Sciences is committed to operate all activities within the spirit and letter of all laws and regulations affecting its business, employees, and students. Employees and students must exercise the highest level of integrity, ethics, and objectivity in their actions and relationships which may affect Lawton Academy. Employees and students have the duty to act in the best interest of Lawton Academy at all times.

The purpose of Lawton Academy’s secondary program is to offer students a program which includes:

1. Academics taught by sound educational practices;
2. Fine arts taught as a basic skill, not an elective (even though they are sometimes called “electives”), to be learned and enjoyed by all and to include instrumental and vocal music and dramatic and graphic arts;
3. Technology used throughout the academic day so that students become technologically literate in computers, video, recording, digital, photography, and interactive learning;
4. Successful acceleration of gifted students accomplished through enrichment methods, as well as planning for individualized educational programs;
5. A physical fitness program based upon a nationally validated skill curriculum (Presidential Youth Fitness Challenge) which can and should lead to the student scoring in the Health Fitness Zone;
6. Tests and reports to the parents and the students concerning their performance on priority academic skills of Oklahoma;
7. Preparation and planning for a successful continuation of education into college;

8. Organizational skills taught to and required of all students.

Attendance

LAAS secondary is in session from 8:00 a.m. – 3:00 p.m. Students may be in the secondary buildings as early as 7:30 and as late as 3:30 for the regular school day. In addition, students may stay for a free study hall on Monday through Thursday afternoons from 3:30 – 4:30 or for extra-curricular activities. Students on campus beyond the above hours and not involved in one of the above will be charged the school's aftercare charge for child care.

Attendance Guidelines

If a student is absent from school, the parent must call the school to advise of his/her child's absence. Without this notification, the absence will be marked as "unexcused." Students with six absences or more in a quarter may fail or be subject to other consequences. Students with ten (10) unexcused absences in a semester will receive no credit for courses taken that semester. In accordance with Oklahoma School Law (Section 232), when a child is truant four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the principal shall report such absences to the Comanche County district attorney. *The district attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes (70-10-106) (School Laws of Oklahoma).*

The following conditions may excuse a student from school attendance:

- 1) Personal illness or injury; appointments
- 2) Family illness – an emergency situation requiring the student to be absent from school
- 3) Quarantine of the home by local health professionals
- 4) Death of a relative
- 5) Observance of a religious holiday consistent with the student's established creed or belief
- 6) Family out of town (limited)
- 7) Extra-curricular participation (school trips, for example)

If a student must check out during the school day, a parent or legal guardian must sign him/her out at the front desk. Students should check with teachers to determine policies regarding missed work.

Grading Scale

A	=	93-100	=	4.00
A-	=	90-92	=	3.67
B+	=	87-89	=	3.33
B	=	83-86	=	3.00
B-	=	80-82	=	2.67
C+	=	77-79	=	2.33
C	=	73-76	=	2.00
C-	=	70-72	=	1.67
D+	=	67-69	=	1.33
D	=	63-66	=	1.00
D-	=	60-62	=	0.67
F	=	59 and below	=	0.00

Grade Classification

While sixth graders are mostly in a self-contained classroom similar to elementary students, sixth, seventh and eighth grade students are designated as “middle school” students. Assignments to grade level classification for high school are made on the basis of credits accumulated according to the following:

Freshman: must have completed 8th grade with a 2.5 GPA or higher.

Sophomore: must have six high school credits

Junior: must have twelve high school credits

Senior: must have eighteen high school credits

Graduate: must have 24 high school credits per requirements on next page

Graduation Requirements

Standard High School Diploma

Occasionally students come to us in their junior or senior year. We will allow them to earn a standard high school diploma if they choose not to try for a diploma of distinction. In order to receive a **standard high school diploma** from Lawton Academy of Arts & Sciences, students must earn a minimum number of units in high school (grades 9 – 12) as follows:

English (Language Arts)	4
Mathematics	3
Sciences	3
U.S. History	1
Oklahoma History	½
Government/Civics	½
World History	1
Foreign Language	2
Physical Activity Courses	1 ½
Fine Arts Electives	2
Computer Technology Courses	1
General Electives	4 ½

Total Units Required 24

Students who have been with us since their freshman or sophomore years are required to take the classes required for a diploma of distinction or for an early graduation standard diploma. To receive a **Certificate of Distinction**, students must meet a tougher course requirement, as well as have a 3.25 on a 4.0 scale. Should the student take all the required courses but fail to meet the 3.25, he/she will receive a standard high school diploma.

Certificate of Distinction

English I	1
America Literature	1
AP English Language & Composition	1
AP English Literature & World Lit.	1
Algebra I	1
Algebra II/Trigonometry	1
Geometry	1
Statistics, Calculus, or Functional Analysis	1
Biology (with lab)	1
Psychology	1
Chemistry	1
Physics (with lab)	1
Oklahoma History	½
World History or AP World History	1
US History or AP US History	1
Federal Government/Civics	½
Economics	1
Physical Activity Courses	1 ½
Foreign Language	3
Fine Arts	4 ½
Technology	2
Total Units Required	27

Early Graduation Standard Diploma

To receive an Early Graduation Standard Diploma, a student must elect to take an English course during the summer between his junior and senior years. The course will meet for six hours per weekday for one month or three hours per weekday for two months (based upon teacher availability). Upon completion, the student will be considered a senior, and as such, take senior courses the following school year. This route will allow the student to graduate with an Oklahoma standard diploma, but a distinction will be made to show that the student did the required work in less time than his peers.

Fine Arts Requirements

Technology: All students will be expected to utilize technology when completing assignments. However, LAAS students are required to explore technology further in music, broadcasting, and at least one scientific pursuit. Middle school students will have many from which to choose. High school students will participate in the BEST Robotics program at Tier I or Tier II. For a senior to have the required number of technology credits not to have to come to technology his/her senior year, he/she must have been involved with the robotics team Tier II at least once.

Music: All secondary students will receive instruction in music theory, music technology and instrumental music. Students may try out for competition band and vocal music. Those making the competition band and choir will compete in all-region auditions and solo and ensemble contests.

Art: All secondary students are required to participate in art. Middle school students will have an art assignment per quarter at a minimum. High school students are expected to produce three new pieces for the first semester art gala, and three more by the LAAS Arts Festival.

Drama/Speech: All secondary students are required to take speech every year. In middle school, the emphasis is competition debate and speech. Students try out for opportunities to compete in OSSAA competitions. In high school, students are instructed in business communication and marketing.

Exception to the above: Seniors who have the required number of fine arts credits PRIOR to their senior year may be excused from participation during their senior year.

Honors at Graduation

A valedictorian and salutatorian will be chosen from those receiving a diploma of distinction. Recipients must have been at LAAS for at least two years. All earning the diploma of distinction will wear an honor stole. Students who have earned other honor cords (such as those for members of National Society of High School Scholars) may wear these honors with the cap and gown as well.

The “Shriek”

In a day and age where statistics show that 90% of Americans cheat and do not have a problem with it, we have decided to adopt Oklahoma State University’s bold initiative against cheating. It is called the “Shriek” and is represented by an exclamation mark. In this program, the student caught cheating or plagiarizing is thrown out of the class and given an F! on the transcript. This lets all know that he/she has cheated or plagiarized. We will not throw the student out of a course for cheating or plagiarizing (unless there are repeated offenses), nor will we give him/her an F for the entire course (unless an F has been earned). We will give the student an F on that assignment and designate the cheating with an exclamation mark in the grade book and on the final grade on the transcript. It sounds tough, but we would rather our kids learn not to cheat at a time when the stakes are not so high.

Expulsion Due to Not Meeting Standards

Middle school is a time to learn... to practice. The only thing carried to high school from middle school (besides any high school courses taken early) is the 2.5 GPA required to get into

the high school. The reason we require a 2.5 or higher is because the high school curriculum is tough. We do not want to set students up for failure.

At both the middle and high school levels, the teachers bend over backwards to help the students be successful. The teachers make themselves available at a free study hall and give up planning time to help students before school and during breaks. Still, some kids fail to maintain a 2.5 GPA. At this point the owners step in to make the decision as to whether to expel the student or not. Sometimes the student is given a grace year; sometimes not. Once the student has been expelled, though, re-entry to Lawton Academy is not possible.

School Closings/Early Dismissal

In the event of inclement weather, school delays and school closings will be posted on KSWO, Channel 7, by 6:15 a.m. KSWO will not post that school is still open. **If you do not see the school listed as closed, it is open.**

It is a LAAS policy that students will **not** be released early from school unless the building becomes unsafe for the students. LAAS will not dismiss early for incoming storms, national disasters, or the such. It is our belief that keeping the students at the school is safer than having parents on the road during a storm or possibly requiring them to leave the student home unattended while they go back to their job that **did not** give them early release.

The parent, however, may take his/her child out of school for any of the above-mentioned reasons if he/she believes that the child would be safer with him/her.

Occasionally, we will have school while Lawton Public Schools are still out for inclement weather days. Usually their continued absence is due to not being able to get school buses through neighborhoods. We do not have that issue. However, if a parent cannot safely transport his/her child to school, by all means, keep him/her home. Do call and inform us, though.

Cancelled Extra-Curriculars

We try to limit the cancellation of a scheduled after school activity, but emergencies do arise. If a scheduled event is cancelled, we will allow the student to call his/her parent to inform him/her of the cancellation. If the parent cannot be reached or cannot get away until the originally scheduled pick-up time, the student may stay in aftercare for free until the scheduled event would have concluded.

Transcripts

Since student scores are available online, students will not be provided with a hard copy of nine week grades. Students will, however, receive an updated unofficial copy of their transcripts at the conclusion of each semester. Any needed corrections are to be reported to Mrs. Smith immediately.

Should you require an official transcript, please allow three working days for us to process your request. Transcripts are kept on file here at LAAS for a period of five (5) years after graduation. Graduation seniors must give Mrs. Smith the admissions office address of the college to which they were accepted by graduation evening so that she can mail the final copy.

Video Surveillance Equipment

Video surveillance equipment may be used in the investigation of violations of any school rules.

Cyber Bullying

We must address this ever-growing problem. It is just too easy for cowards to sit behind their keyboard and write nasty things anonymously. Here is what the LAAS student should do should he suspect he is a victim of cyber bullying: First, print out the suspected bullying. This is

needed for evidence. If the student and his parents cannot work the issue out with the bullying child's parents, bring the printed evidence to Mrs. Smith. Let me clarify: **Mom and Dad** bring the evidence. Believe it or not, gifted kids can fabricate evidence. She needs the verification a parent bringing it in gives. The least she will do is get both sets of parents and both students all in the same room to talk. Discipline will be determined as the facts of the case become evident. **Please distinguish:** a threat to your (or your child's) safety is not cyber bullying. It is a danger that should be reported to police immediately.

Social Networking

While the LAAS administration finds reading about other people's lives as they live it to be akin to watching grass grow, we do recognize the social benefits of a networking site. We have much more experience with the misuse of these sites, however.

The wi-fi at LAAS is attached to a Watch Guard system, which means one cannot access a social networking site on campus through the wi-fi. (Some phones can still do so when not using our wi-fi network.) We will address the social networking here, though, because many questions come up regarding what we can and cannot do.

It is not our intent to invade a student's privacy. What a student puts on his/her Facebook page is for the viewers he/she has "friended." Occasionally, people find items on a student's site to be contrary to ideas and practices befitting a Lawton Academy student, and they bring it to our attention. No disciplinary action will be taken on the basis of activities or writings outside of school **unless** it can harm a person or our business. In the two latter cases, we will need to see evidence, and we will work with the student to get him/her to see the damage that might be caused by the postings. We will also share with him/her articles that allege that potential colleges and bosses make decisions many times after visiting an applicant's Facebook page. We will make every effort to correct the situation within reason before we turn to discipline.

Someone wisely wrote "It takes two people to hurt you: an enemy to say something harmful and a friend to tell you." We find much wisdom in this saying. If you see something

derogatory about a teacher or the school, please don't tell us. We cannot do anything about it, and it just hurts our feelings. What we don't know won't hurt us! Nine times out of ten, the kid is just venting. Our students tell us that's what the site is for! If you read a bad review that you know to be unfair, counter it with a good review or two.

Now again, **please differentiate between idle badmouthing and a truly dangerous posting.** If you feel that a posting from one of our students threatens harm to someone, inform the authorities immediately. If you feel that authority is us, we will ask for evidence and turn it over to police immediately.

Discipline

Each teacher handles discipline according to his/her own syllabus. If the infraction is serious enough to involve an administrator, in-school suspension, out-of-school suspension, or expulsion may follow. Only the expulsion is reflected on the transcript. Students missing class for in- or out-of-school suspension will receive zeroes for all missed assignments during the suspension. Expulsion will be administered by the owners of the school only. Once expelled, a student may not return to LAAS.

Credit Score

Because not all infractions are serious enough to warrant suspension or expulsion, we have created a system by which we can penalize students for small infractions without causing major damage to their grades. It is based upon a system of behavior merits and demerits similar to that of a real credit score. Upon entering LAAS secondary, new students are given 150 points and a semester to earn 50 more credit points. During that first semester, any student with at least the initial 150 points may attend all extra-curricular activities. Should a student not have the minimum 150 points (or 200 points in subsequent semesters), he/she will not be allowed to attend extra-curricular activities until the appropriate number has been earned. Points are rewarded by teachers for extra help, peer tutoring, and the such. A deduction of points occurs when the student is careless or makes a bad decision. Students who attain exceptionally high

credit scores will be issues a “gold card” which earns special privileges at the teachers’ discretions.

The points a student accumulates in that first year roll over to the next, and continue till the student no longer attends LAAS. Credit scores are updated once a week: on Mondays, and can be viewed online with the grades.

This system has been very successful because it puts the accountability squarely on the shoulders of the student. Good choices reap rewards; bad choices have consequences.

Work Permits

All fourteen (14) and fifteen (15) year-olds desiring to work are required to get a work permit from Mrs. Johnson. She will explain the prerequisites when the student enquires.

Volunteer Work

We strongly advocate volunteerism at LAAS. Middle school honor society students are required to serve ten hours per semester, and high school honor society students are required to serve fifteen hours per semester. However, all students can acquire volunteer hours. Any student turning in the volunteer record sheet with the appropriate signatures will receive credit on the transcript for hours served. Volunteer sheets are kept on file in case of a dispute.

Public Display of Affection

The school recognizes that genuine feelings of affection may exist between students. However, students should refrain from any intimate behaviors on campus or at any school-related events. The expressions of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public displays of your feelings toward your boyfriend/girlfriend. Being overly affectionate in school is not in good taste. This type of behavior will not be permitted and may lead to disciplinary action.

Tuck Shop/Lunch Rules

Students eat in their classrooms. While teachers are serving lunch to those eating the school lunch, students not eating the lunch will remain in their seats in their classroom until the teacher returns. Seniors only, with the appropriately signed form, may leave the campus for lunch. Late returns will have a penalty.

The Tuck Shop will be open before and after school and during recess. Middle school students may purchase items before school only. Besides candy and chips, the Tuck Shop also offers lunch items which can be microwaved in the art lab.

Food from lunch, the Tuck Shop, or home is not to be stored in the lockers unless it is in a closed container and does not need refrigeration. Refrigerators are available. Any items left for weeks will be discarded, to include the container in which they are stored.

School's Right to Search

Lockers, desks, or storage areas provided for student use are, and remain at all times, property of Lawton Academy of Arts & Sciences. These areas and the contents, therefore, are subject to random search at any time. Administrators are authorized to conduct reasonable inspections of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe a student may be in possession of evidence that a law or a school rule has been violated. Should a student enter the school under the influence of any mind-altering substance, the local authorities will be contacted.

Should a student desire a combination lock for his/her locker, he/she must use a school-issued lock. A \$5 deposit is required; however, the \$5 will be returned when the lock is returned to the school at the end of the term.

Withdrawal from LAAS

Withdrawal from Lawton Academy requires that a student return all school-owned books and equipment in good condition. A transcript will not be issued until all material is returned and damaged items are paid for. School records will be mailed to the next school upon receipt of a request for records from that school.

Should a student leave due to a parent's job being transferred, the student will be allowed to return to LAAS if he/she moves back into the area. There are few other reasons that a student may return to LAAS after leaving, and those are decided upon a case-by-case basis.

Students who simply wish to try another school will not be permitted to return to LAAS. We have a program that is dependent upon attendance. When the student has been gone for a period of time, he/she falls behind his/her peers. It is our belief that the fewer times a child is moved, the better the education received. We will not **add** to the poorer education by moving the child yet once again.

Should a parent choose to withdraw a student prior to the end of the year and it is not because of a move, the remainder of the tuition is due immediately. Students whose families

have broken a contract are not welcome at school events to which LAAS students may bring a guest.

Use of Cell Phones for Parent/Student Contact

Your child may carry a cell phone. During class it is to be silenced and not used. However, at breaks and at lunch, the phone may be used. Parents, please know your child's schedule and do not call him/her during class. If you have an emergency and it is during class time, call the school.

Every year we have kids who call a parent to let them know they are sick. The parent signs them out without visiting with Mrs. Smith and away they go. This is a problem for a couple of reasons. First of all, Mrs. Smith now does not know where the student is. Second, many times, the student is not really sick. He/She just forgot to study for a test or is just tired. Students who are feeling ill **MUST** talk with a teacher first. We will make attempts here to see if we can help the student **BEFORE** calling the parent away from work.

Technology

We have spent much money to make resources available to our students in the area of technology. The broadcasting, editing, photography, midi/keyboard, and animation devices are for student use **only after the student has had sufficient training**. All pieces will be checked in and out through Mrs. Smith or the current technology teacher. The student to whom the item is checked out is responsible for any damage that occurs to that item, and he/she may be required to pay for repairs.

Students may not install or delete any program on school computers unless directed to. Printers are not to be used for personal use. Illegal activity on the computer will be traced back to the student and reported to authorities.

Students now bring personal computers and notebooks. Security for these items is the responsibility of the student. Overnight security can be provided by Mrs. Smith. There are charging stations in the rooms; however, a class may not be disturbed to get a computer left there charging. (For more details, see page

Books

Students are responsible for the kind treatment of any book loaned to them by LAAS. This includes textbooks, literature books, and library books. Missing or damaged books will be paid for or replaced by the student to whom they were checked out.

Medication

Students are permitted to carry a one-day supply of non-prescription medication to self-administer. Prescription medications should be kept with Mrs. Smith, Mrs. Jackson, or Mrs. Ellwanger, with the exception of asthma inhalers. If the physician deems it medically necessary for the student to carry medication with him/her, the physician should send a note detailing this with the student for the school.

Student Activity Policy/Campus Visitors Policy

Activities such as lock-ins, class parties, and school clubs are available to LAAS students only. At school dances, however, LAAS students may bring one guest who has been pre-approved by the LAAS administration.

Any student using the building, parking lot, playground, or any other part of LAAS property without authorization and supervision may be referred to the local authorities.

Parents are welcome to join their children for lunch or to visit with faculty. All other persons on campus who are not LAAS personnel or currently-enrolled students must report to Mrs. Smith or Mrs. Johnson as to whether they can remain on campus.

Driving Regulations

To obtain an Oklahoma driver's permit, students must show documentation that they can read on at least an 8th grade level. Students may obtain this form from Mrs. Johnson. Please allow three days from your request to receive this form.

Students who have successfully obtained a driver's license are granted permission to drive a car to school. Mrs. Smith has a "Driver's Contract" that student drivers must fill out and sign before being allowed to drive on campus. Students are not to loiter or entertain others in their car and are required to observe the proper speed limit and traffic patterns while on school grounds.

Student vehicles/drivers may not be used to transport other students at any time unless **written** permission and acknowledgement of no responsibility on the part of LAAS is given by **all** parents involved.

Dress Code

LAAS recognizes that clothing itself can be an art form. Therefore, our restrictions are limited. No vulgar, illegal and/or sexually-oriented statements or suggestions on clothing will be permitted. See-through clothing, bare midriffs, too short skirts or shorts, excessive rips and tears, too large clothing (which compromises the safety of the student), and visible underwear are prohibited. Students wearing any of the prohibited clothing will have to call their parents to bring suitable clothing.

Release of Student Photos, Media Interviews

During the year, LAAS often has the opportunity to photograph students in a variety of school-related activities. Student recognition programs and academic and fine arts programs are a few examples.

As such, these photographs may be used in communications with the media such as allowing interviews or photographs with the students. The school reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our school is an integral part of recruiting new students and is a way of sharing in the success of our school and students. For this reason, we have designated student photographs as “directory information.” However, it is our primary goal to

respect your privacy. Each year we will ask you to fill out a form either granting permission for or forbidding the use of pictures of your child(ren) on our web site and in media interviews.

Each year we also publish the names, phone numbers and addresses of our families. This roster is for LAAS families' use only. Selling or releasing the information to anyone outside of Lawton Academy family members is unlawful. Family members caught misusing the phone directory (student prank calls, parents using it to solicit other parents) will be contacted by LAAS administration and a conference will be held to determine action.

LAAS Honor Society

Students who achieve a GPA of 3.2 or higher during two consecutive secondary semesters are eligible for nominations for admittance into Lawton Academy's Honor Society. Once nominated, the Honor Society officers and faculty sponsor will determine the integrity and leadership evident in the student's academic career already and decide upon invitation to be inducted.

Inductees are required to maintain at least a 3.2 GPA, to perform 10 (MS)/15 (HS) hours of volunteer service per semester, and to hold a leadership position within the school, church, or community. Should a member fail to complete any of the above or should a member perform in a manner unbecoming of the title "honor" student, the LAAS faculty and LAAS Honor Society

Officers will meet to determine whether that student is on probation or expelled from the LAAS Honor Society.

Probation is defined as a semester loss of LAAS Honor Society privileges. During probation, the student should seek to regain the required GPA, volunteer hours, and honor that will remove him/her from probation the next semester. Failure to do so will result in expulsion from the club. Re-admittance is not possible.

Receipt of a “Shriek” is grounds for immediate expulsion from Honor Society, should the counsel see fit.

Resolving Conflict

Try as we might to limit them, times will arise when students experience conflict. It is unrealistic to think that all students will get along with all other students and their teachers at all times.

If a conflict arises, here is the procedure we would suggest parents follow:

1. Ask your child to fully relate the nature of the conflict to you. Remember that the story teller will usually reflect only his/her own perspective. Ask questions to determine perspectives of all involved.

2. If the conflict involves a teacher and is not resolved simply by talking it out:
 - A. Contact the teacher for a conference. This conference **WILL** include the teacher, the parents, **AND** the student. The desired goal is for the student to be involved in the resolution.
 - B. If a teacher conference does not resolve the problem, **then** an administrator will be added to the conference attendees listed above. There are very few instances in which an administrator should be contacted **BEFORE** step 2 has been completed.
3. If the conflict involves another student:
 - A. Make every effort to resolve this without school participation (i.e. call the other child's parents).
 - B. If suggestion A is out of the question, bring the conflict to the attention of the middle school director or high school director. If the conflict involves cyber bullying, please bring evidence (printed copies will suffice).
 - C. A conference with an administrator, both students involved in the conflict, and their parents will ensue.

Personal Computer Policy

Lawton Academy of Arts & Sciences allows students the ability to access the school's wireless network as a means of enhancing the students' educational experiences. Students using personal laptop computers, tablets, and smart phones to access the school's network must adhere to the following conditions:

- 1) Teacher permission is necessary for student use of a personal laptop, tablet, or smart phone in the classroom or study hall. Teacher discretion may also dictate use for only specific activities, such as internet searches, word processing and note-taking. Students **must** turn off and put away the laptop, tablet, or smart phone when requested by a teacher, aide, or substitute.

- 2) The use of the laptop, tablet, or smart phones **during class time and study hall** is limited solely to the support of the instructional activities currently occurring in the instructional environment. (In other words, no playing games, visiting social websites, or working on work for other classes.)
- 3) All sounds must be muted. Exceptions may be granted by the teacher, such as the use of sound associated with the instructional activity. Headphones may be used **only** during periods of independent work time.
- 4) Students and their families assume total responsibility of personally-owned items brought onto school grounds. Lawton Academy of Arts & Sciences will not accept responsibility for loss, damage, or theft.
- 5) School personnel cannot attempt to repair, correct, or be responsible for malfunctioning personal hardware or software.
- 6) If a student's laptop or tablet is under repair, he/she may use the classroom PC. Mrs. Smith should be notified by the parent that a student's laptop or tablet will not be available for class, including the length of time the repair will take.
- 7) Should a student fail to bring a laptop or tablet to class and participation that day requires a laptop or tablet, the student may use one of the classroom PC's **if available**. (Students who need the classroom PC due to repair needs on their own have priority.) A penalty for forgetting to bring the laptop or tablet will be assessed **only** in the classrooms that required its usage that day. 2nd offense: 5 point credit score loss; 3rd offense: 10 point credit score loss; 4th offense: meeting with student, parents, and principal to discuss a better reminder. (Penalties will be assessed at the same level in all classes for which a computer was necessary to do the work.)
- 8) Students **may** store laptops/tablets in the Tuck Shop overnight should they not want to transport it to and from home. Those choosing to utilize the locked Tuck Room as storage must do so **through** Mrs. Smith.
- 9) The owners of Lawton Academy may examine the laptop and search its contents if there is reason to believe school policies or guidelines have been violated. Depending on the violation, the confiscated device may be turned over to local law enforcement and legal action may occur in accordance with the law.

The following actions are considered violations of Lawton Academy computer policy:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting illegally obtained music or video files (including YouTube, Google/Yahoo, video, etc) using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.

- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for an authorized service technician on another student's laptop, tablet, or smart phone.
- Violating copyright or other protected material laws.

Failure to comply with Lawton Academy's policies listed above will result in one or more of the following consequences:

- 1) **The downloading of LanSchool onto the student computer or tablet to allow monitoring of activity for a set period of time. (If the parent does not wish this program downloaded on the child's personal computer, the child MUST use the school PC – which already has LanSchool downloaded – for that same period of time. The amount of time penalized will be determined by the weight of the offense.**
- 2) **A loss of credit score points.**
- 3) **A suspension, should the offense be great enough to warrant that.**
- 4) **Should the action be illegal, an expulsion might be considered.**

Contacting Teachers

You can reach any teacher by e-mail simply. The e-mail addresses are uniform.

teacher'sfirstname.teacher'slastname@lawtonacademy.com

Just so you don't have trouble with spellings, the teachers' addresses are listed below:

kay.johnson@lawtonacademy.com

michelle.smith@lawtonacademy.com

jim.johnson@lawtonacademy.com

cat.jackson@lawtonacademy.com

heather.ellwanger@lawtonacademy.com

michelle.livingston@lawtonacademy.com

maria.richards@lawtonacademy.com

laurie.calton@lawtonacademy.com

tami.karinshak@lawtonacademy.com

heather.ellwanger@lawtonacademy.com

monica.austin@lawtonacademy.com

jamy.whitehorn@lawtonacademy.com

Some of them are better at answering their e-mails than others....

Do not use e-mail to send time-sensitive information to the teacher. Some only check this weekly or monthly. It depends upon how many parents write them!