



STUDENT HANDBOOK  
2022-2023

Lighthouse Christian Academy  
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lcadawsonville.com

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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 administration and will be handled on a case-by-case basis.*

### 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.

Late registration (after June 1) is \$200.

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 the Financial Office.

7. There will be a \$50 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.

### Important Tuition Payment Dates:

June 1- Curriculum Payment due for following school year

August 1 – First Tuition Payment, Tuition Insurance due per student

January 31<sup>st</sup>- Graduation fees (\$75) due, Early Enrollment Fees Due for next school year

May 1- Final Tuition Payment

Tuition Schedule-10 Month Schedule (August-May)

First Child \$550 per month \$5500.00  
Second Child \$450 per month \$4500.00  
Third Child \$400 per month \$4000.00  
Each Child After- No Tuition Cost

Tuition Schedule- Lighthouse Baptist Church Member Discount

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

Non-Tuition Required Fees

Registration Fee: This fee is per family and is due with the enrollment application.

\$150 by August 1<sup>st</sup>

\$200 after August 1<sup>st</sup>

Tuition insurance: This fee is per student

\$200 is due August 1<sup>st</sup>.

Curriculum Fee: This fee is per student

\$350 is due June 1<sup>st</sup>

*Tuition insurance is waived if you pay the entire year in advance (by August 1<sup>st</sup>).*

Tuition payments (cash/check) can be made at the blue LCA box across from the school office. Credit Card payments can be set up with the financial office. Please contact the Financial office with any financial/tuition questions.

*The contact info is: [ksims@lighthouse-baptist.com](mailto:ksims@lighthouse-baptist.com)*

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. Never unload children where they must cross in front of other vehicles
3. After 8:00 am, the doors will be locked, and students must be buzzed in upstairs and signed-in at the office.



### Transportation

We understand there may be a need for families to carpool 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. A student's transportation is considered late after 2:40 pm. The children will need to be picked up from the church office.

### 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. High school students who drive to school will not be allowed to leave early, or arrive late without arrangements made with the administration.

### Closed-Campus Policy

All visitors must schedule, in advance, any visit to LCA. Visitors are not allowed anywhere on the campus without having first checked in with the school office. 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, but for the protection and benefit of every student and faculty member, such a policy is necessary.

### Academics

1. Report Cards will be distributed on the Friday following the end of each nine weeks.
2. Students enrolled at LCA will primarily use the Abeka Curriculum. There may be other supplemented work that your child may be assigned.

#### Grading Scale Grades 1-12

90%-100% A	4.0
80%-89% B	3.0
70%-79% C	2.0
60%-69% D	1.0
0%-59% F	0.0

#### K4 & K5

S+: Outstanding

S: Average

U: Unsatisfactory

### Lighthouse Christian Academy Graduation Requirements- 24 Credits

English:	4 credits
Math:	4 credits
Science:	4 credits
Social Studies:	3 credits
Health:	½ credit
Gym:	½ credit
Foreign Language:	2 credits
Electives/Fine Arts:	6 credits

All courses follow the GADOE required courses.

Foreign Language credits must include two consecutive years of the same foreign language.

Please contact the school office for a list of available electives.

*Students are required to 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.

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 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.

A student may miss up to 15 unexcused 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 Chronic Truancy

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.

#### 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. School starts promptly at 8:00 am. Please be considerate of your child's schedule and be on time. Students are considered tardy when they are not in their class by 8:00 am. Students are allowed a total of 10 tardies, after which there will be a \$25 charge per tardy, which will be automatically added to their school bill for the following month. Homeroom is mandatory for all students and may not be skipped.

#### Jupiter Ed

LCA uses Jupiter Ed as the primary platform for attendance, communication, grades, assignments, and 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 and are to required to use Jupiter Ed. If you have questions or concerns about your account, please notify the administration.

### 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 @onelca 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. We also take into consideration other counties where our staff must drive from when deciding to close due to weather and road conditions.

There may be an occasion that the school will have to close early (e.g. 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 contact 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. Act courteously to all adults and students in the facility, whether they be staff members or guests, as well as all adults and students at extra-curricular or sporting events, whether on-campus or off-campus.
3. Be on time to school and attentive in class.
4. Work cooperatively with others when involved in accomplishing a common goal.
5. Be a good testimony of Jesus Christ and a good testimony as a representative of Lighthouse Christian Academy- meaning in person, and on social media platforms.

6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is clean, safe, friendly, and productive.

### 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.” Mark 12:30-31

LCA defines bullying as any person willfully and repeatedly exercising power of control over another with hostile or malicious intent. Bullying can be physical, verbal, or psychological.

Examples of bullying include, but are not limited to:

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.

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

### Discipline

The Bible commands us to, “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. 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. Parents and teachers must cooperate fully with one another in the area of discipline.

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 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 administration

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:

*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:

Disrespect toward any staff member: - will result in before or after school detention and conference between parent & administration. Repeat offences will result in harsher punishments.

**Lying:** Detention.

**Stealing:** Detention and replacement of stolen item, possible ISS.

**Cheating:** Detention & possible ISS.

**Destruction of property, or its unnecessary treatment:** Detention and return/repair/replacement of damaged property.

**Cursing/Inappropriate talk:** Detention & possible ISS.

**Fighting, including verbal conflict:** Detention & possible ISS.

**Possession of cigarettes, vape, alcohol, drugs or paraphernalia:** ISS or possible expulsion.

**Possession of knives or other illegal weapons-** ISS & possible expulsion

**Inappropriate Sexual Contact:** ISS & possible expulsion.

*Parents will be notified about all infractions. Infractions may result in a meeting between the parent and the administration. Any illegal activity will be reported to Dawson County Sheriff's Office*

### Detention

*Before-school detentions are from 7:15-7:45 am. After-school detentions are from 2:30-3:00. Detentions are scheduled at the teacher's convenience.*

### Suspension

Suspension can range from one to four days. All grades due during the suspension period will be counted as a zero.

### Expulsion

Students are expelled from LCA for a minimum of the remainder of the year. At the discretion of the administration, students may be able to return in the next school year. This is dependent on them first following our restoration policy based out of Galatians 6:1. Among other things they must obtain a recommendation from their pastor, and then serve volunteer hours at LCA. This will allow us to see that they have truly repented and are willing to grow past their mistake.

### Discipline Procedures

Misconduct in the areas listed above will be handled by the individual teachers and/or the administration, 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 conferences
8. ISS- up to 5 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. 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. The Bible also sets a distinction between male and female. Lastly, the Bible tells us that we should identify

with Christ in how we live. Anything that deviates from these standards has no place at LCA. From these major principles we have established these specific standards.

### Boys and Girls Dress Code

**Girls** are permitted to wear dresses, skirts, jeans or dress slacks. All dresses and skirts must be knee length. Knee length clothing must touch the floor while kneeling. Leggings are not permitted unless under a knee length skirt. For 7<sup>th</sup>-12<sup>th</sup>, grade no shorts are permitted during the school day. For K-6<sup>th</sup>, knee length, jean or khaki, shorts are permitted. Girls are permitted to wear t-shirts, polos, & blouses. All shirts must comply with standards in this list.

**Girls Chapel Day Dress Code:** Skirts, dresses to the knees or longer, and dress pants and blouses allowed. No denim is permitted.

**P.E./ Sports:** Knee length shorts may only be worn for P.E. or other activities.

**Boys** are permitted to wear jeans, khakis, or other dress slacks. For 7<sup>th</sup>-12<sup>th</sup>, grade no shorts are permitted during the school day. For K-6<sup>th</sup>, knee length, jean or khaki, shorts are permitted. T-shirts, Polos, & Button ups are permitted. No tank tops should be worn. All shirts must comply with the standards on the list.

**Boys Chapel Day Dress Code:** Shirt with collar (button up shirt, polo shirt, etc.) dress pants, belt, ties, and suit jackets are optional. No denim is permitted.

**P.E./ Sports:** Knee length shorts & loose fitting athletic pants may only be worn for P.E. or other designated activities.

### Dress Code cont....

1. Neatness, cleanliness, modesty, good taste and common sense should determine the student's attire. Inexpensive, practical, and serviceable clothing should be the guidelines for purchasing clothes. Please do not encourage keeping up with the latest fads and fashion. Baggy & oversized clothing and other sloppy dress is not acceptable.
2. All students are expected to dress in a conservative and modest manner. Tight-fitting, mesh, see-through clothes are unacceptable. No bare midriffs or crop tops. Ripped or frayed pants are not permitted. Necklines front & back must not be low cut.
3. 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, compression wear, etc.
4. Hats/head coverings/bandanas are not permitted. Hooded sweatshirts may be worn to school but hoods cannot be worn over the head during the school day.
5. Shoes must not be extreme in style and must have a sole meant to be outside. 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.
6. Boys hairstyles should be kept off the ears and collar. Boys are not permitted to have ponytails or pigtails. Extremes in hairstyles, jewelry and cosmetics are inappropriate. Extreme colors/cuts that would cause a distraction should be avoided.



7. Piercings on boys are not permitted. No student may wear facial or body piercings at any school activity. Boys are not permitted to wear any nail polish.
8. 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.
9. 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.
10. 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.
11. Violations may occasionally slip by, but this does not show approval.
12. Temporary tattoos are not permitted, and any permanent tattoos must be covered completely at all times.
13. 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.

The purpose of the dress code is to promote an atmosphere that is 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.

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.

### Field Trips

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.

### 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 contact your child through the office during the school day. Students caught with banned items will receive the appropriate punishment.

Medicines must always be turned in to your child's homeroom teacher. Students are never to be in possession of any medicine, even things like Tylenol. 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.

### Technology Guidelines

Lighthouse Christian Academy recognizes that teaching and learning will change as technology advances.

In responding to these changes, we have set these guidelines for the use of technology in relation to LCA.

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.

2. Parents are responsible for setting and maintaining the standards that children should follow when using technology.
3. At school, legitimate use of the Internet is specifically for educational purposes only.

*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 up to expulsion from Lighthouse Christian Academy.*

#### 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 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 expulsion of all students participating.

#### In Relation to Covid-19

1. We will continue to implement and encourage simple but effective mitigation strategies such as: handwashing, covering coughs and sneezes, wiping down high touch surfaces regularly, etc.
2. We will monitor local conditions daily, making informed decisions for all involved, and encourage students and staff stay home if running a fever or feeling ill.
3. Daily temperature checks will be required and documented.

Please note

Any person entering the premises waives all civil liability against the premises owner and operator for any injuries caused by the inherent risk associated with contracting Covid-19, except for gross negligence, willful and wanton misconduct, reckless infliction or harm, or intentional infliction of harm, by the individual or entity of premises.

THE ADMINISTRATION RESERVES THE RIGHT TO REVISE THE STUDENT HANDBOOK AND ALL OTHER PUBLICATIONS AT ANYTIME THROUGHOUT THE SCHOOL YEAR. ALL PARENTS WILL BE NOTIFIED TO ALL MAJOR REVISIONS EITHER BY EMAIL, MEMO SENT HOME WITH THE CHILD, OR POSTING ON OUR WEBSITE. 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: Jan 25, 2022