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# ACADEMY

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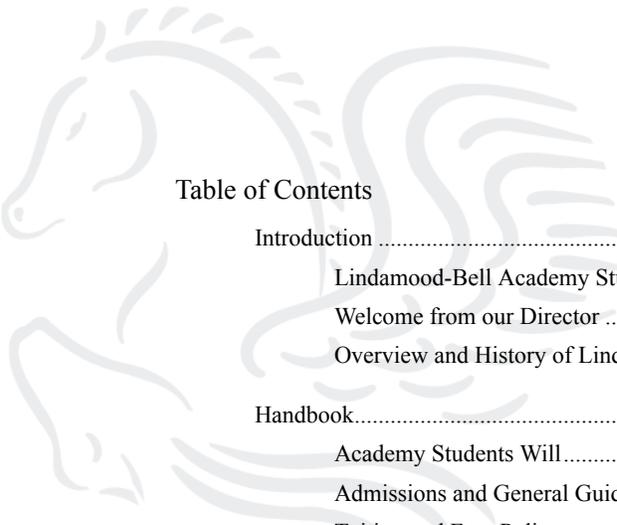
## Lindamood-Bell Academy Student and Parent Handbook

*2016-2017*

*416 Higuera Street  
San Luis Obispo, Ca 93401  
805-541-3836*

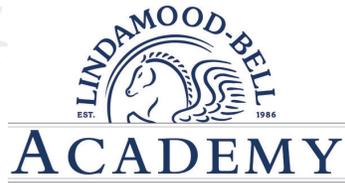
[lindamoodbellacademy.com](http://lindamoodbellacademy.com)





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September 1, 2016

Dear students, parents, and guardians,

Welcome to the 2016/2017 school year at the Lindamood-Bell Academy! It is our pleasure to have you as part of our learning community.

This handbook is designed for students throughout all grades within the Academy. The handbook should serve as both a reference and a guide. As a reference, it should provide answers when questions arise. As a guide, it serves to provide details on the Academy's policies and procedures, and expectations for our students.

As you review the handbook, you will be informed of responsibilities and opportunities for parents and guardians to ensure a successful school year for our students. Furthermore, this handbook offers the opportunity to establish that all of our students are engaged in the most appropriate academic programs.

Finally, explicit expectations for social behaviors within the academic setting will be outlined in order to facilitate safety, quality, and efficiency within our school setting.

As we embark on our inaugural school year at the Lindamood-Bell Academy, we welcome questions and feedback. We strive to maintain excellent communication with our families and truly look forward to collaborating with you throughout the coming months.

Kind regards,

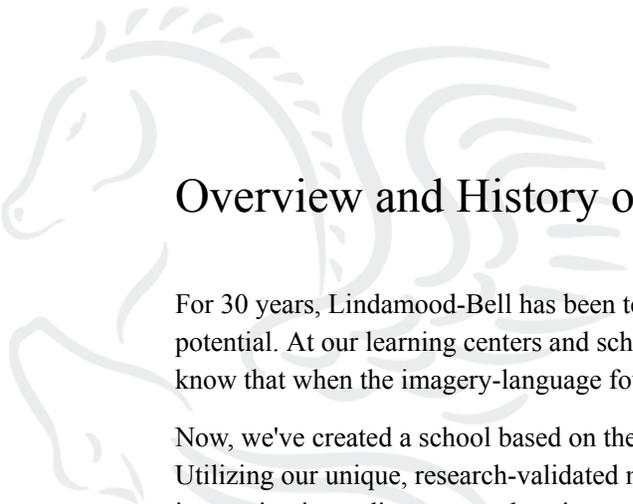
Tara Reynolds,

Director of Lindamood-Bell Academy



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*We believe in the Magic of Learning!*



# Overview and History of Lindamood-Bell

For 30 years, Lindamood-Bell has been teaching individuals of all ages to read and comprehend to their potential. At our learning centers and school partnerships throughout the United States and internationally, we know that when the imagery-language foundation is in place, people can learn.

Now, we've created a school based on the imagery-language foundation—the *Lindamood-Bell Academy*. Utilizing our unique, research-validated methodology, the academy offers a one-to-one student-teacher ratio, instruction in reading, comprehension, and school curriculum. Your child can attend in person at a Lindamood-Bell learning center or online.

We know that all individuals can be taught to read and comprehend to their potential. We believe that an individual maximizes their learning potential when the imagery language foundation is in place.

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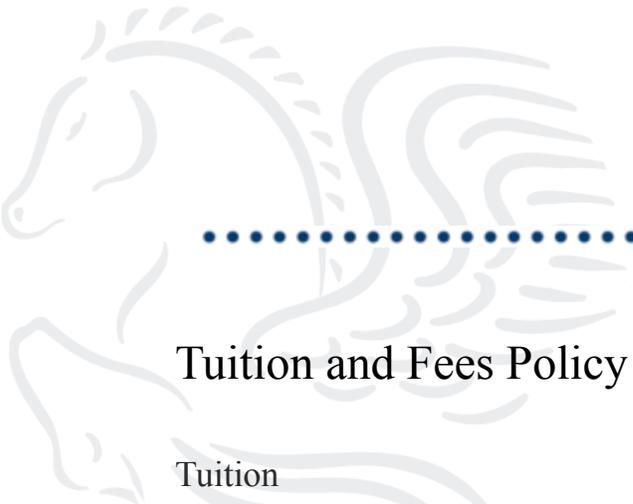
## Academy Students Will

- Attend the Academy as established by their Enrollment Schedule.
- Demonstrate respect for the personal, property rights of others, and all applied laws.
- Abide by all Academy policies and procedures, as amended from time to time.
- Be safe and respectful, while accepting responsibility for their actions.
- Be fully engaged in their learning.

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## Admissions and General Guidelines

- The Academy is a private, California K-12th grade school
- A birth certificate, or other official proof of age (date of birth) is required for admission
- Applicable health reports/immunization records are required for admission
- If applicable, transfer information/grades from previous school(s)
- If applicable, previous psychological-educational testings
- Each candidate for admission must successfully complete a screening evaluation and application
- Additionally, each candidate for admission and/or their parent/guardian will need to agree to and sign our Waiver, Financial Agreement and Student and Parent Handbook
- Diagnostic evaluation by Lindamood-Bell will be required as part of the Academy application process. The fee will be payable to the local learning center and credited against the first year's tuition upon acceptance.



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## Tuition and Fees Policy

### Tuition

Students are expected to attend the Academy as outlined by their individual enrollment schedule.

### Deposit

A \$2000 deposit is required to hold your space in the Academy. Deposits are due no later than four weeks before the first day of Academy. Your deposit will be applied toward your tuition. Deposits are non-refundable.

### Payment Options

Tuition can be prepaid for the entire year or prepaid on a monthly basis. We accept check, wire transfer, money order, or credit card payments from all major credit cards direct to a Lindamood-Bell Learning Center.

### Monthly Prepayment

Monthly payment of tuition is due by the 1st of each month or the first business day of each month if the 1st falls on a weekend. Payment for monthly tuition is considered late if not received by the 5th of the month. Please see our tuition policy for information on past due accounts.

### Tuition Refunds

If you elect to disenroll from the Academy, there are no tuition refunds. Any requests for exceptions to this policy need to be submitted in writing and will be reviewed by our Lindamood-Bell Corporate Office. No guarantees are made that a refund will be offered.

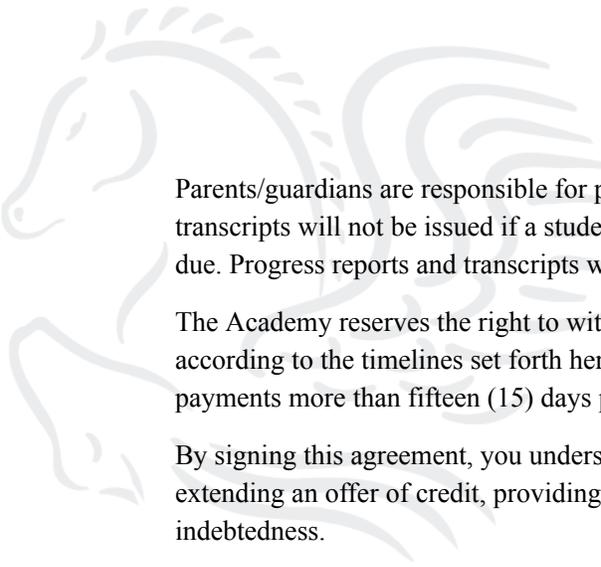
### No Guarantee of Continued Enrollment

By agreeing to the tuition policy stated herein, neither the Academy nor the Lindamood-Bell Corporate Office is providing a guarantee of continued enrollment in the Academy or any other educational program offered by the Lindamood-Bell Corporate Office.

You have the right to disenroll your student at any time from the Academy. The Academy reserves the right to disenroll a student for cancelling classes/instructional programs, for failing to make adequate progress as determined solely by the Academy or for any other reason at the Academy's sole discretion.

### Tuition Policy

Student tuition must be kept current. The Academy will be forced to withhold any and all services to students whose accounts are not current unless written arrangements have been made for deferred payment for extraordinary and nonrecurring circumstances. Your cooperation is essential and very much appreciated.



Parents/guardians are responsible for prompt payment of all outstanding tuition and fees. Progress reports and transcripts will not be issued if a student has an outstanding balance on his/her account more than 60 days past due. Progress reports and transcripts will be forwarded once the account has been brought current.

The Academy reserves the right to withhold services and/or disenroll a student for a failure to pay tuition according to the timelines set forth herein. If the Academy agrees to accept late payment of tuition, tuition payments more than fifteen (15) days past due are subject to a 3% late fee.

By signing this agreement, you understand that neither the Academy nor Lindamood-Bell Corporate Office is extending an offer of credit, providing any form of security guarantee or otherwise offering any form or type indebtedness.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PARENT OR GUARDIAN OF THE STUDENT ENROLLED IN THE ACADEMY, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the Academy's tuition policy, including cancellation and refund policies, have been clearly explained to me.

### Additional Lindamood-Bell Programs

I understand and agree any additional Lindamood-Bell services I elect to add to my student's instructional program, such as Homework Matters, or any additional sensory-cognitive instruction will be charged in addition to the tuition for the Academy.



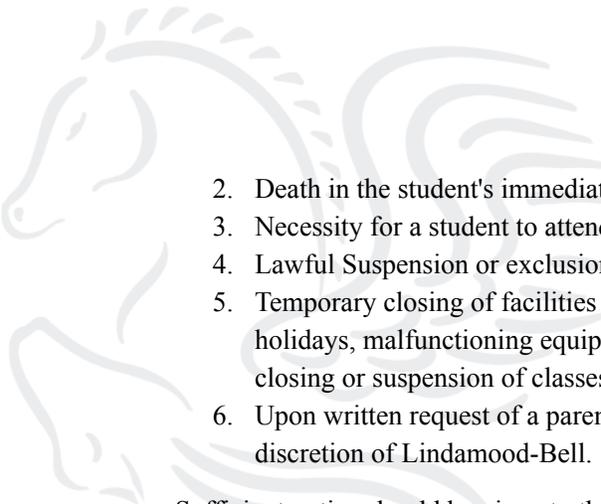
## Attendance

Students are expected to attend the Academy as outlined by their individual enrollment schedule. Excessive absences may cause the student to be out of compliance with local and state laws. Additionally, excessive absences may cause a student to fall behind and not complete their required curriculum, resulting in a failing grade.

### Absences

The following are valid reasons for absences from the Academy (if properly documented by the student's parent or guardian upon the student's return to the Academy):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to the Academy);

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2. Death in the student's immediate family;
  3. Necessity for a student to attend a judicial proceeding;
  4. Lawful Suspension or exclusion from the Academy by Lindamood-Bell;
  5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
  6. Upon written request of a parent or guardian, other absences may be approved in advance, in the sole discretion of Lindamood-Bell.

Sufficient notice should be given to the Academy in order to provide expected student work to be completed while absent. Work missed by a student while absent may need to be completed outside regular of Academy instruction hours.

Sensory cognitive boosts during winter and spring break times will be offered to our Academy students at a 30% discount off of our regular sensory cognitive instruction rate. No discounts will be available during the summer months of June, July and August.

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## Daily Operations

### Meals and Snacks

Students attending 6 hours per day will be provided with a 30 minute lunch break. At least one 15 minute snack break will be provided for both 4 hour and 6 hour per day students.

### Hours of Academy Operation

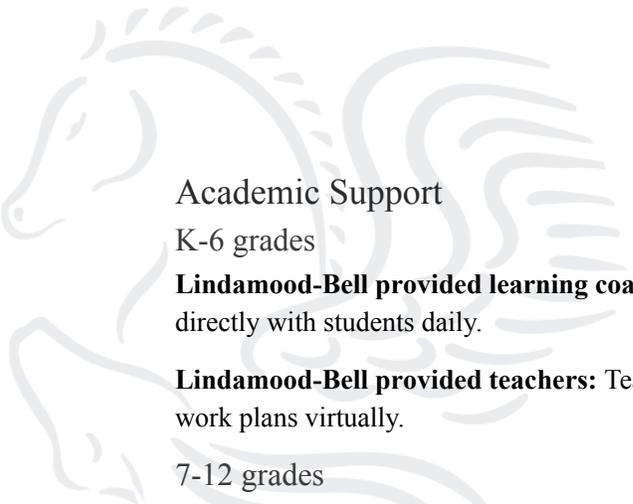
The Academy operates per the local learning center's hours, usually 8am-5pm. in a learning center is available from 8am -5pm. For online only students, the Academy operates in extended time zones.

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## Instruction and Communication about Academics

### Curriculum

Curriculum is offered through our partner, Connections Learning, which offers content across all academic subject areas, from grades Kindergarten through 12. An online learning management system will be utilized for curriculum and learning resource access, live lesson implementation, progress monitoring, group collaboration, webmail, and grade and record keeping.



## Academic Support

K-6 grades

**Lindamood-Bell provided learning coaches:** Learning coaches will be in each Learning Center to work directly with students daily.

**Lindamood-Bell provided teachers:** Teachers will be assigned to students but will be overseeing student work plans virtually.

7-12 grades

Lindamood-Bell provided learning coaches: Learning coaches will be in each Learning Center to work directly with students daily.

Connections Learning provided teachers: Teachers will be assigned to students but will be overseeing student work plans virtually.

## Conferences

Lindamood-Bell will have 5 conferences each academic year to update you on your student's progress, as well as more informal updates, as necessary.

Conference 1, at the beginning of the academic year

Conference 2, at the mid-point of the first semester

Conference 3, at the end of the first semester

Conference 4, at the mid-point of the second semester

Conference 5, at the end of the academic year

## Grading Scale

A+ 98-100

A 92-97

A- 90-91

B+ 88-89

B 82-87

B- 80-81

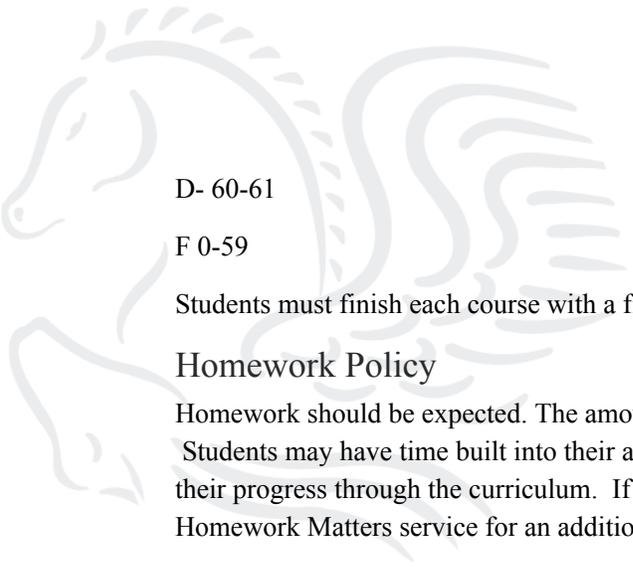
C+ 78-79

C 72-77

C- 70-71

D+ 68-69

D 62-67



D- 60-61

F 0-59

Students must finish each course with a final grade of 60% or above to receive credit for the course.

### Homework Policy

Homework should be expected. The amount of homework will depend on the grade level of each student.

Students may have time built into their academic schedule to complete homework assignments, depending on their progress through the curriculum. If assistance is desired with homework, a student can be enrolled in our Homework Matters service for an additional fee.

### Further Testing

If it is determined that more information about a child's learning profile is needed, Lindamood-Bell may require further diagnostic evaluation. Parents must agree to further testing as a condition of continued Academy enrollment and must provide a follow-up evaluation within one month of the request.



## Student Health and Safety

### Illnesses

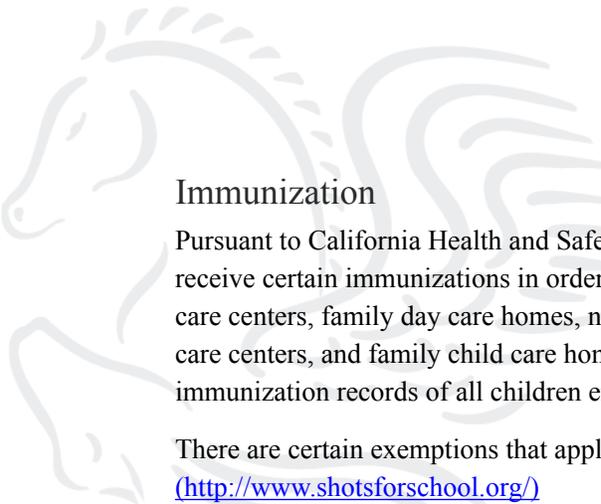
Students should not be sent to the Academy if they are sick. We follow the protocols established by the CDC and WHO that dictate how to handle illnesses in schools. These protocols may be amended in the sole discretion of Lindamood-Bell, as changes are made in the future.

- Any student presenting flu-like symptoms during the school day – a fever over 100° F, sore throat, cough, congestion, headache, body aches, chills, or upset stomach – will be sent home, and will be required to remain off-campus until their fever and all other symptoms have resolved.
- Students must be fever free for 24 hours (without the use of medication) before returning to school.

### Medications

No medications of any kind (prescription or over-the-counter) will be provided by Academy personnel. Any medications that must be taken by a student while in our care must be provided by the parent/guardian to the Academy, with written instruction for administration. A student may not bring and administer their own medication while at the Academy.

A copy of a signed Medication Permission Slip must be signed by a parent/guardian in order for Academy personnel to help administer any medication—whether prescription or over-the-counter. If it is a prescription medication, the form must also need to be completed by a treating physician (or note from a treating physician attached with the same information). Please request one from your office manager for Medication Permission Slip as needed.



## Immunization

Pursuant to California Health and Safety Code, Sections 120325-120375, children in California are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers. Schools, child care centers, and family child care homes are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

There are certain exemptions that apply. For more information, please visit <http://www.shotsforschool.org/> (<http://www.shotsforschool.org/>)

## Mandated Reporting

The Academy is required by law to report to the proper authorities any suspected cases of child sexual or physical abuse, or suspected cases of neglect. The law mandates that all cases of suspected abuse and or neglect be reported to Child Protective Services. Our responsibility to report suspected cases of abuse or neglect includes employees, parents and guardians. The Academy is also required by law to report to the proper authorities any missing children or cases of suspected missing children.



## Technology

### Academy Kits

Technology kits will be provided for each student enrolled in the Academy. This kit will include all the technology needed to access the Learning Management System and complete units as assigned. Technology kits must be returned at the end of instruction and failure to return each kit will result in additional charges.

### Parent/Guardian Consent for Sharing of Student Information with Connections Learning

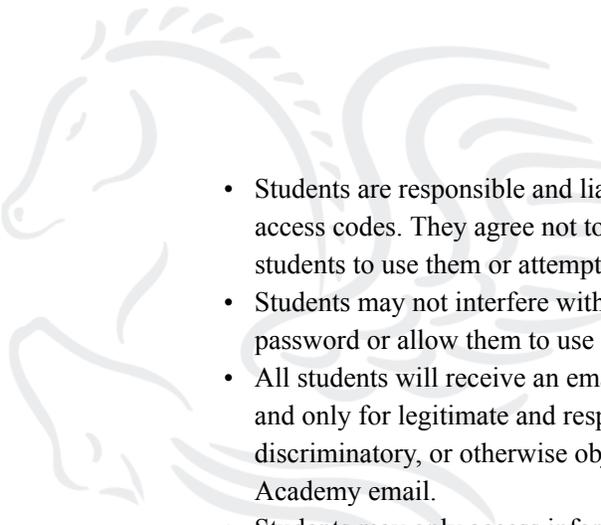
Lindamood-Bell contracts with Connections Learning for use of the Connexus Learning Management System (LMS) for curriculum delivery.

By enrolling in the Academy, you consent to the Academy sharing information about your student with Connections Learning certificated teachers and qualified staff members.

Both the Academy and Connections Learning consider your student's privacy rights to be of utmost importance and will never share that information with third parties.

### Responsible Use of Technology

All students are expected to be responsible representatives of the Academy at all times, whether school is in or out of session. This expectation includes students' behavior in the electronic world. Parents are responsible for supporting the Academy's standards when students use Internet resources. The Responsible Use of Technology policies shall be for as long as students have a valid network account and password, including the summer months and/or any time students use the school's technology resources.

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- Students are responsible and liable for maintaining the confidentiality of their assigned passwords and access codes. They agree not to disclose assigned passwords and access codes or allow other persons or students to use them or attempt to circumvent the Academy's security system.
  - Students may not interfere with other users' ability to access the Academy LMS or disclose anyone's password or allow them to use another user's account.
  - All students will receive an email account. Students will use their email account for all academic work and only for legitimate and responsible communication between students and faculty. Harassing, discriminatory, or otherwise objectionable content and any other antisocial activities are prohibited on Academy email.
  - Students may only access information that belongs to them, or that they have been given permission to use by the owner.
  - Malicious use of the network to download, store, or develop programs that embarrass, harass, or are otherwise objectionable to other users is prohibited. Activities to infiltrate or overburden a computer or computing system and/or damage computer software or a computing system are prohibited.
  - Using technology resources to access, purchase, or download products or services that could subject the Academy's technology to viruses, malicious code, back doors, or other malware designed to harm technology resources are prohibited.
  - Encryption of files is prohibited.
  - Posting images, video, or audio of any student, visitor, staff member, faculty member, or administrator on the Internet without receiving prior permission from the individual(s) is prohibited.
  - Students must not publicly post their personal contact information (address, email address and phone number) or personal messages from websites or blogs intended for personal gain or profit, as well as audio files or compressed video, any non-instructional files, or any material not authorized by Academy staff.
  - Using any recording device, including, but not limited to, video and digital cameras or camera phones to record videos or take pictures to slander, bully, or denigrate any student, visitor, staff member, faculty member, and/or administrator on or off campus at any time is prohibited.
  - Unauthorized access to the Academy's website is strictly prohibited.
  - Information relating to illegal or inappropriate activities must be reported to an Academy staff member promptly upon discovery.



## Honor Code

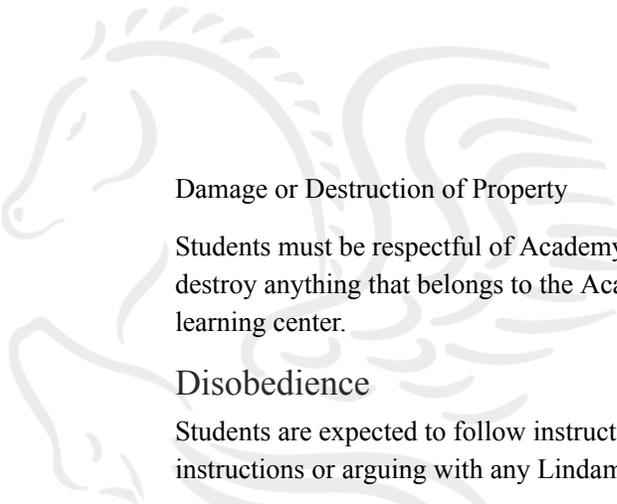
The Academy's Honor Code, described below, includes the student code of conduct and student discipline for violations of that code of conduct.

### Student Code of Conduct

Any violations of the Lindamood-Bell Academy code of conduct, including but not necessarily limited to the conduct described below, will subject a student to Academy student discipline procedures.

### Cheating

Lindamood-Bell does not tolerate cheating, plagiarism, or misappropriation of another person's work.



## Damage or Destruction of Property

Students must be respectful of Academy and Lindamood-Bell property. Students must not break, damage, or destroy anything that belongs to the Academy and another student, Lindamood-Bell staff or a Lindamood-Bell learning center.

## Disobedience

Students are expected to follow instructions given to them by Lindamood-Bell staff. A student not following instructions or arguing with any Lindamood-Bell staff member shall be considered disobedient behavior.

Students are expected to follow behavioral expectations and follow routines and procedures determined by Lindamood-Bell. Students must not disrupt the learning of others by interrupting other students or instructors in session.

## Electronic Communication Devices

Lindamood-Bell does not allow the use of unauthorized electronic communication devices during instruction, including but not limited to cell phones

## Fighting, Violence, Physical Assault, and Sexual Assault

Conflicts must be resolved peacefully. Lindamood-Bell will not tolerate physically fighting with another individual. Violence or threats of violence against students or Lindamood-Bell staff is not acceptable. Students may not sexually attack or sexually abuse other students or Lindamood-bell staff.

## Harassment, Intimidation, Bullying and Inappropriate Communication

Lindamood-Bell does not tolerate harassment, intimidation, or bullying in any manner, whether verbal, visual, written, implied, or otherwise. Students are expected to speak respectfully of and to others. Talking negatively about others, making fun of or putting down others is not tolerated.

## Profanity or Obscenity

Students are expected to use appropriate language with other students and Lindamood-Bell staff at all times. Obscene gestures, or inappropriate verbal, electronic or written forms of communication are not tolerated.

## Use of Lindamood-Bell Property and Technology

Students are expected to use their Academy property and technology only for authorized Academy uses.

## Sexting

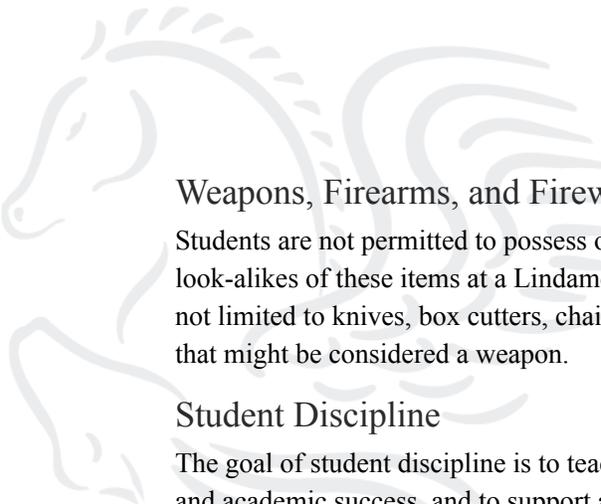
Students are prohibited from sending sexually explicit images through electronic media, such as text messaging.

Students must respect the privacy of others. Students should not behave in a way that is unacceptable by way of touching or making reference to private body parts of themselves, another student or Lindamood-Bell staff.

Students must not take or use any items that do not belong to them.

## Tobacco, Smoking, Alcohol, and Drugs

Students are expected to make healthy choices while a student of the Academy. Students must not smoke, bring or be under the influence of alcohol, or illegal drugs.



## Weapons, Firearms, and Fireworks

Students are not permitted to possess or use any dangerous objects, firearms, fireworks, explosive devices or look-alikes of these items at a Lindamood-Bell Learning Center, at any time. Dangerous objects include but are not limited to knives, box cutters, chains, tasers, pepper spray, chemical substances, bullets or any other item that might be considered a weapon.

## Student Discipline

The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and academic success, and to support a learning environment where students and staff are responsible and respectful. Successful Academy discipline is guided by the following principles:

- Effective and engaging instruction and classroom management are the foundation of effective discipline.
- Academy discipline is best accomplished by preventing misbehavior before it occurs, and using effective interventions after it occurs.
- Academy safety and academic success are formed and strengthened when all Academy staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Academy staff should promote high standards of behavior by teaching, modeling, and monitoring behavior, and by fairly and consistently correcting misbehavior as necessary.
- Academy discipline that is paired with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the academy community, and is more likely to result in getting the student re-engaged in learning.
- Effective discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their learning environment due to misbehavior.

Lindamood-Bell will make every reasonable effort to correct student misbehavior through Academy-based resources and to support students in learning the skills necessary to enhance a positive learning environment and avoid negative behavior. In all instances, Academy discipline is designed to be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior. However, in some instances, based on severity or repetition of violations, amongst other factors, Lindamood-Bell may escalate its discipline plan, up to and including expulsion without prior notice.

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## Right to Amend

The Lindamood-Bell Academy reserves the right to amend this handbook, at any time. Notice of amendments will be sent to parents or guardians through email communication.

