

# **THE LIGHTHOUSE VOC-ED CENTER**



## **PARENT/STUDENT HANDBOOK**

**Special Education Program  
2007-2008**

# Table of Contents

Administration, Addresses & Centers' Hours .....	3
Welcoming Comments from the Chief Administrator .....	4
Lighthouse Voc-Ed Center's Staff .....	5
Mission Statement .....	6
Admissions .....	6
Programs.....	7
Day Program .....	7
Extended Program .....	7
Evening Program.....	8
Summer Program.....	8
Peer/Volunteer Program .....	8
Work Program .....	8
Tuition .....	9
Scholarships.....	9
Snack .....	9
Absences.....	10
Late Pick-up .....	10
Communication .....	10
Center Visits .....	11
Safety.....	12
Fire Emergency .....	12
Disaster Emergency.....	12
Serious Weather Condition.....	12
The Six Pillars of Character .....	13
Student Behavior and Responsibilities .....	14
Code of Conduct.....	14
Student Responsibilities .....	14
Discipline Process .....	15
Consequences .....	15
Center's General Rules.....	15
Suspension and Discharge.....	16
Suspension.....	18
Discharge.....	19
Smoking Policy .....	20
Health Policies.....	20
Injury At School .....	20
Medication During School Hours.....	21
Illness At School .....	22
Return To School After Illness.....	22
Duplicate Communications For Divorced/Separated Parents .....	23
Student Records.....	23
Access To Participant's Files .....	23
Confidentiality.....	23
Record Status Upon Discharge.....	23
Non-Discrimination Statement.....	24
Sex Discrimination and Sexual Harassment.....	24

THE LIGHTHOUSE VOC-ED CENTER  
STUDENT/PARENT HANDBOOK

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Groton Site/Main Site

46 Plaza Court  
Groton, CT 06340  
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Fax: (860) 449-1378

Niantic Site

312 Main Street  
Niantic, CT 06357  
Phone: (860) 691-1136  
Fax: (860) 691-1118

Center's Hours

Day Program: 8 a.m. – 2 p.m., Monday – Friday  
Extended Day Program: 2 – 6 p.m., Monday – Friday for school year  
*Separate calendar for each program and each site.*

Summer Program: 8a.m. – 6 p.m. for 6 weeks, Monday through Friday and then 8 a.m. – 2 p.m. until after Labor Day.

The calendar for the school year is attached.

We are closed for all programs for the last part of June (dates vary) and for December holidays (dates vary).

## Chief Administrator's Letter

Dear Parents and Guardians:

The Lighthouse Voc-Ed Center was established in 1992 by parents, teachers and therapists to provide a responsive and functional community based special education program. The long range primary goal of the center which was developed in 1992 and continues today is to help students with serious disabilities become as independent as possible. Consequently, the center provides and specializes in long term services in a small, quality program which has the flexibility to adapt to each student's changing needs. The learning environment at the center is structured to promote serenity, reduce anxiety and decrease inappropriate behaviors.

The center provides special education for children and young adults ages 7 to 21. These services are provided at two sites: one in Niantic, CT and one in Groton, CT. Applications for service are accepted for students with neurological disorders, mental retardation, autism, behavior disorders and cerebral palsy.

The majority of the students enrolled at the center are multi handicapped with moderate to severe disabilities, and may have medical, physical, language, visual and auditory issues in addition to their primary disability. Consequently, the center is prepared to provide extensive supervision to help students with physical and cognitive limitations. Because of the needs of the students, the center also specializes in the management and educational use of assistive technology, and rehabilitation equipment.

Finally, because of the service philosophy established in 1992, and extensive experience with multi handicapped students, the center is able to provide meaningful consultation and support to parents regarding the development and implementation of IEP's.

This program accepts day students referred from local school districts.

Sincerely,

Kathy Greene  
Chief Administrator

LIGHTHOUSE VOC-ED CENTER'S STAFF

Special Ed Teacher – Groton	Salynne Slattery
Special Ed Teacher – Niantic	Timothy Thayer
Extended Day Director – Groton	Tonya Reed
Extended Day Director – Niantic	Jessica Terry
Instructional Assistants	Ashley Asbury Kassidy Brown Sharon Brown John Dahl Carol Guthrie Marcie Meyer-Hall Christina Murphy Alison Nahornick Kelly O'Connor Mary Lou Regan Janine Rucker Jessica Terry
Office Manager	Katie Flynn
Consulting Nurse	Kristin Mahan, R.N.
Custodial Staff	Ed Precopio

LIGHTHOUSE VOC-ED CENTER  
MISSION STATEMENT

The Lighthouse Voc-Ed Center's mission is to engage children and adults in hands on learning experiences, so that choice and initiative are the basic elements of the learning process. We believe that appropriate behaviors and social skills are acquired when people can choose to engage in activities without adult coercion. We encourage independence, social appropriateness and problem solving through actual interactions in the community.

ADMISSIONS

Individuals with a wide range of disabilities (mild to severe) with physical and behavioral needs are considered on an individual basis for eligibility in the LVEC programs.

Referrals are made to the special education day program and extended services by local educational agencies (LEA). The Lighthouse Voc-Ed Center program accepts referrals from parents and local health service agencies for referrals to other programs.

The procedure for admittance generally is as follows:

1. Initial telephone inquiry by referrer
2. Parent of referrer contacts the Chief Administrator
3. Parents/guardian and student visits the center or Chief Administrator visits the classroom to observe
4. Completion of LVEC forms
5. Child begins program accompanied by parent/guardian or familiar staff if necessary

## PROGRAMS

The LVEC programs are designed for the individual participant based upon their needs as determined by the LVEC staff and families. Each participant's program is coordinated with their families, teacher, therapists, speech pathologists and case managers. Success oriented and integrated group activities are designed according to age and behavior.

The following is a list of the programs currently provided by the LVEC. A quarterly schedule of activities and newsletter are sent home to keep families informed of activities and events at LVEC, and other information relevant to the participants.

### Day Program

The day program consists of three components:

1. Elementary and middle school students placed by their school districts on an individual basis.
2. A transitional program for high school students preparing for a day program after graduation is also available on an individual basis.
3. Graduates of high school (age 21 and up) are provided with a structured, daily educational program.

All programs are supervised by a special education teacher.

### Extended Day Program

Our extended day program encompasses all parts of a transitional program: pre-vocational and vocational skills; community participants; and activities of daily living and leisure skills. Each day's schedule lists the skills we incorporate and work on daily.

We incorporate a child's behavior and communication programs into all their activities. We engage children in active learning experiences on site and in the community, so that choice and initiative are the basic elements of their learning process. We believe that appropriate behaviors and social skills are eventually acquired when people can choose to engage in activities without coercion. Our purpose is to encourage independence, social appropriateness and problem solving.

We keep schedules the same each week. Over the years, this structure has helped those with the most severe behavior disorders decrease their anxiety, become more secure in their surroundings and accomplish appropriate behavior with peers and in the community. We have been quite successful in our work.

### Evening Program

The goal of the evening program is to help children and adults (ages 7 to senior citizen) generalize daily living and social skills through weekly scheduled activities in the community or on site that they plan quarterly. Leisure experiences support and facilitate the development of social skills and relationships. These programs meet once a week for approximately 2 hours a night. Ages of the participants and activities vary on each evening. Please call the main office for a list of groups and schedules.

### Summer Program

LVEC provides a six week summer program. Activities may include: arts and craft, music and movement, going to the beach and community activities.

### Peer/Volunteer Program

Age-appropriate peers are always needed and welcomed in all programs at LVEC.

### Work Program

LVEC is available as a vocational site (short and long term) for young people exploring various careers and their capabilities in those careers.

## TUITION

The tuition is determined by the Board of Directors of the Lighthouse Voc-Ed Center. Tuition is funded in several different ways which include:

1. Parents/guardians
2. LEA/school districts
3. State funding/DMR/DCF

Tuition fees are reviewed on an as needed basis, but at least annually. Tuition amounts will be based on which activities and the number of days the participant is scheduled to attend.

The parent/guardian will sign a payment contract and be billed monthly if they are the funding source. Payment is due at the end of each month.

If the tuition is the responsibility of someone other than the parent/guardian, a payment schedule will be sent by the LVEC to the responsible party. Payment is due at the end of the month.

Tuition is expected in full, whether the participant is absent or present, unless a prior contractual arrangement has been made with the Board of Directors.

## SCHOLARSHIPS

Scholarship information for the Lighthouse Voc-Ed Center's programs can be obtained from the Chief Administrator.

## SNACK

Snack is to be contributed by all parents and/or guardians on a designated month for the year. The method and amount of contribution will be determined by the Program Director and communicated to all parents and/or guardians.

## ABSENCES

If a student will be absent from the center parents/guardians shall call the center before 8 a.m. that day. If participant will be out for 3 or more days due to vacation or other planned absences, the main office must be notified at least 5 days prior.

## LATE PICKUP

Our center closes **PROMPTLY** at 6:00 p.m. It is **imperative** that all participants be picked by 6:00 p.m.

In the event that a participant is not picked up by 6:00 p.m. LVEC staff will need to remain with the participant. This will result in unbudgeted payroll costs that will need to be recouped and may cause our staff to be late for other scheduled program activities.

### **Late pickup costs will be:**

**\$20.00** for any time up to 15 minutes after scheduled pickup time

**\$10.00** for each additional 15 minute increment

Parents will be billed directly.

## COMMUNICATION

The Lighthouse Voc-Education Center's staff are committed to working in partnership with families and the community to ensure all students a positive educational journey. We believe that the key to strong partnerships is open and regular two-way communication. Ongoing dialogue regarding student progress and performance assists in providing a comprehensive education for our children.

## CENTER VISITS

Parents/guardians are encouraged to visit the center and talk with staff in order to be thoroughly familiar with their child's program. Out of respect for participants and consideration for their program the number of visitors per day is limited.

The following procedures are to be observed by all visitors in order to control the traffic in the center and to permit staff to carry out their programs effectively:

1. All visitors must have a pre-arranged appointment. Please call the Lighthouse Voc-Ed Center to arrange a time for a visit.
2. Upon arrival all visitors must sign in before visiting any part of the center. After signing in please check in with the Program Director.
3. The visitor's badge must be visible at all times and returned to the sign in sheet at the end of the visit.
4. Visitors are expected to follow the center's rules.
5. Visitors should not disrupt normal activities. Observing, audio taping, videotaping, or photographing classroom activities may be disruptive to the educational process and may invade the privacy rights of students. These activities will not be allowed without prior administrative approval.
6. If you wish to discuss your child's program, please arrange a time for meeting with the Chief Administrator so that the Chief Administrator can be free from responsibilities. We try to keep such discussions to a minimum in the center out of respect for the participants. It is their time and their program.

We appreciate visitor's understanding and cooperation. The above procedures are to be followed by staff and parents/guardians when bringing other persons to visit as well.

## SAFETY

Safety measures are integrated into our daily routines. Fire drill procedures are part of a school safety plan and are implemented throughout the school year. Practice for the entire center provides safety protocols to call upon in the event of emergency situations. Students are taught safe ways to act at home and in school.

### Fire Emergency

Monthly fire drills will take place to practice exit procedures.

### Disaster Emergency

In case of a disaster, either occurring to our building, town, or geographic area, participants will be taken immediately by LVEC personal using utmost caution and means of transportation to the nearest local public school, Fitch High School in Groton. Emergency releases will be taken by the LVEC personal to the emergency site and parent/guardian will be notified as soon as possible. For the Niantic site, participants will be transported to the East Lyme High School. For those students with multiple physical disabilities at both sites who need a wheelchair transport local ambulance services will be contacted only if their families or group homes are unavailable.

## SERIOUS WEATHER CONDITION

The LVEC follows the host town for decisions regarding snow day closing. We will **NOT** open when Groton or East Lyme schools cancel. Parents and students are asked to listen to the following radio and TV stations for **NO SCHOOL**, late opening, or early closing announcements due to inclement weather:

WQGN	105.5	FM	WCTY	97.7	FM
WBMW	106.5	FM	Or local TV stations		

If the Groton school system is delayed in the morning then the Groton's LVEC will follow that delay, including the main office. If the East Lyme school system is delayed in the morning then the Niantic's LVEC will follow that delay. The time will be added onto the 8 a.m. opening. If weather conditions become so severe during the extended day program, that closing becomes necessary, parents/guardians will be called to pick up participants early.

## THE SIX PILLARS OF CHARACTER

Character counts at the Lighthouse Voc-Ed Center.  
School – Parents – Community  
Working Together in Partnership

All are encouraged to practice the 6 Pillars of Character.

### **Trustworthiness**

- ❖ Be honest
- ❖ Be reliable
- ❖ Be loyal
- ❖ Keep promises
- ❖ Stand up for your beliefs

### **Respect**

- ❖ Treat others as you would have them treat you
- ❖ Be tolerant of differences
- ❖ Use good manners and polite language
- ❖ Be considerate of others

### **Responsibility**

- ❖ Do what you are supposed to do
- ❖ Keep on trying
- ❖ Do your best
- ❖ Think before you act
- ❖ Be accountable

### **Fairness**

- ❖ Play by the rules
- ❖ Take turns
- ❖ Share
- ❖ Listen to others
- ❖ Consider all sides

### **Caring**

- ❖ Be kind
- ❖ Be helpful
- ❖ Be considerate
- ❖ Be forgiving
- ❖ Do good deeds

### **Citizenship**

- ❖ Be a good neighbor in our center and community
- ❖ Cooperate
- ❖ Obey laws and rules
- ❖ Respect authority
- ❖ Protect the environment

## STUDENT BEHAVIOR AND RESPONSIBILITIES

Student learning involves both academic and social learning. It is critical for students to acquire skills that enable them to interact positively with others and contribute to their school community.

The Six Pillars of Character have become a part of our daily experience where students may focus on and practice good behavior.

### Code of Conduct

Everyone has the right to a safe, courteous and respectful learning environment. Therefore, it is everyone's responsibility to conduct himself or herself in a respectful, courteous manner in attitude, behavior and language at all times to promote a safe and conducive learning environment in the center.

All students and staff desire a school environment free from fear or physical and emotional harm and threats. Therefore, everyone has the responsibility to promote the physical and emotional safety of those around them in the center.

Everyone desires a safe play environment. This play environment should promote courtesy, sharing and fair play. Safe interaction will be expected at all times.

Everyone expects that personal and school property will be respected and safeguarded by all staff and students. Therefore, everyone must respect school property and the personal property of others, and do whatever is appropriate to ensure the safety of school, staff and student property.

### Student Responsibilities

1. I will speak clearly and politely to all, using terms of respect such as please, thank you, may I, and excuse me.
2. I will show respect to all peers and adults.
3. I will keep my hands and feet to myself at all times.
4. I will play safely on the playground.
5. I will walk quietly and safely when entering and exiting the building as well as within school.
6. I will respect school property and that of peers and adults.

### Discipline Process

Discipline problems will be handled according to the severity of the infraction and developmental level of the child. Minor infractions of classroom rules or procedures will normally be managed by the program director. If a major infraction of the center's rules occurs a meeting may take place involving parents, teachers, counselors and/or administrator(s) in order to develop plans for improving behavior. Repeated or serious misbehavior may result in suspension and/or a recommendation for expulsion.

### Consequences

It is important for students to lean responsibility for their behavior and to understand that all actions have consequences. When students do not follow the center's rules, a range of negative consequences may be issued. These may include loss of class or center's privileges (i.e. loss of computer free time, or the inability to participate in a special event), age-appropriate written consequences, parent contacts including telephone, letters or conferences, and behavioral plans.

Students and parents will be required to pay for lost or damaged school property including textbooks and other items loaned to the student.

In the case of repeated or more serious difficulties, suspension and expulsion may be necessary.

## CENTER'S GENERAL RULES

Students must:

1. Follow directions of all staff members.
2. Demonstrate appropriate behavior in all classes and at other activities.
3. Demonstrate respect for others and others' property.
4. Refrain from fighting, physical abuse, sexual harassment and rough contact.
5. Refrain from bringing illegal drugs, alcohol, tobacco, weapons, look-alike weapons or dangerous objects to school or other school activities.
6. Refrain from the use of vulgar, foul, and abusive language or gestures.
7. Remain in designated areas throughout the day.

## SUSPENSION AND DISCHARGE

Since the Lighthouse Voc-Ed Center provides service to students as authorized by public school PPT's, disciplinary action involving suspension from the center and IEP service will require careful and immediate contact between the center, the student's parents, guardian, etc. and the student's public school. Unless the student's suspension is a defined procedure authorized by the student's Functional Behavior Plan, suspensions from the Lighthouse Voc-Ed Center will most often represent a decision by the center's administration that the student's behavior endangers staff, students or other persons, may result in or has resulted in property damage, is seriously disruptive of the educational process or violates a published policy of the Board of Directors.

Students whose behavior results in repeated suspensions represent the exception and should be viewed by the Lighthouse Voc-Ed Center as requiring a full and complete review of the student's behavior plan, therapy services and IEP by his/her public school PPT. The Lighthouse Voc-Ed Center reserves the right to discharge a student from the program if it concludes that it cannot adequately implement a student's IEP and/or the student's behavior represents a danger to him/herself, to staff, to other students and/or the student's behavior may result in property damage.

1. At admission each student, the parent(s) or guardian of the student and the student's PPT are informed of the rules of the special education program and of the types of behaviors which may result in suspension from the program;
2. Unless an emergency exists, no student is suspended without an informal hearing by the administration of the special education program. The student's parents and, if appropriate, the student are informed of the reasons for the suspension and are given the opportunity to explain the situation. Parents are notified immediately if a student's behavior may result in suspension;
3. As soon as possible but within twenty-four hours (except for weekends) of the time a student is suspended, the special education program notifies the student's school district;
4. No suspension of a student may exceed ten consecutive school days;

5. No suspension of a student for a particular behavior occurs if the student's IEP mandates an alternative response to the behavior;
6. No further suspension of a student will be considered by the Lighthouse Voc-Ed Center upon notification from the student's school district that a PPT must meet to discuss the student's behavior before any further suspension of the student unless the student is a danger to himself, or others or the student's behavior may result in the damage of property;
7. In the event that a student is suspended repeatedly, the special education program makes a written request that the student's school district convene a PPT meeting to discuss the needs of the student;
8. A written record of each suspension of a student is maintained in the student's records;
9. These policies and procedures will follow and be consistent with those described in the SED Guidelines issued by the Bureau of Special Education and Pupil Service. The policies and procedures of the Lighthouse Voc-Ed Center provides for the PPT development of management techniques used by the center including a schedule for review of each technique regarding its effectiveness in changing student behavior. Consequently, student behavior management procedures used at the center are subject to review by the student's PPT. PPT recommended procedural adjustments may be implemented when they do not create an emergency situation, severely impact the educational functions of the center or create a safety issue for staff and students;
10. Physical punishment will not be used for any reason;
11. The student's PPT may develop and approve a behavior management option which leads to the removal of a student from the provision of instructional services such as a "time-out" procedure (this must be part of the student's Functional Behavioral Plan delineated in the student's IEP). In the absence of this option a student's removal from the center and instructional services is considered a routine disciplinary procedure; and

12. Only an authorized member of the administrative staff may suspend a student.

### Suspension

Grounds for suspension occurring on school property, school transportation or school sponsored activities shall include but not limited to:

- A. Disrupting activities at school functions;
- B. Disrupting classroom procedures;
- C. Willfully or recklessly striking or assaulting, or attempting to strike or assault another person.
- D. Stealing or attempting to steal school property, private property or other public property;
- E. Causing or attempting to cause damage to school property, private property or other public property;
- F. Possessing, using, transportation or transmitting, consuming or having consumed dangerous drugs, narcotics or alcoholic beverages without authorizations. Dangerous drugs or narcotics shall mean any controlled drug as defined in Connecticut General Statutes, Section 19-443 as amended.
- G. Using obscene or profane language or making obscene or profane gestures to members of the school staff, students or other persons;
- H. Deliberately refusing to comply with a reasonable directive from a member of the school staff;
- I. Threatening, harassing, intimidating or blackmailing school staff, students or other persons;
- J. Leaving school grounds without permission;
- K. Failure to report to, or remain in an assigned area;
- L. Violating school smoking regulations;
- M. Violating any other disciplinary regulation and directives of Lighthouse Voc-Ed Center;
- N. Wearing any article of clothing (including jackets, shoes, hats and bandannas), jewelry or other item which is identifiable as a known symbol of gang membership or affiliation is not allowed;
- O. Off-campus misconduct which directly affects the school's orderly operations by threatening the safety of school property or the welfare of the persons who work or study there;
- P. Gambling; and

Q. Possessing, using, transporting or transmitting any firearms, knives, explosives or other dangerous object or substance of no reasonable use to the student at school.

#### Student Discharge From Program

Only an authorized member of the administrative staff may recommend a student for discharge from the Lighthouse Voc-Ed Center. Grounds for discharge consideration from the Lighthouse Voc-Ed Center are similar to those for suspension but with specific attention to aggressive and disruptive behavior, unauthorized possession, distribution, selling or consumption of controlled drugs or alcoholic beverages, willful destruction of school property or property of staff members or other students, and personal possession of any kind of weapon, knife or destructive device.

The record and analysis of past offense and behaviors as well as the scope of the Behavior Management Plan and major considerations for the Lighthouse Voc-Ed Center's administration in recommending discharge from the center.

It is important to note that although discharge from the center may involve the student's public school PPT, the decision and authority to discharge a student from the center is one that rests solely with the Lighthouse Voc-Ed Center's administrator.

## SMOKING POLICY

The Board of Directors recognizes that smoking and tobacco use in any form has been determined by scientific study to be a hazard to the user's health. The Board of Director also recognizes that it has been determined by scientific studies that second hand smoke is a hazard to the health of those non-smokers who live and learn in an environment that is not smoke free. In addition to these scientific facts, the Board of Director recognizes the research regarding modeling and consequent student behaviors which apply to the adult/teacher/staff use of tobacco.

Consequently, there shall be no smoking or other use of tobacco products in the Lighthouse Voc-Ed Center's facilities during normal school hours, on transportation provided by the Lighthouse Voc-Ed Center, or during the course of any trip or activities sponsored by the Board or under the supervision of the Board or its authorized agent. Smoking or use of other tobacco products is prohibited during non smoking hours in all Lighthouse Voc-Ed facilities.

## HEALTH POLICIES

All staff are required to have up to date CPR and first aid certification. The consulting nurse is available by phone during program hours.

### Injury At School

Should your child be injured during school hours, the severity of the injury will dictate what action is taken. Minor scrapes, cuts, bruises, and the like will be ministered to by school personnel. Parents will be notified of significant injuries. Injuries not requiring emergency care, but needing more than first aid will be referred to the child's parents or guardian for care or transportation to medical attention. Emergency situations will be dealt with at the scene. Should emergency transport be required, an ambulance will be called immediately to transport the student to the nearest hospital or other medical facility, as determined by EMS personnel. Parents will be notified as soon as possible thereafter.

### Medication During School Hours

In general, no student at the Lighthouse Voc-Ed Center is allowed to self administer medication. The prohibition against self administration may be reviewed as needed on an individual basis by the Chief Administrator, Lighthouse Voc-Ed Center's staff, the medical advisor, the student's physician and the student's PPT.

Should your child need medication during the program, the following procedures must be followed:

1. Secure an "Authorization For Administration of Medicines By School Personnel" form from the main office. Your physician may also have these forms. Have this filled out by your child's physician or dentist, fill out your portion, and bring it to school along with the medication. No medication will be given by a med certified staff without appropriate forms filled out.
2. The medication must be in a properly labeled container from the drug store. If it is a prescription, the label must include the child's name, name of the medication, strength of the medication, dosage, name of the physician, and date ordered.
3. If the medication is non-prescription, it must be in the original container.
4. Medication may be transported to and from school only by the child's parents or guardian or another responsible adult. A student may not transport medication. It is the responsibility of the parents.
5. Any newly prescribed medication must be administered by parent or guardian first, prior to any school nurse or properly trained school personnel administering such medication. This is to avoid or reduce the possibility to any adverse reaction from occurring while child is in the care of school.

PLEASE NOTE: No medication, even aspirin, cough medicine, or topical ointments may be given at school unless the above procedure is strictly followed.

The full text of the administration of medications policy of the Board of Directors is available in the main office.

### Illness At School

Any participant with a temperature over 100 or symptoms of a contagious disease, including diarrhea, vomiting or a discharge from eyes or ears will be sent home. A staff person will contact the parents/guardians to pick up the student if any of the above symptoms are present.

DEFINITION: A contagious disease or condition is any medical problem that might be passed on to another person, for example: cold, flu, diarrhea, sore throat, chicken pox, impetigo, pink eye, head lice, scabies, etc.

### Return To School After Illness

If your child is absent more than five school days, he/she must have a physician's statement before being readmitted to school.

There is some evidence that centers which serve children in diapers are at a higher risk for diarrhea infections. The following procedures have been recommended to reduce the possibility of disease spread in our program per OSHA's universal precautions:

1. Wear non latex gloves for all toileting activities;
2. Wash hands after any toilet/diaper related activity, being careful to use a towel to turn off the water to avoid re-contaminating hand surfaces with fecal material left there when turning on the tap;
3. Separate feeding and diapering area so that they do not occur in the same space;
4. Avoid handling soiled clothing. Send it home, un-rinsed, in a plastic bag to be washed;
5. Wash hands before handling food, eating or drinking and after blowing nose.
6. Wash mucous and nasal drips off materials using disposable cloths.

## DUPLICATE COMMUNICATIONS FOR DIVORCED/SEPARATED PARENTS

A number of children in the Lighthouse Voc-Ed Center's programs come from homes in which the biological parents are either divorced or legally separated. For such parents and children, the sharing of important program-related information is, at best, awkward and often very difficult. To assist such parents, LVEC upon written request, will send through the mail duplicate copies of all relevant and important school-related documents to the non-custodial parent, unless a consent order prohibits the sharing of this information.

## STUDENT RECORDS

The Lighthouse Voc-Ed Center manages and stores all student records in accordance with the Family Educational Rights and Privacy Act.

### Access To Participant's Files

Participant's records are kept in the office at the Lighthouse Center site. In each participant's records are educational and related service reports from the public schools, medical reports, emergency information, other forms completed when the participant entered the center and subsequent data gathered and deemed to be pertinent in maintaining an optimum program for the participant.

The written consent of parents/guardians is obtained before records are sent to doctors or other professionals (does not pertain to LEA). Upon request the LVEC sends reports to the school systems paying tuition for the participant.

### Confidentiality

All information about participants and their families that the LVEC serves is confidential.

### Record Status Upon Discharge

All records of students discharged from the Lighthouse Voc-Ed Center are returned to the student's public school unless the student is enrolled in a non PPT program in which case the records are returned to the parents.

## NON-DISCRIMINATION STATEMENT

The Lighthouse Voc-Ed Center complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person from any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law.

## SEX DISCRIMINATION AND SEXUAL HARASSMENT

It is the policy of the Board of Directors that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

Dear Parent/Guardian,

The purpose of this letter is to inform you that student access to the internet requires both you and your child to sign the Lighthouse Voc-Ed Center's Acceptable Use Policy.

The Lighthouse Voc-Ed Center strongly believes in the educational value of electronic services and recognizes their potential to support curriculum and student learning by facilitating resources, sharing, innovation and communication. The Lighthouse Voc-Ed Center will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service.

This educational opportunity also demands personal responsibility. It is important that you and your child read the enclosed Acceptable Use Policy entitled "Internet Access Agreement" and discuss it together. When your child is using the computer, it is extremely important that the rules are followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Although we have established acceptable use policy, please be aware that there may be unacceptable materials or communications that your child can access. We cannot control material available on other computer systems.

After you have read and discussed the rules and responsibilities with your child and if you agree to allow your child have access, please sign the "Internet Network Access Agreement" and return it to the main office. Your child will be able to use the internet only if you and your son/daughter sign this agreement. If you have any questions, please do not hesitate to contact us.

Sincerely,

Kathy Greene  
Chief Administrator

**Internet Network Access Agreement**

Name: \_\_\_\_\_

I accept responsibility to abide by the Internet Network Access policies of the Lighthouse Voc-Ed Center as stated in this agreement. While at the center I agree:

- to use the Internet Network in support of education and research, consistent with the educational objectives of the Lighthouse Voc-Ed Center.
- to use the Internet Network only with the permission of the responsible teacher.
- to be considerate of other users on the network and use appropriate language for school situations as indicated by the school codes of conduct.
- to not knowingly degrade or disrupt Internet Network services or equipment, as such activity is considered a crime under state and federal law; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- to immediately report any problems or breaches of these responsibilities to the responsible teacher.
- to not divulge personal information over the Internet.
- to immediately report the discovery of material that contains pornography, profanity, obscenity, or language that offends or tends to degrade others, or material that advocates illegal activities and the actions that led to it to the responsible teacher.

I understand that any conduct that is in conflict with these responsibilities is unethical and may result in termination of network access and possible disciplinary action.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As a parent/guardian of this student, I have read the responsibilities for Internet Network Access.

I understand that Internet access is designed for educational purposes and that the Lighthouse Voc-Ed Center has taken all available precautions to eliminate access to controversial material.

I understand that any conduct by the above name student that is in conflict with these responsibilities is unethical and such behavior may result in the termination of access and possible disciplinary action as indicated by the school's codes of conduct.

I have reviewed these responsibilities with this student, and I hereby give permission to the Lighthouse Voc-Ed Center to provide Internet Network access.

I UNDERSTAND THAT UNLESS A SIGNED PERMISSION SLIP IS ON FILE IN THE SCHOOL, MY STUDENT WILL NOT BE ALLOWED TO USE THE INTERNET.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It is important that you and your child read and review the contents of this handbook. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I have read and understand the policies and procedures set out in the Parent/Student Handbook for 2006-2007 and reviewed them with my child.

PLEASE SIGN AND RETURN TO THE MAIN OFFICE.

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Signature of Student

Date

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Signature of Parent/Guardian

Date