



Start Young. Involve Parents.



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Parent Handbook

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Section 1: General Information

PURPOSE OF THIS HANDBOOK:

Welcome to Lumin Education! We wish this year to be a great experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Parent Handbook (“Handbook”) is designed to help us accomplish this goal.

The Handbook is an overview of our school’s goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Handbook is divided into six sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the main office at each campus and is posted on the school’s website. The fifth section is especially for parents, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, and electronic communication devices.

This Handbook is designed to be in harmony with Board of Director’s policy. Please be aware that this Handbook is updated periodically, while policy adoption and revision may occur more frequently. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters and other communications. **In case of conflict between Board of Director’s policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**

In addition to this handbook, each school may have school-specific procedures that will be included in the **Appendix**. Questions regarding the procedures or requirements at your school should be directed to the appropriate Campus Director.

Finally, you must complete and return the last page of this Handbook – “Acknowledgement and Approval of Student/Parent Handbook” – to the school office at your campus.

On behalf of the Lumin Education staff and community, best wishes for a great school year!

MISSION

Lumin Education’s mission is to transform education by starting young, involving parents, and creating learning environments to inspire children from diverse cultural and economic backgrounds.

BOARD OF DIRECTORS

Lumin Education is governed by a Board of Directors. Policymaking, long-term planning, and fiscal responsibility are some of the main functions of the Board. The Executive Director runs the school according to Board policies. The Chief Operating Officer is responsible for day-to-day operations of the school. The Campus Directors report to the Chief Operating Officer of Lumin Education.

ABOUT THE SCHOOL

Lumin Education was founded by Terry Ford and John Fullinwider in 1978. The first class, which served eight children in shared space, was opened in response to concerns of neighborhood parents who saw their children falling through the cracks in public school.

With its holistic approach that includes parent education beginning in pregnancy, and public charter school classrooms for children ages 3 to 9, Lumin Education works to fulfill its mission of transforming education and proving that all children can succeed when you start young and involve parents. Today Lumin has campuses in East Dallas and in the Bachman Lake area.

VALUES

We practice

- *Being kind, loving, and respectful of self and others*
- *Being a compassionate community*
- *Being a dynamic learning community*
- *Integrity*
- *Empowerment*
- *Sustainability*

STATEMENT OF NON-DISCRIMINATION

Lumin Education does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. Lumin Education complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally protected classification or status protected by applicable law.

GENERAL ADMISSION AND ENROLLMENT INFORMATION

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school's charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. Additionally, as allowed by Chapter 12 of the Texas Education Code, Lumin Education may admit a child of a school employee regardless of whether the child resides in the geographic area served by Lumin Education.

SUBMISSION OF APPLICATION AND ADMISSIONS LOTTERY

Students wanting to attend Lumin Education must submit an application during the school's open enrollment period, which is designated by the school administration. Applications for admission are available at both the Lumin East Dallas Community School and Lumin Lindsley Park Community School front offices and online through the Lumin Education website.

STUDENT INFORMATION

Enrolling students must provide verification of residency and current immunization records as required by the Texas Department of State Health Services.

Lumin Education will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents' consent.

Lumin Education may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's student records and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board of Directors policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

SCHOOL CALENDAR

Lumin Education operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school's website.

SCHOOL DAY

Primary classes begin at 7:50 a.m. and are dismissed at 3:05 p.m. Elementary classes begin at 7:50 a.m. and are dismissed at 3:30 p.m. Students may be dropped off 5-10 minutes earlier based on campus policy. They will be supervised, but there are no organized activities before the instructional day begins. **(See Appendix B for school's daily routines/drop-off/pick-up)**

Students enrolled in after and before-school (ABC) programming may be on campus, provided that all applicable fees for activities and/or supervision have been paid. These fees vary and will be communicated to parents.

CLASSROOM PROGRAMS

- Toddler Community (18 month - 3 years of age)
- Primary Level: Preschool and Kindergarten (ages 3 - 6 years)
- Elementary Level: 1st through 3rd grade (ages 6-9 years)

PREK P.M.

For the three-year-old children who participate in morning only program, the PreK PM Program allows these children to stay until 3 o'clock dismissal. Enrollment is limited. When slots are filled, your child may go on a waiting list. As spots become available, children are admitted according to their placement on the waiting list. There is a fee for this program, as well the 7:50-11:30am program, for students who are not eligible for state funding. All applicable fees and balances for school programs must be up-to-date for continued participation in the program.

AFTER AND BEFORE SCHOOL CARE (ABC)

Enrollment in ABC is limited. When the slots are filled, your child may go on a waiting list. As openings become available, children are admitted according to their place on the waiting list. There is a fee for participation in this program. All applicable fees and balances for school programs must be up-to-date for continued participation in the program.

HOME VISITING (PREGNANCY – AGE 3)

The school has a Home Visiting Program, which serves families with children from pregnancy through age 3. This program provides home visits from a trained parent educator or parent coach twice a month. Home visits focus on individual children, their current development, and the ways in which parents can encourage and support their child's growth. Lumin has a fee-based program (Lumin Beginnings) and a free home visiting program. There are eligibility requirements, including income and zip code, to participate in the free home visiting program.

SPECIAL PROGRAMS

From time-to-time children participate in special programs. These programs include tutoring, and special playtimes in which children may express themselves through toys and/or art media. Enrollment in the school constitutes permission to participate in these special programs, and no separate permission is requested from parents.

PARENT EDUCATION AND INVOLVEMENT

PARENT EDUCATION

Parents frequently have questions about child development and parenting skills. At Lumin Education, parent education often occurs in an informal manner, as parents talk with members of the teaching staff or with the school director in the office. Our school offers parent education meetings, seminars, and workshops to parents free of charge. Every effort is made to find topics that are important and interesting to parents, and which will also help the child's development.

All parents are expected to participate in some form of parent education, including attendance at parent conferences. In some cases, parent education classes or family counseling may be required as a condition of continued enrollment in the school.

PARENT INVOLVEMENT

Parental involvement is very important to a successful parent-school partnership. Parents are involved with their children's education at Lumin Education in a variety of ways. We encourage parents to talk with the teachers and observe in the classrooms. Other ways parents can get involved include serving in parent leadership positions, reading the Wednesday Notes, volunteer work, parent workdays, accompanying the class on field trips, support at home, and participation in parent education classes and events. In combination with other programs offered at our school, we offer educational support to students through the funds we receive from Title I. Once a year, a small group of parents, teachers and staff meet to assess needs and to set goals for federally funded programs through our CIP (Campus Improvement Plan).

VOLUNTEER WORK

Parents make an important contribution to the school in the area of volunteer work. Volunteer work can include anything from helping out with Parent Workdays and field trips to working on classroom materials and office mailings. We appreciate parent support.

Parent volunteer work is also important to the children. They see that their parents value the school by taking the time from their busy schedules to help. The message the children receive through the parents' actions is: "School is important and so is your work at school." The message to the children from the school is: "Your family is important; their work is valuable." Experience has taught us that it is difficult to do volunteer work while trying to care for young children. Please arrange for someone else to look after your children while you are doing volunteer work at the school. Parents are expected to volunteer a minimum of 18 hours during a school year. Time spent in classroom observations and conferences count towards these hours.

PARENT WORKDAYS

Parent Workdays are scheduled twice a year to give all the parents an opportunity to work together to make Lumin Education a better place for their children. Every Parent Workday brings new tasks and new opportunities to get to know the other parents and children.

Light refreshments are provided, and good times seem to happen naturally. Children who come will participate under the supervision of their parents. We encourage all parents to come and lend a hand to build a better school.

PARENT LEADERSHIP POSITIONS

We consider that every parent who participates in the life of the school is acting as a leader on some level. Many times, parents make helpful suggestions, take initiative to improve something at the school, or participate in school life in a way that demonstrates this leadership.

Parents serve as leaders and organize parts of school events such as Parent Workdays and Graduation, working in coordination with school staff. Because there is a close working relationship between the parent leaders and school staff, these events have proved to be very successful and beneficial to parents and the school. In addition, room parents for each classroom are asked to help with phone calls, organizing transportation for field trips, and other activities that directly benefit the classrooms or the school as a whole. Parents are encouraged to join a committee in our Parent Organization.

TUITION PAYMENT AND ADDITIONAL FEES

Due the 1st of Each Month, beginning in September.

The tuition deadline for each payment is the 1st of each month, beginning in September and continuing through May (9 equal payments). Tuition must be paid in full each month by the tuition deadline in order for your child to participate in the tuition-paid program. Many parents prefer to pay their tuition weekly. If you would like to pay weekly, be sure to begin making weekly payments the first week of August so that the first tuition installment will be paid in full by September 1. We will have a grace period at the beginning of the year to have the September 1st payment paid in full by September 15.

Tuition can be paid by dropping an envelope at designated tuition boxes (usually in the office and the ABC space) or by mailing through the postal system to Accounting Dept., Lumin Education, 924 Wayne Street, Dallas, TX 75223.

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student may be required to pay certain other fees or deposits, including:

1. A fee for materials for a class project that the student will keep.
2. A fee for lost, damaged, or overdue library book or technology device; or
3. A fee specifically permitted by any other statute.

ATTENDANCE EXPECTATION

At Lumin, we believe that every school day is critical. Regular attendance is critical to your child's success at Lumin and future school readiness. All children are expected to be in attendance on a daily basis. Lumin recognizes absences may be necessary at times, but frequent absences from school will have a critical bearing on your child's educational and emotional social progress. More than 9 absences in a semester may be a factor in grade advancement and a disqualifying factor for additional services.

Texas law requires that all students who enroll in Pre-K and above attend school daily. Lumin Education is required by TEA to identify students who miss more than ten days in a six-month period. Failing to regularly attend can be counted as Truancy and will result in a conference with the school director and may require additional intervention such as tutoring, withdrawal from the school, or other steps allowable by law. The purpose of conferences will be to identify any challenges to regular attendance you may be experiencing and to work toward solutions. However, we urge parents to reach out as early as possible to discuss solutions.

REPORTING ABSENCES

If an absence is unavoidable, the parent should notify the school by email or phone call to the office by 10:00 a.m. on the day of the absence with the reason for the student's absence. All absences will be verified by the school attendance office and if the school has not been notified of the absence, the absence will be recorded as "unexcused." When the child returns to school, the child (or parent) must provide the main office with a note signed by a parent explaining the reason for the absence. If a note is not provided within three school days of the student's return, the absence will be marked "unexcused."

Regular attendance is also important to Lumin's funding from the state. On any day that a child is not in school, Lumin loses state funding for that child.

EXCUSED ABSENCES

The following situations are excused absences if the required documentation is provided:

- Personal Illness
- Medical appointments
- Observance of religious holy days
- Attendance at required court appearances
- Naturalization ceremonies
- Death or serious illness in immediate family
- Military deployment of parent

COMPULSORY ATTENDANCE

Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their 19th birthday shall attend school for the entire period the program is offered, unless otherwise exempted by law. On enrollment in prekindergarten or kindergarten, a student shall attend school. Texas Education Code (TEC) 25.0BS(c).

TARDINESS

The school day begins at 7:50 a.m. You are considered tardy if arriving after 8:05 a.m. It is important that your child be here and ready for school at that time. A child who is tardy runs the risk of disturbing the classroom, missing lessons, and group activities, and losing out on a portion of the workday.

If for some reason your child must arrive late (after 8:05) please follow these procedures which are designed to ensure your child's safety. We must be sure that (1) we know your child is here; and (2) your child arrives safely at his classroom.

- Park your car, bring your child into the office and complete a tardy slip.

The need for children to be on time for school cannot be stressed enough. The students' success in a Montessori classroom depends largely on their concentration and "work rhythm," that is, how the child moves from one lesson to the next. This rhythm is easily thrown off if children come in late during the morning. You can imagine how difficult this can be for small children. They naturally want to get in tune with their classmates who have already been working for several minutes. Children who arrive late lose valuable time needed to be able to do the work they need for their full development.

The teachers and school director are available to offer suggestions to those families who need assistance to ease the morning transition from home to school. If a child's Tardies are too frequent, the parent will be called in to meet with the school director. If Tardies continue, additional action will be taken.

RELEASE OF STUDENT FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the School Director or designee and in accordance with campus procedures. State rules require that parental consent be obtained before a student under the age of 18 may leave campus at any point in the school day.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, if possible.

WITHDRAWALS

A student under 18 years of age may be withdrawn from school only by a parent. Lumin Education requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

Withdrawing students and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Pay any unpaid balance for student fees, if any; and

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

DRESS AND GROOMING

Consider both the appropriateness and safety of your child's clothing.

Shoes: Tennis or rubber soled shoes are appropriate for school because they are comfortable, easy to run and play in, and do not come off easily. If your child is wearing flip-flops, clogs, open-toed sandals, or backless shoes their participation in certain activities may be limited if there are safety concerns. Light up shoes are highly discouraged- they are distracting.

Clothing: As noted above, children should wear comfortable clothing that is appropriate for the weather and easy for them to manage independently. Clothing, lunch kits and book bags with cartoon, TV and other popular characters are highly discouraged as they often cause distraction and competition in the classroom.

Jewelry: If your child's ears are pierced, a simple pair of earrings is permitted. Bracelets, rings, and necklaces can be worn at home: jewelry can be broken or lost, and small pieces can be dangerous in little hands and mouths.

PRIMARY CLASS

Children in the Primary Classes should also wear clothing they can easily manage by themselves when they go to the bathroom. The more things children can do independently, the better they feel about themselves. Please send an extra set of clean clothing -- to be kept for emergency situations such as illness or a bathroom accident. If your child is in ABC (**aftercare**) you will need to send two sets – one for the Primary Classroom and one for ABC. These clothes should be sent in a plastic bag and labeled with your child's name. Please be sure to bring a clean set on the first day of school to be replaced if your child's wet clothes are sent home in the plastic bag. If your child comes home in emergency clothes that belong to the school, return those clothes immediately, as the school needs them for other emergencies.

Whenever possible, label all sweaters, jackets, shoes, socks and personal belongings, and check to be sure that your child leaves school with his or her belongings and lunchbox. Every year, we collect lost clothing that cannot be returned because there are no labels.

A Note About Toilet Training: Children are expected to be toilet trained before entering the Primary Class. Nevertheless, it is natural for young children to have occasional accidents in the transition period, or any time in the early years. We are prepared for this and ask you to send a change of clothing so we may accommodate your child as comfortable as possible. If your child does not show evidence of having mastered this personal control on a regular basis, however, we will ask you keep your child home until he/she has taken this important step in independent function. We will work with you to help your child return to the classroom.

ELEMENTARY CLASS

Children in the Elementary Classes should dress in a way that minimizes distractions and allows for maximum movement in the classroom and outdoors.

NUTRITION

What a child eats has everything to do with his or her performance throughout the day. At Lumin Education, we want to provide our children with healthy foods that will nourish their bodies and not harm them. For this reason, we do not permit foods with high sugar or salt content in the classroom. Please send your child to school with a healthy lunch and refrain from dropping off fast food meals as these are typically high in salt and sugar. This stipulation is carried through into all-school functions and lunches. Because children learn by example, the example of nutritious food preparation is an important one. Examples of healthy food options:

PROTEIN

Meat, fish, chicken, boiled eggs, yogurt, cottage cheese or peanut butter in a whole-grain sandwich. Please cut sandwiches into quarters for primary children and halves for elementary children.

GRAINS

Whole-grain bread, corn tortillas, crackers, sunflower seeds or nuts.

VEGETABLES

A slice or wedge of fresh vegetable such as carrot, tomato, celery, cucumber, lettuce or avocado.

FRUITS

Banana, peach, plum, strawberries, apple, orange or grapefruit. It is easier if the fruit is peeled and sectioned for your child.

DRINKS

It is not necessary to send drinks. The school provides water at lunch time, or milk if your child is in the lunch program.

BREAKFAST AND LUNCH

All children need to start the day with a healthy, balanced breakfast to function effectively. Please help your child by providing a good breakfast or participate in our breakfast program. Students should bring nutritious foods for their lunch. Pack only as much as you think your child can eat. If food returns home to you, it means either that you sent more than your child could eat, or that the food item had unacceptable amounts of salt or sugar. Make sure the food items are sent in containers your child can open and close by himself. If, however, your child's lunch needs to be heated please follow classroom guidelines.

SNACKS

We provide nutritious food for the children at school during the course of the day. Snack is provided for the children. Snacks are generally grains, protein, and/or fruits. Snacks are not intended to replace a meal.

FOOD SERVICE

Lumin Education will be providing breakfast to those who choose to participate in the breakfast program. The school does not provide lunch. Your child will need to bring their lunch to school each day if they are a full-day student. Breakfast is catered from Twelve Oaks.

Our breakfasts meet the government's requirements for portion size and ingredients. Breakfast includes low-fat milk, 2 fruits, and whole-grain and/or lean protein item. We are participating in the School Breakfast Program through the National School Lunch Program. This federal program allows us to offer qualifying students free or reduced-price breakfast. To qualify you must complete the Household Application and/or Socioeconomic Form. Additionally, you would need to order the meal and alert if the student has any known allergies or food sensitivities. If you order, and your child does not eat the breakfast, we will cancel your future orders so that we do not have food being thrown away.

If someone has food allergies or prefers a vegetarian meal, please complete the Student Food Allergies and Preferences Form yearly. **(Placed on Lumin's Website under parent resources)**

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

STUDENT ELECTRONICS

Students are not allowed to use personal electronics on the Lumin campus without prior approval of the teacher and/or school director.

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

School-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include Lumin Education's network systems and use of school equipment, is restricted to approved purposes only. **(for more information review agreement on the website under parent resources)**

SECTION 2: STUDENT HEALTH AND SAFETY

While we want to have every healthy child in attendance every day, a child who is ill must not be sent to school. Children who are contagious need to be isolated from well children. The school follows the guidelines indicated on the chart entitled "Communicable Disease Chart for Schools and Child Care Centers," by the Texas Department of Health <https://www.dshs.texas.gov/immunize/docs/6-30.doc>

When to Keep Your Child Home from School:

The American Academy of Pediatrics recommends that your child be kept home from a child-care facility or school if any of the following conditions exist: Signs of severe illness, including fever (100.4), irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness, diarrhea or stools that contain blood or mucus, vomiting within the last 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated, mouth sores and drooling until a physician or the health authority does not feel the condition is infectious. Fever or rash or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.

COMMUNICABLE DISEASES

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the School Director or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services website at: <http://www.dshs.state.tx.us/idcu/investigation/conditions/>.

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Please contact the school if you have questions or are concerned about whether a child should stay home.

IMMUNIZATION REQUIREMENTS

The State of Texas requires that every child in the state be immunized against preventable diseases caused by infectious agents, in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the "2022-2023 Texas Minimum State Vaccine Requirements for Students." Specific immunization information is available on the Texas Department of State Health Services website at <https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

The school's record of a student's immunization history, while private in most instances, may be inspected by the Texas Education Agency ("TEA"), local health departments, and Texas Department of State Health Services and transferred to other schools associated with the transfer of the student to those schools.

PROVISIONAL ENROLLMENT

A student may be provisionally admitted to or enrolled in Lumin Education if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. Student must not be overdue for next dose in series to be considered provisional. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible and complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible. If the student does not have at least one dose of each specified age-appropriate vaccines required by law and/or is overdue for the next dose in the series, the student will not be allowed to attend class. The student and/or parent must also provide acceptable evidence of vaccination to Lumin Education within 30 days. Lumin Education shall promptly refer homeless and foster care students to appropriate public health programs to obtain the required vaccinations if needed. (See Appendix for exclusions from immunizations)

EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, Lumin Education staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

STUDENT ILLNESS

When your child is ill, please contact Lumin Education to let us know he or she will not be attending that day. If a student becomes ill during the school day, we will call the parent to pick up the child immediately. If the parent is not available, we will call the next person listed on the Emergency contacts.

HEAD LICE

Head lice (which are not an illness or disease) are common among children and may spread easily through contact during play or when students share items such as headphones, brushes, combs hats, or other items that come in contact with hair. If Lumin Education observes that a student may have head lice, an appropriate administrator will contact the student's parent to determine whether the student needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When an elementary student has head lice, Lumin Education will also provide written notice to the student's parent and the parents of each child assigned to the same classroom as required by state law.

When a student is suspected of having head lice, the school official shall inspect the child. Children shall be inspected by the school official with consideration for privacy and confidentiality.

FOOD ALLERGY INFORMATION

The parent of each student enrolled in Lumin Education must complete a form provided by the school that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the school to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

ADMINISTRATION OF MEDICATION

Lumin recognizes that at times it may be necessary for a student to take oral medication at school. Employees authorized to administer oral medication to a student shall include school directors and Lumin employees designated by the school director.

1. All medications shall be brought to the campus office area where they shall be kept in a locked container or cabinet. Students should not possess any form of oral medication at school. Medication shall be refrigerated only if such storage is printed on the label. At the end of the school year, all medication shall be returned to the parent or destroyed.
2. Designated employees who administer medications in accordance with this policy shall maintain documentation on the administration according to procedures established by Lumin.
3. Prescription Medication or non-prescription medication (OTC) ordered by a prescribing health professional: Designated employees of Lumin may administer OTC medication to a student if the following conditions are met:
 - a. Lumin has received a written request to administer the medication from a parent, legal guardian, or other person having legal control of the student.
 - b. The medication must be in the original container bearing a prescription label that includes the student's name, name of the medicine, dosage, mode of administration, name of the prescribing physician or other health professional, name of pharmacy filling the prescription, and the date the prescription was filled.
 - c. Prescription inhalant medications and/or anaphylaxis, if properly labeled, may be carried by the student for self-administration if directed in writing by the physician and parent and the student has demonstrated to the school director or designee the appropriate skill level and self-responsibility for self-administration. A written statement from the physician must state the student has asthma or is subject to anaphylaxis and is capable of self-administering the prescription medication.
 - d. All physician's sample medication must be accompanied by a written authorization from the physician.
4. Over the Counter Medication (OTC) brought to Lumin by the parent/guardian: Designated employees of Lumin may administer OTC medication to a student if the following conditions are met:
 - a. Lumin has received a written request to administer the OTC medication from a parent, legal guardian, or other person having legal control of the student.
 - b. The medication must be in the original container and the permission to give the medication must include the student's name, name of the medicine, condition being treated, the dosage and frequency to be given, and instructions for any specialized equipment or procedures for giving the medication.
5. Psychotropic Medication: Except as permitted by Education Code 38.016, a Lumin employee may not:
 - a. Recommend to a student or a parent that a student use a psychotropic drug;
 - b. Suggest a particular diagnosis; or
 - c. Exclude the student from attending class or participating in a school-related activity because of the parent's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of the student.
 - d. This prohibition does not prevent an employee from:

- i. Making an appropriate referral under the Individuals with Disabilities in Education Act;
- ii. Discussing any aspect of a student’s behavior or academic progress with the student’s parent/guardian or another Lumin school employee who has a need to know; or
- iii. Recommending that a child be evaluated by an appropriate medical practitioner **IF** the employee is a registered nurse, advance nurse practitioner, physician, or other certified/credentialed mental health professional.

Civil Liability Immunity:

The enactment of this policy is for the purpose of providing Lumin Education, its Board, and its employees immunity from civil liability for damages or injuries resulting from the administering of medication to a student as provided by Texas Education Code 22.052 and should not be construed to authorize any school employee to render medical treatment to students.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising Lumin Education that a medication has been discontinued.

ASTHMA AND ANAPHYLAXIS MEDICATION

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on Lumin Education property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student’s physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student’s parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student’s possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

DYSLEXIA AND RELATED DISORDERS

From time to time, students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standard approved by the State of Texas. The program approved by the state must include screening at the end of the school year of each student in kindergarten and each student in the first grade. Parents will be notified should Lumin Education determine a need to identify or assess their student for dyslexia and related disorders.

HEALTH SCREENINGS

FITNESS TESTING

According to requirements under state law, Lumin Education will annually assess the physical fitness of our 3rd grade students. Lumin Education is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

DIABETES SCREENING

The Texas Risk Assessment for Type 2 Diabetes in Children program helps identify those children who may be at-risk to develop type 2 diabetes through simple, non-invasive assessments that have been identified as risk factors for the development of the disease and other complications. Certified individuals assess school children for these risk factors. If these risk factors are present, a referral is issued to the parents of the child explaining what was found and why it is of concern. The referral includes recommendations to seek further evaluation from a health professional. <https://rfes.utrgv.edu/Risk.htm>

VISION AND HEARING SCREENINGS

All children enrolled in Texas schools should be screened for possible vision and hearing problems in accordance with regulations issued by the TSDHS <https://www.dshs.texas.gov/vhs/default.shtm> . Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. A student may be screened using photo screening to detect vision disorders.

Screening records for individual students may be inspected by the Texas Department of State Health Services or a local health department and may be transferred to another school without parental consent.

Exemption: A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the school director or designee on or before the day of admission an affidavit stating the objections to screening.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

STATEMENT OF NONDISCRIMINATION

Lumin Education prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex or gender, national origin, disability, age, or any other basis prohibited by law.

PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

RETALIATION

Retaliation against a person who makes a good faith report of discrimination or harassment is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a Lumin Education investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited discrimination, harassment, dating violence, or retaliation or believes that another student has experienced such prohibited conduct should immediately report the alleged acts to a teacher, counselor, the Principal or designee, or other school employee. The report may be made by the student's parent.

INVESTIGATION

To the extent possible, Lumin Education will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Lumin Education student and parent complaint and/or grievance procedure.

FREEDOM FROM BULLYING

Lumin tries to provide a safe and caring environment for its scholars. Bullying of any kind is prohibited. Anyone with knowledge of or suspicion of bullying, including the alleged victim, should report such information to the Campus Director, or other school employee immediately. Investigations of bullying allegations will be conducted according to the Anti-Bullying Policy. **(See Freedom from Bullying and Cyberbullying policy - Appendix B)**

REPORTING BULLYING PROCEDURES

A report may be made orally or in writing. The Director or designee shall reduce any oral reports to written form. The designee shall provide a form on which incidents of suspected bullying may be reported. The form shall allow for the anonymous submission of reports of suspected bullying.

INVESTIGATION OF REPORT

Absent extenuating circumstances, the investigation should be completed within ten Lumin Education business days from the date of the initial report. However, the Director or designee shall take additional time if necessary to complete a thorough investigation.

CONFIDENTIALITY AND APPEALS

To the greatest extent possible, Lumin Education shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

A parent or student who is dissatisfied with the outcome of the investigation may appeal under Board Policy.

CHILD ABUSE REPORTING AND PROGRAMS

Lumin Education provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. Lumin Education also provides training to its teachers and students in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions, and counseling options are also available.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the DFPS. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

Anyone who suspects that a child has been or may be abused, sex trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the DFPS.

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and sex trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school counselor or Principal will provide information regarding counseling options for you and your child available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to:

- Texas Abuse Hotline: 1-800-252-5400;
- In non-emergency situations, the [Texas Abuse Hotline Website](#);
- Your local police department; or
- Call 911 for emergency situations.

EMERGENCY CLOSINGS

Generally, Lumin Education dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television stations. Lumin Education may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather-related school closings will be posted on the Lumin Education website, social media outlets, and through the school messaging system, if possible.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and students should familiarize themselves with these instructions.

PEST CONTROL INFORMATION

Lumin Education periodically applies pesticides inside school buildings and on school grounds. While Lumin Education strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free environment.

All pesticides used are registered for their intended use and are applied only by certified pesticide applicators. Lumin Education will provide appropriate notice of treatments, and signs will remain until it is safe to enter the area. Parents who want to be notified prior to pesticide application may contact the Superintendent or designee.

SECTION 3: ACADEMICS

TEACHING METHODS

Basic and advance skills in living, reading, writing, science, and mathematics are taught using the Montessori method and materials. Other approaches may be used if consistent with the school's philosophy. Younger children are usually taught one-on-one. As they grow older, they receive more instruction in small groups. Expectations for work habits, independence and self-motivation are high. Children work at their own pace; materials are presented to challenge, but not overwhelm, the child. Each day some time is spent in group activities to share experiences, read stories, sing songs, or do movement activities.

Each classroom is composed of children of various ages. Older students help younger ones, much as siblings do at home or as students once did in the one-room schoolhouses. As children become older, the community becomes a resource for valuable lessons. Through field trips to various sites in the city, children receive additional information which may not be available to them in books. From time-to-time resource people visit the school to demonstrate their crafts or share their experiences.

We do not give letter grades. Instead, the teachers observe and record the step-by-step mastery of the materials and lessons presented to each child. Progress is reported to parents through verbal and written comments at conferences.

HOW CAN PARENTS PARTICIPATE

The staff at Lumin Education values the support and commitment of parents and families. Often, teacher asks parents to support the child's learning at home. Reading to or with your child, sharing your family stories, and simply having your child help with daily home activities are important elements of learning.

Communication with your child's teacher is the best way to establish a home to school connection. Your child's teacher can help make sure that the work and activities you do with your child complement the work done in the class.

STANDARIZED TESTING

State of Texas Assessments of Academic Readiness

In addition to routine tests and other measures of achievement, students in grades 3 will take the state assessment, the STAAR exam, in the following subjects:

- Mathematics, annually in grades 3;
- Reading, annually in grades 3

Texas English Language Proficiency Assessment System

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") students in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

STUDENTS WHO SPEAK A PRIMARY LANGUAGE OTHER THAN ENGLISH

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing regular class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (“LPAC”) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

SPECIAL EDUCATION AND SECTION 504 SERVICES

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (“RtI”).

If a student is experiencing learning difficulties, his or her parent may contact the School Director to learn about the school’s overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices. However, a verbal request does not require the district to respond within the 15 school-day timeline

If the district or charter school decides to evaluate the student, it must complete the student’s initial evaluation and evaluation report no later than 45 school days from the day it receives a parent’s written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent’s consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Special Education or Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Special Education or Section 504 services is the School Administrator.

Additional Information

The following websites provide information and resources for students with disabilities and their families:

- [Legal Framework for the Child-Centered Special Education Process;](#)
- [Partners Resource Network;](#)
- [Special Education Information Center; and](#)
- [Texas Project First.](#)

INTERVENTION STRATEGIES FOR LEARNING DIFFICULTIES PROVIDED TO THE GENERAL EDUCATION STUDENTS

Lumin Education will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

SECTION 4: STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

All students enrolled at Lumin Education shall recognize the following rights and responsibilities of each student at the school:

- Each child has the right to physical safety.
- Each child has the right to emotional safety. Persistent teasing, taunting or other forms of harassment are not acceptable.
- Each child has the right to work in the classroom without undue interruption.

Behavior which violates these basic rights shall be addressed by the classroom teacher. Repeated or persistent negative behavior shall be addressed by the Director and/or an official of the school designated by the Director, along with the classroom teacher. Throughout the process parents will be both informed and consulted in attempts to improve problem behavior.

Persistent, unresolved behavior problems on the part of a student, or parental failure to seriously respond and attempt to correct behavior problems in concert with the school, may result in consequences including suspension or expulsion.

For students eligible for special education services, the school recognizes exceptions for students whose behavior is a reflection of their disability.

Discipline, including suspension and expulsion, for students eligible for special education services, will be consistent with regulations in the Code of Federal Regulations (CFR) and the Texas Education Code (TEC). Specifically, 34 CFR 121(d) [Free Appropriate Public Education]; 34 CFR 300.522 [Determination of Setting]; TEC Chapter 37.004 [Placement of Students with Disabilities]

Expulsion – The permanent removal of a student from school. Re-application to the school is not permitted.

Suspension- The temporary exclusion of a student from attending regular classes. In some cases, the suspension may be in-school. A cumulative total of ten suspended days, whether in school or out of school, during any school year, may result in expulsion. In the event of suspension, there is no right of appeal.

Single incident suspension or expulsion - In some cases, a child may be suspended or expelled for a single serious incident, including assault of a teacher, threat or threats of bodily harm, or other serious offenses against students, school personnel, or school property.

RIGHTS OF STUDENTS AND PARENTS

In the event of expulsion, the student and his parent will receive written notice of a meeting with the School Director and/or school officials designated by the Director. At the meeting, facts warranting expulsion and a Notice of Expulsion will be presented to parents. Parents will be reminded of their Due Process rights and their rights of appeal. These rights and the corresponding timetables will be given to parents in writing.

APPEALS

If parents disagree with an expulsion order, they may appeal:

- To the Executive Director. The Executive Director shall review the case and has the authority to reverse the decision.

If the Executive Director upholds the expulsion, parents may appeal:

- To the Board of Trustees. The Board's decision is final.

PLACEMENT OF CHILD DURING APPEAL

A child expelled by the school will not be allowed to attend school during the appeal process.

TIMETABLES

Every effort will be made to schedule meetings in a timely fashion, but:

- The appeal to the Executive Director shall be held no later than ten working days from the parents' request for such a meeting.
- The appeal to the Board of Trustees shall be held no later than the next scheduled board meeting after the meeting with the Executive Director.

Lumin Education exists to support the optimal social, emotional, and cognitive development of each child. Through close collaboration between the school's professional staff and the child's family, it is our belief that many behavioral challenges can become a positive part of a child's growth and learning.

CORPORAL PUNISHMENT

Lumin Education will NOT administer corporal punishment upon a student for misconduct.

SECTION 5: ESPECIALLY FOR PARENTS

ACCOMODATIONS FOR CHILDREN OF MILITARY FAMILIES

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by Lumin Education. The school will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

PARENT CONTACT INFORMATION

Parents are responsible for notifying Lumin Education of any changes in their address, telephone number, and/or email address so that we can update our records accordingly and maintain up-to-date contact information.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Lumin Education values the opinions of its students and parents, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this complaint and/or grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents and the public to discuss their complaints and grievances through informal meetings with the Director or designee. Complaints and grievances should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any School employee shall unlawfully retaliate against a parent or student for voicing a complaint and/or grievance.

SECTION 6: IMPORTANT NOTICES

PRIVACY OF CHILDREN AND ADULTS AT LUMIN EDUCATION

In order to respect the privacy rights of students and to maintain a safe and conducive educational environment, parents and students are not permitted to make video or audio recordings of classroom activities, public areas (school office, hallways, etc.) or other normal school functions on campus during the school day (recess, class transitions, lunch, breakfast, etc.), without express administrator or teacher permission. Notwithstanding the above, parents may make recordings during school activities such as performances, competitions, exhibitions and other non-class and non-school day activities.

ANNUAL NOTICE OF PARENT AND STUDENT RIGHTS (FERPA CONFIDENTIALITY NOTICE)

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education record within 45 days after the day Lumin Education receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the Principal a written request that identifies the records they wish to inspect. The Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask Lumin Education to amend their child’s or their education record should write the Principal, clearly identify the part of the record they want changed and specify why it should be changed. If Lumin Education decides not to amend the record as requested by the parent or eligible student, Lumin Education will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before Lumin Education discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is:

- A person employed by Lumin Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
- A person serving on the Board of Directors;

- A volunteer, contractor, or consultant who, while not employed by Lumin Education, performs an institutional service or function for which Lumin Education would otherwise use its own employees and who is under the direct control of Lumin Education with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist;
- A parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or
- A parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Lumin Education discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lumin Education to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires that a parent be notified when a survey is not funded by the U.S. Department of Education. A parent has a right to deny permission for his or her child’s participation in:

- Any survey concerning private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.] A parent may inspect a survey created by a third party before the survey is administered or distributed to his or her child.

ACKNOWLEDGEMENT AND APPROVAL OF STUDENT/PARENT HANDBOOK

Our signatures below acknowledges that Lumin Education has made its Student/Parent Handbook and Student Code of Conduct available to us; that we have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that we have been informed that when my child is enrolled in Lumin Education, all information herein is applicable to student, parent/guardian, and all school staff; and that we have expressed intent to review this Student/Parent Handbook and the Student Code of Conduct contained within and to abide thereby.

I acknowledge that I have access to the Lumin Education Parent Handbook through the **School Website under "Resource/Parents" tab**. I understand that I may request a hard copy from the school office. I understand that it contains important information on policies and procedures. I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school.

I acknowledge and understand that this Student-Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

I agree to abide by the policies outlined in the Lumin Education Parent Handbook. I understand that I will be notified of any changes in policies and /or procedures.

Printed Name of Student: _____ Grade: _____

Signature of Student: _____ Date: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

APPENDICES

FREEDOM FROM BULLYING AND CYBERBULLYING POLICY

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LUMIN EDUCATION BOARD POLICY ON FREEDOM FROM BULLYING AND CYBERBULLYING

BULLYING AND CYBERBULLYING PROHIBITED

Lumin Education prohibits bullying, as well as retaliation against anyone involved in the complaint process.

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Section 3.10.2 below, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or Lumin Education; or
4. Infringes on the rights of the victim at school.

Bullying also includes cyberbullying, which means bullying done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

APPLICABILITY OF POLICY

This Policy applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, Lumin Education, or a school-sponsored or school-related activity.

RETALIATION

Lumin Education prohibits retaliation against any person, including a victim, witness, or another person who, in good faith, provides information concerning an incident of bullying.

REPORTING PROCEDURES

Reports of bullying and/or cyberbullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. Reports should generally be made to the Director or to a student's teacher. Failure to immediately report may impair Lumin Education's ability to investigate and address the prohibited conduct.

Any Lumin Education employee who suspects or receives notice that a student or group of students has or may have experienced bullying and/or cyberbullying shall immediately notify the Director or designee.

A report may be made orally or in writing. The Director or designee shall reduce any oral reports to written form. The Superintendent or designee shall develop a written form on which incidents of suspected bullying may be reported. The form shall allow for the anonymous submission of reports of suspected bullying.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Lumin Education investigation regarding bullying and/or cyberbullying shall be subject to appropriate disciplinary action.

Notice to Parent or Guardian

The Director or designee shall provide notice of an incident of bullying to:

1. A parent or a guardian of the alleged victim on or before the third school day after the date the incident is reported; and
2. A parent or guardian of the alleged bully, within a reasonable amount of time after the incident.

Investigation of Report

The Director shall determine whether the allegations in the report, if proven, would constitute prohibited discrimination and/or harassment, and if so, proceed under Board Policy :Freedom from Discrimination, Harassment, and Retaliation instead.

The Director or designee shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent bullying during the course of the investigation, if appropriate.

Absent extenuating circumstances, the investigation should be completed within ten Lumin Education business days from the date of the initial report. However, the Director or designee shall take additional time if necessary to complete a thorough investigation.

Following completion of the investigation, the Director or designee will prepare a written decision regarding the complaint. If the results of an investigation indicate that bullying and/or cyberbullying occurred, Lumin Education shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Lumin Education may take action based on the results of an investigation, even if Lumin Education concludes that the conduct did not rise to the level of bullying and/or cyberbullying as defined in this policy.

Lumin Education may not impose disciplinary measures on a student who, after an investigation, is found to be a victim of bullying on the basis of that student's use of reasonable self-defense in response to the bullying.

Discipline for bullying of a student with disabilities must comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act.

Confidentiality

To the greatest extent possible, Lumin Education shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A parent or student who is dissatisfied with the outcome of the investigation may appeal under Board Policy : Parent and Student Complaints and Grievances.

Assistance from Director

Any student who feels that he or she may be the victim of bullying should contact the Director to obtain assistance and intervention in response to the potential bullying.

The Director or designee shall notify the victim, the student who engaged in bullying, and any student(s) who witnessed the bullying of available counseling options.

Access to Policy

Information regarding this policy shall be distributed annually to Lumin Education employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the Lumin Education administrative offices.

Report to Local Law Enforcement

A Director or the Director's designee may make a report to local law enforcement officials if, after an investigation is completed, the Director has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment) of the Texas Penal Code.

A Director's designee may include any employee under the supervision of the Director, other than a school counselor.

A report to local law enforcement officials may include the name and address of each student the Director or designee believes may have participated in the conduct.

DAILY ROUTINES/DROP-OFF/PICK-UP

LUMIN LINDSLEY PARK COMMUNITY SCHOOL

ARRIVAL TIME

School begins at 7:50 AM. At 8:05 children are considered tardy.

Morning ABC -- enrolled children may arrive at the ABC room beginning at 7:00.

- **7:40 – 7:50** – children may arrive during this timeframe; staff or parent volunteers are available to greet the children who will be seated on benches, grouped by class, until 7:50. If you arrive prior to 7:40, **DO NOT leave your child unattended.** You are welcome to wait with them in the car until arrival time.
- **7:50 – 8:05** – arriving children walk directly to their classrooms either unescorted or assisted by the adults who help with arrival. **Please do not walk your child to class.** This is the easiest way for them to separate from you. By allowing them to walk by themselves or if necessary to be assisted by one of the adults helping with carpool, we demonstrate our confidence in them and the school.
- **After 8:05 children are considered tardy.** Take your child to the office, complete an admission slip and *staff will walk them to their class.*
- **Entrance:** All arriving children, including those enrolled in ABC AM, should enter through the front gate.
- **Cell Phones:** Please be respectful of your child and the LPCS staff by giving them your full attention when dropping off and picking up your child. Cell phones are distracting; we ask that you are not on your cell phone during these times.

DROP-OFF PROCEDURE (BEGINNING AT 7:40 AM)

- **If you are driving,** enter the driveway from Lindsley Ave., then pull up as far as you can and remain in the car. (See enclosed map for specific directions on entering the driveway). If your child is in an **Elementary class**, he/she may immediately exit the car from the right side, stepping onto the sidewalk. If your child is in a **Primary class**, he/she should wait while a staff member or parent volunteer opens the car door and lets your child out. **The driveway is one lane only, so please make sure that your children are ready to exit the car when you drive in.**
- **If you drive your children to school, park and walk them to the front gate,** please expect them to walk independently or assisted by staff/parent volunteer from there to the benches or to their classroom (depending on the time). Your support of this is greatly appreciated!
- **If you are going to get out of your car, even for a moment, please be sure to park in an appropriate place.** You may find parking on the street.

PICK-UP PROCEDURE

Our Goal is to have a smooth, safe dismissal for our students and their families. The procedures outlined below are to support this goal. Because we have so many children to dismiss, we ask that you refrain from having conversations with teachers and assistants during this time. We appreciate your support!

Times

Children will be dismissed at the times shown below once all classes have arrived at the carpool area.

- **11:30 a.m.** – Pre-K students, dismissed by assistants
- **3:05 p.m.** – Primary extended day students, dismissed by lead teachers
- **3:30 p.m.** – Elementary students, dismissed by lead teachers and/or assistants

If you are driving, enter the driveway from Lindsley Ave., then pull up as far as you can. (**See enclosed map for specific directions on entering the driveway**). Stay in the car while a staff member brings your child to the car. Continue to move forward as drivers in front of you leave.

If the child you are picking up requires assistance with a seatbelt, please pull up to the end of the driveway on the right side to allow other drivers to exit. This will give you time to assist your child while carpool continues.

As noted by the signs posted by the City of Dallas, do not park on the street, directly across from the school, next to the park between 2:45 and 4:30.

If you are either on foot or have parked to meet your child, come to the main gate and stand to the right side behind the yellow line. Please do not block the route of the teachers/assistants who are taking children to cars. This keeps the gate area free from overcrowding. A staff member will bring your children to you.

11:30 a.m. Pick Up

If you pick up Pre-K children at 11:30, please wait for your children in your vehicle or near the front gate if you are on foot. **Do not wait outside the playground fence** where the children can see you. This is the children's time to enjoy free play with each other, and assistants and teachers need to focus on the playground. *Thank you for adhering to this request and helping decrease the distractions to children at this time.*

3:05 and 3:30 p.m. Pick Up -- Split Carpool

When picking up students at 3:05 and 3:30, *wait for your children in your vehicle or near the front gate if you are on foot.*

- **If you have Primary children only**, pick them up between **3:05 and 3:20**; pickup after 3:20 will result in a Late Pickup charge.
- **If you have elementary age children only**, pick them up between **3:30 and 3:45**. A Late pickup charge will be assessed for children not picked up by 3:45.
- **For families with children in both primary and elementary classes in your carpool**, pickup up both Primary and Elementary children at **3:30**. A Late Pickup charge will be assessed for children not picked up by 3:45.

DAILY ROUTINES/DROP-OFF/PICK-UP

LUMIN EAST DALLAS COMMUNITY SCHOOL

ARRIVAL TIME

School begins at 7:50 AM. At 8:05 children are considered tardy.

Morning ABC -- Children enrolled in morning ABC may arrive at the ABC Building beginning at **7:00 a.m.**

- **7:50 – 8:05** – arriving children walk directly to their classrooms either unescorted or assisted by the adults who help with arrival at the carpool lane on Parkview Avenue. ***Please do not walk your child to class.*** This is the easiest way for them to separate from you. By allowing them to walk by themselves or if necessary to be assisted by one of the adults helping with carpool, we demonstrate our confidence in them and the school.
- **After 8:05 children are considered tardy.** Take your child to the office, complete an admission slip and *staff will walk them to their class.*
- **Entrance:** Starting at 7:50am, all arriving children, including those enrolled in ABC AM, should enter through the carpool lane on Parkview.
- **Cell Phones: Please be respectful of your child and the EDCS staff by giving them your full attention when dropping off or picking up your child.** Cell phones are distracting; we ask that you are not on your cell phone during this time.

DROP-OFF PROCEDURE (BEGINNING AT 7:50 AM)

- **If you are driving,** enter the Primary or the Elementary driveway from Parkview then pull up as far as you can and remain in the car. All children should wait until the adults who help with arrival open the car door and let your child out. **The driveway is one lane only, so please make sure that your children are ready to exit the car when you drive in.**
- **If you are going to get out of your car, even for a moment, please be sure to park in the parking lot.**
- **If you are walking with your child,** please walk to the gate with your child and release him/her to the staff member or parent volunteer in the carpool lane. Please expect your child to walk independently to class.

PICK-UP PROCEDURE

Our Goal is to have a smooth, safe dismissal for our students and their families. The procedures outlined below are to support this goal. Because we have so many children to dismiss, we ask that you refrain from having conversations with teachers and assistants during this time. We appreciate your support!

Times

Children will be dismissed at the times shown below once all classes have arrived at the carpool area.

- **11:30 a.m.** – Pre-K students, dismissed by assistants
- **3:05 p.m.** – Primary extended day students, dismissed by lead teachers
- **3:30 p.m.** – Elementary students, dismissed by lead teachers and/or assistants

If you are driving, enter the Primary or the Elementary driveway from Parkview then pull up as far as you can and remain in the car. Stay in the car while a staff member brings your child to the car. Continue to move forward as drivers in front of you leave.

If the child you are picking up requires assistance with a seatbelt, please pull up all the way to the Elementary driveway to allow other drivers to exit. This will give you time to assist your child while carpool continues.

If you are either on foot or have parked to meet your child, please come to the side gate and wait for a staff member to bring your child to you. stand to the right side behind the yellow line. Please do not stand at the main gate and block the route of the teachers/assistants who are taking children to cars.

11:30 a.m. Pick Up

If you pick up Pre-K children at 11:30, please wait for your children in your vehicle or near the side gate if you are on foot. A Late Pickup charge will be assessed for children not picked up by 11:45am.

3:05 and 3:30 p.m. Pick Up

- **If you have Primary children only**, pick them up between **3:05 and 3:20p.m.**; pickup after 3:20 p.m. will result in a Late Pickup charge.
- **If you have elementary age children only**, pick them up between **3:30 and 3:45**. A Late pickup charge will be assessed for children not picked up by 3:45.
- **For families with children in both primary and elementary classes in your carpool**, pickup up both Primary and Elementary children at 3:30pm. A Late Pickup charge will be assessed for children not picked up by 3:45pm.

VISITORS AND VOLUNTEERS

Lumin Education encourages parents and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors **MUST** sign in at the main office whenever they are on campus. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, parents must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Ongoing volunteers **MUST** go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Additionally, the School Director or designee may take the following actions whenever there is a school visitor:

- Establish an electronic database for storing information concerning visitors. Information stored in the electronic database may be used only for school security and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the DPS or any other database accessible by Lumin Education.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

BIRTHDAY CELEBRATION FOR ELEMENTARY & PRIMARY STUDENT

Student birthdays are celebrated in a traditional Montessori manner with the student, his/her classmates, and teachers. Each class has its own traditions for recognizing and appreciating birthdays. For example, the teacher may bake muffins or provide other healthy snacks or request that parents send pictures to be shared with the class. We ask families not to come to the class at this time and appreciate the respectful adherence to this school policy.

If you would like to send a healthy treat to school on your child's birthday, check with the teacher ahead of time to find out what is acceptable. Teachers will provide guidance on what to send.

If you are having a birthday party for your child, at your home or other location, and are inviting every child in the class, you may ask your child's teacher for help in distributing invitations to the students. If you are not inviting all students in the class, please mail the invitations.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT OF 2001

Homeless children and youth are ensured specific educational rights and protections under the McKinney-Vento Homeless Education Assistance Act of 2001. “Children and youth who are homeless,” as defined by this federal law.

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; eligibility requirements for participating in extracurricular activities; continuing enrollment in the “school of origin” or enrollment in a new school in the attendance area where the student is currently residing; graduation requirements; and other related matters.

ENROLLMENT

Establishing Identification

Any of the following documents are acceptable proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

Undocumented Students

Enrollment may not be denied to children who are not legally admitted into the United States.

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Lumin Education, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indicating the address and name of the residence occupiers,
5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

Falsification of residence on an enrollment form is a criminal offense.

ADDITIONAL ACADEMIC INFORMATION

Promotion and Retention

Senate Bill 1697 established new Texas Education Code (TEC), §28.02124, Parental Option for Student Retention, which allows parents or guardians to opt to have their child—

- repeat prekindergarten;
- enroll in prekindergarten if the child was eligible to enroll in prekindergarten in the previous school year, under TEC, §29.153(b), and has not yet enrolled in kindergarten;
- repeat kindergarten;
- enroll in kindergarten if the child would have enrolled in kindergarten in the previous school year and has not yet enrolled in first grade;
- for grades one through three, repeat the grade the student was enrolled in the previous school year;

For more details about these parental options and how to take action, visit this [TEA webpage](#).

Academic Integrity

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. A student's attempt to present the work of another as his or her own will be viewed as a serious offense, and the student may be subject to a grading penalty and/or discipline in accordance with the Student Code of Conduct.

Transportation

Lumin Education does not provide regular transportation to and from school.

ADDITIONAL HEALTH INFORMATION

Bacterial Meningitis Information

State law requires Lumin Education to provide the following information about bacterial meningitis. The staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or [local health department](#) office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/meningitis/index.html> and the Texas Department of State Health Services:

- <https://www.dshs.texas.gov/immunize/PreteenVaccines.aspx> or
- <https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx>.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed Texas Department of State Health Services affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by writing the Texas Department of State Health Services Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at [Affidavit Request for Exemption from Immunization](#). The form must be submitted to the Superintendent or designee within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

ADDITIONAL SAFETY INFORMATION

Alcohol-Free School Notice

To provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on Lumin Education property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Tobacco-Free School Notice

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Drug-Free School Notice

Lumin Education believes that student use of illicit drugs is both wrong and harmful. Consequently, Lumin Education prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Lumin Education also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Videotaping Students

For safety purposes, surveillance cameras may be used to monitor school common areas. Video recordings may be reviewed by staff when investigating an incident. Tapes and other video recordings will be available for viewing pursuant to the FERPA.

Gun Free School Act

In accordance with the federal Gun-Free Schools Act, Lumin Education shall expel from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Principal or designee may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

Law Enforcement Agencies Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the School Director or designee will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

1. The School Director or designee will verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. The School Director or designee ordinarily will make reasonable efforts to notify the student's parent unless the interviewer raises what the Principal or designee considers to be a valid objection.
3. The School Director or designee ordinarily will be present during the questioning or interview unless the interviewer raises what the Principal or designee considers to be a valid objection.

PARENT/SCHOOL COMPACT

Members of the Lumin Education school community (the “School”) agree that a successful school largely depends upon the quality of the relationships between parents who send their children to the School and the professionals who care for them each day. This compact describes the reciprocal responsibilities of the School and parents for the duration of your child’s enrollment in the School.

The School shall:

- Provide a proven, high quality Montessori curriculum. This curriculum recognizes the diversity of needs and abilities among young learners, the uniqueness of each individual, and provides the tools and the setting for each child to reach his or her potential.
- Staff the school with highly trained, certified Montessori teachers.
- Provide carefully prepared and maintained classroom environments with age-appropriate materials.
- Conscientiously review our work with children each year, and ask how we can improve that work and our communication with parents.
- Provide regular, scheduled opportunities for parents to be at the school, meet with teachers, observe in the classroom, volunteer, and, in general, contribute to the well-being of the school community.
- Invite parents, staff, and children to create a school community in harmony with the larger systems within which we all live, and strive especially to instill in children a daily awareness of their place in nature, not separate or remote from it.
- Maintain the integrity of this agreement by providing an annual conference to discuss the compact.

Parents of children at School shall:

- Make an attempt to understand the educational approach of the School through visits/tours of the school, classroom observation, and consultation with the director, teachers or other school officials.
- Send their children to school each day, on time, except in the case of illness, as well as ensure their children come to school each day well rested.
- Attempt to understand, with the direct assistance of the School staff, the psychological characteristics of children at each stage of their development.
- Set reasonable limits and provide reasonable amounts of freedom for their children.
- Find time to read to their children.
- For elementary age children, provide on a daily basis a quiet place and regular time for improving academic skills. Monitor access to electronic media to maintain that quiet place.
- Make a good faith effort to meet the parent involvement expectations discussed elsewhere (Parent Involvement Agreement, Parent Handbook, Wednesday Notes, etc.)

Students at the School shall:

- Fulfill their responsibilities to complete assignments in a timely manner, to arrive at school prepared to participate, and to be actively engaged in their educational journey.
- Follow the guidelines of the Student Code of Conduct and ensure their behavior is reflective of the spirit of the School.

PARENT INVOLVEMENT AGREEMENT

Research consistently confirms the statement that greater parent participation results in higher student achievement and greater overall success of a school. At Lumin Education parents have established a tradition of strong parent involvement. Their efforts have many practical results. They have built playgrounds, refinished furniture, maintained our grounds, and spent many hours, under the direction of our teachers, finishing materials for our classrooms. While we stress the importance of parent involvement in children's education in the School-Parent Compact, we do stress the importance of opening the classrooms and schools to our parents.

The standard of participation for each school year is eighteen hours per family.

Below are some of the ways parents may be involved in the life of Lumin Education. They are listed in order of priority:

- Enrollment meeting
- Parent/Teacher conferences—two per year minimum, fall and spring
- Classroom observation—two per year, usually in conjunction with conferences
- Parent Education events—regularly offered throughout the year
- Indoor/Outdoor environment days—two or three per year
- Material making or other classroom support—ongoing
- Participation in Parent Teacher Organization (parents are already considered a member of this organization).

The school will make every effort to publicize parent involvement opportunities and organize and provide meaningful activities for parents on a regular basis.

- I understand that Parent Conferences are the primary means for reporting on a child's progress, and I will attend two per year.
- Each parent's participation counts toward the family total of eighteen hours and other family members can contribute toward the total.
- Because Parent Conferences are so important, parents will receive weighted hours for attending. Two hours credit will be given, regardless of how long the conference actually takes. One hour will be credited for Classroom Observation, even though such observation normally takes thirty minutes.

I have read the Parent Involvement Agreement, and I will make good faith effort and record a minimum of eighteen hours of school activities during the coming school year and each succeeding year of my child's enrollment. If, in a future school year, a change is made in the number of parent involvement hours, I will be advised and receive a new Parent Involvement Agreement.