



Parent/ Student Handbook

Lighthouse Christian Academy  
Parent/ Student Handbook  
2018-2019

## Admission Policy

1. A written application must be filled out by the parents or guardians of any student seeking enrollment in Lighthouse Christian Academy (LCA).
2. The parents/guardians must sign a "*Statement of Understanding and Cooperation*" concerning the purpose, standards, Scriptural teaching, objectives, and policies of the school. Children enrolling in grades 6-12 must sign a "*Student Conduct Agreement*" each year they attend.
3. A student is admitted to the school on the basis of former records and/or entrance tests. Each record is reviewed and evaluated for admission.
4. A meeting with the parents/guardians and the student is necessary for enrollment. While usually this is done with the principal, other representatives may be present for this meeting.
5. As a private Christian institution, LCA reserves the privilege of setting and maintaining its own standards of student **conduct, dress, cleanliness, and scholarship**. The school may also refuse admittance to anyone it so chooses, and may suspend or expel anyone it so chooses, who violates in action, or attitude, the chosen standards.
6. Lighthouse Christian Academy does not discriminate on the basis of birth gender, race, or national or ethnic origin.
7. A copy of the Business Office Registration Form and the Emergency Care Form must be signed and turned in, along with a photocopy of the student's Birth Certificate, before enrollment is complete.
8. To be considered for K4, an applicant must be 4-years-old by October 1<sup>st</sup> of that year. All applicants for Kindergarten must be 5-years-old by October 1<sup>st</sup> of that year. Exceptions may be made after testing and evaluating by school officials and will be handled on a case-by-case basis.

## Enrollment

Parents may enroll students in school at the church office by appointment Monday through Friday. Enrollment of a student is not finalized until:

- a. The student's complete application has been reviewed and accepted.
- b. The per family registration fee of \$150.00 has been paid.
- c. The Emergency Care Form and Business Office Registration Form have been completed and signed.
- d. A copy of the student's Birth Certificate and most recent Report Card or Transcript has been turned in.

- e. A copy of the student's immunization record or exemption form has been turned in.
- f. The "Student Conduct Agreement" (grades 6-12) has been signed by the student.
- g. The "Statement of Understanding and Cooperation" has been signed by the parents.

### **Financial Policy**

1. There will be a \$150 per family registration charge, which must be paid when the application is turned in. This is a **non-refundable** charge.
2. In calculating tuition where there is more than one child in the family, the oldest child is considered the first, second oldest the second, etc.
3. Subsequent tuition payments are due on the **first** of every month. If the first of the month falls on a Saturday or Sunday, tuition payments are due the following Monday.
4. Payments not made by the 10<sup>th</sup> of every month will be charged a late fee of **\$50**. This fee will appear on the following month's tuition bill. If the 10<sup>th</sup> of the month falls on a Saturday or Sunday, you can make your tuition payment on the following Monday.
5. There will be a \$25 fee for any check returned for insufficient funds. Only a cashier's check, cash, or money order will be accepted after two non-sufficient checks.
6. All accounts must be current for the students to receive report cards, or participate in award programs or graduation exercises.
7. There will be a withdrawal fee for an early removal from school. Before a child is considered withdrawn, the parent must notify the school office and sign a withdrawal form. Until the withdrawal form is turned in to the business office, the child will be considered enrolled and will continue to be billed accordingly. Withdrawal fees will be assessed, and no records, including transcripts, will be released to the parents or another school until the child's account is paid in full. Any student who withdraws from school must pay the Registration Fee again if he later decides to return to LCA.

Tuition Schedule

<u>Number of Children</u>	<u>10 Month Schedule</u>	<u>Yearly Payment</u>
First Child	\$450 per month	\$4500.00
Second Child	\$360 per month	\$3600.00
Third Child	\$270 per month	\$2700.00
Each Child After	No Cost	No Cost

Tuition Schedule – Lighthouse Baptist Church Member

<u>Number of Children</u>	<u>10 Month Schedule</u>	<u>Yearly Payment</u>
First Child	\$395 per month	\$3950.00
Second Child	\$320 per month	\$3200.00
Third Child	\$240 per month	\$2400.00
Each Child After	No Cost	No Cost

**Tuition does not include specific electives, standardized testing, field trips, or graduation costs.**

Ten Month Payment Dates:

**August 1** – First Tuition Payment & First Half of Curriculum Cost

**January 1**– Sixth Tuition Payment

**September 1** – Second Tuition Payment

**February 1**– Seventh Tuition Payment

**October 1**– Third Tuition Payment

**March 1**– Eighth Tuition Payment

**November 1** – Fourth Tuition Payment & Remainder of Curriculum Cost

**April 1**– Ninth Tuition Payment

**December 1**– Fifth Tuition Payment

**May 1**– Tenth Tuition Payment

Academically Withdrawn

A student will be considered “Academically Withdrawn” if their tuition payment is 30 days past due the 1<sup>st</sup> of the month. Parents will receive notice by the 25<sup>th</sup> day if tuition is not paid. After the 30<sup>th</sup> day, students may not return to school until:

- 1) The balance is made current, or
- 2) Satisfactory arrangements are made with the school office.

## Curriculum Costs

The cost of curriculum for each child will be:

**All Grades - \$350.00 per year, per student.**

If not paid in full in August, the curriculum can be paid in two installments. \$175 paid by **August 1** and \$175 paid by November 1. A late fee of \$50.00 will be applied for payments not made by the due dates. This curriculum cost covers the basic package for the school year. There are additional fees for graduation, for some electives, or for lost/replacement books.

## School Hours

8:00 a.m. – 2:30 p.m. Monday-Friday

## Late Transportation

A student's transportation is considered **late at 2:40 pm**. There will be \$10 charge per family at 2:40, and \$1 per minute thereafter. The children will need to be picked up from the church office. Please respect our teachers' after-school time and pick up your children promptly at 2:30.

## Drop-Off and Pick-Up Procedures

1. Student drop-offs and pick-ups will be at the front doors. Students may **not** enter the building prior to 7:45 am. Students may not be dropped off outside the doors with no parental supervision. Students may not leave the property to be picked up somewhere else after school.
2. Drop-off your children at the front door and then proceed down to the other end of the parking lot to turn around to exit at the gravel lot, or to turn around.
3. Never unload children where they must cross in front of other vehicles, unless you escort them.
4. **After 8:15 am**, students must be walked in the building and signed-in at the office.
5. When you Pick-Up your children, pull in and park your car up front. Your child's teacher will watch and send your child out to your car.
6. High school students who drive to school must park in the unmarked side spaces.

**Please notify the office if someone other than the parent or guardian will be picking up your child. We will not let your child go home with unauthorized transportation.**

### **Transportation**

We understand there may be a need for families to car pool to and from school and school functions. Special permission will be granted for specific situations when it requires a student driving other students to and from school, and/or school-related activities. Please contact the Principal to discuss these requirements.

### **Closed-Campus Policy**

Visitors are not allowed anywhere on the campus without first checking in at the office. The office will issue you a visitors name tag. Visitors must observe the standards and keep the rules of the school, or they will be asked to leave. We do not wish to be unkind, but for the protection and benefit of every student and faculty member, such a policy is necessary.

### **Parent, Church Member, and Guest Visits**

It is the desire of the administration and faculty to be of service to parents, students, and church members; each teacher welcomes a visit from anyone. **However, any visit to a classroom must be made by definite appointment with the office. Any meetings or conferences that need to be scheduled with a teacher should be done after school hours in a time convenient for the teacher. Before school is not a convenient time to visit with your child's teacher.** Graduates, former workers, church members, and former students are special visitors, but they are still defined as visitors. They too, must have the courtesy to follow the guidelines of this policy. We want the visitors to our campus to be treated well, and reciprocally, to treat us well.

### **Academics**

1. Report Cards will be mailed each quarter (9 weeks). **Teachers are always eager to meet with parents by appointment to discuss the student's progress.**
2. Students enrolled at LCA use the A-Beka curriculum. There may be other supplemented work that your child will be assigned.
3. In the event that homework is assigned, students will need to have their homework finished by the next day. If the student does not complete their homework when it is sent home, the student will serve a detention for that day and subsequent days thereafter until the student is caught up with his/her homework. It is imperative that a student finish any schoolwork that is sent home.
4. We encourage our students to go to all services of their church. Students may appeal for lighter homework if their church is having special meetings they will be attending. Extra work may be required to make up for this privilege before and/or after the special meeting. Parents should write a note to the teachers requesting consideration.

### Grading Scale Grades 1-12

94%-100%	A+	4.0	
90%-93%	A-	3.7	
87%-89%	B+	3.3	
83%-86%	B	3.0	
80%-82%	B-	2.7	
77%-79%	C+	2.3	
73%-76%	C	2.0	
70%-72%	C-	1.7	
66%-69%	D+	1.0	
<65%	F	0.0	

Pre-K & Kindergarten Students: **S+** Outstanding, **S** Average, **U** Unsatisfactory

### Awards/Honors

Principal's Roll- Students must have a GPA of 4.0 or above and the Principal's approval.

Honor Roll- Students must have a GPA of 3.5 or higher with no C's. Individual exceptions can be made under the advice of teachers and administration.

Merit Roll- Students who receive a GPA of 3.0 or higher will be placed on the Merit Roll.

Awards Assembly- In the Spring, students who demonstrate outstanding academic achievement, perfect attendance, most improved, and Christian Leadership throughout the school year receive special recognition in an awards assembly. Special acknowledgement also goes to those who distinguish themselves in community service.

### Absences

In order for your child to gain the greatest benefit in school, they must be in regular attendance. Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Excessive absences affect a student's grades and ability to steadily learn throughout the year.

### Notification of Absence

If a student is going to be absent, the parent/guardian must contact the school and provide an explanation for the child's absence. The following are valid reasons, according to Georgia Law, for not being in school: Personal illness, quarantine of the home, death of an immediate family member, observance of a religious holiday, doctor or dental appointment (for travel and office time), and other emergencies and circumstances deemed as having a good and sufficient cause by the administration.

If a call is not received, the school will attempt to contact the parent/guardian at home or work. If prior contact is not possible, the parent/guardian should provide a written excuse from himself or herself, a doctor, or a court of law within two school days.

A student may miss up to 10 days within the school year. *Anything over 10 days is considered excessive.*

In accordance with the county guidelines, excessive absences will be referred to Dawson County Juvenile Courts. In addition, excessive absences even with a doctor's note may be referred to Dawson County Juvenile Courts.

1. ***It is the responsibility of the parent*** to see that any work missed because of an absence, is made up within a timely manner. The parent should contact and coordinate with the child's teacher to receive missed schoolwork.
2. Students with jobs are not allowed to miss school in order to work a paid job.
3. A student is counted absent when he arrives after 11:30. If your child leaves after 11:30, they will be counted as missing  $\frac{1}{2}$  a day.
4. Please be wise when considering whether or not to send your child to school when if they are ill. If your child has a fever, uncontrolled coughing or any other symptoms that would be disruptive or contagious, **please do not send your child to school.** They will be sent home.

### Tardies

It is important that your student be on time for class. Teachers have appointed times for each subject and chronic tardies will hinder your child's ability to learn concepts in a particular subject which will, ultimately affect their grade. It is also exceedingly disruptive to the classroom environment when students are chronically tardy.

1. When a student is tardy coming to school in the morning, **they should have a note from home to be excused.** The note should have a valid excuse.
2. Students must be accompanied by their parent into the building and signed in at the office if they are tardy. Have your child bring their note to their teacher.

3. Students who arrive after 8:15 am are considered tardy. **Students are allowed a total of 8 Tardies, after which there will be a \$25 charge per tardy.**

### **Release from Classes**

When it becomes necessary for the parents to take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the office. Students will not be released to anyone other than the parents **without the written permission from the parents.**

### **Parent-Teacher Conferences**

Parent-Teacher Conferences will be held at various times throughout the school year. Many of these conferences will be held in your child's classroom, providing you with an opportunity to see your child's work and discuss his/her progress with their teacher. **It is the responsibility of the parent to schedule a conference.**

### **Notices from the Office**

Throughout the year, memorandums will be sent home with the children. **Please be sure to check the papers which your child brings home, paying careful attention to the information they convey.** Important dates, calendar updates, homework, special events, changes, etc. are always sent home with your students. Make sure to check their book bags every day.

### **Emergency School Closing**

In case of inclement weather or other emergency reasons, a school closed notice will be sent through our Remind app. Parents will need to supply a phone number which will be used to notify them of any school closures. School closings are also broadcast on Fox 5 News, and the Lighthouse Christian Academy Facebook page. Generally speaking, if the area city schools are closed, LCA will be closed as well. We also take into consideration other counties where our staff must drive from, when deciding to close due to weather/road conditions. **If your phone number changes during the school year, it is your responsibility to change that information with our texting service. Please contact the school office if your phone number changes.**

There may be an occasion that the school will have to close early (i.e. inclement weather, illness, no heat in the building, etc.). We will notify each parent by phone. If this occurs, be sure to **always** have an alternative plan for pick-up of your children.

### **Changes in Vital Information**

For the well-being of your child, Lighthouse Christian Academy must always be notified of changes such as last names, address, telephone number, emergency numbers, etc. There is nothing worse than not being able to get a hold of a parent during an emergency. Please be responsible and notify the school if any information changes during the school year.

### **Expected Student Behaviors**

Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to all adults and students in the facility.
4. Be on time to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in school, self, and family.

### **Bullying/Harassment**

*“And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength: this is the first commandment. And the second is like, namely this, Thou shalt love thy neighbor as thyself. There is none other commandment greater than these.” Matthew 12:30-31*

LCA defines bullying as any person willfully and repeatedly exercising power of control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, violence within a dating relationship or a combination of all of the above. Some examples of bullying are:

1. Physical- hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal- taunting malicious teasing, insulting, name calling, mocking, making threats.
3. Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, including online via social platforms.

LCA affirms that every individual deserves to be able to come to school without fear of demeaning remarks or actions; whether in the classroom, on school property, on school buses or vehicles, at school sponsored events, or at any time when subject to the authority of the school. The harassment, aggressive behavior, and/or bullying of other students or members of

staff, or any other individuals is not permitted. This includes any speech or action exhibited towards a particular student more than once, behavior intended to cause mental or physical harm, or that creates a hostile, intimidating, offensive or abusive learning environment. This also includes, but is not limited to, any act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical/sexual contact or to purposely inflict serious physical injury on another.

**Bullying/Harassment will not be tolerated and will be subject to suspension/expulsion.**

### **Discipline**

The Scriptures command: "Train up a child in the way he should go; and when he is old, he will not depart from it." (Proverbs 22:6) Training involves both discipline and instruction; therefore, discipline will be a vital part of the child's training at LCA. An undisciplined child is an unhappy, unruly child. *Discipline is a process that should begin in the home and continue through life.* It is designed for the moral, mental and emotional, physical and spiritual welfare of all.

There is both a negative and a positive side to discipline, but love should always be the motivating factor behind all disciplinary measures. Parents and teachers must cooperate fully with one another in the area of discipline. Anything said or done which tears down respect and confidence for either will harm the child. In order to prevent small problems, the teachers will be in contact with the home when a problem first becomes apparent.

Teachers are given a list of procedures for dealing with classroom disruptions. These are outlined as follows:

1. A disapproving glance
2. A verbal command
3. A non-verbal command (pointing, etc.)
4. Making the student stand by his desk, stand in the corner, move his seat, etc.
5. Isolation from the class (a desk out of view of others, in the hall, etc.)
6. A meeting with the principal
7. Sending the student to the school office/Pastor's office
8. We do not practice corporal punishment. If students are out of control, it is the parents' responsibility to take the child home.

In order to maintain good classroom discipline, we feel it necessary to outline certain types of behavior which are considered unacceptable. We expect all of our students to exhibit good behavior. The following behavior is considered unacceptable: Disrespect, insolence, talking without recognition when the teacher is speaking, being out of one's seat without permission, ignoring a teacher's instructions, interrupting, willful disobedience, talking during testing time, writing and passing notes, throwing objects, unprepared for work (i.e. leaving books at home,

incomplete homework), gum chewing, whistling, horseplay, improper use/defacing school/church property.

This list is **not meant to be a complete listing** of all unacceptable behavior, but is to serve as a **guide** for students and parents. Correction for behavior not listed is up to the judgment of the teacher and/or principal.

### **Major Infractions:**

1. **Challenge of authority/Insubordination:** - Before/After School Detention **and** conference between parent, Principal and/or Pastor, possible suspension. Examples:
  - A. Correcting a teacher
  - B. Disrespectful language
  - C. Using irreverent words or gestures
  - D. Arguing
  - E. Belittling a teacher
  - F. Ignoring a teacher
  - G. Refusing to obey a reasonable request
  - H. Running from an adult in authority
2. **Lying** – Before/After School Detention and notification to parent.
3. **Stealing** –Before/After School Detention and return/replacement of stolen item, notification to parent.
4. **Cheating/Plagiarism** – Automatic 3-day suspension
5. **Incomplete Homework**- Before/After School Detention
6. **Destruction of property, or its unnecessary treatment, or being wasteful** – Before/After School Detention and return/repair/replacement of damaged property, notification to parent.
7. **Cursing/Inappropriate Talk** –Before/After School Detention and notification to parent.
8. **Fighting, including verbal conflict** –Before/After School Detention with conference between parent, Principal and/or Pastor.
9. **Possession of knives or other weapons, cigarettes, lighters, matches, inappropriate music, drugs or paraphernalia** – Before/After School Detention and/or possible Suspension
10. **Intentional contact with someone of the opposite gender** – Automatic 3-Day Suspension and conference between parent, Principal and/or Pastor.
11. **Wearing, drawing or displaying symbols or names associated with anything inappropriate like the occult, or other worldly activities** – Before/After School Detention, notification to parent.

**Before-school detentions are from 6:45-7:45 am. After-school detentions are from 2:30-3:30. Detention Fees are \$10 per detention payable to the teacher who supervises.**

## Discipline Procedures

Misconduct in the areas listed above will be handled by the individual teachers and/or the Principal and/or the Pastor, within the following framework, according to the seriousness or persistence of the offence:

1. Warnings to students regarding their actions
2. Moving a student's desk
3. Notes to parents which must be returned before the student is readmitted to class.
4. Telephone conversations with parents
5. Morning or Afternoon detention
6. Dismissal from class
7. Parent-Teacher, Principal, or Parent-Pastor conferences
8. Probation
9. Suspension (up to five days)
10. Expulsion

## Dress Code

It is the desire of Lighthouse Christian Academy that boys and girls live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior Jesus Christ. ***A dress code is a means of building character and distinction in the lives of our students. The code is not intended as a standard for measuring spirituality, but rather to serve as a tool in fostering the educational character development of the student.***

We believe Scripture establishes at least three principles of personal appearance. Each area has a bearing on the standards we have chosen for our school. Those principles include modesty, distinction, and identification. The Bible clearly teaches us to dress modestly and moderately. Avoiding wearing the attire of the opposite sex is another theme in God's Word affecting our code. We want our students to identify with the Lord and with Godly living. Anything that emphasizes worldliness or that is readily identifiable with the unrighteous themes of the world is to be foreign to a Christian. From these major principles we have established these specific standards.

### Dress Code:

1. Young men and young ladies are to dress in a conservative manner. Tight-fitting or sloppy clothes are unacceptable. Necklines in the front and back may not be low cut. Undergarments should not be able to be seen, either due to clothing being too low cut, too tight, or too see-through. For girls, dresses, skirts and shorts must be knee length. If leggings are worn, tops must be long enough to over the leggings to the knee. For boys and girls, pants may not be ripped, frayed, or cut-off. Boys shorts must also be knee length.
2. No sleeveless shirts or tank tops of any kind are permitted.

3. Any clothing with slogans or worldly designs is not permitted. The same restrictions apply to jackets, buttons, patches, and purses and bookbags.
4. On chapel days, dress clothes should be worn.
5. Extremes in hairstyles, shoe styles, jewelry and cosmetics are inappropriate. Styles that reflect the rock culture, the androgynous image, or other worldly philosophies are not permitted. If it's distracting, it's inappropriate.
6. Any questionable appearance will be dealt with as situations arise. On some occasions, students may be required to go home to change into appropriate clothing.
7. Please check very carefully each morning as to the propriety of your child's attire.

**When in doubt, don't wear it.**

8. A student may "get by" with wearing something one day, but this does not guarantee the acceptability of a particular style or outfit in the future.
9. LCA reserves the right to modify/change the dress code at any point throughout the school year.
10. Neatness, cleanliness, modesty, good taste and common sense should determine the student's attire.
11. Inexpensive, practical, and serviceable clothing should be the guidelines for purchasing clothes. Please do not encourage keeping up with the latest fads and fashion.
12. Temporary tattoos are not permitted and any permanent tattoos must be covered completely at all times.
13. The purpose of the dress code is to promote an atmosphere that's conducive to learning. Sloppiness makes everyone feel like doing anything but hard work. Students need to learn that the type of clothing being worn should be appropriate for the task or occasion. In the same way that a business suit is not to be worn for planting a garden or a P.E. uniform for attending a banquet, dressing right for learning and study is extremely important.

The school is not attempting to dictate to your child the type of attire he must wear at home. We **do** expect standards to be adhered to at school and school events. Parental cooperation is vitally important in maintaining a healthy attitude towards Lighthouse Christian Academy. We humbly request that everyone, including parents or visitors, dress appropriately when coming to school or attending school functions. Please follow the student code as closely as possible. This will be extremely helpful to students to see the standards are important to the parents as well. We do ask that no parent or guardian smoke while on school or church property.

## **Physical Education and Recess**

### **Elementary:**

Teachers will take their classes outside when weather permits to use the playground. On poor weather days, students will play indoor games in their classrooms. In general, if the temperature/wind chill is **32 degrees and above, your child will go outside**. Please make sure your child is dressed appropriately (has coat/hat/gloves). Some activity time will be provided every day.

### **Middle/High School:**

Physical Education is a required subject. All students must consistently participate in our Physical Education classes, unless a written statement from a physician is presented.

**Boys and Girls:** Required dress includes t-shirts, track pants or basketball shorts, tennis shoes and socks. No jeans.

### **Field Trips**

No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. The dress code applies to all field trips unless otherwise stated. In general, permission slips need to be returned one (1) week prior to a trip. Deadlines will be made clear. Failure to comply with a deadline and/or dress code may remove a student from attending.

### **Banned Items**

Electronics, including tablets, iPods, phones, and handheld video game systems, are permitted only **on Fridays**. Lighthouse Christian Academy will not be responsible for any item damaged, lost, or stolen items at school. Phones will be turned in to your child's teacher upon arriving to school. You will always be able to get a hold of your child through the Principal, the office or your child's teacher during the school day.

### **Use of Office Telephones**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **Internet Guidelines**

Lighthouse Christian Academy recognizes that teaching and learning will change as information and telecommunication technologies alter the ways in which information is

accessed, communicated, and transferred. Consequently, electronic information research skills are essential for students as members of our society and as future employees.

In responding to these changes, LCA actively supports access by students to the widest variety of information resources, together with the development by LCA Staff of appropriate skills to analyze and evaluate such resources.

1. **LCA at all times has the right to examine files, memory cards, laptops, cell phones, tablets, iPods, etc. in a student's possession if it is felt they might contain inappropriate materials. This includes passcodes.** If student refuses to 'unlock' their device, the student immediately forfeits their right to the property, and only the parent may retrieve the property from the Principal or Pastor.
2. Parents should share with LCA the responsibility for setting and conveying the standards that children should follow when using the Internet.
3. Parents should closely monitor all Internet activity while the student is at home.
4. At school, legitimate use of the Internet is specifically for educational purposes only. These include:
  - a. Research activities that relate to associated learning activities as part of LCA's curriculum.
  - b. The use of e-mail for exchanging appropriate information and engaging in collaborative projects.
5. Examples of unacceptable use include:
  - a. Sending or accessing offensive, obscene, abusive, or anti-social images or language.
  - b. Harassing, insulting, or attacking others.
  - c. Damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.)
  - d. Violating copyright laws such as by illegally downloading music / movies
  - e. Using other users' e-mail addresses and passwords.
  - f. Trespassing in others' folders, work, or files.
  - g. Social Media accounts are permitted, but you may not display as part of your profile anything that violates school rules and policies.
  - h. **Whether at school or at home, any time a student is on the Internet they are a representative of our school.** Consequently, any statements of negativity toward the school or the staff will be punishable by disciplinary actions up to and including expulsion. Any portrayal of activity that violates school rules will also be subject to disciplinary actions.

### **In-School Dating**

While we encourage young people to mingle in order to develop proper social graces between girls and boys, we believe that “in-school dating” can be very distracting. Since this is a family matter, we leave it to the discretion of parents how “steady” your teens will be. Here at school, however, we will not allow couples to constantly sit together at lunch or in class, or to loiter together. If emotional attachments become evident, we will limit their contact with each other. There is no tolerance for touching of any kind. If any physical contact occurs, there will be an automatic 3-day suspension for both parties involved.

Dating policies for school functions will be announced well in advance of the events. Failure to obey commands in this regard will be treated with utmost concern. We will do all we can to help the young people have healthy, happy friendships with both girls and boys. Boys and girls are never to ride together to or from school or any other school related activity or event without an adult chaperone.

### **Extra-Curricular Socials**

Any class socials or gatherings under a school organization must be cleared with the principal well in advance and must conform to Lighthouse Christian Academy standards in every area.

### **Cell Phones and Car Keys**

1. Students who drive to school are required to turn their keys in to the principal as soon as they arrive at school.
2. Students who bring cell phones to school are required to turn their cell phone in to their teacher. They may not keep the phone in their pocket, their purse, their locker or anywhere else.
3. With the exception of Fridays, students may not use their phones during free time for leisure purposes.

**Total Credits Required: 26**

**Lighthouse Christian Academy**  
**Graduation Requirements**

Bible: 4 units

English: 4 units

Health: ½ unit

Mathematics: 4 units

Physical education: ½ unit

Science: 4 units

Social studies: 3 units

Electives/Fine Arts: 6 units

Science units must include 1 unit of physical sciences, 1 unit of life sciences and 2 units of advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

Social studies units must include ½ unit of American history and ½ unit of American government.

Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 9-12.

Students must take either the SAT or ACT. LCA recommends they take it beginning in their Junior year.

## Middle and High School Bell Schedule

Period	Start	Finish	Minutes
Homeroom	7:55	8:05	10
1 <sup>st</sup> Period	8:05	8:55	50
2 <sup>nd</sup> Period	8:58	9:48	50
3 <sup>rd</sup> Period	9:51	10:41	50
4 <sup>th</sup> Period	10:44	11:34	50
5 <sup>th</sup> Period (lunch/break)	11:35	12:45	70
6 <sup>th</sup> Period	12:48	1:38	50
7 <sup>th</sup> Period	1:40	2:30	50

## Supply List

### **Kindergarten**

- (1) King James Bible
- (2) Box 24 ct. Crayons (Crayola Preferred)
- (2) Package of #2 Pencils
- (1) Rounded Tip Scissors
- (1) Tupperware Type Supply Box with Snap Shut Lid
- (4) Boxes of Kleenex
- (5) Large Glue Sticks
- (1) Package Construction Paper
- (1) Complete Change of Clothes in a Labeled Bag to leave at school
- (2) Pocket Folders
- (3) Containers of Clorox Wipes
- (2) Erasers

### **1<sup>st</sup> -6<sup>th</sup> Grades**

- (1) King James Bible
- (1) Magazine Holder
- (1) Box of 48 ct. Crayons or more
- (1) Pair of Scissors
- (2) Pkg. of Notebook Paper
- (5) Spiral notebooks
- (5) Folders
- (1) Ruler with inches and centimeters
- (2) Pkgs. Of #2 Pencils and/or Mechanical Pencils
- (2) Erasers
- (1) Pencil Sharpener
- (1) Highlighter
- (1) Compass (5<sup>th</sup>- 6<sup>th</sup> grade only)
- (1) Protractor (5<sup>th</sup>- 6<sup>th</sup> grade only)
- (1) Scientific Calculator (5<sup>th</sup>-6<sup>th</sup> grade only)
- (2) Glue Sticks and (1) Bottle of Glue
- (4) Boxes of Kleenex
- (3) Containers of Clorox Wipes
- (1) Package Construction Paper
- (1) Combination Lock for Locker

**7<sup>th</sup> thru 12<sup>th</sup> Grade**

- (1) King James Bible
- (1) Magazine Holder
- (1) Highlighter
- (1) Pkg. Markers/Crayons
- (2) Erasers
- (1) Scotch Tape
- (1) Pkg. Construction Paper
- (1) Pencil Sharpener
- (2) Pkg. Of #2 Pencils and/or Mechanical Pencils
- (2) Pkg. Notebook Paper
- (5) Spiral notebooks
- (5) Folders
- (1) Ruler with inches & centimeters
- (1) Scientific Calculator
- (1) Compass
- (1) Protractor
- (1) Combination Lock for Locker
- (4) Box of Kleenex
- (2) Container of Clorox Wipes

\*\*Items will need to periodically be replenished throughout the school year. A notice will be sent home if your child is in need of more supplies.

THE ADMINISTRATION RESERVES THE RIGHT TO REVISE THE STUDENT HANDBOOK AND ALL OTHER PUBLICATIONS AT ANY TIME THROUGHOUT THE SCHOOL YEAR. HOWEVER, MOST CHANGES WILL BE MADE PRIOR TO FEBRUARY 1. ALL PARENTS WILL BE NOTIFIED TO ALL MAJOR REVISIONS EITHER BY MAIL, BY MEMO SENT HOME WITH THE CHILD, OR BY POSTING OF SUCH NOTIFICATION IN THE SCHOOL OFFICE. IF A CHANGE PROVES TO BE UNACCEPTABLE, A PARENT MAY WITHDRAW CHILDREN WITHIN 30 DAYS OF SUCH NOTIFICATION AND WILL RECEIVE A REFUND OF ALL FEES ON A PRORATED BASIS. AFTER 30 DAYS, THE PARENT HAS ACCEPTED THE TERMS OF THE REVISIONS.

Revised 5/18

