



LIGHTHOUSE CHRISTIAN ACADEMY

Parent/ Student Handbook
2020

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Admission Policy

1. A written application must be filled out by the parents or guardians of any student seeking enrollment at 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 7-12 must sign a "*Student Conduct Agreement*" each year they attend.
3. A student is admitted to the school on the basis of an interview, former records, and/or possible entrance tests. Each record is reviewed and evaluated for admission.
4. A meeting with the parents/guardians, the student, and a school representative 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 race.
7. Enrollment is not considered to be complete until all required paperwork and registration fees are turned in to the school office.
8. To be considered for K4, an applicant must be 4-years-old by **October 1st** of that year. Exceptions may be made after testing and evaluating by school officials and will be handled on a case-by-case basis.

Financial Policy

1. There will be a \$200 per family registration charge which must be paid when the application is turned in. This is a non-refundable charge.
Late registration (after June 1) is \$250.
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. Tuition is payable in two different ways:
 - a. You may pay the tuition in full by August 1st and not have to pay tuition insurance.
 - b. You may pay on a 10-month basis, with the first payment due August 1st.
 4. 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.
 5. Payments not made by the 10th of every month will be charged a late fee of \$50. If the 10th of the month falls on a Saturday or Sunday, you can make your tuition payment on the following Monday.
 6. No student will be allowed to continue if the payment is 30 days past due the 1st of the month, until:
 - a) The balance is made current, or
 - b) Satisfactory arrangements are made with Janice Walden, the Financial Secretary.
 7. There will be a \$25 fine for any check returned for insufficient funds. Only a cashier's check, cash, or money order will be accepted after two non-sufficient checks. Credit card payments are accepted, and subject to a 3% convenience fee.
 8. All accounts must be current for the students to receive report cards, transcripts, or participate in graduation exercises.
 9. There will be a withdrawal fee for an early removal from school. No records, including transcripts, will be released to the parents or another school until the child's account is paid in full. The withdrawal fee is \$75.

10. All fees paid to the school are non-refundable. This includes but is not limited to fees such as tuition, registration, curriculum fees, and activity fees.

11. Lighthouse Christian Academy will have several fundraisers throughout the school year. Fundraising is important to keep down the costs of tuition. Fundraising is not an optional activity. Failure to participate in fundraising to help our school will result in a fee assessed on your final tuition payment.

Tuition Schedule

Number of Children	10 Month Schedule	Yearly Payment (paid by 8/1)
First Child	\$500 per month	\$5000.00
Second Child	\$450 per month	\$4500.00
Third Child	\$350 per month	\$3500.00
Each Child After	No Tuition Cost	No Cost

Tuition does not include class fees, field trip fees, registration fees, and curriculum costs.

Registration Fee due when application for enrollment turned in.

\$200 Tuition insurance is due August 1 per student.

\$350 Book Fee Per Student Due June 1st

Tuition Schedule -Lighthouse Baptist Church Member Discount

Number of Children	10 Month Schedule	Yearly Payment (paid by 8/1)
First Child	\$420 per month	\$4200.00
Second Child	\$360 per month	\$3600.00
Third Child	\$300 per month	\$3000.00
Each Child After	No Tuition Cost	No Cost

Tuition does not include class fees, field trip fees, registration fees, and curriculum costs.

Registration Fee due when application for enrollment turned in.

\$200 Tuition insurance is due August 1 per student.

\$350 Book Fee Per Student Due June 1st

Tuition payments can be made at the blue LCA box across from the school office.

Please contact Janice Walden, the Financial Secretary with any financial/ tuition questions.

jjanden@gmail.com, or call or text 678-936-6984

Important Tuition Payment Dates:

August 1 – First Tuition Payment, Tuition Insurance due per student	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	April 1– Ninth Tuition Payment
December 1– Fifth Tuition Payment	May 1– Tenth Tuition Payment
	June 1- Curriculum Payment due

Curriculum Costs

The cost of curriculum for each child will be:

All Grades - \$350.00 per year, per student, due **June 1st**.

The curriculum can be paid in two installments if needed. Please contact Janice Walden to make a payment arrangement if necessary.

This curriculum cost covers the basic package for the school year. There may be additional costs for electives.

School Hours

8:00 a.m. – 2:30 p.m. Monday-Friday

Drop-Off and Pick-Up Procedures

1. Student drop-offs and pick-ups will be at the front door of the church. Students may not enter the building prior to **7:40 am**. Students may not be dropped off outside the doors with no parental supervision.

2. Drop off your student at the front door after entering the parent drop off line. Only the first three cars should be allowing kids to exit the car. Teachers will be outside to direct the flow of traffic.
3. Never unload children where they must cross in front of other vehicles
4. **After 8:00 am**, the doors will be locked, and students must be buzzed in upstairs and signed-in at the office.
5. Parent Pick-Up is the same procedure as parent drop off. Please pull up and the first three cars will be loaded. Exit back up the hill onto Harmony Church Road.

Please notify the office if someone other than the usual parent or guardian will be picking up your child.

Late Transportation

A student's transportation is considered **late** at **2:40 pm**. There will be \$1 charge per minute per student charge beginning at 2:41. 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. Thank you.

Transportation

We understand there may be a need for families to car pool to and from school and school functions. Every student has a Pick-Up Authorization Form on file, and students **will only be released to those listed on the form.**

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 who is listed on the LCA Pick-Up Authorization form without written permission.**

Closed-Campus Policy

Visitors are not allowed anywhere on the campus without first checking in at the school office. Visitors will be issued a Visitors Name Tag. Visitors must observe the dress standards and keep the rules of the school, or they will be asked to leave. We do not wish to be unkind and we don't expect to have to enforce the Closed Campus Policy very often, 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 during after school hours in a time convenient for the teacher. Before school is never a convenient time to visit with your child's teacher. Graduates, former workers, church members, and former students are special guests, but they are "guests". 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. When visiting the school, come first to the office. **Do not go directly to the classroom.**

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 Abeka Christian School Curriculum. There may be other supplemented work that your child may be assigned.
3. In the event that homework is assigned, students will need to have their homework finished by the next day. Homework is usually only assigned if they did not finish their work in the classroom. It is imperative that a student finish the schoolwork that is sent home. Assignments can always viewed on Jupiter Ed.
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 or conferences they will be attending. Extra work may be required to make up for this privilege before and/or after these special meetings. Parents should write a note to the teachers requesting consideration. Students will have minimal to no homework on Wednesday nights because of church service.

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

K4 & K5 **S+** Outstanding **S** Average **U** Unsatisfactory

Lighthouse Christian Academy Graduation Requirements
26 Credits Total

Bible	4 credits
English	4 credits
Math	4 credits
Science	4 credits
Social Studies	3 credits
Health	½ credit
Gym	½ credit
Electives/Fine Arts	6 credits

Science units must include 1 unit of physical science, 1 unit of life science, and 2 units of advanced study in one or more of the following areas: chemistry, physics or other advanced physical science, biology or other advanced 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 must include one or any combination of two consecutive years in the same foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, English language arts, math, science, or social studies courses not otherwise required.

Students must take either the SAT or ACT. LCA recommends they take it beginning in their Junior Year. Testing information can be found on the SAT or ACT websites. Lighthouse Christian Academy's school code for testing is 111122.

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. Georgia State Law requires students to be in attendance until the age of sixteen. (Georgia Code: 20-2-690.1.) Students who do not maintain good attendance may fail, lose certain privileges and or have 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 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 15 days within the school year. Anything over 15 days is considered excessive. Dawson county Juvenile Courts consider the following guidelines for excessive absences:

Habitual Truancy

5 consecutive unexcused days
7 unexcused days in a month
12 unexcused days in a school year

Chronic Truancy

7 consecutive unexcused days
10 unexcused days in a month
15 unexcused days in a year

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 Court.

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.
3. Chronic absenteeism will be reported to the local authorities when it becomes obvious the parents cannot or will not correct the problem.
4. A student is counted absent when he/she arrives after 11:00. If your child leaves after 11:30, they will be counted as missing half a day.
5. For every day a student misses, they have that many days to make up work. For example, if your child is absent two days, they have the following two days they come back to school to make up their work. Work not completed in that time frame will not be counted for full credit.

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 a classroom environment when students are chronically tardy. **School starts promptly at 8:00am with pledges and a time for prayer. Please be considerate of your child's schedule and be on time. Students are considered tardy when they are not in their elementary class/homeroom by 8:00am.**

1. If 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 a note to their teacher.
3. **Students are allowed a total of 8 tardies, after which there will be a \$25 charge per tardy, which will be automatically added to their school bill for the following month.**

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 always the responsibility of the parent to schedule a conference.**

Jupiter Ed

LCA uses Jupiter ED as a platform for attendance, grades, assignments, behavior reporting for students. Parents at any time have access to their child's grades, homework assignments, behavior reports, etc. through this online system. All parents and students have separate login accounts for Jupiter Ed. If you do not have access, or have questions or concerns about your account, please notify your child's teacher.

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, lunch calendars, homework, special events, changes, etc. are always sent home with your students. Make sure to check their bookbags 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. **Text @LCAinfo to 81010 to sign up for the LCA information line and be added to the school closing list. Make sure to enable text notifications.** School Closings will also be 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.

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, email, 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 LCA Student is expected to:

1. Abide by national, state, and local laws as well as 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 clean, 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 KJV

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 and social media platforms.

LCA affirms that every individual deserves to be able to come to school without fear of demeaning remarks or actions; whether or in the classroom, on school property, on school busses 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 staff, church workers, or any other individuals is not permitted. This includes any speech or action exhibited toward a particular student more than one time, 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 person's property, cause substantial inconvenience, subject another to offensive physical/sexual contact, or to purposely inflict 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 KJV. 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 some examples:

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 behaviors are some examples of what 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.

Examples of Major Infractions:

Challenge of Authority: - Before/After School Detention and conference between parent, Principal and/or Pastor. Some examples of challenging authority are:

Correcting a teacher
Refuting a teacher
Using irreverent words or gestures
Arguing
Belittling a teacher
Ignoring a teacher

Lying – Before/After School Detention and notification to parent.

Stealing –Before/After School Detention and return/replacement of stolen item, possible suspension, notification to parent.

Cheating Before/After School Detention and notification to parent, possible suspension.

Destruction of property, or its unnecessary treatment, or being wasteful – Before/After School Detention and return/repair/replacement of damaged property, notification to parent.

Cursing/Inappropriate talk between students or toward teachers-

Detention/Possible Suspension- conference between parent, Principal and/or Pastor

Fighting, including verbal conflict –Before/After School Detention with conference between parent, Principal and/or Pastor.

Possession of cigarettes or vape paraphernalia, alcohol, drugs or related paraphernalia – Expulsion from Lighthouse Christian Academy

Possession of knives or other illegal weapons- Suspension and possible Expulsion

Inappropriate Sexual Contact Before/After School Detention and/or possible Suspension with conference between parent, Principal and/or Pastor.

All Detentions are subject to a \$10 charge. Before-school detentions are from 6:45-7:45 am. After-school detentions are from 2:30-3:30. Detentions are scheduled at the teacher's convenience.

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/chair
3. Notes to parents which must be returned before the student is readmitted to class, including messages in Jupiter Ed.
4. Telephone conversations with parents
5. Morning, Lunch, or Afternoon detention
6. Dismissal from class
7. Parent-Teacher, Principal, or Parent-Pastor conferences
8. Suspension (up to five days)
9. 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.

Boys and Girls Dress Code:

1. Neatness, cleanliness, modesty, good taste and common sense should determine the student's attire.
2. Inexpensive, practical, and serviceable clothing should be the guidelines for purchasing clothes. Please do not encourage keeping up with the latest fads and fashion.
3. All students are expected to dress in a conservative and modest manner. Tight-fitting, mesh, see-through clothes are unacceptable. Necklines front and back must not be low cut.

4. Sloppy dress is not acceptable. Baggy sweatpants, oversized clothing etc. is not acceptable.
5. Undergarments should not be able to be seen either due to clothing being too low cut, too tight, or too see-through. This includes lace bralettes/camisoles.
6. For girls, all dresses, skirts and shorts must be knee length. **Knee length is defined as to the knee. Not above the knee.** If leggings are worn, tops or skirts must be long enough to cover the legs to the knees.
7. Pants, shorts and skirts cannot be ripped, frayed, fringed, or cut-off, even if material is sewn underneath.
8. Boys shorts must also be at least knee length. **Knee length means to the knee, not above the knee.**
9. No tank tops are permitted.
10. Hats/headcoverings/bandanas are not permitted. Hooded sweatshirts may be worn to school but hoods cannot be worn over the head during the school day.

On chapel days, (Wednesdays), students must wear dress clothes.
Dress clothes are defined as:

Boys- Shirt with collar (button up shirt, polo shirt, etc.) dress pants, belt, ties and suit jackets are optional. No shorts on chapel days. No athletic/sweatpants on chapel days.

Girls: Skirts, dresses to the knees or longer. No shorts or pants on chapel days.

11. Shoes must not be extreme in style and must have a sole meant to be outside. No slippers. We encourage students to be outside and active during recess, and do not need to worry about safety concerns with shoes. No high/platform heels, high-laced boots, etc.
12. Extremes in hairstyles, jewelry and cosmetics are inappropriate.
13. Styles that reflect the rock culture, the androgynous image, or other worldly philosophies are not permitted. This includes t shirts with rock band images, and any accessories, purses, bookbags, etc.
14. 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. Some adjustments may be made here at school.
15. Please check very carefully each morning as to the propriety of your child's attire. When in doubt, don't allow your child to wear it.
16. A student may "get by" with wearing something one day, but this does not guarantee the acceptability of a particular style or outfit.

17. LCA reserves the right to modify/change the dress code at any point throughout the school year. **If maintaining the dress code becomes overly consuming for teachers and the administration, LCA will move to uniforms.**
18. Temporary tattoos are not permitted, and any permanent tattoos must be covered completely at all times.
19. 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 they 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.

Physical Education/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:

Boys and Girls: Required dress includes t-shirts, knee-length basketball shorts or loose-fitting athletic pants, athletic shoes and socks.

Field Trips

1. At various times throughout the year, classes may take field trips to interesting and educational places in the area as an integral part of our instructional

program. Parents will be notified well in advance of these trips. Admission fees will be charged to cover the expenses of the trip.

2. There will be some field trips that will require students returning to the school just before the closing of the school day. A written permission slip by the parent will need to be given to the teacher prior to the field trip if a high school student needs to drive to the field trip in order to leave from the field trip to go directly to work.

Banned Items

Electronics, including tablets, cell phones, Apple watches, handheld video game systems, laptops etc. are not permitted during the school days. Lighthouse Christian Academy will not be responsible for any item damaged or lost or stolen 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. **Students caught with cell phones/Apple Watches will receive a detention. There will be no warnings.**

Medicines must always be turned in to your child's teacher. Students are never to be in possession of any medicine, even things like Tylenol. We do not have a pharmacy at the school and hand out medicine. If your child needs to have medicine during the day, you must send it in a labeled bag for your child's teacher to administer it. If your child has an Epi Pen, please make sure you give it to your child's teacher.

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, Apple Watches, 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. 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.
3. 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.

Whether at school or at home, any time a parent and/or a student is on the Internet they are a representative of our school. Consequently, any published statements of negativity toward the school or the staff on social media 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 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, there is no tolerance for physical touching of any kind. If any physical conduct is occurring, there will be an automatic 3-day suspension for both parties involved.

Extra-Curricular Socials

Any class socials or gatherings under a school organization must be cleared with the Pastor and Principal in advance, and must conform to Lighthouse Christian Academy standards in every area. Failure to clear such socials with the administration may result in suspension/expulsion of all students participating.

THE ADMINISTRATION RESERVES THE RIGHT TO REVISE THE STUDENT HANDBOOK AND ALL OTHER PUBLICATIONS AT ANYTIME 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 HIS CHILDREN WITHIN 30 DAYS OF SUCH NOTIFICATION. AFTER 30 DAYS, THE PARENT HAS ACCEPTED THE TERMS OF THE REVISIONS.

REVISED December, 2019

