

# **Table of Contents**

**We will trust in the Lord with all our hearts and we won't be leaning on our own understanding. We will be acknowledging Him in all our ways and praying for His direction. (Paraphrase of Proverbs 3:6)**

## **Introduction to the Ministry of Lighthouse Christian School**

**Section 1 We Believe**

**Section 2 Foundational Endeavors**

**Section 3 Admission and Enrollment**

**Section 4 Financial Policies**

**Section 5 Attendance**

**Section 6 Code of Conduct and Discipline**

**Section 7 Curriculum and Grading**

**Section 8 Dress Code**

**Section 9 Safety**

**Section 10 Sports and Extra-Curricular Activity**

**Section 11 Technology**

**Section 12 Contact and Communication**

**Section 13 Food and Illness**

**Section 14 Miscellaneous**



**Dear Parents and Students,**

**Lighthouse Christian School cares about children. Students and families are at the core of our mission and vision. This ministry begins with our 3 and 4 year old preschool program called SHINE because we want to SHINE for Jesus. Our children prepare for school through fun and exciting educational play and activities. Following SHINE, children move on to Kindergarten and then into the first grade, where they continue to learn and develop the fundamental skills of reading, writing, and arithmetic. Moving through elementary and middle school, our students are well prepared for high school and come to know Jesus as the heart of every matter. Our teachers are excellent and highly qualified to do what they do. Their hearts focus on the children, with character, faith, and proficiency at school work and learning as the keys to success. There are classes in art, music, gym, computer, and Bible in all grades, along with other exciting and challenging activities designed to provide a well-rounded experience for our boys and girls. There is a before and after school program for all ages of students to assist our working parents. Summer time at Lighthouse includes academic assistance for our own students through tutoring on our campus. In addition, we operate a fun and exciting Camp Lighthouse for kids from 4 – 9. Themed activities, learning, playing, sports, and visiting around our community make Camp Lighthouse an extraordinary experience. Our office provides all the information parents may want to know about our variety of programs.**

**Thank you for your interest in our school. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire, not simply a private education, but a distinctively Christian education for their children. Before applying for admission to our school, please read our LCS Handbook, which will introduce you to many of the school's policies, procedures, and expectations for both parents and students. Our school unashamedly believes, teaches, and practices a literal**

**interpretation of the Word of God. We respect your desire to place your child in the best possible learning environment, but you must also be in full agreement with our doctrinal positions to be considered for LCS.**

**Lighthouse Christian School is a ministry of Dagsboro Church of God. It is operated by the Head of School under a Board of Trustees made up of a variety of individuals from Christian churches within our local area. Our leadership team is made up of well qualified and experienced professionals and educators who love Jesus and children with all their heart. Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but to teaching students how to apply the truths of God's Word to every aspect of life. We look forward to partnering with you in educating your child in God's truth.**

**Our Chain of Command is always**

**God first, then**

**The Pastor, Council of Dagsboro Church of God,**

**Followed by the Board of Trustees of LCS\*, Principal,**

**Teacher, other Faculty and Staff, Parent**

#### **History of Lighthouse Christian School**

Lighthouse Christian School began in September of 1997 as a ministry of Dagsboro Church of God, with little 4 four year old preschoolers which grew to 10 during that first year. The following year we added both a three year old and a kindergarten class. In 1999, the first building of the school was constructed, and a first grade class was added to our program. We chose our first Board of Trustees and added a second grade in 2000, followed in 2001 by a third grade class and an expansion to building 1. Building 2 was built in 2002 to house 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade, as well as a computer lab. In that same year, LCS was incorporated, and in the following year, we added a 5<sup>th</sup> grade. We built a third building in 2004 to house 5<sup>th</sup> grade- 8<sup>th</sup> grade and added the 6<sup>th</sup> grade at that time. 2005 was an exciting year as we added 7<sup>th</sup> grade and began our Middle School Sports program. Our new playground was established and our basketball court was added next to it. Also, our soccer field was equipped with goals and official markings. Finally, in 2006, we graduated our first 8<sup>th</sup> grade class. What a blessing! Throughout all of these high points, we have seen God's hand upon our endeavors and continue to grow and prosper. We never stop seeking God for His direction and plan to pursue His directions for our future. God is good.

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#### **Non-Discrimination Policy:**

LCS is a ministry of the Dagsboro Church of God. We are a member of the Association of Christian Schools International and are registered with the Delaware Department of Education for pre-school, and grades K-8. Subject to the Constitution of the United States of America and applicable federal laws, Lighthouse Christian School does not discriminate in administration of its educational policies, admission policies, scholarship programs, athletics, and other school-administered programs; and admits students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Admission to the school is a privilege, not a right, and admission for one year does not guarantee automatic admission for future school years.

## Section 1: We believe:

1. ...the Bible itself is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. For the purpose of school doctrine, practice, policy, and discipline, the Pastor of Dagsboro Church of God is the final interpretive authority on the Bible's meaning and application.
2. ...in one God eternally existing in three persons; the Father, Son, and Holy Ghost.
3. ...that Jesus is the only Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to Heaven and is today at the right hand of the Father as the intercessor.
4. ...that all have sinned and come short of the glory of God and that repentance is commanded by God for all and necessary for forgiveness of sins.
5. ...that justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
6. ...in sanctification subsequent to the new birth, through faith in the blood of Jesus Christ; through the Word; and by the Holy Spirit.
7. ...holiness to be God's standard of living for His people.
8. ...In the baptism with the Holy Spirit subsequent to a clean hear,
9. ...in speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Spirit.
10. ...in water baptism by immersion, in the name of the Father, Son, and Holy Spirit.
11. ...divine healing is provided for all in the Atonement.
12. ...in the premillennial second coming of Christ, first to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on earth a thousand years.
13. ...in the bodily resurrection, eternal life for the righteous, and eternal punishment for the wicked.
14. ...that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person.
15. ...that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as set forth in Scripture. (Gen 2:18 – 25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4)
16. ...that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, disagreement with one's biological gender or attempts to change one's biological gender) or advocacy of sexual immorality, is sinful and offensive to God. (Matt15:18-20; 1Cor 6:9-10)
17. ...that in order to preserve the mission and integrity of Lighthouse Christian School as the local Body of Christ, and to provide a biblical role model to the LCS students, families and the community, it is imperative that all persons employed by the school, or serve as volunteers, agree to and abide by our Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16)

18. ...that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behaviors or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of LCS.

19. ...that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom10:9-10)

### **Our Vision:**

A Christ-centered school equipping students to impact our community and our world

### **Our Mission:**

Partnering with students and families to provide God-honoring training; empowering them to glorify Him spiritually, academically, and physically

### **Our Core Values:**

The essential core of our values rests on Biblical Truth, Character Building, and Excellence. When we focus on these three values, the fruit will be Love, Honesty, Obedience, Respect, Self-Control, Balance, and Fun.

### **Our Purpose:**

Present well-prepared daily programs which establish Jesus Christ and His Word as the foundation for educating children.

Provide a loving

Christian atmosphere where a positive self-concept is enhanced, and “self- discipline” is learned.

Provide a secure atmosphere which encourages enthusiastic discussion and curiosity about the world, while maintaining Biblical integrity.

Provide a solid

Christian academic education for children in our surrounding communities.

### **Our Statement on Faith, Marriage, Gender, and Sexuality:**

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

2. That the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has prohibited intimate sexual activity outside of a marriage between a man and a woman.

3. That any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, disagreement with one’s biological gender or attempts to change one’s biological gender) or advocacy of sexual immorality, is sinful and offensive to God. (Matt15:18-20; 1Cor 6:9-10.)

4. That in order to preserve the mission and integrity of Lighthouse Christian School as the local Body of Christ, and to provide a biblical role model to the LCS students, families and the community, it is imperative that all persons employed by the school, or who serve as volunteers, agree to and abide by our Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil2:14-16)

5. That every person must be afforded compassion, love, kindness, respect, and dignity. (Mark12:28-31; Luke6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lighthouse Christian School.
6. That God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts3:19-21; Rom10:9-10.)
7. That human life begins at conception and that an unborn child at any stage of development is a human being and should be treated as such.

In light of LCS's statement of Faith, Marriage, Gender, and Sexuality, and the need to ensure individual safety and maintain school discipline, and in recognition of personal physical privacy rights, the policy below is enacted to advise members of the LCS community of their duties with regard to the use of restrooms and all other LCS facilities where individuals may be undressed in the presence of others, as well as any and all situations designated by sex under LCS sponsorship. The definition of sex is the biological condition of being male or female as determined "by anatomy and genetics existing at the time of birth and indicated on their birth certificate." Members of the LCS community mean any LCS employee, volunteer, student, parent/legal guardian, or visitor. LCS' sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female biologically, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). A rejection of one's biological sex is a rejection of the image of God within that person.

**Policy:**

Any and all LCS areas or sponsored events designated by sex shall only be used by members of that same sex. In any LCS facility or setting where members of the LCS community may be undressed in the presence of others, LCS shall provide separate, private areas designated for use by members of the LCS community based on their sex. For example: dressing for sports, changing for gym class, or any school activity wherein students must divide, group, or otherwise adhere to certain directives based on their status as a male or female. LCS exempts situations during which young children must be accompanied by a parent/legal guardian in a restroom or area that does not align with the child's sex from within the purview of the regulations.

LCS recognizes there may be instances where members of the LCS community experience uncertainty/disparity between their sex and their feelings about their sex. This uncertainty/disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. LCS encourages members of the LCS community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

LCS will at all times interact with members of the LCS community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same. (Ephesians 4:15)

A member of the LCS community who openly, repeatedly, and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person. Such rejection and behavior dishonors the Holy Trinity and the Word of God, demonstrating a person's failure to abide by this policy and is cause for terminating their privilege of membership within the LCS community.

To preserve the function and integrity of LCS and to provide a Biblical role model to members of the LCS community and the community-at-large, it is imperative that all members of the LCS community agree to and abide by this policy.

## **Section 2: Foundational Endeavors**

**Spiritually**, the school endeavors to:

Present Jesus Christ and His view on every area of life through the content of our teaching methods and curriculum materials.

Establish awareness that we are all God's children, each with talents and gifts to share with others.

Develop in each child an appreciation for God's creation.

Teach the Bible as the Divine inspiration of God.

Teach holiness to be God's standard of living for His people.

Guide the child towards a personal commitment to Jesus Christ as Savior and Lord.

Help the child know God and seek His will for their lives.

**Academically**, the school endeavors to:

Provide high academic standards, helping each student to realize their full potential.

Challenge the students to study to show themselves approved to God (2 Timothy 2:15).

Teach Bible, reading, writing, language, and arithmetic, as well as, science, history, current events, music, and physical education.

Develop good study habits in children.

Foster the child's natural curiosity and creativity.

Develop the student's ability to think critically and constructively.

Train students in the use of computer and current technological improvements.

Encourage a love of reading and creative writing.

Motivate students to continue the process of education as a life-long learner.

Enrich the student's understanding and appreciation of the environment.

Teach students that we are to be wise stewards of our natural God given resources.

**Socially**, the school endeavors to:

Teach children to develop respect, love, and concern for authority in the home, church, school and state. Teach children to be willingly subject to and pray for all those in authority over them. Develop the students understanding of the need for membership in and service to the local church, family and community. Develop in the student a strong moral character. Teach students to accept and appreciate cultural and generational diversity in those that are physically and mentally challenged by special needs. Lay a foundation for leadership development, which equips the child with Godly reasoning and discernment.

**Physically**, the school endeavors to:

Provide ample opportunity for the use of large motor skills and coordination through physical activity, both indoors and out. Teach respect for the human body as the temple of the Holy Spirit.

### **Section 3: Admission and Enrollment (LCS and Shine Preschool)**

**Spiritual Considerations:** It is important to have a personal relationship with Christ to live a fulfilled life. Parents need to support this idea as well as the school's Christian philosophy of education as well as support the administration and faculty in carrying out the goals and programs of the school.

**Behavioral Considerations:** Students must have a record of acceptable citizenship in previous school experience. Parents must support the LCS behavior guidelines that we ask our students to abide by. Character is an important quality to succeed in life and begins in childhood. New enrollees are enrolled on a provisional status. Parent-teacher meetings/conversations will be scheduled monthly, and the student will be monitored closely in the classroom. If behavior is problematic, we will work together, but we will expect improvements quickly if the student is to remain in school.

**Academic Considerations:** Parents will provide previous school records documenting acceptable grades and any special needs provided. Students in 2<sup>nd</sup> – 8<sup>th</sup> grade will test in math and reading through LCS before admittance can be completed. When taking these tests, students must score within an acceptable range for admission to the grade they are seeking. This placement policy seeks to ensure a positive and successful school experience for each new student, as well as for the students currently enrolled.

**Pre-school** children must be 3 or 4 years old by August 31 to enroll. They must also be able to use the bathroom independently.

Incoming **kindergarten** and **first** grade children will meet with teachers for an appropriate screening of skills. This ensures learning readiness. Our **2 – 8<sup>th</sup>** graders are tested in math and reading. In all cases, our admission team will provide resources to assist parents if their child/children need to bring up their scores to ensure their academic success. If this is the case, students can be retested again at a later date to consider acceptance. Due to academic deficits, it may be necessary to enroll a student at a lower grade level or possibly deny admission for the long-term benefit of that child.

**Only after** testing is completed, reviewed, and approved, do we begin the enrollment paperwork. This includes:

1. Application filled out by the parents or guardian
3. Signed Acknowledgement form
4. Copy of the child's birth certificate and current immunization record
5. Copy of custody agreements if applicable
6. Non-refundable enrollment fee

### **Priority of Enrollment:**

1. Children who are currently enrolled in LCS have “closed reenrollment” every January, during which we do not enroll new students, unless they are siblings of current students. Re-enrollment forms are available online or in the office. The completed application, along with the registration fee, must be mailed or turned in to the school office during the re-enrollment period. Financial agreements must be current to re-enroll. If a situation arises necessitating the withdrawal of your student for the following year, please notify the office as soon as possible. Please note that the registration fee is non-refundable. New siblings of our current students may enroll during the reenrollment period.

2. New applicants can begin their testing in January to prepare for the “open enrollment” period which begins February 1. At this date, new applicants and re-enrolling applicants are first come/ first serve. As a reminder, new applicants must successfully complete all academic testing before enrollment. If a student is close to, but not at grade level, after school tutoring or other opportunities may be available at the parent's expense. If this case, a 3 month review will be held with the expectation that the student will catch up during that time. Upon entering LCS, a student is first considered provisionary and must maintain a grade average of 70 in all academic subjects, and continue to display good behavior and have good attendance. If all proceeds successfully, provisionary students will be fully matriculated the following school year. Parents of provisionary students will be required to sign a contract of agreement with our policy to ensure a consistent transition for the student.

## **Before and After School Care Available (7:00 – 7:45 am and 3:00 - 5:30 pm)**

Before and after school care is available for all ages at Lighthouse Christian School. We provide care on a regular weekly schedule, or on an unexpected daily drop-off (change of plans, late parents, etc.) at an additional expense. The office provides pricing upon request.

## **Section 4: Financial Policies:**

1. All financial arrangements are made with the Finance Director
2. Registration fee is due along with the enrollment packet.
3. Tuition may only be paid through LCS office if parents pay the entire tuition in one payment.
4. FACTS: We partner with FACTS Management Company to manage our tuition payment program and financial assessment. You may choose either the 1<sup>st</sup>, 5<sup>th</sup>, or 20<sup>th</sup> of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of debit/credit cards (if a debit/credit card is used, a service fee of 2.85% will be charged to your account).
5. After three attempts by FACTS to collect an overdue payment, the student may be suspended until the overdue bill is paid.
6. If a student's tuition is not current, the student may not re-register or return to LCS until all fees are paid in full.
7. In the event any check is returned to the school from the bank, the Finance Director will notify the parent and a return check fee (from the bank and the school) will be charged to your account. The LCS Board reserves the right to ask that future payments be made in cash, certified check or money order.
8. If a student is withdrawn during the school year, parents are responsible for the tuition for the entire month in which the withdrawal is made. Students on an 11 or 12 month payment plan will be reimbursed on a per diem basis. No refunds for enrollment/book fees will be made.\*
9. Scholarships may be available for students in Preschool through 8<sup>th</sup> grade through the school. An online application is available through [online.factsmgt.com](https://online.factsmgt.com) (\$30.00 registration fee for this service applies). All information provided is kept strictly confidential.

### **Terms:**

- Enrollment is dependent upon a successful completion of the Admission process
- Tuition payment plans are managed by FACTS Management. There is a non-refundable fee of \$45
- FACTS payment plan enrollment – <https://online.factsmgt.com/signin/4FYNS>

### *Discounts:*

- *Paid-in-Full discount of 5% if payment is made on or before August 15<sup>th</sup>.*
- *Multi-family discounts will be given to students Kindergarten – 8<sup>th</sup> grade.*
- *Pastoral discount will be given to students who have a parent that is an active Pastor.*
- *Report cards will not be issued nor will permanent records be forwarded until an unpaid balance is paid in full.*

A Parental Agreement form must be signed by the responsible party/parties agreeing to the LCS Financial policies as part of the enrollment process.

## **Section 5: Attendance**

Lighthouse attendance policies come from and are reported to the **Indian River School District**. Attendance is extremely important and affects grades, advancements, and scholarship opportunities. School hours are 8:00am-3:00pm. Parents are responsible to arrive on time. Students must remain at school for at least half a day (8-12:00 pm) in order to receive credit for being present. Parents are expected to notify the school before or at the beginning of any day when their child is absent.

### **Excused Absences:**

A note from the parent/guardian explaining the reason for the absence must be submitted within **2** days of the student's return to school or the absence is recorded as unexcused. Typical excused absences are those due to illness or injury; those accompanied by a doctor's note; serious illness or death in a family; others as reviewed on an individual basis. If a student is absent more than 3 consecutive days, they must have a doctor's excuse to return. This can usually be faxed to school directly from the doctor's office. (302 732-6974) In grades K-8, students are allowed ten (10) excused absences a year, as per IRSD policy. After that, **absences can affect grade advancement**.

### **Unexcused Absences:**

We strongly recommend parents make every effort to schedule trips or events during periods of school vacation. Just like excused absences, unexcused absences including trips can affect grade advancement. If this is not possible, a request form from the office must be filled out by the parent/guardian and submitted at least **five (5)** school days before a trip, All work must be made up according to school policy in Section 7 of this handbook.

### **Tardiness:**

Any student in grades K thru 8<sup>th</sup> grade who arrives after 8:00 am is considered tardy and must report to the office **with a parent** or guardian to sign the attendance log. Three (**3 tardy days = 1 unexcused absence**) as per IRSD policy. The only excused tardiness will be for medical or dental appointments, however, please try to schedule appointments after school.

**Early Dismissal:** Parents must notify the office in the morning to arrange an early dismissal stating the reason. The parent/guardian or designated person picking up the student **must** report to the office to sign the student out. No one may go directly to the classroom to pick up students. Early dismissal must take place prior to 2:30pm or the parent must wait until regular dismissal time.

## **Dismissal Policy:**

Children must be picked up by 3:10pm. After school care is provided in preschool through 8<sup>th</sup> grade until 5:30pm. A pay schedule can be obtained from the office. If staying, students will do their homework before playing. If a child will be going home with a person not on the usual pick up list, a written note or call to the school office is required. If a child is not picked up on time, he or she will go to the after school program and parents will be charged the hourly rate. We ask that payment for this service is paid at pick up.

## **Section 6: Code of Conduct and Discipline**

### **Christian Code of Conduct:**

Students at Lighthouse are expected to display Christian character traits. This is the overriding principle of the rules for student behavior. Every effort is made to guide the Christian student to live each day to show his love for and faith in the Lord Jesus Christ.

By enrolling in LCS, students agree to live within the framework of the school's standards of conduct. Agreeing to these standards obligates the student to assume responsibility for honorable adherence to them while at school. This is a matter of integrity. Our policy is to involve the parents of our students when there is a continued difficulty at school or related activities. Parents must support faculty and administration, both publicly and in private. This is very important in our work of teaching and training children and young people.

Any behavior, either on or off campus, that indicates a student has little desire to live a life honoring to God, or any conduct that gives evidence of disregard for the spirit of the school standards, is sufficient cause for disciplinary action, including suspension or expulsion.

The school generally follows the discipline procedures contained in this Handbook. However, there are circumstances in which the school administration may determine that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

Love for others is the hallmark of the Christ-life (John 13:34, 35; 15:9-13; 1 John 4:7-11). In His relationship with His Father, Jesus displayed submission (Luke 22:42; John 4:34; 5:30). In His relationship with others, He demonstrated acceptance (John 8:11), compassion (Matthew 9:36; Mark 6:34) and forgiveness (Matthew 9:2; Luke 5:20). *We cannot bear the fruit of the Spirit and manifest the character of Christ without being spiritually joined to Christ (John 15:4, 5) and without having the seed of the Word planted in our heart (John 15:3, 1 Peter 1:22, 23).*

### **Principles to live by:**

No complaining or arguing; *Do everything without complaining or arguing. Philippians 2:14*

Speak politely; *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it might benefit those who listen. Ephesians 4:29*

Get along; *Live in harmony with one another. Romans 12:16*

In all things, do your best! Study and be prepared: *For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10*

### **Discipline:**

Our **Mission** calls on us to partner with the parents of our students 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.

This philosophy of discipline is designed to develop a spirit of obedience and cooperation in each student. This spirit encourages love, respect and concern for both peers and those in authority. It provides an orderly environment conducive to learning and instills acceptable standards of social behavior. The precepts of the discipline code are based on the Biblical concepts of morality, neatness, orderliness, truthfulness, responsibility, maturity and Christ-likeness. All discipline matters will be handled in a loving but firm manner. Parental support and cooperation is expected. When students consistently exhibit obedience to school wide rules, they will be able to participate in various incentives. Persistent or major problems will be communicated to the parents and more severe measures will be taken.

### **School Wide Classroom Rules:**

The classroom should be a peaceful, interactive environment in which the teacher guides the learning process. Each child must hear quality instruction, participate in learning activities, ask questions, and contribute to others learning. To make the classroom this kind of learning place there will be a few simple school-wide rules we will enforce.

- 1. Students may not talk while the teacher or another student is talking.**
- 2. Students must raise their hand before speaking.**
- 3. Students must ask for permission before leaving their seat.**
- 4. Students may not be disruptive in class. Disruptive behavior includes - but is not limited to - putting head down on desk, laughing loudly or annoyingly, screaming, yelling, and/or generally being a distraction.**

Teachers will deal with each student on an individual basis and follow the discipline system below. However, wisdom must always be taken into account when handling each student. If timeout is appropriate, the number of an appropriate minutes teachers are allowed to put a student in time out is equivalent to the age of the child, whether it is given in class or at recess. Parental support is very important in regards to discipline. We seek to instill responsibility for their choices in our students.

If a disagreement arises in regard to disciplinary action taken, the parent should contact the teacher first and include the principal next, only if necessary. They should refrain from discussing

any disagreement with students or others. LCS reserves the right to contact police and administer consequences if there has been a violation of the civil or criminal law.

## **Discipline System:**

### **Grades K - 8<sup>th</sup>**

The primary disciplinarian in the school is the teacher, who will administer discipline to the child by having established rules and procedures. Should a student fail to comply with the established expectations, the teacher will deal with the student and, if needed, the parent. Discipline by the teacher may include:

- Warning
- Elimination of privileges
- Extra Work
- Parental contacts and/or,
- Referral to office

**If a child is referred to the office:** After determining the extent of the child's misbehavior from the teacher, the office will decide upon a course of action. The child's disciplinary file on Renweb will be used to calculate the severity of the punishment. Upon this review, the child may receive:

- Warning
- After-school Detention
- Parent conference
- Suspension and/or
- Expulsion

The staff of 2<sup>nd</sup> -4<sup>th</sup> grade uses Class Dojo for their discipline record. Class Dojo is a positive feedback platform that connects teachers, parents, and students, helping kids improve character and behaviors in school and at home. Class Dojo enables teachers to give "Dojo Points" to students for showing positive behaviors, as well as communicating this progress to their parents. The Points are given and taken away according to behaviors that are set ahead of time. More information can be found at [Class Dojo.com](http://ClassDojo.com).

### **Detention:**

After-School Detention is held from 3:00 pm to 4:00 pm and is supervised by one of the faculty or staff members. During the detention period, students may perform work detail or complete a discipline assignment. Parents of the students will be notified in advance and are responsible for the student's transportation home.

### **Suspension:**

A student may be placed on in-school or out of school suspension at the discretion of the

Administration. In either case, the student will have punishment homework and must also make up any work missed when he/she returns to school. The school policy for make-up under this scenario is as follows:

1<sup>st</sup> time – all work will be given a 15% deduction before grading

2<sup>nd</sup> time – all work will be given a 20% deduction before grading.

3<sup>rd</sup> time – all work will be given a 30% deduction before grading.

### **Probation:**

Students may be placed on disciplinary probation when their attitude or actions are not consistent with the purpose and standards of LCS. Probation is necessary when a student has a serious academic, attitude, and/or behavior problem. It is designed to give the student an opportunity to correct his/her problem. It is normally instituted after consultation with the student, parents, and faculty. The administration will set the terms of probation. The probation statement must be signed by the student, parent, and administrator. Refusal to sign the probation statement will result in dismissal.

### **Expulsion:**

The school administration reserves the right to immediately suspend or expel a student who has grievously violated LCS written school wide rules and/or broken school policies or principles. Any expelled student will not be eligible to re-apply for enrollment until the following school year. All students who re-apply to LCS must meet with the administrator to review the discipline policy and sign an agreement to comply.

### **Weapons Offenses:**

A weapon of any type poses a serious threat to the safety of school buildings and the students, staff, and visitors who occupy our buildings. Weapons and threats to use weapons must be taken seriously and dealt with seriously. A weapon is defined as any object or item that is designed or otherwise used to threaten or inflict bodily harm or injury against another person or group of people. Weapons include, but are not limited to: guns, knives (regardless of design or normal use), clubs, wire-mesh globes, chemical sprays, laser pointers, and look-alike weapons. Items such as pens and pencils and other “everyday” items can also be considered weapons when used improperly.

Lighthouse Christian School strictly prohibits the possession of weapons in school buildings, on school campus, and at school-sponsored activities outside of school property. The school has a strict “zero tolerance” policy in regard to weapons at school. Police will be called in such an event.

### **Grievance and Complaint Procedures:**

If you have a concern regarding your child’s school year education, LCS encourages you to pray first, seek the Lord’s heart on the matter, and then, as Christians, follow the principle of “Matthew 18”— go to the source of your concern **only**. Matthew 18:15-16 “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established

by the testimony of two or three witnesses.” Contact the Principal as a witness only **after** you have gone to the source of your concern if the situation is not resolved. We want to honor God with all our communications. His word in Psalms 141:3 instructs us not to gossip.

If a student or parent has something to discuss with a teacher, the teacher can meet **after school**. Parents can schedule a conference through email. At no time should offended parents attempt to involve other parents or individuals in a situation. If a satisfactory outcome is not possible, a procedure has been established. The Principal will adequately review only issues or complaints that follow this procedure. It is the desire of the teachers, administration, and Board to be open to suggestions and criticisms made in a proper manner and to answer the same in an efficient and clear manner. The school desires to see a unity of purpose even in the midst of a diversity of opinions. It is our desire that all things might be done decently and in order.

## **Section 7: Curriculum and Grading**

The curriculum is continually reviewed to ensure its effectiveness in the educational process in order to enhance the quality of all academics at LCS. Curriculum fees covers supplies and consumable texts.

### **Bible:**

The school desires that each student in grades 1-8th should have a Bible for scripture study and devotion. A chapel service is held for all students on Wednesday mornings at 8:30 am. Parents and family members are usually welcome to attend.

### **Specials:**

Each marking period we offer special classes to enhance your student’s school experience. These classes may include physical education, music, art, computer technology, STEAM, chess, or other activities. We offer study skills and character classes to Middle School students in addition to the regular specials and electives. Middle School Electives may change throughout the year and have included Praise & Worship, and mission outreach in the past.

### **Grading Key (used for 1<sup>st</sup> -8<sup>th</sup> grade):**

A	93- 100	Excellent
B	83- 92	Above Average
C	73 - 82	Average
D	65 - 72	Needs Improvement
F	64 and below	Failing

If a student has to re-take a test/quiz for any reason, the two grades will be averaged together for the final grade.

**Honor Roll:**

High Honor Roll 93 - 100 A's in all subjects, No B's, C's, etc.

Honor Roll 83 - 100 A's & B's in all subjects, no C's, etc.

**Report Cards:**

The school year is divided into approximately four nine-week reporting periods. Students and parents should closely examine progress reports and report cards when they are e-mailed.

**Incompletes:**

An incomplete is given in those cases where illness or emergency occurs, pre-arrangements for absence have not been made, or the student is not able to finish assignments for an acceptable reason.

- Parents will be notified two days after a student has failed to make up or turn in an assignment.
- Assignment grades will be lowered for each day late after parent notification.
- When assignments are late without an acceptable excuse it will result in an after school detention.

**Making up Work from an Absence**

Students who are absent will have the equivalent number of days as the absence to make up the work missed in class or as homework. For example: one day absent = one day to make up the missed work. After this late "grace period," the assignment may be given a one letter grade drop each day (parents must be notified first.)

If your family takes a vacation during the school year while school is in session, the missed work must be handed in the day the student returns to school. Under this scenario, if work is not handed in on time, the policy in middle school is to lower the grade one letter grade for each late day.

In grades K-5, please consult with the teacher regarding consequences for tardy work.

**Assignment Requests:**

The school office assists students and parents in contacting teachers when a student's illness or family travel requires a prolonged absence from school. When contacted by the parent, the office will notify the child's teacher regarding the time of absence. The teacher will send make up work to the office where it will be ready for pick up at an agreed time. This time frame allows the teacher to gather materials and provide meaningful assignments. Parents should also use RenWeb to view the lesson plan and get homework for the time missed. Using our Google classroom, work can be turned in from a remote location if convenient.

**Homework:**

Please encourage your child to complete all homework assigned in their agenda or through RenWeb. The homework is designed to review and practice skills and concepts covered in the classroom. More time may be required in the upper grades to complete homework each night. To assist each child to take responsibility in this area, an assignment book encourages organization

and proper completion of work. We suggest you insist your child to bring home all returned papers and that you look over them with your child. Homework must be turned in at the beginning of each class. Late work is given a one day grace period before a lunch detention is assigned to complete the work. If not completed at one lunch detention, an after-school detention is assigned and one grade level deducted for each day late.

Below are some suggestions for assisting your child with his/her studies:

- Check your child's agenda and RenWeb.
- Be sure a quiet, secluded study place is provided.
- Keep distractions of any kind at a minimum. TV and radio should be off; phone calls should be limited.
- Parents should check periodically to see how much and what kind of work is being done.
- Learning and appreciation, not marks or grades, should be emphasized.

### **Academic Levels:**

Lighthouse Christian School seeks to provide a Christ centered and appropriately challenging learning experience for each of our students. We fully expect that teachers and parents will work together to ensure the success of each student. Sometimes students require more help or a different way to access the information presented in the classroom, and sometimes a student will need a different means to "show what they know" about that information. Again, our heart is to challenge our students to "do your best to present yourself to God as one approved, a workman who does not need to be ashamed..." 2 Timothy 2:15. In keeping with the spirit of that principle, we have a very specific plan in place to aid those students and their parents who are diligent workers, but are finding something amiss in the acquiring of information.

Upon testing or evaluation of a student, the teacher may find that the student is not on grade level, (above or below). LCS will notify parents and schedule a conference to discuss their child's academic status and a strategy to best meet the needs of the child.

Our plan is as follows:

1. Hold a parent/teacher conference. Either party may initiate this; how often a meeting is scheduled is determined by both.
2. The Instructional Support Coordinator will attend to provide suggestions. The goal of these meetings is to devise a plan to improve.
3. The plan will be implemented in the classroom and at home and the results monitored for an agreed upon period of time.
4. If the student is successful, then we will document and continue with the program. Frequent parent/teacher communication will be maintained and supervised by the Instructional Support Coordinator. If the student continues to experience difficulty, we will come together again to discuss additional means to help the student. At this point, we will invite a school psychologist from the Indian River School district to be present for an IST (Instructional Support Team) meeting to discuss other options that may be available through the district if the parents desire. Those options may include a different plan in the classroom, at home, or

educational and/or psychological testing.

5. If more or different testing is deemed necessary by our team of teachers, parents, administrator, and IRSD psychologist, it will be completed by the district, followed by a meeting to discuss the results. If the student qualifies for district services, they will be offered. If not, then we will continue to work together to implement a plan for the student to move forward or other options.

## **Section 8: Dress Code**

The purpose of the dress code is to be modest as outlined in 1 Timothy 2:9, and to clarify a standard of appearance that will encourage our students to bring glory to God (1 Corinthians 10:31). The dress code (see chart below) is intended to create an atmosphere free from distractions. **A STUDENT'S APPEARANCE IS A FAMILY'S RESPONSIBILITY.** The cooperation of the parent(s) is necessary in maintaining the dress code standard. This leaves the school free to focus on its primary task of teaching. All students and employees will dress in accordance with one's biological sex and use the restrooms and changing facilities conforming to one's biological sex.

### **Dress on Gym Days**

Students will wear their gym uniform all day on gym day. The uniform includes plain navy sweatpants (no writing) or knee length gym shorts. Girls should wear compression shorts underneath shorts for modesty. The gym shirt is a plain T-shirt (no writing) in navy or gray. Students who do not wear the proper gym uniform will miss gym and receive an F for the day. They will go with their group but run laps and/or sit on the sidelines without participating. **Sneakers are required for gym class for all grades.**

### **Violations of Dress Code:**

The **first** warning for incorrect dress code is a note home to the parent. If dress code violations persist, parents will be called to bring an acceptable dress code change of clothes to the school or take the child home. Any missed work must be made up.

**Uniform Requirements-see chart following;**

<b>Clothing (Pre-K; Kindergarten)</b>	<b>Color</b>	<b>Description</b>
Shirts	Red, white, navy	Plain solid polo or T shirt style; long or short sleeved
Pants, capris	Navy, khaki	Traditional classic plain or pleated front; elastic waist and corduroy acceptable; no low riders or form fitting materials like spandex
Skirts/shorts/ jumpers	Navy, khaki	Plain uniform style; biker shorts or tights needed for recess modesty/weather conditions; no more than 3" above knee
Dresses	Navy, khaki,	Plain, uniform style, polo style, length same as jumpers
Sweaters/sweatshirts	Red, white, navy	Pullover/ zip up; solid, plain hoodie or crew neck without logo writing
Shoes		Sneakers, casual shoes, boots: NO open toe, flip flops, high heels
Accessories		Small, kept to a minimum; NO body piercings for school or activities except earrings
Hair	Natural color	Neat, out of eyes
<b>Clothing (Girls 1-8)</b>	<b>Color</b>	<b>Description</b>
Shirts	LCS uniform red, white, navy	LCS short or long sleeved
Pants, capris	Navy, khaki	Traditional classic plain or pleated front; elastic waist and corduroy acceptable; no low riders or form fitting materials like spandex
Skirts/shorts/ jumpers	Navy, khaki	Plain uniform style; biker shorts or tights needed for recess modesty/weather conditions; no more than 3" above knee
Dresses	Navy, khaki,	Plain, uniform style, polo style, length same as jumpers
Sweaters/sweatshirts	Red, white, navy	LCS pullover/ zip up; solid, plain hoodie without logo writing
Shoes		Sneakers, casual shoes, boots: NO open toe, flip flops, high heels
Accessories		Small, kept to a minimum; NO body piercings for school or related activities except earrings
Hair	Natural Color	Neat, out of eyes

<b>Clothing (Boys 1-8)</b>	<b>Color</b>	<b>Description</b>
Shirts	LCS uniform red, white, navy	LCS short or long sleeved; must be tucked in
Pants, shorts	Navy, khaki	Traditional classic plain or pleated front; elastic waist and corduroy acceptable; pants must be worn on waist
Sweatshirts	Red, white, navy	LCS pullover/ zip up; solid, plain hoodie without logo writing
Shoes		Sneakers, casual shoes, boots: NO open toe, flip flops
Accessories		Small, kept to a minimum; NO body piercings for school or related activities
Hair	Natural color	Above collar, out of eyes, no longer than bottom of ear

## **Section 9 Safety**

Without a prevailing sense of safety, students cannot effectively learn and teachers cannot effectively teach. Lighthouse has a Safety and Emergency Plan that we follow. As a precautionary addition to our safety procedure, book bag/locker checks may be performed on a random basis throughout the year.

### **Fire and Emergency Awareness Drills:**

Fire and emergency awareness drills are held throughout the school year. Immediately after hearing the bell, children should quickly move within the building as directed by their teachers or vacate and walk to their designated area. Children should not run but proceed quickly to the assigned areas without talking. We expect full student cooperation during the entire procedure.

### **Fire and Emergency Procedures**

1. During an emergency situation children may NOT be released under any circumstances until emergency personnel have given the ALL CLEAR.
2. If you pull into the parking lot during an emergency, please park immediately and keep the driveway clear for emergency vehicles.
3. Please do not drive past areas where students are standing. Teachers need clear lines of site when possible.
4. Please wait patiently by your car and do not approach the building, staff or personnel to ask questions until we announce the ALL CLEAR. Staff are diligently working to keep their students, calm, quiet and to listen for radio communications.
5. In the event we are moved to an off-site location, please follow the directions given by the emergency personnel.

6. In any event, students will only be released to custodial parents/ guardians or designated emergency contacts/pickup.

## **Section 10: Sports/Extra Curricular**

1. Extra- curricular activities, both in-school and after-school, are an important part of the educational process. Eligibility requirements apply to all non-credit student activities such as athletic teams, cheerleading, drama, trips, and all other school related clubs and/or activities.
2. Athletic opportunities are designed to promote Christian character, fitness, lifetime interest in sports, and school spirit. They are seen as an integral part of a student's experience while in school.
3. Eligibility: all students playing sports after school must maintain a 70% grade average in each subject per EACH marking period. Students with a D (65% - 69%) average in any class during a marking period must attend a ½ hour of tutoring after school each day until their grade average improves. If a student's work ethic causes their grade to fall below a 70% grade average, the student may become ineligible for after school sports during that sports season.
4. Conduct: all students must maintain proper behavior while on school property. All athletes (team members) must have good sportsmanship and team membership skills while representing LCS at games. They must always strive to follow our 4 Core Values; Obedience, Respect, Self-Control, and Consideration of Others. Any student who shows a blatant disregard for any one of these Core Values will be required to attend an after school detention and/or miss an elective. This may also result in being ineligible for any or all of the remaining sports.
5. The Athletic Director is in charge of all sports program decisions and student athlete concerns during all athletic seasons.
6. At no time will coaches practice with students before the season on school property.
7. If a student misses an unexcused ½ **day** of school, they will not be able to participate in a scheduled game or practice on the same day.
8. LCS offers school seasonal sports for boys and girls for grades 5<sup>th</sup> – 8<sup>th</sup>. Practices are held most weekdays after school. Parents must provide timely transportation home. Sports information is available in the office.
9. No player will be left unattended after practices or games. Players must be picked up **promptly** after the game or practice or student may sit out the next game.

### **Spectator Regulations:**

1. Booning, derogatory remarks and unsportsmanlike conduct are **NEVER PERMITTED**.
2. All other dress code regulations are in effect.
3. All LCS staff members have the authority to enforce these rules.
4. Parents **must** monitor their attending children's behavior.

## **After School Guidelines:**

Students are allowed to stay to watch home sports events under the following circumstances:

Children in Pre-K-5<sup>th</sup> grades must be accompanied by a parent or guardian (18 yrs. or older).

Children in grades 6<sup>th</sup> – 8<sup>th</sup> and not on the team must have a note from the parent/guardian giving permission on game day. If attending the game, students are to remain in the game area throughout the game. Playing on the playground or being in other areas of the school property is not permitted and will result in a loss of permission to attend games.

## **Section 11: Technology**

Students of LCS have access to school computers, iPads, software, and networks for sharing files, sending and receiving e-mail, and the Internet. It is our goal to provide students with a working understanding of technology use in today's world in a Christ-centered environment. Use of school computer resources must be in support of the educational objectives of the school. For this reason, the following actions are NOT permitted:

- Modifying systems or system files
- Visiting non-teacher directed chat rooms
- Distributing/displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, attacking others
- Damaging any computer-related resources
- Violating copyright laws
- Giving passwords to another individual or using someone else's password
- Trespassing in others' files, work, or folders
- Wasting limited resources intentionally
- Employing any of the LCS computer-related resources for commercial purposes
- Tampering with computers, computer settings, systems, networks, equipment, software, files, documentation, accounts, or the information associated with them
- Repairing problems themselves; they must notify their teacher ASAP
- Moving /relocating computer equipment on their own; any moving must be coordinated with their teacher; no equipment may be taken off location unless the Technology Director grants prior permission.

### **Use of LCS owned software:**

Software may only be used in compliance with applicable license and purchasing agreements. The unlicensed duplication or use of any pirated software program is illegal. LCS shall at all times retain possession of all original software media and licenses. Computer software owned by LCS shall not be copied onto students' home computer systems or sold, rented, sublicensed, lent, transmitted, distributed or otherwise made available to any unauthorized individual or entity. Software purchased for LCS is owned by the school and its licensing does not extend to copies other

than those purchased by the school. Students shall abide by the terms of all software licensing agreements and copyright laws.

Only a designated LCS employee may install any authorized software. Students are not permitted to install any software or make any changes to computer settings without permission and assistance from their teacher. This includes, but is not limited to, purchased software packages and downloaded Internet software, including screen savers.

### **Privacy:**

Individual users of the LCS computer resources are responsible for their behavior and communications when using the resources. It is expected that students will comply with LCS standards. LCS staff may, at their discretion, monitor a student's use of the Internet and e-mail to ensure compliance with this policy.

LCS's computer-related data storage areas (i.e. floppy disks, hard drives, file server volumes, Internet servers, etc.) may be treated like school lockers. LCS staff may review files and folders to ensure that students are using the computer-related resources responsibly. Students should not expect that files stored on LCS's computer-related storage areas will always be private.

## **Lighthouse Christian School Bring Your Own Device (BYOD) Policy, Discipline, and FAQs**

### **Personal Device Policy**

To avoid disruption of the instructional process, cell phones, and other devices will be collected by the designated teacher in the morning. The students shall not display, use, or activate Portable Communications Devices during the instructional day unless specifically given permission by a teacher or school administrator. For the purposes of this Regulation the "instructional day" is defined as the moment a student enters the school building to the final dismissal. The "instructional day" includes, but is not limited to, lunch breaks, class changes and any other structured or non-structured instructional activity that occurs during the normal school day. Cell phone use by students during the school day is not conducive to learning and any emergency need for communication with home or parents will be handled through the school office. **Students may not wear or bring an Apple Smart Watch to school.** Students are responsible for ensuring that their allowable devices are turned off.

**Portable Communications Devices** are defined to include portable two-way communications devices, including, but not limited to cell phones, eReaders, tablets, IPADs, laptops, netbooks, wearable technology, and other computing devices. **This definition will also include any new technology developed for similar purposes.**

### **Technology Discipline**

LCS administration will take possession of Portable Communications Devices for twenty-four hours for any violation of this regulation and parents/legal guardians/adult students must make arrangements with school officials to claim such devices. Specific times may be established by school officials for parents/legal guardians/adult students to retrieve such devices. Confiscated Portable Communications Devices will not be released to minor students under any circumstances.

In addition to school officials taking possession of these Portable Communications Devices until the parents/legal guardians of students retrieve such Portable Communications Devices, students who violate this regulation shall be subject to discipline in accordance with the LCS Discipline Policy.

As a condition of possessing and using a Portable Communications Device on school property, students and their parents/legal guardians are deemed to have consented to reasonable searches of the Portable Communications Device. A Portable Communications Device may be searched or reviewed by school personnel or authorized agents when reasonable suspicion exists that the Portable Communications Device was used in violation of this Regulation, the Code of Student Conduct or other law or regulation.

School personnel may use other information obtained from the Portable Communications Device during such review as the basis for discipline or referral to other appropriate authorities. Failure to comply with the provisions of this Regulation may result in revocation of the privilege to possess or use Portable Communications Devices on school property, at school sponsored events or traveling to or from school.

Using a Portable Communication Device, on or off school property, as well as during school or non-school times, to bully students in any way is unacceptable. The heart message for all forms of bullying, including through the use of technology, may result in suspension, or even expulsion.

If a student is not following the developed guidelines for use of his or her personally owned devices, the principal can revoke the privilege through the regular discipline process. Such actions that warrant revocation may include but are not limited to using the device to access inappropriate information, inappropriate communication with others and/or communication with others at inappropriate times, using the device to cheat, and using the device to cyberbully peers. Discipline for inappropriate use of devices is considered a behavioral issue and should be handled on a case-by-case basis following the LCS Discipline Policy for the specific infraction, as are all other behavioral issues.

The school is not responsible for lost, stolen, or damaged devices. Students using LCS technology in the classroom, not just in “computer class” will be required to purchase a device insurance policy against loss or breakage through LCS. The school may not require students to bring a personal device and will not allow them to use another student’s device for any reason.

The classroom is the only area where students may use personally owned electronic devices and only when permitted by the teachers or administrators for instructional use. The following areas are NO USE ZONES: bathrooms, lunch rooms, recess, and hallways. Students may connect their personal device to the LCS wireless network during school hours only when permission is granted. They will not be able to use ear buds at school except as their teacher allows. They are not permitted and should not have the expectation that they will be able to charge devices at school. There is no way for students to print from personal devices. As part of a school project, under the auspices and observation of their teacher, students may make recordings (audio or video). Any recordings made otherwise or inappropriately will be dealt with via the LCS Discipline Policy.

## Section 12: Contact and Communication

### Staff Contact:

Faculty members are not always available because of their teaching responsibilities. To contact a staff member during the day, call the school office and leave a message. Please refrain from calling faculty members at home.

### Visitors to School:

All visitors coming into the school building at any time must report to the office to sign in and receive a visitor badge before entering any other area. It is the desire of the administration and the faculty to be of service to our parents and students. Any questions or concerns need to be directed to the classroom teacher first. Teachers welcome visits from parents, but such visits must be made by appointment with the teacher at a convenient time after school.

### Parent Teacher Conferences:

Individual parent conferences for grades K thru 8th will be scheduled at least once a semester, whether problems exist or not. In addition to these conferences, mid-quarterly progress reports and quarterly report cards, parent conferences may be scheduled to address any issues. Parents should contact the teachers at school by sending a note or email requesting contact.

Because of the size of LCS, we do benefit from a sense of fellowship. However, we ask that the school office not be a place of congregation in order for the staff to remain productive. The school FAX is: 302-732-6974

## Section 13: Food and Illness

### Food & Beverage Policy:

#### Snacks:

Pre-school and Kindergarten classes are required to bring in their own snack daily, including a small drink and healthy food. (No candy or soda). All students in grades K – 8<sup>th</sup> may bring in a labeled pull-top *water* bottle filled with **water** to keep on their desk.

#### Lunch:

Since responses to learning are directly related to food intake, sweets and “junk food” should be infrequent inclusions in your child’s lunch. All students are required to bring their own lunches. When packing lunch please include a drink and all the supplies needed (**plastic fork, spoon, napkin, and bowl, etc.**) in their lunch box. We do not allow students to bring soda or other carbonated drinks for lunch. **Please don’t send your child with any food items that will need to be heated up or cooked.** If a parent brings fast food, please remember the ‘no soda’ rule.

## **Illness & Medication:**

In accordance with Delaware State Law, staff members other than a nurse or doctor may not administer medications. Since we do not have a nurse on staff, LCS may not dispense any medication to students during the school day. Parents are urged to plan accordingly; as a suggestion, if your child needs to take a medication 3x a day, consider giving one dose in the morning, after school, and before bed. If you need to give cough syrup, perhaps you could choose an 8 hour brand.

LCS provides only basic first-aid for an accident. In case of an extreme or particularly painful injury, the school will immediately call 911. The injured child will then be taken to a hospital by their personnel. Parents will be notified and asked to meet the ambulance at the hospital. Parent permission is necessary for hospital personnel to proceed with treatment. Parents are asked to provide the school with all the home, work, and cell phone numbers so parents can be contacted immediately in case of emergency. Please notify the school office of any changes in emergency contact information throughout the year.

## **Illness:**

Parents should not send a sick child to school. A sick child is defined as: having a fever over 99.5 F degrees, having a contagious illness, not on prescribed antibiotics for at least 24 hours, or a child experiencing nausea. If a child becomes ill during the day, a parent will be notified to come to school to pick up the child. Children who leave school nauseous and/or throwing up may **not return the next day**. They must be fever free for 24 hours before returning.

## **Section 14: Miscellaneous:**

### **School Pictures:**

Individual pictures will be taken during the fall season. Class pictures will be taken in the spring. Prices and times will be announced accordingly. Pictures are property of LCS.

### **Volunteers:**

We encourage parents to volunteer at the school. Most projects will be posted in school e-mails or on the website calendar. Feel free to inquire about volunteering. Sometimes there is a process involved. We appreciate helping hands for our Veteran's Day Programs, Middle School Electives, Grandparent's Day, Race for Education, Field Day, and other special events. The office has a Volunteer application for those who want to help in the classrooms on a regular basis.

### **Fundraising:**

Lighthouse Christian School holds annual fundraisers as a source of financial support. These fundraisers not only assist our school, but also are a great way for families to be a part of the LCS family. Your participation is greatly appreciated in support of this event. Every parent is urged to be a part of these events.

### **Special Programs:**

Special musical programs may be held in the winter and/or spring. There is no admission charge for these events. The school gratefully accepts offerings to offset some of the expenses. Please review the school calendar for special events.

### **Holidays:**

There are certain holidays and aspects of holidays that we will **not** celebrate or highlight. We will **not** celebrate Halloween but recognize Harvest time and its blessings. We will not highlight the Easter Bunny during Easter, the celebration of the Resurrection of our Lord Jesus. Likewise, we will not highlight Santa Claus during Christmas, the celebration of the birth of our Lord Jesus. Please do not send toys or holiday decorations into school which support these holiday characters.

### **Pledges to the American Flag, Christian Flag, and the Bible:**

**American Flag:** I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

**Christian Flag:** I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

**Bible Pledge:** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

### **School Supplies:**

The supply list for students is posted by grade on our website. When shopping for school supplies, please refrain from characters or violent themes that do not honor God. When in doubt, plain is best for school.

### **Disclaimers:**

The LCS Handbook gives the parents and students of Lighthouse Christian School (LCS) information about our beliefs, guidelines and policies. It is subject to change without notice by decision of the school's administration. Parents will be notified when changes have been made. This Handbook does not serve to contractually bind the school in any way.

### **Parental Statement of Agreements**

**Each family must have a signed copy of this agreement on file in the school office.**

Parents must agree with the following Parental Statements as part of the entrance process.

*I/We understand and agree to abide by the financial policies outlined above. Any deviation from this policy comes through personal discussion between parent/guardian and the Financial Director of the school.*

*I/We understand that the goals of Lighthouse Christian School are to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship, not to reform and rehabilitate. LCS is a place where youth are free to pray, sing praises, and worship God without ridicule, humiliation, or embarrassment.*

*I/We agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and by giving my child encouragement in the completion of homework.*

*I/We absolve LCS and its representatives from liability to my child or me in the event of any injury/accident at school or during any school activity including sports and school sponsored trips.*

*I/We believe that discipline is necessary for the welfare of each student, as well as for the entire school. I/we give permission for my child to be held to the guidelines of the discipline policy set forth in this manual.*

*I/We agree to uphold and support the Statement on Faith, Marriage, Gender, and Sexuality set forth in this manual.*

Signature: Parent/Guardian

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\_\_\_\_\_ Date \_\_\_\_\_

Signature: Parent/Guardian

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\_\_\_\_\_ Date \_\_\_\_\_