



# Parent & Student Handbook

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# General School Information:

## Welcome, Lighthouse Lions!

Dear Lighthouse families,

We want to thank you for partnering with us on this educational journey. We share God's truth through purposeful and intentional learning experiences, fine arts, competitive athletics, and biblical integration. Our mission is to educate the whole child with an eternal perspective so that he/she may go into the world prepared to lead and disciple others.

As a discipleship school, we are dedicated to providing an academic experience centered around the development of a personal relationship with God through faith in Jesus Christ. Our purpose is to partner with Christian families, who hold to our same sincerely held Christian beliefs and are in agreement with our Statement of Faith, to provide an educational experience that always points back to the cross and the love of Jesus Christ. We meet students where they are educationally, emotionally, and spiritually; challenging them to grow in all areas of their life, while encouraging them and providing opportunities for support.

As Christ instructs us to love one another, we want a culture that demonstrates:

**Connection** - a shared vision with a feeling of value and voice for all families and students.

**Communication** - the ability to articulate our identity in Christ and express that identity at all times.

**Collaboration** - unity in our plan to grow in wisdom, stature, and in favor with God and man.

**Character** - discipling students in order to develop leaders that impact the world for Christ.

We are excited to unite in this purpose together and to make an eternal difference in the life of your child while preparing them for the life God has created for them.

## Guiding Biblical Principle

The guiding biblical principle we follow at Lighthouse Christian School is Colossians 3:23, "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." Our goal is to please the Lord in all things. We long to bring God glory by reflecting the character of Christ in all we say and do, both individually and as a school. The following rules and policies are designed to guide students and families in achieving this goal.

## Vision Statement

Educating the whole child with a full view of eternity.

## Mission Statement

Lighthouse Christian School is a discipleship Christian school, committed to the spiritual, intellectual, physical, social and emotional development of students. The purpose of the school is to provide a Biblically-integrated instructional program in a disciplined environment that encourages Christian commitment and academic excellence.

As we continually strive to create a safe and healthy culture of learning, we look to Jesus Christ as our model. Philippians 2 illustrates the service model of Jesus, "even to the point of death on a cross". In pursuit of Christlikeness, we want to establish a culture of service through humility. A servant's heart opens doors

to more meaningful relationships where we take courageous steps demonstrating curiosity, vulnerability, and accountability. Through this deeper connection we share a sense of respect and responsibility for each other and our organization. We move from a “me” mindset to a “we” mindset. As this transformation happens, our performance expectations increase in a united fashion. Philippians 2 tells us to be united in purpose, spirit, and in love. Through this model, the Lighthouse community shall be edifying within and glorifying Christ throughout the community.

## [Click here to view the LCS Statement of Faith and Policy Adherence](#)

By enrolling their children in LCS, and as a condition of continued enrollment, parents agree to fully support the policies and standards of conduct as set forth in this Parent & Student Handbook and cooperate with the teachers and administrators in a spirit of partnership in the training of their child(ren). If, in the sole discretion of LCS, it determines that a parent or student is not fulfilling this commitment to cooperate with LCS policies and procedures, the school may request the withdrawal of a student(s) or may disenroll a student(s).

## **Admission Requirements, Philosophy, Policies and Procedures:**

Lighthouse Christian School is open, from PreK through twelfth grade, to any student of a Christian family that is interested in securing a Christian education. The school must find the student qualified for admission pursuant to standard admissions standards and testing.

As a requirement of enrollment, each student at the school must have at least one parent who exercises custodial control over the student and who agrees in writing that they adhere to and will abide by the school's policies, philosophies and Statement of Faith and Doctrine; and each student must also agree to support and abide by the school's policies, philosophy and Statement of Faith and Doctrine.

Students and families understand that attendance at Lighthouse Christian School is a privilege and not a right. This privilege can be forfeited by any student and/or parent who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment. Students and parents also agree to be courteous and respectful to their peers, staff, faculty and others on campus.

Lighthouse admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Lighthouse Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Lighthouse Christian School administration and to abide by its policies.

## **School Expectations of Parents**

The purpose of Lighthouse Christian School is to provide a Biblically-integrated instructional program in a disciplined environment that encourages Christian commitment and academic excellence. We strive to follow biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) in LCS, parents agree to the school in its financial policies, parental expectations, and the school's student behavior/discipline policies as articulated. LCS reserves the unconditional right to take disciplinary action,

suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by LCS, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of LCS. Support expectations, and the school's student behavior/discipline policies as articulated. LCS reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by LCS, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of LCS. Students and parents also agree to be courteous and respectful to staff, faculty and other parents and students on campus.

Students must reside with parent(s) or guardian(s) as originally declared in the admissions or re-enrollment documentation submitted by parents. The school must be immediately informed of any subsequent change to student residence arrangements or of any subsequent changes to parental or guardianship rights related to the student. In its sole and unfettered discretion, the school reserves the right to discontinue student enrollment should residence, parental rights or guardianship arrangements related to the student become different from what was declared to the school in the admissions process and documentation.

Education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is then obvious. The school also encourages face-to-face parent/teacher conferences. To this end, parent/teacher conferences will be held for any student not maintaining passing grades, not achieving expected levels of performance, or consistently not adhering to LCS behavioral rules and regulations. Parent/teacher conferences may be initiated by the teacher, the parents, or the administration.

## **Lifestyle Agreement:**

Lighthouse Christian School's biblical role is to partner with the home to guide and instruct students to be Christ-like and to live in alignment with the school's Statement of Faith and our sincerely held Christian beliefs. As a religious institution, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school endorses. This includes, but is not necessarily limited to, participation in, supporting, advocating for, or condoning sexual immorality, fornication, adultery, homosexual activity, bisexual activity, rejection of one's biological sex or transgenderism; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27).

## **A Culture of Excellence:**

### **Core Values**

Lighthouse Christian School is committed to a culture of excellence in all areas:

#### **Purpose**

Each student learns more about how they have been uniquely created and designed for God's calling on their life; we will collectively explore who we are, whose we are, and why we are.

#### **Discipleship**

All members of the Lighthouse community grow in their faith and become more like Christ.

#### **Service**

Each staff member and student adopt a mindset of servant leadership modeled after the life of Jesus Christ.

### **Partnership**

We partner with the home to create a community of learners where students grow spiritually, intellectually, socially, emotionally, and physically.

### **School Mascot**

The Lighthouse Christian School mascot is the Lion. Our athletic teams are known as the Lighthouse Lions. School colors are navy blue, white, and silver. See the school branding guide available on the website.

### **School Theme**

Each year a school theme or emphasis will be determined and communicated prior to the school year!

### **Student Outcomes**

As each student comes to Lighthouse with varying gifts and talents, Lighthouse Christian School will strive to nurture each one's individual potential, while attending to personal spiritual, emotional, and academic growth. Details related to "Who we are and Why we are" are available on our website.

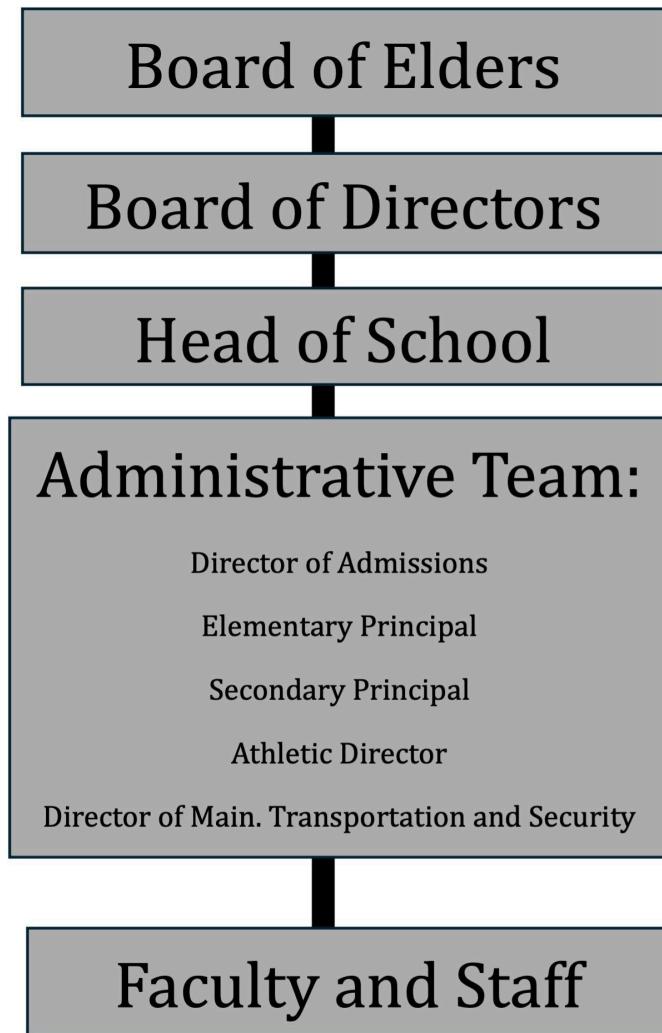
### **Good Faith Feedback**

We welcome an atmosphere where differing opinions can be shared in a respectful way. Good faith feedback, questions, and suggestions for improvement, are always welcome in the development of our students. It will be expected that we follow Matthew 18 and that a voice will be given to your concerns. Please see our Governance and Grievance Policy for more details.

### **Governance**

Lighthouse Christian School is an internal division and ministry of Lighthouse Church. With the desire to honor the Lord Jesus Christ through the most effective operation of its school ministry, the church's Board of Elders has commissioned and delegated authority to a separate LCS School Board of Directors to provide focused oversight and direction for the school. Under the authority of the Lighthouse Church Board of Elders, and with authority granted to it by the church's Board of Elders, the LCS School Board of Directors (or "LCS Board of Directors") is the governing body that provides the policies, direction, and financial, spiritual, and operational accountability for the Head of School. The Head of School has the authority over all school personnel and programs, is responsible for operating and managing all day-to-day affairs of the school, and reports directly to the LCS Board of Directors.

## Organizational Chart



## Learning Environment:

### **Student Responsibilities**

Lighthouse Christian School strives to provide an environment that is safe from physical harm, harassment, intimidation, and bullying. Thoughts and feelings are expected to be conveyed in a respectful and Christ-like manner. The school will make every effort to engage students in a positive learning environment and to help students become successful in every area of their academic lives. Students are expected to treat others and in turn be treated with respect. It is the responsibility of all students to follow school policies and expectations. Respect for staff, faculty, students, and property is an expectation for all.

By enrolling in LCS, and as a condition of continued enrollment, students agree to fully support the policies and standards of conduct as set forth in the Parent & Student Handbook and cooperate with the teachers and administrators.

## **Guiding Behavioral Values**

- Relationships
- Respect
- Responsibility

## **School-wide Expectations**

Students, staff, and faculty all agree to:

- Love God and Love others.
- Work as though you are working for the Lord and not for men.

## **School Policies and Procedures:**

### **School Campus**

- Please be respectful and responsible for your actions at all times.
- Do not play in or near the parking lot or street.
- There should be no rough housing on the school grounds.

### **Drop-off, Pickup and Parking Lot Behavior**

- Speed limit is 5 mph or less.
- Follow the designated drop off and pick up plan for your child's grade level.
- If you require more time for drop off or pick up, please park in a designated area so as not to impede traffic.
- All visitors to campus will park in the front of the building and check in at the front desk using our security system. This is to be done every time you visit campus and will require state issued identification.
- The back parking lot is for secondary students and staff only and is intended for all day parking.
- Students may not go to their cars during the school day for ANY reason. This includes lunch. Demerits will be issued for students going to their cars during the school day.

### **Language**

James 3:1-10 reminds us that the tongue is the most difficult part of the body to control. It is very easy to lash out or speak in a thoughtless manner. In large part, however, our growth in the Lord is reflected by our ability to control our words.

- Students are expected to use wholesome language at all times (Eph. 4:29).
- Inappropriate language includes coarse joking, vulgarity, ridicule, gossip, threats, angry outbursts, and slander in person or via text or email.
- Students should seek to be encouraging and uplifting to others. Words that "tear down" people will not be tolerated.

### **Campus Behavior**

- Show courtesy and respect to teachers, staff, and other students at all times.
- Students should use designated restrooms only.
- Cars, backpacks, and clothing should reflect our Christian values and as such, should be tasteful and modest.
- Keep your school clean by picking up after yourself and using trash cans.
- Hall passes are required to be out of class.

- Personal items should be stored in student lockers or backpacks. Do not leave items needed for the school day in vehicles. Students may not visit their vehicles during the school day. If necessary, students can ask for an escort to vehicles.

## **Secondary Doctrine**

Classroom discussion of what the school deems to be secondary doctrines (ex. future events, roles of women in the church, modes of baptism, etc.) must be on an informative, non-partisan level. Teachers must also be careful not to speak to the students in a manner that would cause offense. Presentation of all sides of an issue is encouraged, and the teacher should encourage students to follow up any questions they have with their parents and/or church leadership. The teacher is to remember that according to Scripture, he or she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on secondary doctrine. Even though the teacher may hold strong personal convictions regarding the doctrine, in light of this policy, and sound teaching practices, they should encourage a gracious and scholarly attitude in the students.

## **Controversial Subjects**

If during the teaching of a class, a teacher sees that a controversial subject arises which will not help achieve the goals set forth in class, then the teacher will not use class time for the discussion of the topic. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals for that subject, then the teacher will do the following:

- Instruct the class of the responsibility of Christians to be charitable in debate.
- Instruct the class on their responsibility to honor the teaching they have received from their parents on the subject.
- As appropriate, direct the students' attention to informed sources on each side of the subject concerned.
- Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects. According to Scripture, the teacher is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students about controversial subjects. Even though the teacher may hold strong personal convictions regarding the subject a gracious and scholarly attitude should be encouraged.

## **Fundraising**

Lighthouse makes every effort to avoid additional expenses to families through fundraising efforts. All fundraising outside of our annual auction will require approval by the school administration.

## **Health and Medication Policies**

- Medical reporting forms required by Idaho state law must be on file for students to receive medication at school.
- Families seeking exemption from state immunization requirements must complete and submit a copy of the exemption documents for the state of Idaho. These forms may be obtained from the front desk.
- In order to care for a student in an emergency, parents must provide the school with an Emergency Medical Information form. This information must be completed through an electronic form on Family Portal prior to enrollment. This documentation includes emergency contacts and phone numbers, permission to treat, medical conditions, allergies and medication.
- LCS' medication policy requires a medication distribution form signed by a physician/nurse practitioner for prescribed medications. If your child has a medical condition such as asthma, allergies (requiring

epi-pen), or diabetes, you will need to have your physician fill out an action plan. These are required for our staff to respond to emergencies. Your child will not be able to attend off-campus school-sponsored activities without this documentation. All forms can be found on the school website.

- Over-the-counter medication can be administered to students with parental consent. The parental consent form can be found on the website as well. Parents will need to provide the appropriate medication. LCS will keep record of each dispensing.
- All medications must be dispensed through the front office. Students may not carry medications on their person. The classroom teacher may not keep medications for students.

To avoid the spread of illness in our schools, a student can **NOT** be at school if:

- He/she has a temperature over 100.4 F. (**The student cannot return to school until he/she has gone a FULL 24 hours without a fever without a fever reducing medication.**)
- He/she has vomited or has had diarrhea any time in the last 24 hours.
- He/she has started an antibiotic within the last 24 hours.
- He/she has red eyes with thick or crusty drainage.
- He/she has an undiagnosed rash.

**Head Lice:** If a student is found to be with head lice (or evidence of nits) he/she will be excluded from school immediately. The student must go through appropriate treatment and show evidence of treatment and be nit free to return to school. The family must make every effort to remove lice from home as well.

If, in the sole and unfettered discretion of the school administration, a student represents a significant threat to the health, safety, or welfare of themselves or others, that student will be prohibited from being on campus or participating in on or off-campus school activities until the school can verify through competent medical or other professional evaluation that it is safe and prudent for the student to return.

## **Academic Expectations:**

### **Teacher Responsibilities**

- Provide instruction based on adopted curriculum, Biblical integration, provide formative and summative assessments, and assign work with due dates that correlate with length of assignment.
- All assigned work will be graded within one week of turn in date.
- Remind students to turn in work on the due date.

### **Student Responsibilities**

- Complete assignment on time and with care.
- Turn in assignments on the due date.
- Keep returned work organized for review.

### **Parent responsibilities**

- Support the school in their efforts to educate your child.
- Encourage your child in their responsibilities.
- Contact the teacher directly if you have concerns.

### **Grading Scale and Course Credits**

- Parents should access lesson plans, grades, and homework information through the FACTS family portal.
- Grading will be developmentally appropriate and will reflect mastery of grade level content.

## **Elementary Policy and Procedure:**

### **Grading Scale**

#### **K-2 (All subjects)**

- E: Exceeds grade level standard
- S: Meets grade level standard
- N: Not yet meeting grade level standard

#### **3-5 (Core Content Areas)**

- A+: 100-97
- A: 96-93
- A-: 92-90
- B+: 89-87
- B: 86-83
- B-: 82-80
- C+: 79-77
- C: 76-73
- C-: 72-70
- D: 69-60
- F: < 59

#### **Specials, Social Studies, Science**

- E: Exceeds Grade Level Standard
- S: Meets Grade Level Standard
- N: Not yet meeting grade level standards

### **Grade Reporting**

The academic year consists of two semesters, with each semester containing two quarters. Each semester grade will be reported separately and will be a combination of the two quarter grades and semester final exam (if applicable). Report cards will be available electronically in FACTS and a printed report card will be available upon request.

Families are encouraged to monitor student grades in FACTS. Teachers will provide mid-quarter progress reports (please see calendar). If a student is failing a subject area at the time of progress reports, the parent

can request a conference to inquire about current grades. .

## **Honors and Awards**

- Honor Roll: Students will be recognized for their hard work at the end of each quarter in grades 3-5. Grades 6-12 will be recognized each semester. Students in grades 3-12 will be recognized for all A's, B's, E's, and S's.

## **Curriculum**

- Curriculum will be determined by the administration and faculty and chosen based on developmental appropriateness, best practices, and biblical integration.

## **Promotion and Retention**

- It is the goal of Lighthouse Christian School that every student is promoted to their next respective grade level. Excessive absences or failure to meet the standards of core content areas could result in retention. The teacher, administration, and family will work together to prevent such instances, when possible, but in cases where retention is necessary, administration will make the final determination.

## **Dismissal from School**

1. If the administration concludes that the needs of a student are not being met by the academic program, a conference will be held with the parents, classroom teacher(s), and the administration. At that time, it will be decided if it is in the best interest of the student to withdraw to find another school with specific programs that can meet their needs or be dismissed from the school for inadequate academic performance.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or has a history of disagreement with the philosophy and the mission statement of the school culminating in an inability of the school to meet the student's needs may be dismissed from the school at the discretion of the administration.
3. Students who leave Lighthouse after the first day of school, either by choice or by decision of administration, must adhere to our financial withdrawal policy.

## **Testing**

- Students in Grades K-2 will participate in STAR Early Literacy testing to assess for growth over the course of the school year. Students in Grades 3-9 will participate in MAP testing for Reading, Language Arts, and Mathematics. Students in grades 10 and 11 will participate in the PSAT.

## **Secondary Policy and Procedure:**

### **Grading Scale**

**In all grades, all subjects receive letter grades as below:**

<b>Alpha</b>	<b>Numeric</b>	<b>CP</b>	<b>H</b>	<b>DC</b>
<b>A+</b>	<b>97-100</b>	<b>4.0</b>	<b>4.5</b>	<b>5.0</b>
<b>A</b>	<b>93-96</b>	<b>4.0</b>	<b>4.5</b>	<b>5.0</b>
<b>A-</b>	<b>90-92</b>	<b>3.7</b>	<b>4.2</b>	<b>4.7</b>
<b>B+</b>	<b>88-89</b>	<b>3.3</b>	<b>3.8</b>	<b>4.3</b>
<b>B</b>	<b>83-87</b>	<b>3.0</b>	<b>3.5</b>	<b>4.0</b>
<b>B-</b>	<b>80-82</b>	<b>2.7</b>	<b>3.2</b>	<b>3.7</b>
<b>C+</b>	<b>78-79</b>	<b>2.3</b>	<b>2.8</b>	<b>3.3</b>
<b>C</b>	<b>73-77</b>	<b>2.0</b>	<b>2.5</b>	<b>3.0</b>
<b>C-</b>	<b>70-72</b>	<b>1.7</b>	<b>2.2</b>	<b>2.7</b>
<b>D+</b>	<b>68-69</b>	<b>1.3</b>	<b>1.8</b>	<b>2.3</b>
<b>D</b>	<b>63-67</b>	<b>1.0</b>	<b>1.5</b>	<b>2.0</b>
<b>D-</b>	<b>60-62</b>	<b>0.7</b>	<b>1.2</b>	<b>1.7</b>
<b>F</b>	<b>0-59</b>	<b>0.3</b>	<b>0.8</b>	<b>1.3</b>

### **Community Service Requirements**

- Students in 9-10th grades are required to complete a minimum of 15 hours of community service per high school year. Juniors and Seniors will be required to complete a minimum of 20 hours of community service per year through their Senior Project. Details and forms are located on the school's website and Family Portal. Questions may be directed to our school office.

### **Grade Reporting**

- Students complete two semesters in a school year. Each semester is reported separately and divided into two quarters. Report cards will be available at the end of each quarter. Grades are always accessible on FACTS. All student work must be turned in at the end of each quarter to be considered for the grading period.

- Students will receive a mid-quarter progress report. If a student is failing a course at mid-quarter, parents will be notified. Parents and students are encouraged to reach out to the teacher for guidance in improving their grade.

## **Add/Drop Policy**

- Secondary students have 7 days to request a change of schedule once the semester begins. After 7 days have passed, students will only be granted a class change in extenuating circumstances.

## **Exam Exemption Criteria**

- All HS students must take semester exams.
- An exam schedule will be provided with a review to be given up to one week before the exam.
- Semester exams make up 14% of each semester's grade.
- No untaught material should be on the review or semester exam.
- All exam exemptions are outlined in the Student Snapshot and are subject to change at the discretion of the administration.

## **Academic Probation**

A student on academic probation has fallen below a 2.0 grade point average for the semester. This probationary period will serve as notice that the student is at risk of failure to receive credits needed for graduation.

1. If a student falls below a 2.0 GPA for any semester, they will be placed on academic probation.
2. A conference will be held with the parents, teacher(s), and student to give an explanation of the probation and to develop a plan of action for improvement.
3. A student who improves to above a 2.0 GPA and is passing every class in the subsequent grading period or designated grade check time will be removed from academic probation.
4. The administration determines if retention or credit recovery is necessary for continued enrollment.
5. The Administration determines if the student is to withdraw to find another school with specific programs that can meet their needs or be dismissed from the school for inadequate academic performance.

## **Honors and Awards**

- At the end of the school year, students will be recognized in the following manner:
  - Top Scholar – Students who earn all A's in every subject
  - Honor Roll – Students who earn all A's or B's in every subject

In addition, at the end of the school year the following awards will be presented:

1. Fine Arts Awards - Presented to students who have displayed excellence in the fine arts.
2. Department Awards - Presented to outstanding students in each academic discipline.
3. Lionheart Awards - presented to one girl and one boy who have demonstrated academic responsibility, who go above and beyond when serving LCS and who embody Lighthouse core values in all aspects of our community.

## **Valedictorian and Salutatorian**

- To be eligible for either Valedictorian or Salutatorian, a student must be a full-time student at the school for both junior and senior years (relocation exemption). The primary means of selection will be based on the weighted GPA for courses listed on the transcript. In the event of a tie (calculated to four decimal places) the student with the most honors, AP, and Dual Enrollment classes will receive the award. If there is still a tie, the numerical average of courses listed on the transcript will be used as the second tie-breaker. The Valedictorian and Salutatorian will be recognized at the graduation ceremony.

## **National Honor Society**

- The school maintains a chapter of the National Honor Society, which was originally chartered in 1934. Induction into the Honor Society is open only to sophomores, juniors and seniors who meet the high standards of scholarship (minimum of 3.25 cumulative GPA), Christian character, leadership, and service. A faculty committee selects National Honor Society members after reviewing informational surveys completed by students who meet the scholarship standard. An induction ceremony is held in the Spring. Students must also complete the service requirements to remain a member of NHS from junior to senior year. Students who transfer late to the school year will be handled on a case by case basis.
- Membership in the National Honor Society is a significant academic honor as well as a personal achievement. As a member, students are expected to attend Chapter meetings and participate in service projects throughout the school year, as well as uphold NHS pillars of character, leadership, scholarship, and service.

## **Promotion**

- Current students must pass all subjects with at least 60% average.
- Students must have no more than two “F’s” in any academic subject within an academic year (Middle School). Retention of a currently enrolled High School student occurs when the appropriate number of credits can not be recovered and maintain course to graduation. The student, parent(s), and teacher(s) may construct a plan for the student to complete prior to the beginning of the next academic year. The plan will include remedial or credit recovery work to be completed through a school-approved program.
- All appeals of this policy will be submitted to the administration. He or she may seek whatever course he deems necessary to render a proper judgment.

## **Dismissal from School**

1. If the administration concludes that the needs of a student are not being met by the academic program, or the student is failing to perform at an acceptable level, a conference will be held with the parents, classroom teacher(s), and the administration. At that time, it will be decided if it is in the best interest of the student to withdraw to find another school with specific programs that can meet their needs or be dismissed from the school for inadequate academic performance.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or has a history of disagreement with the philosophy and the mission statement of the school culminating in an inability of the school to meet the student’s needs may be dismissed from the school at the discretion of the administration.
3. Students who leave Lighthouse after the first day of school, either by choice or by decision of administration, must adhere to our financial withdrawal policy.

## **Testing**

- Students are assessed using MAP and College Board Exams.

### **Assessment Policies**

- All assignments should be completed when assigned and are due on the due date.
- Assignments not completed by the student in class may need to be completed at home.
- Each teacher will determine the method for collecting assignments, i.e. at the beginning of class, in a homework basket within the room, when the teacher calls for it, etc. This information will be communicated to students on the first day of class.
- Grades are a measure of how well a student has met the learning objectives of a course. Therefore, “extra credit” will not be offered in any classes, because this creates a false measurement of what the student actually knows about the subject. In lieu of extra credit, however, students may choose to retake assessments after evidence of further study is demonstrated. Retaken assessment grade policies are determined by the individual teacher and offered on a case by case basis. All retakes must occur within the same quarter and are determined by the teacher.
- Course grades will be determined by assessments such as tests, quizzes, projects, daily course work, and class participation.
- If an acceptable level of learning is not occurring, the student should ask for help from his/her teacher.

### **Late Work and Absences**

- Work is due on the due date assigned by the teacher. It is the responsibility of the student to make every effort to turn in work on time or make arrangements for additional time if needed.
- Acceptance of late work should not exceed one week from the due date UNLESS arrangements have been made with the student and the teacher.
- If a student is absent from school, he/she will receive one day for every day of absence to complete the makeup work. For example, if a student is absent for 3 days, he/she will receive 3 additional days to make up for the missed work.
- It is the responsibility of the student to find out if any assignments were assigned while he/she was absent.
- Teachers **may** offer alternative assignments or opportunities for missed or make-up work.

### **Idaho Digital Learning Alliance**

IDLA is a great resource for our students to access classes that we may not offer or that conflict with students' schedules. To successfully navigate IDLA at LCS, we have created the following information to serve as a guideline.

- Students may begin registering for IDLA classes after their 9th grade year is complete.
- All students requesting to register for IDLA classes must meet with the principal and one parent prior to enrollment.
- Credit recovery classes are paid for by the student.
- Students enrolled in IDLA or Dual Credit courses are still required to be enrolled full time at LCS.
  - A full-time student in grades nine through twelve (9-12) is defined as one who is engaged in academic activities under the guidance and direction of teachers for a minimum of four (4.0) hours of instruction per day. This instructional time does not include lunch periods, breaks, passing time, or recess.
- Students may attend Dual Credit courses after school hours.

- The student must enroll at the hosting institution for dual credit courses. IDLA enrollment only covers the high school credit. Students can also independently enroll at any participating college. (**This is the student's responsibility.**)
- Dual credit course grades must be reported weekly to the student's assigned LCS instructor.
- Discounted tuition is not available to students who choose to take IDLA or dual credit courses.
- Dual credit courses are college level courses and should be treated as such. Any grades earned for dual credit not only reflect on a student's high school transcript, but also reflect on the student's permanent college transcript. These grades can have a lasting effect on the student's ability to earn financial assistance if a course is failed.

## **Attendance Policy:**

Regular school attendance is required by law and is necessary for school success. Successful students understand that regular class attendance and participation is an integral part of the learning process.

When students miss class, they also miss out on learning opportunities.

- Attendance will be taken within the first 15 min of each class period (Secondary) and morning meeting (Elementary).
- Absences: Parents must notify the school office through the official absence form for any absence reason within 48 hours:
  - Sickness or medical appointments
  - Extreme weather conditions
  - School sponsored activities
  - Pre-approved absences by administration (try to avoid missing academic days)
  - Note: a physician's statement is required for excessive and/or prolonged excused absences longer than 3 days.
- In the case of family-initiated absences, parents must submit a Pre-Approved Absence Form to the school office. This form is found under the Student/Parent Tab. The student must notify their teachers of the absence to obtain as much work as possible before leaving to stay current with the class.
- Families should make every effort to schedule medical, dental, orthodontic, chiropractic and haircut appointments after school.
- Please plan family vacations during scheduled school holidays and breaks (spring break, summer break, Christmas break, etc.). Please do not plan vacations or other types of trips during school days (including the Spiritual Emphasis Retreat). The teacher may or may not be able to provide work during a vacation. The student will be responsible for any missed work due to a vacation.
- A STUDENT ACQUIRING MORE THAN 9 ABSENCES IN A CLASS PER SEMESTER WILL RESULT IN A PARENT CONFERENCE AND POTENTIAL GRADE REDUCTION FOR EACH DAY MISSED BEYOND 10.
- A STUDENT ACQUIRING MORE THAN 18 ABSENCES IN A CLASS WITHIN A YEAR MAY RESULT IN COURSE FAILURE OR RETENTION EVEN THOUGH THEY MAY HAVE PASSING GRADES; administrative exemptions for extenuating circumstances may be considered.

## **Attendance Recovery**

- Students who exceed the maximum number of allowable absences in a course may be required to make up missed instructional time in order to receive credit. This recovery time—referred to as supplemental attendance—will be assigned on a class-by-class basis, i.e. one secondary class absence equating to 50 minutes of supplemental time. The format, schedule, and nature of this time will be determined by administration. **Failure to complete the required supplemental attendance**

**will result in the student not receiving credit for the course and may impact promotion, even if the student has a passing grade.**

## **Tardy Policy:**

Class begins as soon as the bell rings. The first few minutes of each class are important to setting the tone for the remainder of the period. Tardy students not only disrupt the flow of class but they miss the valuable instructional time. UNEXCUSED Tardies will be checked in at the front office and will follow progressive consequences. Tardies will be cumulative and apply to any tardy to any class. Students who are tardy at the beginning of the school day will need to check in at the front desk to receive a tardy pass. Morning tardies will be run through our school security system (Raptor) and generate a morning report which will be sent to our Secondary Principal for all secondary students. The following consequences will be in place for tardies.

### **Each Quarter**

#### **Tardies:**

- 5 Overall – Parent, student, and coaches notified via email
- 5 in a single class – Parent, student, and coaches notified via e-mail and student assigned detention
- 8+ Overall – Parent, student, and coaches notified via e-mail and student assigned detention
- Each subsequent tardy – Student assigned detention
- 10 Overall – Parent meeting with Principal

- Students are expected to arrive at class on time. Students are tardy if they are not in class when the bell rings. Students arriving to class after 15 minutes late will be marked as absent.
- If a student must leave class to get necessary materials (books, pens, assignments, paper, etc.), they may incur additional marks against participation points awarded for that day.
- If a student is tardy to school, he/she MUST report to the school office for a tardy slip. In order for a tardy to be “excused” it must be accompanied by a parent note or phone call and should be for a legitimate reason (see table below). This is within reason and should be reserved for emergencies.
- Tardies will start over at the quarter.

**Excused tardies include: medical appointments (with a doctor's note), educational testing (with a doctor's note), college visits, dangerous road conditions, and family emergencies. Unexcused tardies include: oversleeping, buying food or drink, and non-medical appointments.**

## **Academic Integrity:**

- As a Christian school, it is very important that our students show integrity in their school work. Specifically, this means that:
- All assignments should be the student's own work.
- Parents are encouraged to support students in their homework efforts but should not provide answers to students or do the work for them.
- Cheating and/or copying answers from another student is never acceptable.
- Plagiarism is defined as gathering information from other sources and presenting it as one's own writing and/or work. Plagiarism is cheating and is never acceptable.
  - All sources of information should be specifically cited within the document and in the reference section.

- o Information sources that must be cited include, but are not limited to, Internet sources, books, magazines or newspapers, parents, electronic documents, fellow students, etc.
- Work should be completed individually (not in a group or with others) unless the teacher has instructed the students otherwise. When working in a group cooperatively ...
  - o All students must contribute to the group.
  - o Each student should attempt every problem or question. One student may not provide all the answers to the rest of the group.

Academic dishonesty will result in the following consequences:

- A grade of zero (0) on the assignment.
- Depending on the assignment, the student may have the opportunity to redo the assignment for partial credit which will be determined by the teacher.
- Parents will be notified in all cases of academic dishonesty.
- Cheating is a Level II disciplinary infraction (see discipline plan below).

## **Field Trips:**

- Field trips pertinent to instructional objectives will be conducted during the year.
- Each class plans periodic field trips to correspond with classroom instructional objectives.
- Parents may participate in these field trips by assisting and/or supervising the activities. However, parents who are chaperoning may not bring siblings or others.
- Parents are not to dress more casually than the students and are encouraged to dress in a way which is both professional and supports a Christian testimony.
- All behavior on field trips will reflect the school expectations. In addition, the discipline policy will be enforced. (see Discipline policy below)
- All students are expected to make up coursework in classes missed due to field trip attendance.

## **Dress Code:**

The school maintains, and students are required to follow, a dress code that reflects a Christian atmosphere and supports an academically productive environment. Our dress code is designed to support biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship (Gen. 1:27, Rom. 12:2, I Cor. 10:31). Furthermore, our dress code is designed to:

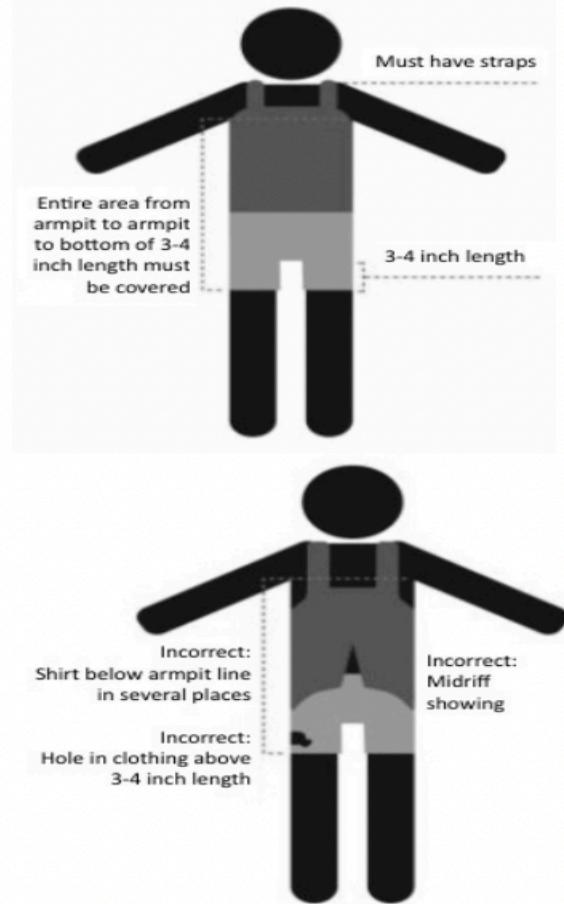
- To underscore the school's seriousness of purpose by encouraging students to think of their attire as an aspect of their work
- To guide students to dress in a conservative, traditional, and modest manner
- To create a positive, disciplined environment in the school
- To assist students in concentrating on academic achievement rather than idolizing fashion trends or engaging in clothing competition
- To eliminate the use of immodest or inappropriate clothing
- To help reduce peer pressure
- To help parents and students with financial stewardship
- To create a positive image in the community.
- To provide an opportunity to show and teach respect for authority

Attire and grooming should not distract from the learning environment. Extremes in dress, hairstyle or makeup are to be avoided. Attire should reflect our Christian values and be modest. This includes all logos or sayings.

Appearance is the responsibility of the individual student and the parents. Students who come to school without proper attention to personal grooming or appropriate dress will be asked to call their parents for a change of clothing or may, after parents have been notified, be sent home to correct these concerns. Students who violate the dress code policy may remain out of class until appropriate attire is acquired. The administration reserves the right to make final decisions in regard to questionable dress or appearance. All students should look neat, clean, and modest.

The following guidelines shall apply to all regular school activities:

1. Clothing must cover areas from one armpit across to the other armpit, and extend in length to cover approximately 3 to 4 inches on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be below 3 to 4 inches on the upper thighs as referenced above (See pictures below for reference). Undergarments must not be visible.



- Torn clothes where skin above the mid-thigh can be seen should not be worn.
- Tops that reveal midriff or are otherwise revealing are not allowed. Tank tops must be “3 finger” width and shoulders are covered.
- Hairstyles should be neat and clean. Extreme hairstyles, such as spikes, unnatural colors, and mohawks, are not allowed. and appropriate. Bizarre or shocking hairstyles are not permitted (i.e., liberty spikes, Mohawks, unnatural coloring, etc.).
- Facial hair is acceptable, but must be kept neatly groomed.
- Undergarments should not be visible under any circumstances (this includes boxers, bra straps, etc.).
- All writing, images, words, or slogans of political or social persuasions on any apparel should

represent the core values of LCS and Christian beliefs. Slogans referring to alcohol, drugs, and smoking are not allowed.

- Hats: are approved unless a teacher requests removal in the classroom. Hoodies may be worn, but the hood may not be worn in the building. Hats are to be removed during prayer and chapel.
- Pajama pants are only allowed on special dress days (ie spirit week).
- Chapel Days: Encouraged and rewarded to wear theme t-shirt
- Students are encouraged to wear Lighthouse gear everyday!

### **Additional Provisions for Elementary Students:**

- Athletic shorts/pants are permitted.
- Boys are not to wear sleeveless shirts or tank tops.
- Leggings, yoga pants and tights may only be worn at school when modestly covered. Exception: PE/Athletics
- Spirit Days: Fridays are designated to show school spirit. So wear school colors and Lighthouse shirts/tops.
- Athletic shoes are preferred for daily wear. Shoes should have a closure around the back of the foot that secures the shoe to the foot. (no flip flops). **Only athletic style tennis shoes will be allowed on PE days.** Heelies may not be worn to school.

### **General Philosophy of School Discipline:**

As a Christian school, it is not only our goal to educate the mind, but to build moral character and to develop faithful followers and disciples of the Lord Jesus Christ. Discipleship involves training and building character into the lives of students (Matthew 28:19; Proverbs 22:6). Although discipline may be at first perceived as difficult and even bringing sorrow (Hebrews 12:11, 2 Corinthians 7:8-9), sorrow that leads to change of heart and behavior makes the challenging experience of discipline worthwhile (Hebrews 12:11; II Corinthians 7:10; Proverbs 23:13-14). In all of these matters our goal is restoration.

There may be circumstances that the normal course of correction and discipline fails to resolve. Whether this is due to a student's unwillingness to comply with the school's expectations of conduct and disciplinary code or a student's need for specialized assistance the school does not provide either would result in a referral to the Head of School to review and determine the best course of action, including the student's withdraw or dismissal from enrollment.

### **LCS Conduct Code & Disciplinary Structure: K-12th Grade:**

The LCS approach to student conduct requirements and disciplinary standards involves emphasis on the student's responsibility in choosing how he/she will behave and discipling them towards better decisions. Parents should expect that students will meet with LCS administration in the event of discipline, conflict resolution, or investigations regarding all levels of infractions. Consequences are seen as the result of a choice on the part of the student. Students, while on field trips, are subject to all LCS conduct policies and are expected to behave in the same manner as when they are on the LCS campus.

The offenses listed below are to be considered examples of the various classes or levels of offenses; no claim is made that these constitute an all-inclusive list. The disciplinary consequences listed as appropriate for each level of offenses are not listed in the order in which they may be employed by school personnel. Rather, the consequences listed merely constitute a range of potential responses, within each level, from which school authorities may choose. The choice to administer a particular consequence will be based on the administration's judgment of the seriousness of the offense and what consequence may be most useful to remedy the situation. Any offense not specified below will be categorized by the appropriate LCS personnel.

### **Level I Behavior**

These are primarily at the classroom level and will be addressed by the classroom teacher but may involve the principal, head of school, or other members of the administration.

#### ***Level I Offenses***

- Hall pass violation
- Drinking or eating in undesignated areas
- Talking in class without permission
- Noises that disrupt teaching and learning
- Scuffling and/or horseplay
- Running and/or making excessive noise where or when prohibited
- Failure to bring required materials and/or assigned work to class
- Failure to participate in classroom activities, including sleeping in class
- Failure to sit in an assigned seat
- Disrespect to school personnel and others
- Throwing or projecting objects
- Dress code violations
- Automobile or parking violations

#### ***Level I Consequences***

- Verbal reprimand
- Verbal warning
- Conference with student
- Change in seat assignment
- Separation in the classroom (temporary)
- Written or telephone communication to parent
- Lowering of conduct grade
- Disciplinary work assignment
- Detentions, e.g. in class before or after school, lunch detention
- Other disciplinary measures approved by the dean of students or principal
- One demerit placed on the student's semester RenWeb record

### **Level II Behavior**

#### ***Level II Offenses***

- Level I Offenses not corrected by Level 1 Consequences
- Leaving the classroom without permission

- Cheating, see also Section Academic Integrity (can also be Level 3)
- Plagiarism, see also Sections Academic Integrity and Technology (can also be Level 3)
- Lying (can also be Level 3)
- Personal displays of affection
- Forgery
- Lunchroom misconduct
- Vehicle misconduct
- Possession or use of occult material
- Profanity, inappropriate language or hand gestures (profanity, suggestive sexual overtones)
- A pattern of disrespect, rudeness, and insubordination to school authorities and others
- Unexcused absence from class; truancy (leaving class group or campus without permission)
- Destruction of school or personal property
- Defacing school property, graffiti
- Any persistent behavior that disrupts classroom teaching or school procedures.
- Stealing and theft
- Activities that threaten the safety of the student, classmates, staff, or any others
- Inappropriate literature or pictures
- Use of electronic communication devices - cell phones, iPhone, Blackberry, pagers, and other electronic communication items not stored off or silent in locker or vehicle
- Computer Offenses – damage to computers, adding software to computers without permissions (includes running software from personal devices; accessing unapproved or inappropriate websites or materials)
- Frequent and repeated violations of Level I rules

### ***Level II Consequences***

- Any consequences listed in lower levels
- Conference with student
- Written or telephone communication to parent
- Conference with parent
- Detentions
- Loss of school transportation privileges
- Removal from class
- Disciplinary work assignment
- Referral to the Principal
- Exclusion from co-curricular activities
- In-School Detention (ISD)
- Probation status
- Saturday Detention
- Out-of-School Suspension (OSS)
- Two demerits placed on the student's semester record
- Other disciplinary measures approved by the principal.

### **Level III Behavior**

#### ***Level III Offenses***

- Level 2 Offenses not corrected by Level 2 Consequences
- Excessive detentions
- Truancy or leaving campus without approval
- Fighting

- Cheating, see also Section Academic Integrity (can also be Level 2)
- Plagiarism, see also Sections Academic Integrity and Technology (can also be Level 2)
- Lying
- Possession or use of any tobacco product
- Gambling
- Hazing
- Activities that seriously threaten the safety of the student or classmates (including reckless driving)
- Deliberately accessing or creating any obscene or objectionable information, language or images. This includes information on web pages, blogs, X.com, Instagram, Facebook.com, or other publicly-accessible sites.
- Bullying, cyber bullying, intimidation, harassment, threats, verbal abuse (i.e. name-calling, ethnic or racial slurs, inappropriate sexual remarks, teasing, derogatory statements). This may also be considered a Level 4 offense, depending on the severity of the incident.
- Possession or distribution of media that is immoral, vulgar, pornographic, or indecent (this includes written media or electronic material on laptops, cell phones, cameras, etc.) This may also be considered a Level 4 offense, depending on the severity of the incident.
- Extortion. This may also be considered a Level 4 offense, depending on the severity of the incident.
- A threat or attempt to do harm, on or off campus (online), directed at a student, faculty or staff member, administrator, school facilities, or property. This may also be considered a Level 4 offense, depending on the severity of the incident.
- Cursing, abusive language, or obscene gestures directed toward a student, faculty or staff member, administrator, visitor, classmate or school representative directly or indirectly including online. This may also be considered a Level 4 offense, depending on the severity of the incident.
- Hacking (illegal, unauthorized or attempted entry into computer files or network). This may also be considered a Level 4 offense, depending on the severity of the incident.

### ***Level III Consequences – Administrator Intervention***

- Any consequences listed in lower levels
- Communication to parent by note or telephone
- Conference with parent at school
- Exclusion from co-curricular activities
- In-School Detention – ISD
- Out-of-School Suspension – OSS
- Disciplinary probation
- Loss of on-campus driving and parking privileges
- Referral for consideration of expulsion
- Referral to law enforcement agencies
- Demerits placed on the student's semester record
- Other disciplinary measures approved by the principal

### **Level IV Behavior**

#### ***Level IV Offenses***

- Level 3 Offenses designated as potential Level 4 Offenses, or Level 3 Offenses not corrected by Level 3 Consequences
- Arson or attempted arson
- Assault
- Burglary or attempted burglary of the school
- Activities outside the school which call for police intervention

- On or off-campus misconduct seriously detrimental to the reputation of LCS
- Major vandalism or criminal mischief
- Criminal activity and/or criminal conviction
- Possessing, delivering, using, or being under the influence of alcohol, any dangerous drug, or any controlled abusable substance or reasonable suspicion of such
- Possessing, delivering, or using any firearm, explosive, knife, or other weapon
- Excessive number of accumulated detentions
- Sexual Harassment
- Promiscuity
- Gross insubordination or defiance
- Stealing
- 

#### ***Level IV Consequences – Administrator Intervention***

- Any consequences listed in lower levels
- Suspension
- Disciplinary probation
- Immediate expulsion
- Exclusion from co-curricular activities
- Restitution or restoration of damage
- Referral to law enforcement agencies
- Compulsory drug testing within one week of drug or alcohol-related offense
- Removal to home-based schooling
- Other disciplinary measures approved by the principal or head of school

Notes:

- Administration reserves the right to bypass stated order of consequences at any level. Excessive and continued violations and disregard for consequences of any level of offense may result in a referral for administrative review that may include expulsion.
- *When clear evidence is available, students who supply alcohol or illegal drugs to others (on or off campus) may be expelled and referred to law enforcement.*
- The administration reserves the right to make decisions regarding dismissal at any level of offense.

## **Before/After School Detentions**

To discipline students who disregard established school policies or when other means do not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Before and after school detentions may be initiated by the administration and will be used to address student misconduct.

## **Saturday Detention**

Students may be assigned to a four-hour (8 a.m. to 12 p.m.) session of Saturday Detention. The first assignment of such will cost \$50.

- Saturday Detention may be considered for rescheduling only upon receipt of a written request by the parent by Friday morning, 8 a.m., preceding the scheduled detention. However, if scheduling conflicts with Saturday Detention cannot be resolved, the student may be assigned to OSS and be subject to academic penalties that go with OSS.

- Re-entry to school may require a parent conference with the administration.
- Failure to attend will result in disciplinary probation for the remainder of the school year with re-enrollment held for the coming school year. Parents will still be billed for the missed Saturday Detention. The student will have to attend the next scheduled Saturday Detention and the appropriate fee will be billed to the parents.

## **In-School Detention (ISD)**

In-school detention may be assigned only by the principal. The parent will be notified by the administration as to the following provisions:

- All daily work may be made up for a maximum allowable grade determined by administration.
- Any major test or project due during the period of ISD will be administered/handed in during ISD with a maximum allowable grade of 100%.
- Students receiving ISD may practice but will not be permitted to participate in co-curricular competitions or performances on the day of the detention.
- Detention eliminates eligibility for exemption of finals.
- Disciplinary probation may be initiated.
- A student who receives an in-school detention while a member of a team will be required to miss one game/meet, not including the games/meets missed while serving the detention. This game/meet will be the next one on the schedule. Neither the student nor the coach may choose a different game/meet.

## **Out-of-School Suspension (OSS)**

Out-of-school suspension may be assigned by the principal and the following specific provisions shall apply:

- The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- A parent of the suspended student must meet with school personnel after a suspension period.
- Any student assigned to out-of-school suspension will receive an automatic “U” in conduct for the current quarter’s grading period and will be removed from any office or leadership position for the remainder of the school year.
- A maximum allowable grade of 50% on daily work, quizzes, and tests and a maximum allowable grade of 70% on long-term projects.
- OSS eliminates eligibility for exemption of finals.
- OSS will initiate disciplinary probation and co-curricular ineligibility.
- A student who receives an out-of-school suspension will be immediately dismissed from the team but can petition the athletic director and principal to return to the team. The student will miss a minimum of two games if reinstated.

## **Disciplinary Probation**

A student placed on disciplinary probation is jeopardizing the privilege of remaining at LCS. Moreover, a student’s behavior which is so unsatisfactory as to merit probation will forfeit any class office or official position held in any school-related organization. A student placed on probation may neither represent the school in any contest or public program nor be eligible to receive any honors and may lose exemption eligibility. When a student is placed on probation, the principal will notify the parents immediately.

The probationary status of a student will be reviewed by the administration on a regular basis. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend LCS.

Further disciplinary actions placing a student on probation for the second time within a year's time may eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

## **Expulsion**

If reasonable attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant LCS' most drastic sanction, the principal may recommend to the head of school that a student be expelled. Depending on the surrounding circumstances, Level III and IV offenses as listed above can result in expulsion. The Head of School will determine the action to be taken after consultation with other senior members of the administration.

## **Drug, Alcohol, and Tobacco Policy:**

Lighthouse Christian School is a drug, alcohol, and tobacco free school. Students should be dedicated to treating their bodies with honor as temples of the Holy Spirit. This involves abstaining from under-age consumption of alcohol, the use of illegal drugs, and the misuse of legally prescribed or over-the-counter medications. By enrolling as a student at Lighthouse, **you are agreeing to abide by this standard and submission to testing.** In order to demonstrate to our community that Lighthouse is drug/alcohol/tobacco free, there may be **periodic random testing.** In addition to periodic random testing, if the LCS administration deems that reasonable cause exists, a student may be required to submit to a drug test. Reasonable cause for drug testing shall exist when LCS administration, in its sole discretion, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances, or alcohol and that the results of a drug test would assist in the final determination. The Administrative Team and School Board shall make the final decision. Whether randomly tested or tested due to reasonable suspicion, parents will be notified. Failure to submit to a drug test may be grounds for expulsion.

Note: Level III disciplinary infractions in this category could elevate to a Level IV infraction. This service could be provided by a professional testing organization but is always performed with dignity and an appropriate level of confidentiality. The goal of such testing is not to "catch" anyone, but to provide accountability and transparency. As Scripture teaches, we want to be "above reproach" in this regard (2 Pet. 3:14). If a student fails a drug or alcohol test, he or she will be offered counsel, appropriate discipline, and support.

## **Physical Privacy, Dignity, Gender, and Sexuality**

Consistent with the School's mission, purpose, sincerely held religious beliefs, and desire to cultivate wisdom and virtue in the lives of our students, the School's policies in the areas of dignity, physical privacy, gender, and issues concerning sexuality are as follows:

1. Definitions and Beliefs. As a Christian organization, the School holds to the definition of "sex" and "gender" as both meaning the biological condition of being male or female as determined at birth by one's physiology and chromosomal makeup. The School affirms that in His wisdom God wonderfully, and immutably creates each person as male or female at birth. These two distinct, complementary genders together reflect the image and nature of God and represent a gift that is not to be rejected as doing so would be contrary to the clear teaching of Scripture. (Gen. 1:26-27; Deut. 22:5; Rom. 1:24-27; Rom 12:2; I Cor. 6:9-20; I Thess. 4:3-8; I Tim 4:12; II Tim 19-22).
2. Bathrooms and Changing Areas. Notwithstanding any other policy, School restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex. In any other School facilities or settings where members of the school community may be undressed in the presence of

others (e.g. changing costumes during school theatrical productions), the School shall provide separate, private areas designated for use by members of the school community based on their sex.

3. Gender Dysphoria, Confusion, and Other Special Issues. The School recognizes there may be instances where members of the school community experience disparity between their sex and their feelings about their sex. The School encourages members of the school community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.
4. Communications and Personal Interaction. The School will at all times interact with members of the school community according to their biological sex. A member of the school community who wishes to identify as a gender other than his or her biological sex is understood to be denying truth and dishonoring the image of God within that person. As a Christian organization, the school will compassionately hold firm to truth and, with love and respect, assist others in doing the same (Eph. 4:15).
5. Attending Dances, Dating, and School Teachings Related to Marriage and Sexuality. As dating is understood to represent the possibility of romantic attraction and the development of relationships that could lead to future marital relationships, and as the School holds to the biblical view of both sexuality and marriage, students may only date members of the opposite sex (Gen. 2:18-25, 1 Cor. 6:18; 7:2-5; Heb. 13:4). Therefore, students are prohibited from engaging in, practicing, or promoting any definition of marriage, gender, gender identity, romantic, or sexual conduct that contradicts the biblical standards identified in the Scriptures above.
6. School Policy and Administration. Gender identity and sexuality issues saturate our culture. Efforts will be made to care for and minister to struggling students. However, since gender and sexuality issues can cause substantial disruption in a school environment and can have a harmful and corrupting influence on other students, the school administration rightly takes into account the good of the school as a whole, as well as the individual, when addressing such matters. A condition of a student's enrollment is compliance with the school's policies and conduct requirements. Therefore, a student who actively pursues, practices, or promotes behaviors and beliefs contrary to the School's position and policies in these areas is subject to dismissal from enrollment.
7. Respect, Humility & Compassion. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). We also believe that every person should be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31), even when corrective or disciplinary actions are merited and enforced. Hateful and harassing behavior or attitudes are not in accord with the school's beliefs. Families enroll their children in the School for the distinctive Christian educational environment that we provide. As a private religious school, the School has the right and responsibility to operate according to its sincerely held religious beliefs. However, we respect the right of parents to have different beliefs and values and choose another school for their child should they ever feel they cannot support the School's policies and feel another private or public school option fits them better.

## **Backpacks and Personal Items**

LCS strives to keep as safe and healthy an environment as possible on campus to help achieve its primary goal of building Christian character and academic competence. To maintain this environment, the school may conduct random or scheduled health, safety and welfare inspections of backpacks, purses, gym bags, lockers,

cars or any other personal items. A student may also be asked to empty the contents of the pockets of their clothing.

Since backpacks and other personal containers should only contain appropriate items, the school believes such inspections should not cause hardship on any student, parent, visitor or employee. The following procedures will be used when conducting inspections.

#### Backpacks or Other Bags/Containers

- A student will be requested to present an item to a school staff member for the purpose of inspecting the item and/or the contents of the item.
- If a student declines to present an item for inspection, the student's parent will be called, and the student will be placed on In-School Detention until the parent arrives. Upon parent's arrival, if the item is still not presented for inspection when the parent is present, the student will be placed on Out-of-School Suspension pending a decision on whether or not to dismiss the student from enrollment.
- If any banned items or substances are found during the inspection, such prohibited items will be confiscated, and appropriate disciplinary actions will be taken.

#### Clothing Pockets

- A student will be requested to empty the contents of their pockets for the purpose of a school staff member inspecting the contents.
- If a student declines the request for inspection, the student's parent will be called, and the student will be placed on In-School Detention until the parent arrives. Upon parent's arrival, if the inspection is still declined, the student will be placed on Out-of-School Suspension pending a decision on whether or not to dismiss the student from enrollment.

If any banned items or substances are found during the inspection, such prohibited items will be confiscated, and appropriate disciplinary actions will be taken, including making reports to proper law enforcement agencies.

## **Music/Media**

LCS believes music or media which promotes rebellion, violence, sexual perversion, promiscuity, suicide, disrespect for authority or biblical values, drug use/drunkenness, vulgarity, or satanic activity is not an acceptable form of entertainment for LCS students. Therefore, while at school or school-sponsored functions, students may not listen to or view such media nor have in their possession magazines, t-shirts, notebooks, or other personal items that promote this type of media.

## **Unauthorized Materials**

Students are not to bring recreational material (i.e. teen magazines, comics, sports magazines, beauty magazines) or other non-required books, magazines, or periodicals on campus unless approved by teacher or principal. The teacher will collect such items. Obscene, pornographic, or vulgar items of any type shall not be allowed on school property at any time. While this is aimed specifically at books, magazines, posters, or pictures, it also includes any printed, drawn, or electronic material that is deemed obscene, pornographic, vulgar or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education. Possession of such may lead to expulsion.

## **Off-Campus and Online Conduct**

Students of LCS represent their school, their parents, and their Lord at all times. Therefore, the expectation of appropriate conduct applies beyond the school setting. Serious violations of the school standards of conduct

render the student subject to disciplinary review and corrective action, including expulsion, even when such violations occur away from school. Examples of serious violations include, but are not limited to, the following:

- Stealing or shoplifting
- Use of alcoholic beverages
- Sexual immorality, vulgarity, pornography, or indecency
- Smoking or possession of cigarettes
- Possession or use of illegal drugs
- Vandalism
- Malicious prank against a school representative (e.g. teacher, coach, administrator, etc.)
- Involvement in unlawful activity
- Involvement with the occult, gangs, or gang members
- Inappropriate dress at school functions
- Inappropriate online behaviors identified by the administration
- Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of school
- Other serious infractions deemed inappropriate by the administration

Violations will be documented and parents notified.

## **Student Harassment, Intimidation or Bullying:**

Every student has the right to be physically safe and free from harassment, intimidation and bullying. As image bearers of God (Gen 1:26) bullying, harassment and intimidation assault the very character and nature of God.

According to Promoteprevent.com, “Bullying is a repeated aggressive behavior where one person (or group of people) in a position of power deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Acts of bullying can be physical or verbal. Many young people can be unkind to each other during adolescence as they refine social skills and grow into adults. While these interactions are unpleasant, there is a clear line between conflict and bullying. Incidents of bullying must include all 3 of these characteristics:

- Intentional- the behavior was aggressive and a deliberate attempt to hurt another person
- Repeated- these aggressive actions occur repeatedly over time to the same person or group of people
- Power imbalance- the person bullying has more physical or social power than the child or children being bullied

Bullying almost always takes an emotional toll upon the child being bullied, but the actions that constitute bullying vary. There are four types of bullying, which can occur separately or simultaneously:

- Physical bullying such as kicking or pushing
- Verbal bullying such as name-calling or yelling
- Relational bullying such as excluding or rumor-spreading
- Cyberbullying which involves sending hurtful messages over digital devices like computers and cell phones.”

Bullying can occur on or off campus and includes online incidents or other uses of technology. Bullying includes threats, verbal and physical attacks, and exclusion. This could also include attacks on one's race or culture.

- If a report of bullying is made, an investigation will be launched to determine the validity of the complaint. The above characteristics will be weighed and a determination will be made. Restoration of relationships will always be the goal, but consequences of ongoing bullying could result in dismissal from school. The

school will reserve the right to dismiss at any point.

- Neither the victim nor witnesses will be promised confidentiality at the onset of an investigation. What will be discovered cannot be predicted nor the final outcome of the investigation. Victims and witnesses will be informed that any information discussed and recorded will be confined to a “need to know” status.
- Parents of the victim and alleged perpetrator will be notified that an investigation is being conducted and informed of the nature of the investigation.
- The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.
- Separate conferences with the victim and offender may occur after the investigation to determine if the bullying, harassment or intimidation has continued and whether additional consequences need to be implemented. Additional conferences will be held as necessary.
- If an act of bullying, harassment or intimidation is also a delinquent act, it will be promptly reported to the responsible law enforcement agency.

#### Guidance for Students Experiencing Conflict:

Goal: We want students to learn the life-skill of handling offense in a godly way knowing that your value rests in what God says about you and not what anyone else says or does.

1. If you experience violence or witness violence report immediately to a faculty member or administrator.
2. Walk away from the offense without reacting or retaliating. Choose to forgive and to be a person of character. Be powerful by using self-control and the wisdom to walk away. (Proverbs 19:11 “A man's wisdom gives him patience; it is to his glory to overlook an offense.)
3. If you feel hurt, threatened or upset by something someone has done to you directly---use an “I” statement to tell them how you feel and a direct request for them to stop. Example: “It hurts my feelings when you talk about me, I would appreciate it if you would stop.” Or “Have I done something to offend you? If so, please let me know and I would appreciate it if we could speak to each other kindly.” “You don’t have to be my friend if you don’t want to but please show kindness by not talking about me.” If the person persists in saying unkind things to you directly, tell them 2 more times in a calm way how it is making you feel and that you would like them to stop. If you can’t tell them face to face, you can write them a note—practice being a healthy person by confronting in love. (Matthew 18:15 “If your brother or sister sins (offends or hurts you), go and point out their fault, just between the two of you. If they listen to you, you have won them over.”)
4. Reverse the negativity. Understand that you are valuable and absolutely loved regardless of what anyone says or does to you. Insecure people hurt others. Overpower negative talk with positive talk. Even if your feelings are hurt, you can make a choice to forgive, pray for someone and speak kindly about them. Do not believe or spread gossip. Real friends are growing in love and don’t let each other gossip. Choose to kill gossip and slander by making a commitment to only speak what will benefit others. If someone gossips to you about someone else, say, “ I am really glad that we are friends and that you trust me but I am not going to listen to negative talk about others because it ends up hurting a lot of people in the end.”

5. Talk to a Teacher, Administrator, or other leader. Ultimately, you cannot control someone else's actions. After you have used these skills to confront in a healthy way and someone continues to say unkind things to you directly or is threatening you in any way—let an adult know what is going on and how it is affecting you. Let them know the steps you have taken to problem solve and ask for help.

## **Public Displays of Affection:**

In its desire to provide a learning environment for all students that is safe, wholesome, and free from unnecessary distraction, LCS does not allow public display of affection (PDA) among students during school or school-sponsored activities and/or at any time while on campus.

Public display of affection is defined as physical contact between students, including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. In I Corinthians 6:12, Paul states that “all things are lawful unto me, but all things are not expedient. . .” LCS desires to maintain a high standard of honor, purity, and appropriate behavior between members of the opposite gender in the student body and encourages each student to be an example of appropriateness for the academic environment and respect to others.

The Bible clearly teaches that homosexual activity is an abomination to the Lord (Leviticus 18:22, I Corinthians 6:9). Therefore, LCS does not allow any act, promotion, or display of homosexuality, bi-sexuality, or transgenderism. Such activity is inconsistent with the school’s doctrinal statement and constitutes grounds for dismissal from LCS.

## **Electronics:**

### **Internet Acceptable use policy**

Lighthouse Christian school believes that the Internet contains extremely valuable resources for students. It is our goal to help students learn efficient, ethical, and appropriate use of these resources. Students can enhance their learning experience through the variety of reference and research materials available online. To accomplish this, LCS has a media center and school Wi-Fi with filtered Internet service. Following are LCS policies regarding computer/internet use:

- NO outside electronics are to be used.
- All computer or tablet use is to be school-related. These are not for personal use, such as social networking, shopping, instant messaging, and so forth.
- Personal social networking should not reflect negatively on Lighthouse Christian School or any of the policies/procedures therein.
- Each student will be given a username and password. These must be used in order to log on to the computers.
- All activity on the school computers is monitored by the technology department.
- Any use of the computer deemed inappropriate may result in the suspension or revocation of computer privileges. Some examples of inappropriate use are (even on personal devices): online bullying, teasing, or harassment.
  - using the network for any illegal activity
  - using the network for accessing any pornographic or otherwise inappropriate sites
  - using the network for financial gain or initiating any financial transactions o degrading or

- disrupting the equipment or system performance
- accessing or vandalizing the data of another user, or using the login of another user – with or without that user’s permission
- gaining unauthorized access to resources, including trying to get around the Internet filter
- invading the privacy of individuals, including reading mail that belongs to others without their permission
- disclosing personal information to websites or people through the Internet. This includes requesting magazines, catalogs, etc.
- any type of chat or instant messaging inappropriate use of resources resulting in plagiarism.
- School Wi-Fi is for school-related use only and is not to be accessed for personal use. Password protected signals are used for security purposes. Access to these passwords is privileged information and should not be shared with others.
- These policies will be explained to students during the first week of school, and they must have a signed agreement form in order to receive access to the school computers.

## **Cell Phone and Personal Electronic Device**

This policy applies to all personal electronic communication devices, including cell phones, smartwatches, earbuds, headphones, and similar items. School-issued devices or approved devices for educational use are exempt from this policy.

### **General Rules:**

- Devices must be completely silenced and out of sight during school hours.
- Devices must be stored in a backpack, bag, or locker, and not on the student’s person.

### **Use of the School Phone:**

We understand that circumstances may arise that make it necessary for a student to contact his or her parents during the school day. Use of the school phone is made available to students for these purposes.

- If students need to call home, use of the school phone is allowed before/after school and during passing periods.
- Students must receive permission from a school employee before using the phone.
- Students may not leave class to make a phone call home unless it is an emergency.
- Parents who need to reach their child during the school day should do so through the school office, not by cell phone. The office number is (208) 737-1425.

### **Restrictions on Use of iPods and Personal Electronic Devices:**

The school understands that parents may allow their children to listen to or view content on iPods or other devices while carpooling to and from school each day. However, iPods, MP3 players, iPads, and other electronic communication/entertainment devices are not to be displayed, seen, or used during regular school hours.

During transportation to athletic events or in other circumstances, it is generally media that is of specific Christian content or “G” rated. In any event, any and all media on student personal devices must comply with school media standards. These same standards also apply anytime a student is attending a school sponsored

activity in the evening or on weekends as a spectator. Violations of these standards may lead to confiscation of the device and further disciplinary measures.

## **Student Property:**

If students bring personal property to school (cell phones, electronic devices, money), such items are best secured in the student's locked lockers (personal locks must be provided by the student). Students should not share locker combinations with other students and should keep lockers locked at all times. While LCS maintains a safe and orderly campus, LCS will not be responsible for lost or stolen items, and students should avoid bringing unnecessary items to school.

## **Food Service:**

Lighthouse Christian School provides a convenient, nourishing and affordable lunch program. Students have the option of choosing either the daily hot lunch option, boxed lunch, or prepared salads or sandwiches. We ask that families refer to the monthly menu and the website for more information. Lunch must be ordered in advance. If a student forgets to order lunch and does not have lunch, a boxed lunch will be provided at the family's expense. Secondary students may buy snacks during nutrition break.

### Lunchroom, Food and Drink Policies

- Lighthouse is a closed campus.
- Students are expected to treat lunchroom staff and volunteers with respect and courtesy.
- Microwaves are available in the lunch room for student use. Students should stay with their food while it cooks to make sure there are no problems. If food spills in the microwave, please clean it up.
- Students buying school lunch should wait in an orderly line. Students may not save a place in line for friends. Anyone caught cutting in line or allowing someone to cut will go to the back of the line.
- Food and drinks are to be consumed in the lunchroom and Grindhouse only. No food or drink (with the exception of water) is allowed in the MS/HS building unless it is a teacher organized, class event or it is during HS break time.
- Weather permitting, students may use the basketball courts and other outside activities available to them when finished with lunch. If a class is utilizing any of the outside activities, priority for usage goes to the class and not to students at lunch.
- Seniors may be allowed to leave campus for lunch periodically **as determined by the administration**. If any senior student is habitually tardy to class after leaving campus for lunch, he/she may lose lunchtime privileges either temporarily or permanently.
- Parents or guests wishing to have lunch with their child on campus must sign in at the school office when they arrive.

### Gum and Breath Mints

- Secondary students may chew gum/breath mints responsibly. This cannot become a distraction in class and must be discarded appropriately. Teachers may restrict use at their discretion. Elementary students may not chew gum in school.

## **Textbooks and Chromebooks:**

Textbooks and chromebooks are the property of Lighthouse Christian School. In order to maintain their usefulness as long as possible:

- Students will be issued a chromebook during class time. If a student needs to take a chromebook home

they will need to be checked out with their teacher. If a chromebook is lost or damaged, parents will be charged for a replacement. This includes chargers.

- Hard-back textbooks are recommended to be covered. It prevents wear and tear. It is the student's responsibility to cover textbooks. Please use paper covers only and clearly label the student's name on the front cover.
- Textbooks (including novels used in English) must be returned in good condition. If a book is lost or damaged, parents will be charged for a replacement book.

## **Lost and Found:**

LCS maintains a Lost and Found for missing items.

- Students may access Lost and Found before/after school, during break and during passing periods. This is located at the front office.
- Unmarked and unclaimed clothing will be given to charitable organizations at announced times during the school year.
- Lost textbooks will be returned to students. There will be a charge for any damage.

## **Skateboards and Bikes:**

While it is necessary for students to arrive on campus via various modes of transportation, some methods are more conducive to a school setting than others.

- Students should not bring skateboards, scooters, roller-blades, or "HEELIES" to school.
- Bicycles may be ridden to and from school, but they may not be used during school hours and should not be ridden on the school grounds or sidewalks surrounding the school at any time.
- Bicycles should be locked up in the racks.

## **Grievance Policy:**

The Bible gives specific guidance regarding how Christians should deal with any dispute or violation that may occur between individuals (Matthew 18:15-20; 1 Corinthians 6:1-8; and Galatians 6:1). The following is a summary of these biblical principles, and applies to parents, students and staff members:

1. The resolution of any dispute or conflict should be initially resolved at the lowest level possible. This should include only the people who are directly involved in the conflict. For example, go to the teacher first, then the building principal, then the Head of School...).
2. The key to handling any dispute is mutual Christian love and grace. Families should refrain from negative public communication against the school.
3. Although other parents may have similar concerns and conflicts, scripture requires that we deal with the conflict as an individual and not as a group of like-minded individuals. Christians should speak first only to the individual with whom they have the conflict, and to no other person. Involving anyone else is gossip and is counterproductive. There are four steps to take when an offense has occurred:
  - a. To maintain classroom continuity, any concern or conflict between a student and teacher or parent and teacher should be addressed in a meeting between the two at a mutually agreed time as soon as practical. It is better to address these in a timely manner as to not allow time for a root of bitterness to take hold, preferably within 72 hours. The focus of the meeting should be to seek to understand the other's actions, and perspective, with the goal of coming to an understanding that leads to reconciliation. Respectful speech, tone, and demeanor are expected among all parties involved. If the student is mature enough, grievances concerning the classroom and the teacher are expected to first come from the student before parents and administrators are involved.
  - b. If the conflict still has not been resolved and reconciliation and understanding are the desired outcome, please request a meeting with the offending individual, their supervisor and a school

administrator.

- c. The next step is a meeting with the Administration. For clarity, all issues with a teacher must be brought to the teacher first. If resolve is not found with the teacher, a parent may request a meeting with the building administrator. For elementary, this is the Principal. For secondary, this is the Secondary Principal. If resolve is still not found, the issue can be escalated in writing to request a meeting to the next administrator. For elementary, this would be the Secondary Principal. For secondary, this would be the Head of School. If the matter is still not resolved, the issue can be escalated to the next administrator in writing to request a meeting. For both elementary and secondary, this would be the Head of School. Because of this policy, “on demand” meetings will not take place.
- d. If the person bringing the grievance is not satisfied with the resolution offered or the Head of School’s decision in the matter after working through the aforementioned steps, the individual may submit a written appeal to the LCS School Board of Directors. Such an appeal must a) be in writing, b) outline the underlying issue, the specific policy or policy violation involved, and the steps to resolve the issue already taken, and c) state why they believe the resolution offered or decisions made in the matter are unsatisfactory. This should be delivered to the Administration, who will deliver it sealed to the chairperson of the Board. If the LCS Board of Directors declines to review the matter, any decisions rendered by the Head of School will be considered final. If the LCS Board of Directors decides to review the matter, any decision rendered by the Board of Directors will be considered final. Letters to the board written anonymously will not be considered.

### **GRIEVANCE PROCEDURE STEPS TO FOLLOW ALL STEPS ARE TO BE FOLLOWED IN SEQUENCE**

## **Tuition Policy:**

Thank you for choosing a Christian education for your child. We understand that this can be an incredible sacrifice. In order to assist you in managing the cost of this commitment, we have outlined the following policies:

- Monthly Payment Plans and Statements: Tuition is due within the month billed. All tuition will be withdrawn through ACH (automatic clearing house), unless there is an approved exception by LCS Administration. (exceptions might include; the Idaho State Tax savings program called the 529 Plan ([www.idaho529.org](http://www.idaho529.org)), prepay or lump sum payments, etc.)
- Past Due Accounts: Any past due arrangement for payment past the due date MUST have prior approval from the LCS Administration. If the previous month’s tuition is not paid by the 10<sup>th</sup> school day of the following month, the student(s) are not eligible for continued enrollment( attendance in class) on the 11<sup>th</sup> school day of the next month. Once the account is current, or payment arrangements have been made, the student(s) will immediately be eligible for enrollment (attendance). If a student without current payment status comes to school, he/she will be placed in the office and a parent will be contacted to pick him/her up. Any family that has not paid the final tuition balance by the 10th of June each year will be transitioned to a note receivable. That note may be established to repay the current balance while also paying the subsequent year's enrollment fee and tuition. The Note Receivable terms are as follows: 1 year term, 10% accruing interest, ACH withdrawal, 5% interest returned if paid without incident. Any family that has not paid in full their terminating annual tuition will either not receive a diploma or current transcript until the balance is paid.
- Returned ACH Fee: If an ACH payment is returned by the bank for any reason, a \$50.00

returned ACH fee will be charged to your account.

- Any extended plans beyond the above policy are to be reviewed by the Administration and approved by the Board at its regular meeting time.
- Note- Financial Aid and Scholarships are available for qualified families.

## **Student Records:**

Lighthouse values confidentiality. All student records and personal information is important and will be kept in the strictest confidence.

- Original documents (i.e., the students' cumulative files) will not be given to parents. These must be requested in writing by the school to which the student is transferring.
- Official transcripts for college applications, scholarships, or other purposes will be mailed directly by LCS as instructed. Transcript request forms can be found online or requested by emailing Beth Ruhter, [bruhter@lighthousecs.org](mailto:bruhter@lighthousecs.org)
- Periodically review and check your transcript for accuracy.

## **Field Trip & Activity Policies:**

In order to supplement the classroom curriculum with relevant learning experiences outside the classroom, Lighthouse students participate in educational field trips each year. Field trips are designed to support the learning that is taking place in the classroom, and therefore each grade level will participate in specific trips. These trips often involve parents as chaperones and drivers. Below are four important policies regarding field trips:

- Most field trips are grade-level specific (sometimes for multiple grade levels). Therefore, we request that students not attend the field trips of their siblings in other grades. This will help to keep group sizes reasonable, and to make transportation issues simpler. It also helps maintain the uniqueness of the trip for students.
- All drivers for school field trips and activities must be licensed drivers 21 years or older and maintain full insurance coverage.
- For the safety of everyone involved, drivers and passengers must wear a seatbelt, and drivers are expected to follow all posted speed limits and road signs.
- Movies and music enjoyed while transporting students should be in keeping with the Christian values of LCS. Please keep in mind that families have differing expectations regarding entertainment, so it is best to veer on the conservative side.

## **School Day Information:**

### School Hours

- Elementary

Monday through Friday, 8:20 AM to 3:10 PM

- Secondary

Monday through Friday, 8:10 AM to 3:10 PM

## **Visitor Policy**

We welcome parents and grandparents to our campus! For the safety of all students and staff, all parents and guests must stop in at the front office to sign in and be screened through our security system. Visitors must wear a visitor badge while on the campus. All guests are subject to the same rules of conduct as students during their visit.

- Visitors are not permitted to attend classes with students unless approved by Administration.
- Pastors and youth pastors are encouraged to visit students during lunch.
- All visitors should email the teacher to communicate intent to visit.

## **Volunteer Policy**

Any person working directly with students on a regular basis will be required to have a background check completed. This also includes lunchroom and office volunteers.

## **Student Check Out Policy**

Students up to age 16 must be checked out by an authorized pick up person over the age of 18. The pick up person must be in FACTS. Parents and authorized pick up persons will be asked for his/her state issued identification. This process will run through our school security system (Raptor). If a student is able to drive and needs to leave during the school day, he/she may have a verbal permission from a parent or guardian in the case of an emergency or illness. If the student driver knows he/she will be leaving early, please remit a note to the front office in the morning to obtain authorization to leave campus and park in the front of the building before school begins. **All students must check out through the front office.**

## **Secondary Specific Information:**

### **Lockers and Backpacks**

- Lockers are the property of LCS and are subject to regular or random inspection without prior notice. LCS is a private institution, not a government entity, therefore students have no right to, nor should they have the expectation of, privacy in regard to their lockers, backpacks, or automobiles parked on school property.
- Lockers are provided for all middle school and high school students as a means of organizing their school books and supplies.
- Lockers should be organized and easily accessible. Students should be able to quickly find the necessary materials for class. Organized lockers ensure this is possible.
- Lockers will be assigned to students. Students are responsible for the security of items left in the locker therefore use of the lock is recommended.
- Personal locks for lockers must be provided by the student.
- Lock combinations should be kept private.
- Students should clean out lockers regularly.
- Lockers are not to be shared. Each student is to use his or her assigned locker only.
- Valuables are best left at home. If it is necessary to bring valuables to school, they should be kept locked in the locker at all times. Lighthouse Christian School is not responsible for lost or stolen items.
- Do not leave books or other materials on the floor. . This is a hazard to those walking around the hallways and damages books.
- Lockers are school property and may be subject to search at the discretion of school administration and/or faculty.
- Backpacks may also be searched at the discretion of school administration if reasonable suspicion exists that a student has violated some aspect of school policy.

## **High School Graduation Requirements**

In order to graduate from Lighthouse Christian School, students must complete the required number of credits in each category below. These are basic requirements for graduation. Requirements for students continuing on to college may be greater than the minimum requirements listed. One credit is given per class for each semester. Quarter grades are averaged with a semester final exam. Quarter 1 is 43%, Quarter 2 43% and

Semester final is 14 %. The semester average must be a passing grade to receive credit. Students receiving less than a 60% for any semester class, must complete a credit recovery course at the student's expense.

#### Graduation Credit Requirements

Subject	Credits Required
Bible 8 or for each semester of attendance at LCS	
English 8	
Social Studies 5	
Mathematics 8	
Science 6	
World Language or Interdisciplinary Humanities 2	
Electives 11	
Speech 1	
Health 1	
TOTAL 50 credits	

For College Bound Students It is highly recommended that you take a minimum of four years of math and science, and two years of a foreign language. This is the requirement for entrance into most colleges and universities. Also, it will be to your advantage to take as many advanced level courses as possible.

#### Co-curricular and Extra-curricular Activities

Lighthouse understands that co-curricular and extracurricular activities provide students with a well-rounded academic experience. Students participating in co-curricular and extra-curricular activities must represent the character of Christ both spiritually and academically. At the discretion of administration, students may be denied participation for academic and behavioral issues. Additional requirements may be placed on students who desire to participate in co-curricular and/or extra-curricular activities.

### **Lighthouse Lions Athletics:**

At the discretion of administration, students may be denied participation in athletics for academic and behavioral issues. Additional requirements may be placed on students who desire to participate in athletics. Student athletes and parents should review the Athletic Handbook for detailed information about the LCS athletic program which is found on the website.

#### Parent Volunteer Policy

LCS Athletics strives to develop students' sportsmanship, teamwork, and athletic skill in keeping with Christlike character. To do this with excellence it takes volunteers partnering with LCS. Athletic revenue is

necessary to offset athletic department expenses.

Parents/guardians/host families of athletes playing any LCS sport will be required to serve at 2 home sporting events within the season of their athlete's participation as well as other fundraising events.

Arrangements can be made to allow the volunteer to serve at a time that allows them to watch their student compete, i.e. J.V./ Varsity games or seasons, serving during a sport your student does not participate in. A Sign Up Genius form will be sent to be filled out for these opportunities. Please find the various volunteer opportunities below.

- Concessions
- Gate: Entry Fee Collection
- Scoreboard
- Line Judging
- Auction

## **Right to Revise:**

*This handbook contains the policies in effect at the time of publication. All previously issued handbooks, common practices, memos, postings or generally practiced policies are superseded by this document.*

*While every effort has been made to be thorough, no document can anticipate every circumstance that may need to be addressed, thus the Administration will reserve the right to address those issues that arise outside the direct language of these policies within our mission statement and guiding biblical principles as determined by the School Board.*

*Additionally, at any time the administration may revise, supplement, or rescind any policies or portion of the handbook as is deemed appropriate.*