

LSH and MELT

Parent Handbook

2020-2021 Academic Year



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Daily Activities

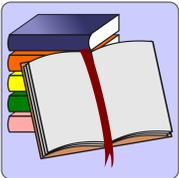
Lighted School House is here to empower students and their families through extended day learning. We encourage you to take the time to come in and experience your child's growth with us. Also, if you have a unique talent that you would like to share with students, please contact your LSH coordinator.

Healthy Snack & Recess

The afternoon program begins with a healthy snack that follows district guidelines. Once students have finished their snack, they are dismissed to recess. If your children have a dietary restriction or food allergy, please provide documentation from your doctor so that we may provide an alternative snack for your student.

Homework/Academic Help

Students will focus on academics for approximately one hour, Monday—Thursday, working with classroom leads on homework assignments, and participating in individual skill-building activities designed to complement their day-school learning.



***The academic hour may not always be dedicated to homework. Time may be spent on academic interventions, tutoring, and practicing specific skills. It is important that parents check homework nightly to make sure everything has been completed.**

Enrichment Hour

Students participate in activities that expand on learning in ways that differ from methods used during the school day for approximately one hour, Monday-Thursday. They often are interactive and project-focused. These activities are fun and allow participants to apply knowledge and skills stressed in school to real-life experiences. Lighted School House has various community partners who provide enrichment activities for all grades. On days that there are not community partners scheduled, Lighted School House provides a fun and educational activities.

Friday Fun Day

Fridays will not include an academic hour but will be a full afternoon of engaging enrichment activities. Student-interest will determine available clubs, and students will be able to choose their activities.

Extended Pick-up

From 5:00—6:00 p.m., students will be able to participate in team-building activities and physical recreation in the gym with staff members.

Fees

Fees can be paid at any time throughout the school year. Please see the rates below.

Full Year Registration Fee: \$250

Full Year Reduced Fee: \$125

Half Year Registration Fee: \$125

Half Year Reduced Fee: \$62.50



*Extended Pick-up (5:15—6:00 p.m.) is available for an additional \$10 per month per student

**Additional payment options and scholarships are available upon request. Please see the site coordinator for details. Payment can be made by cash, check, echeck, or Credit/debit, be aware credit has an added 3% charge.

Parent/Guardian Communication

Communication between parents/guardians and Lighted School House staff is vital to meeting your child's academic and social needs. Meetings may be scheduled with Lighted School House staff by parents/guardians.

It is helpful to keep our staff informed about changes happening to your children, such as a move, hospitalization of a parent or sibling, divorce, or any other event that could have a profound impact on your child's behavior. Knowing this information can help us to be more aware of changes in your child's mood, behavior, personality, or physical health. All information is kept confidential by Lighted School House staff and can be communicated by phone, in writing, or at a face-to-face meeting. If a translator is needed prior to setting up a meeting, please let the staff know to make the appropriate party available.

Positive Behavioral Intervention and Supports (PBIS)

Lighted School House follows the "Positive Behavioral Intervention and Supports" (PBIS) method to promote positive behavior. Definition: Positive Behavioral Intervention and Supports (PBIS) is a systemic approach to proactive, school-wide discipline based on a Response to Intervention (RtI) model. PBIS applies evidence-based programs, practices, and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. Schools implementing PBIS build on existing strengths, complementing, and organizing current programming and strategies. The PBIS model has been successfully implemented in thousands of schools in over 40 states, resulting in dramatic reductions in disciplinary interventions and academic achievement increases.

<http://www.dpi.state.wi.us/rti/pdf/pbisoverview.pdf>

Student Behavior

Students participating in the Lighted School House program must follow the same PBIS rules as the school day. Students are expected to:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**



Some examples:

- Keep hands, feet, and other objects to themselves.
- Use acceptable language
- Follow line basics in the hallway.
- Keep arms at your sides
- Stay inline when walking in the hallway as a group
- Walking feet
- Look forward
- No talking
- Follow dress codes by season

- Follow school playground rules
- No toys permitted
- Bikes, skateboards, and rollerblades should be secured and out of reach during Lighted School House
- Put forth their best effort
- Make good choices

REMINDER: Student possession of cellular phones is not permitted. They should be turned off and should not be used during school hours or on school grounds.



Discipline Procedures

Parents must remember that their child’s participation in Lighted School House is a privilege. Lighted School House reserves the right to suspend or expel a child at any time. Students’ behavior will affect their ability to participate in the program.

Discipline problems will be handled using the same PBIS procedures as the school day. Lighted School House staff will reteach, model, and offer choices to students when applicable.

If behavior warrants it, an LSH staff member will issue consequences. A parent/guardian will be notified. Such consequences may include:

- loss of 1 or more field trips
- suspension from the program
- dismissal from LSH

Immediate suspension from Lighted School House may be necessary depending on the severity of the offense. Lighted School House has the right to suspend students for the following reasons including, but not limited to:

- Continued disobedience
- Illegal acts on school grounds
- Any act that endangers a person’s health or safety

Refunds will not be given for student suspensions or dismissals.

Actions such as those listed above may require Lighted School House staff to contact parents for early pick-up. If we are not able to reach someone from our contact list, or if the student is not picked up in a reasonable amount of time, we will notify the police.

First Aid/Accidents

If a child is slightly injured while attending Lighted School House, first aid will be given. The Lighted School House staff is trained in First Aid and CPR.

Serious Injury

If a child is seriously injured or has a medical emergency, emergency services will be contacted and the child will be transported to the hospital. We will make every effort to contact parents and emergency contacts listed on your child’s registration form. **It is vital that emergency information is kept current regarding your child’s medical conditions.**



Illness

If a child is ill, they will be sent home from Lighted School House. A Lighted School House staff member will contact you (or your child’s emergency contacts) and ask you to pick up your child.

Attendance Policy



As an extended-day learning program, LSH staff wants to ensure your child receives the full benefits of our programming. In order to do so, **we recommend students attend a minimum of 2 FULL days per week (2:35—5:00 p.m.)**. Students who consistently fall short of the requirement may be asked to leave the program.

Lighted School House expects your child to attend on the days selected when you registered. If you called your child is sick for the school day or signed them out early, we will not allow them at LSH. If your child did attend the school day and you would like to excuse them from Lighted School House only, please call the office by 2:00 pm or send a note to school with your child.

It is very important that you send a note or call the office to let us know your child will not be attending. If your child is not at Lighted School House and we were not informed about the absence, we will call every contact you have given us to ensure your child is safe.

If your child rides the bus home from school, it is also important that you call Kobussen, (920) 424-7575, to schedule or cancel the bus according to the days your child will be attending Lighted School House.

Pick-Up Policy

We ask that you *only pick your child up at 5:00 pm*. Having children leave before then can be a disruption to community partners, and can impede on time for academics. If there is an emergency where your child needs to be picked up before 5:00 pm dismissal, he/she will need to be signed out.

All students will need to be checked out by the site coordinator at pick-up time (5:00 p.m.) If your child does not walk or bike home, someone from the pre-approved pick-up list will need to **meet the child inside the school** to escort him/her home. If your child has not been picked up by 6:15 pm, we will contact the Oshkosh Police Department.

**Please contact LSH staff if alternate transportation methods are required.

Missing Child

If your child is supposed to come to Lighted School House and forgets to come, we will look for him/her by checking the school hallways, playground, make an all-school announcement, calling home, and calling all emergency contacts. If we cannot find your child, cannot reach you or your listed emergency contacts, we will assume that your child has made it home safely unless otherwise communicated to us by you.

School Cancellations

If the school day has been canceled due to weather or emergencies, there will be no Lighted School House. If the weather is questionable, parents and guardians should monitor local radio and TV stations, and the district website for announcements.



If school closes early, or the school district cancels after school activities, there will be no Lighted School House.

New Health and Safety Protocols

We will be following the same protocols as the school day; This will include:

- We will be spraying disinfectant after using a desk, seat, and other materials, i.e., Legos.
- Maintaining social distancing
- Practicing good hygiene
- Not mixing grades
- Wearing a mask
- Being respectful of the space of others
- Lastly, each student will have their own LSH material kit to prevent possible cross-contamination.

For pickup, you will need to call your programs coordinator or knock on the door to let us know you're picking up. We will also apply this to days with not ideal weather, just like the School during the day. Thus, learning your programs, cellphone numbers will be significant. We ask this because **we will not** be allowing parents or families into the buildings due to district COVID-19 protocols.