



# **Lighthouse Academy**

## **Parent-Student Handbook**

### **2025-2026**

Wheat Ridge Location: 10555 West 44<sup>th</sup> Avenue  
Wheat Ridge, CO 80033

Lakewood Location: Colorado Adventure Point  
10455 W 6th Avenue, Suite 150  
Denver, CO 80215

[www.lighthouseacademyco.com](http://www.lighthouseacademyco.com)

# Foreword

Mission: Lighthouse Academy exists to inspire a love of learning in children through quality homeschool enrichment courses.

Vision: Lighthouse Academy provides students access to learning outside the traditional bounds of the typical classroom through a variety of enrichment classes available to students in kindergarten - 8th grade.

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## Lighthouse Academy Directory

### Administration:

Brittany Dunn, Administrator.....720-472-2222  
info@lighthouseacademyco.com

## Governing Board

### ***Board of Directors***

Lighthouse Academy is governed by a Board of Directors composed of men and women who have agreed to serve the Lighthouse Academy community by upholding the mission and vision of the organization.

## Hours of Operation

Lighthouse Academy offers a variety of schedule options including:

Monday - Thursday	2:30 PM - 4:00 PM
Friday (Wheat Ridge)	8:45 AM - 3:15 PM
Friday (Lakewood)	8:45 AM - 3:15 PM

# Calendar

Lighthouse Academy is in session from September through May, and we follow a modified calendar for Jefferson County Public Schools. To view the elementary calendar of events for the 2025-2026 year, please visit the Lighthouse Academy website.

## Lost & Found

**Please LABEL all jackets, sweaters, raincoats, backpacks, lunch pails, etc.** Lost articles will be placed on the lost and found cart where students may claim lost articles. At the end of every month, lost articles not claimed will be given to a charitable organization.

## Staff Overview

All staff members meet the experience qualifications for their positions and are excited each day to teach your child.

## Curriculum Overview

Our classrooms utilize a variety of enrichment curriculums as well as supplemental programs as decided upon by individual teachers. These programs, flexible for all types of learners at all stages of learning, develop the joy of learning through both teacher-guided and independent discovery-based activities.

## Admissions & Registration

### *Admissions*

In order to be admitted to our program, a student must meet the minimum age requirement and there must be availability in the classroom. If these requirements are met, a family is invited to fill out an application for enrollment.

Lighthouse Academy does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other programs.

Registration for Lighthouse Academy opens in January for the upcoming year.

### *The Role of Parent Volunteers in the Classroom*

The teacher in each room will have written instructions as to how to best utilize a volunteer in the classroom to benefit students and overall learning. All involvement is at the discretion of the teacher and should support the teacher in a manner that provides help in the guidance of instructional practices in the classroom. You can also see, “How to be a great volunteer” on the website.

Parents may make arrangements through the Administrator to observe in the classrooms. Please be sure to check in at the office and receive a name tag that is to be worn during the entire time you are on campus.

## **Emergency Procedures**

### ***Emergency Drills/Evacuation***

Emergency drills are held at least once a year to acquaint administration, staff, teachers, and students with the recommended process.

### ***Evacuation from Building (Fire)***

In the event of an emergency that requires evacuation from the building, the staff will take the students and visitors to the nearest exit outside to the designated safe area. If authorities decide that it is not safe to re-enter the building, the staff will contact the parents/guardians to pick up the student.

### ***Emergency Shelter (Tornado)***

Upon notification from authorities that a weather emergency is present, the staff will take the students to the storage room in the bottom level of the building. If it becomes necessary, authorities may direct the students and staff to another location.

If at any time the Administrator determines that holding class would be detrimental to the safety of the students, the Administrator may cancel classes until it is safe to resume. All parents will be notified of such action should the situation occur.

### ***Lock Down Policy***

All staff has been trained on how to safely conduct a lock down of the building in the event the authorities announce danger in our vicinity or should a staff member deem such action is necessary for the safety of the students and staff.

You may learn more about SRP by visiting [iloveguys.org/srp.html](http://iloveguys.org/srp.html).

### ***Communications***

Website - [www.lighthouseacademyco.com](http://www.lighthouseacademyco.com) - Parents and students are encouraged to visit the Lighthouse Academy website for current communication; the site hosts a current monthly calendar.

### ***Emergency***

In case of emergency, communication will be initiated by Lighthouse Academy via group telephone message system and/or via email.

# Health and Safe Students Policies

## ***Location of Students at All Times***

Staff will accompany any student that leaves the classroom outside of a normal transition time or use of a bathroom pass.

## ***Individuals Not Authorized to Pick Up***

Lighthouse Academy will not release a student to anyone other than authorized persons listed in the emergency section of the emergency card. In the event that an unauthorized person arrives to pick up a student, the parents will be contacted immediately.

Any person unfamiliar to the staff (administration or teachers) will be asked to provide the staff with a state issued photo identification and this information will be used to verify information on the emergency card on file in the office.

## ***Inclement Weather***

Lighthouse Academy will close for inclement weather any time Jefferson County School District is closed. You may refer to the Jefferson County School District website or listen to local radio or television for the status of closures or delays.

## ***Personal Belongings***

The items typically needed for each student when at Lighthouse Academy include a backpack, water bottle, and lunch box, all labeled with the student's first and last name. During colder months, please be sure to send your student with a heavy jacket, gloves/mittens, warm hat, and boots.

Please do not send your student with gum, money, toys, or other items that may be a hazard or a distraction.

Lighthouse Academy will not be responsible for any ruined or lost items.

## ***Illness/Accident/Injury***

At Lighthouse Academy, the health and wellness of your child is of prime importance to us. If your student exhibits signs of illness, please safeguard your student and others by keeping them at home.

We understand that deciding to keep your student home can be difficult; however, **Students will not be allowed to attend if they have any contagious illness/symptoms such as, but not limited to the following:**

- **FEVER:** May return when fever free (under 100 degrees) for 24 hours, without medication.
- **DIARRHEA / VOMITING:** May return when symptom-free for 24 hours.

Students who arrive with symptoms of an illness will be sent home and should not return for at least 24 hours with no symptoms. If your student becomes ill while here, the front desk will call you immediately to pick up your student. Please keep all emergency contacts current.

If a student receives a minor injury, a teacher or staff member will administer first aid in the form of water, soap, bandage or ice pack. In the case of severe emergencies, 911 will be notified first, followed by the parent/guardian.

### ***Medication Administration***

All prescription and non-prescription medication given onsite require a written authorization from a health care provider. Medication authorization forms are available from the administration.

All medications are stored in a locked cabinet when not needed. When the student is in attendance, the medication is on-hand with teachers in a secure location in the classroom or traveling with the teachers during any transition or outside time.

## **Student Conduct**

**Respect:** showing honor and acceptance of authority, people, ideas, and property.

**Compassion:** acts of kindness, sharing, caring, empathy, service, and love.

**Integrity:** honest, loyal, just, fair, and humble actions and responses.

**Responsibility:** accountability for actions, stewardship of belongings, self-reliance, and good citizenship.

## **Technology & Telephone Use**

The Lighthouse Academy phone is available to students for emergency purposes. Personal smartphones, smart watches, tablets, and any other tech devices are strictly prohibited. Electronic devices are not to be used during the day unless a teacher allows it for academic reasons.

## **Policies**

### ***Child Abuse Reporting Policy***

According to Colorado state law, the staff members are required to report suspected child abuse and neglect. If a staff person suspects that a child has been subjected to abuse or neglect it will be reported immediately to Jefferson County Human Services at 303-271-HELP (4357).

All staff members complete training to be mandated reporters as outlined by the Rules and Regulations by the State of Colorado.

### ***Discipline and Guidance Policy***

Lighthouse Academy uses Capturing Kids' Hearts for behavior expectations and discipline guidelines. This is a relationship building approach to behavior expectations that creates self-management and personal ownership of behavior.

Students that may need redirection during class will be asked to answer four questions regarding the environment of the classroom. The four questions include:

- How do you want to be treated by the teacher?
- How do you want to be treated by each other?
- How do you think the teacher wants to be treated by you?
- How do we want to treat each other when there is conflict?

The resulting answers make up a list of adjectives which serve as the basis for student expectations of behavior in the classroom. There are four steps we will take to guide a child back to the boundaries that have been established.

- 1st Infraction - Warning
- 2nd Infraction - Answer four behavior questions (1. What are you doing? 2. What are you supposed to be doing? 3. Are you doing it? 4. What are you going to do about it?)
- 3rd Infraction - Logical consequence
- 4th Infraction - Student calls home to the parent and explains his or her behavior.
- 5th Infraction - Student "behaves out" for the day. Administrator will call home, and the student will need to be picked up by a parent.

The following areas are considered major offenses, meaning a student will automatically skip to the fourth step of a call home. These include:

- Causing intentional harm (physically or verbally) to another student or staff member.
- Disrespect to a staff member (yelling, threatening, blatant defiance, etc.)
- Cursing
- Cheating
- Being on a cell phone or electronic device without a staff member's permission
- Anything deemed extraordinarily inappropriate by a staff member but not extreme enough to be considered a zero-tolerance offense as referenced below.



Warnings and issuing 4 questions are reset every day and do not carry over from one day to the next. Phone calls home and students being sent home will be tracked and handled as follows:

- Call Home:
  - 1st Call - documented
  - 2nd Call - documented
  - 3rd Call - documented; meeting with parents; Behavior Plan
  - 4th Call + - student is sent home
- Send Home:
  - 1st send home - documented
  - 2nd send home - documented; meeting with parents, Behavior Plan
  - 3rd send home - 2-day suspension
  - 4th send home - 1-week suspension
  - 5th send home - expulsion recommended

### Consequences for Zero Tolerance Offenses

There are certain behaviors for which clear and immediate consequences must exist. The consequences for any of the behaviors listed below (bullying, possession of weapons, possession of drugs or other illicit substances, sexual harassment or sexual misconduct) are immediate and non-negotiable. While we understand that intent can be difficult to decipher, any behavior that puts a person's safety at risk must be taken seriously.

- 1st offense: Student is sent home for the day; meeting with parents
- 2nd offense: 2 day suspension; meeting with parents; Behavior Plan
  - The student will remain home for two days and will not be permitted on the grounds for the duration of the assigned suspension.
- 3rd offense: 1 week suspension; meeting with parents
  - The student will remain home for 1 week and will not be permitted on the grounds for the duration of the assigned suspension.

**\*\*The need to protect the values of Lighthouse Academy and protect our students from any discrimination based on disabilities means we reserve the right to individualize the discipline process when the need arises or the severity of the situation requires such a response. \*\***

### Serious Offenses Defined:

- **Bullying** - Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. An individual who is being bullied has a hard time defending himself or herself. Bullying can take many forms:
  - Physical bullying (such as hitting or punching)
  - Verbal bullying (such as teasing or name calling)
  - Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
  - Cyber-bullying or bullying through note writing (such as sending insulting messages via email or sending insulting notes to others in the classroom)
- **Fighting** - Fighting is unacceptable for any reason anywhere and will not be tolerated. A fight is defined as:
  - A physical altercation occurring between two or more students or a student and staff member.
  - The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, and pinching.
- **Weapons** - Weapons are not permitted on or near the grounds. "Weapons" include any object, material or substance, which in the manner it is used, designed to be used, or intended to be used, can produce death or serious bodily injury. This also includes any object which is generally used for non-violent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its use or intended use. A rendering, replica or facsimile of a weapon or violent instance is also considered under this policy. Examples of objects that can be considered a weapon are:
  - Firearms, rocks, ball bats, cigarette lighters, knives, bottles, ropes, brass knuckles, sling shots, cans, chains, and cap guns
- **Drugs or other substances** - The possession or use of drugs or substances on the grounds is not permitted.
- **Sexual harassment/sexual misconduct** - Unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature. It may include, but is not limited to, the following:
  - Slurs, jokes, or remarks to a person with sexual or demeaning implications
  - Unwelcome touching, pressure, threats, or ridicule

- Discussion of sexual topics including pornography, genitalia, sexual positions, or any other sexual references that are deemed inappropriate or may make another student uncomfortable.

### ***Bullying/Cyber-Bullying***

Any form of bullying is considered harassment and is strictly prohibited at Lighthouse Academy. We define “bullying” as aggressive, unwelcome behavior that is intentional, repeated over time, directed toward one or more individuals or groups, and involves an imbalance of power or strength whether real or perceived. Often single or isolated incidents are not “bullying.” Bullying can take various forms, including one or more of the following:

Anyone who witnesses bullying, and then encourages it, will be considered to be engaging in bullying. A student participating in any form of bullying will face disciplinary action and may be at risk of dismissal.

### ***Bullying vs. Personal Conflict***

It is important to differentiate bullying from personal conflict. Personal conflict is a disagreement between two or more people about a particular idea, thought, or action. This can occur as a one-time incident or repeatedly. Personal conflict often occurs when people fail to value the wishes of others.

### ***Sexting***

Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to discipline.

### ***Weapons Policy***

Knives, firearms, or any other devices designed to be used as weapons are strictly prohibited from the buildings, grounds, and vehicles parked on campus except in cases of a conceal carry license. Possession of such items may result in suspension or expulsion and potential prosecution.

### ***Drug & Alcohol Policy***

Lighthouse Academy is considered a drug, nicotine, alcohol, steroid, electronic cigarettes, and tobacco-free building and has no tolerance as it relates to possession, use, connection with, and/or distribution of illegal drugs, alcohol, controlled substances, and/or the misuse of over-the-counter drugs. Any of these actions are prohibited at all times (24/7/365) and may result in suspension, dismissal from Lighthouse Academy, and/or referral to the appropriate law enforcement officials.

### ***Food Policy***

Any parent/guardian caring for a child with severe allergies is encouraged to contact the Administrator and student's Teacher to discuss a healthcare plan with regard to snack/lunch time for their student.

All snacks and lunches are provided by the family and should be clearly labeled with your student's first and last name.

Lighthouse Academy encourages healthy eating and our teaching staff promotes making healthy choices when eating. We encourage families to send healthy snacks and lunches and to avoid very sugary foods or limiting those sugary foods such as candy, marshmallows, donuts and other high sugar snacks.

### ***Photos & Images Policy***

Lighthouse Academy will take pictures of your student throughout the year with parent/guardian approval. Should a parent/guardian wish to opt out of any media participation for their student via the enrollment contract or communicating directly with the administration team.

### ***Dress Code Policy***

#### ***STANDARDS FOR ALL STUDENTS***

- Please reference the uniform guidelines on the Lighthouse Academy website.
- Students are expected to be well groomed at all times. Clothing must be clean, may not be ripped, torn or frayed.
- Hair for all students must be clean, brushed and neatly trimmed. Hair may not be in the eyes, over the eyes or hinder proper sight.
- Closed-toe shoes.
- No hoodies
- No hats

#### ***DRESS CODE SPECIFICS FOR GIRLS***

- Shorts, skorts, skirts, and dresses must be modest and no shorter than four inches above the knee or approximately fingertip length. (Absolutely no midriff showing at any time).
- Shorts or leggings should be worn under dresses or skirts for play on recess equipment.
- Leggings without pockets are not permitted as stand-alone pants. However, leggings may be worn as tights with an appropriate skirt or dress. **Yoga pants are not allowed.**
- Hair accessories (bows, headbands, barrettes) are approved.
- Girls are permitted to have traditional pierced earlobes. All other piercings or tattoos are not permitted. No dangling or hoop earrings as this poses a safety

hazard. Please remember, we are unable to remove your child's earrings, so please be sure that they can tend to their earrings themselves.

### ***DRESS CODE SPECIFICS FOR BOYS***

- Shorts must be no shorter than approximately four inches above the knee.
- No baggy or sloppy-looking clothes.
- Athletic joggers are permitted as long as they are not sweatpant/fleece material.
- No hats in the building at any time.
- Earrings and tattoos are not allowed.

### ***Enforcement***

Lighthouse Academy reserves the right to make the final decision in regard to dress. The heart behind our dress code is not intended to be legalistic or harsh, and we always handle dress code infractions with kindness and grace. Modesty, simplicity, and professionalism are the ultimate goals of the dress code.

Parental review and support before a student arrives are important aspects of meeting dress code standards. If a student is not in dress code, it may be necessary to call a parent and have him/her bring appropriate clothing for the student while the student waits in the office. Repeated violations of the dress code in a calendar year may result in a family meeting with an Administrator.

### ***Attendance***

Attendance provides students with classroom experience: class activities and direct instruction. Instructional programs are progressive and sequential in nature.

Students are expected to attend a minimum of 90 hours per semester. Missed hours may be made up by contacting the Administrator.

### ***Television & Video Viewing Policy***

Lighthouse Academy staff occasionally will show a video in the classroom that is age appropriate and compliments the unit or theme being taught for the month. Staff will obtain an approval from the Administrator prior to showing video.

### ***Internet & Technology Usage Policy***

Currently Lighthouse Academy does not allow student use of the internet or any type of technology during academic hours. If this changes, families will be notified.

### ***Transportation Policy***

Lighthouse Academy does not provide transportation to and from the building. Lighthouse Academy does maintain a vehicle for emergency transportation only. It is understood that

in most emergency situations Lighthouse Academy will call 911 for emergency medical assistance.

### ***Visitor Policy***

Lighthouse Academy is open to parents of enrolled students at all times and no appointment is necessary.

Any visitor or guest must report to the Administrator upon arrival to sign in at the “visitor log”, show a state issued photo identification and explain the nature of their business/visit. Visitors will be identified by wearing a visitors badge and must sign out with the Administrator upon completion of their visit. All visitors that are not related to a student are always accompanied by a staff member and must provide a valid reason for visiting.

Visitors may be removed at any time by (2) staff members as necessary for the safety of the students and the incident documented.

## **Traffic & Parking (Wheat Ridge Location)**

### ***On-Campus Visitor Parking***

We request that visitors park in the northwest portion of the parking lot to ensure carpool lines are not impeded. Please **do not park** in front of the driveway to the home on the north side of the parking lot. **This is private property.**

DO NOT PARK IN HANDICAP SPACES unless you have a handicap permit.

### ***Traffic Instructions (Wheat Ridge Location)***

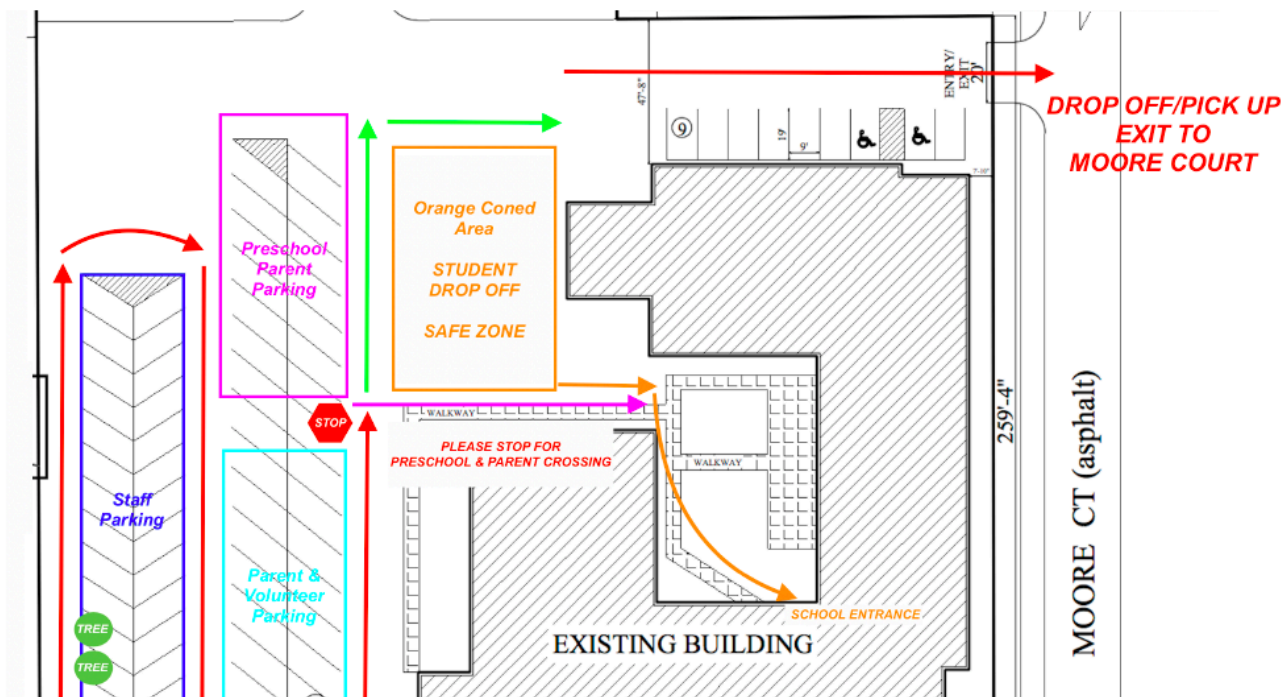
Please follow the traffic pattern described below, so we can eliminate “back-ups” on 44<sup>th</sup> Avenue, the neighborhood streets and in our parking lot, and to ensure the safety of our students. Please follow all instructions given by staff members. Following these instructions will allow for drop-off and pick-up to go as smoothly as possible.

Make “right turns” only when pulling into the parking lot from 44th as well as when exiting Moore onto 44th.

### ***Student Drop-off (Wheat Ridge Location)***

Pull your vehicle all the way forward along the orange coned area before stopping, and allow your children to exit the car using the passenger side. A staff member will be available to assist your child, as needed. **DO NOT ALLOW YOUR CHILD TO EXIT YOUR VEHICLE PRIOR TO REACHING THE ORANGE CONED AREA.**

Please have your children ready to exit the car as you enter the parking lot. Gathering items after reaching the orange coned area slows the entire line of cars down.



# Traffic & Parking (Lakewood Location)

## ***On-Campus Visitor Parking***

We request that visitors park in the parking lot on the west side of the building.

DO NOT PARK IN HANDICAP SPACES unless you have a handicap permit.

## ***Student Drop-off***

Parents are required to park and walk-in your student to the building. Please make sure to sign in with a Lighthouse Academy staff member prior to leaving student in the building.

## ***Student Pick-Up/Dismissal***

Parents are required to park and walk-in to pick up your student. Please make sure to sign out with a Lighthouse Academy staff member.

# Parent Acknowledgement

The Lighthouse Academy parent handbook is available to me online or in a hard copy format upon request.

By signing below, family acknowledges they have read, discussed, understand, and agree to abide by the policies and procedures contained in the handbook.

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Parent Signature

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Date