



An IHSAA School of Excellence

Parent & Student Handbook

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General School Information

Dear Students and Parents,

It is with great excitement and enthusiasm that we embark on an educational journey together. We share truth through purposeful learning, expressive arts, and vigorous athletics while allowing God's design for each student's life to shine. Our passion is educating the whole child with eternal perspective so that they may lead and impact the world.

At LCS we are committed to a student-formulated, teacher-facilitated learning experience within a Christ-entered environment. Our staff is passionate about discipling students while dedicated to providing an excellent academic experience where each student is encouraged and led into a vital personal relationship with God through faith in Jesus Christ. We are partnering with families to provide an educational experience that points to the cross and the perspective we learn from the life of Jesus and his love for us. We want to meet students at their point of need in the learning process and challenge them intellectually and physically while encouraging them and pouring into them emotionally, socially, and spiritually.

As Christ instructs us to love one another, we want a culture that demonstrates:

Connection - a shared vision with a feeling of value and voice for all families and students.

Communication - the ability to articulate our identity in Christ and express that identity at all times.

Collaboration - unity in our plan to grow in wisdom, stature, and in favor with God and man.

Character - discipling students in order to develop leaders that impact the world for Christ.

Let's unite in the purpose of making an eternal difference in the life of your child and preparing them for anticipated influence in their church, family, and career. God has created each child uniquely with special gifts. Together, let's give thanks for what the Lord has done, is doing, and will do in the life of LCS and each student and family.

Guiding Biblical Principle

The guiding biblical principle we follow at Lighthouse Christian School is Colossians 3:23, "Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." Our goal is to please the Lord in all things. We long to bring God glory by reflecting the character of Christ in all we say and do, both individually and as a school. The following rules and policies are designed to guide students and families in achieving this goal.

Vision Statement

Educating the whole child with a full view of eternity

Mission Statement

Lighthouse Christian School is a discipleship Christian school, committed to the spiritual, intellectual, physical, social and emotional development of students. The purpose of the school is to provide a Biblically-integrated instructional program in a disciplined environment that encourages spiritual commitment and academic excellence.

As we continually strive to create a safe and healthy culture of learning, we look to Jesus Christ as our model. Philippians 2 illustrates the service model of Jesus, "even to the point of death on a cross". In pursuit of Christlikeness, we want to establish a culture of service through humility. A servant's heart opens doors to more meaningful relationships where we take courageous steps

demonstrating curiosity, vulnerability, and accountability. Through this deeper connection we share a sense of respect and responsibility for each other and our organization. We move from a “me” mindset to a “we” mindset. As this transformation happens, our performance expectations increase in a united fashion. Philippians 2 tells us to be united in purpose, spirit, and in love. Through this model, the Lighthouse community shall be edifying within and glorifying Christ throughout the community. *Soli Deo Gloria!*

[Click here to view Statement of Faith and Policy Adherence](#)

A Culture of Excellence

Core Values

Lighthouse Christian School is committed to a culture of excellence in all areas:

Purpose

We desire that each student learns more about how they have been uniquely created and designed for God’s calling on their life; we will collectively explore *who we are, whose we are, and why we are*.

Discipleship

We desire to see all members of the Lighthouse community grow in their faith and become more like Christ.

Service

We desire that each staff member and student adopt a mindset of servant leadership modeled after the life of Jesus Christ.

Partnership

We desire to create a school community in partnership with parents in the spiritual, intellectual, social, emotional, and physical development of their child, our student.

School Mascot

The Lighthouse Christian School mascot is the Lion. Our athletic teams are known as the Lighthouse Lions. School colors are navy blue, white, and silver with a green accent. See the school branding guide available on the website.

School Theme

Each year a school theme or emphasis will be determined and communicated prior to the school year!

Student Outcomes

Lighthouse Christian School has desired student outcomes in the areas of spiritual, intellectual, physical, and social & emotional growth. We will carefully attend to a personal academic plan for each student that nurtures their potential. More than anything, we hope through the educational experience at LCS, students experience a relationship with Jesus Christ in a refreshing way and spurs them forward toward impacting their world. To see more specific details related to the framework of “who we are, whose we are, and why we are”, visit our school website.

Open Door Policy

Our intent is to provide a culture with an open atmosphere that respects and welcomes differing points of view and is open to good-faith feedback, questions, and suggestions for improvement as

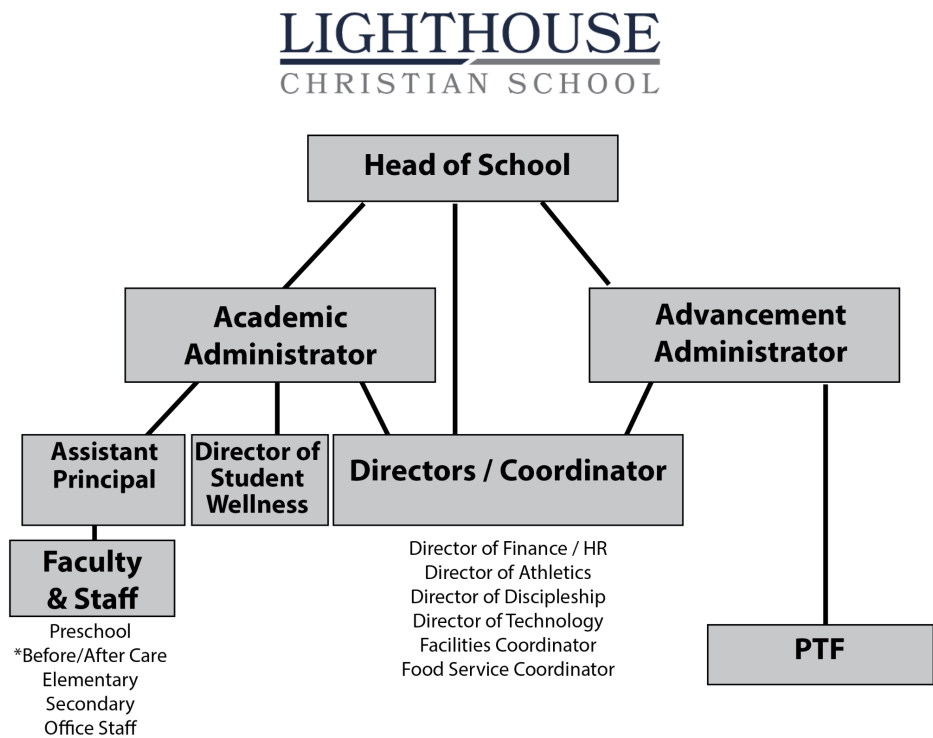
we partner together in the development of your child, our student. Our doors are open to receive feedback.

- Give voice to your concerns promptly. The sooner feedback is received the sooner it can be acted on.
- It is expected to follow appropriate channels and Matthew 18, see *Governance and Grievance Policy*

Governance

Lighthouse Christian School is a ministry of Lighthouse Church. The philosophical and spiritual direction is set by the School Board which is made up of the Elders of Lighthouse Church. Directional contribution and financial oversight of the school budget is provided by the School Board of Trustees (SBOT), which is composed of elected parents and other community members. The school board nominates and approves new members. Total financial oversight for both Church and School rests with the Church Board of Trustees (CBOT), which is the only body with the power to incur debt. The School Board hires and oversees the Head of School. The Head of School oversees all aspects of Lighthouse Christian School.

Organizational Chart



Learning Environment

Student Rights and Responsibilities

Every LCS student has the following rights and responsibilities:

1. You have the **right** to be physically safe and free from harassment, intimidation and bullying.
2. You have the **right** to express your thoughts and feelings, as long as they are conveyed in a manner that is respectful and Christ-like.
3. You have the **right** to learn, and the school will make every effort to help you to become a successful student and citizen.
4. You have the **right** to be treated with respect.
5. You have the **responsibility** to follow the school's policies and rules.
6. You have the **responsibility** to help create an excellent learning environment.
7. You have the **responsibility** to respect all LCS faculty, staff, and students, as well as school property and the property of your fellow students.

Guiding Behavioral Values

- Relationships
- Respect
- Responsibility
- Restitution (when needed)

School-wide Expectations:

Students, staff and faculty all agree to...

- Work hard
- Behave well
- Arrive early
- Accept help
- Treat each other with respect
- Help keep our school beautiful
- Do what is right, even when nobody's watching

Staff & Faculty Commitment:

Because we care about your children as members of our school family, our staff and faculty are committed to...

- *Creating* a positive, engaging, nurturing school environment that promotes learning
- *Promoting* the importance of praise and positive student-adult relationships
- *Teaching*, adjusting instruction and re-evaluating students to proficiency
- *Addressing* inappropriate behavior, then providing support to promote long-term change

School Policies and Procedures

School Campus

The following procedures should be followed while on the campus:

- Please be respectful and responsible for your actions at all times.
- Do not play in or near the parking lot or street.
- There should be no rough housing on the school grounds.

Drop-off, Pickup and Parking Lot Behavior

The following procedures relate to driving on campus:

- It is imperative for the safety of all students that everyone observes safe driving practices.
The speed limit while on campus is 10 mph.
- Please follow the designated drop off and pick up plan.
- If an extended time is needed to drop off or pick up your student, please park your car in a designated parking spot away from the traffic lanes. Linger in the drop-off line impedes traffic flow and poses a danger to students.

- All visitors during the school day park in the front parking lot.
- Students park in the back parking lot. If arriving after the security gate closes, check in at the front office and they will open the gate for you to park in the back.
- Students may not sit in or use their cars during school hours (including lunch) without prior approval from school administration.

Appropriate Contact Policy

- Students should avoid public displays of affection and any potentially disruptive and harmful physical behavior towards one another.

Language

James 3:1-10 reminds us that the tongue is the most difficult part of the body to control. It is very easy to lash out or speak in a thoughtless manner. In large part, however, our growth in the Lord is reflected by our ability to control our words.

- Students are expected to use wholesome language at all times (Eph. 4:29).
- Inappropriate language includes coarse joking, vulgarity, ridicule, gossip, angry outbursts and slander.
- Students should seek to be encouraging and uplifting to others. Words that “tear down” people will not be tolerated.

Campus Behavior

- Show courtesy to those around you. Do not push, shove or harass each other.
- Respect your teachers and fellow classmates while class is in session, please be quiet in the halls. This will help students in class to be focused and successful.
- Middle school and high school students should use the restrooms designated for middle school and high school. They should not use the elementary school restrooms.
- All personal items should be safely stored in the student’s locker.
- Please help keep the campus facility clean and presentable.
- Any student who is in the hallway while classes are in session must have an administrator or teachers permission. Passing periods should be used to visit the restroom.
- Middle school and high school students are not allowed in elementary halls unless they have permission from a teacher or school administration.

Secondary Doctrine

Classroom discussion of secondary doctrine (ex. future events, roles of women in the church, modes of baptism, etc.) must be on an informative, non-partisan level. Teachers must also be careful not to speak to the students in a manner that would cause offense. Presentation of all sides of an issue is encouraged, and the teacher should encourage students to follow up any questions they have with their parents and/or church leadership. The teacher is to remember that according to Scripture, he or she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on secondary doctrine. Even though the teacher may hold strong personal convictions regarding the doctrine, in light of this policy, and sound teaching practices, they should encourage a gracious and scholarly attitude in the students.

Controversial Subjects

If during the teaching of a class, a teacher sees that a controversial subject arises which will not help achieve the goals set forth in class, then the teacher will not use class time for the discussion of the topic. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals for that subject, then the teacher will do the following:

- Instruct the class of the responsibility of Christians to be charitable in debate.
- Instruct the class on their responsibility to honor the teaching they have received from their parents on the subject.

- As appropriate, direct the students' attention to informed sources on each side of the subject concerned.
- Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects. According to Scripture, the teacher is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students about controversial subjects. Even though the teacher may hold strong personal convictions regarding the subject a gracious and scholarly attitude should be encouraged.

Fundraising

Lighthouse makes every effort to avoid any added expenses/commitment to families through fundraising efforts. All fundraising will be approved by school administration.

Anything additional to the suggested list should be approved by the Head of School.

Fundraising plans should revolve around public, school-wide events.

Purchase programs, car washes, and bake sales in the community will be avoided.

Below are some viable options:

1. Fall Auction, Elementary Walk-a-thon, Athletic Sponsorships/Golf Tournament, etc.
2. Supporting concession and apparel items at school events.
3. Restaurant partnership nights (must work in conjunction with the Advancement office).

Health and Medication Policies

1. All students must have on file with the school office all medical reporting forms required by Idaho state law. Families seeking exemption from state immunization requirements must complete and submit a copy of the exemption documents for the state of Idaho. Both of these forms may be obtained from your family doctor or state website.
2. Parents must provide the school with Emergency Medical Information to be able to care for each student. This information must be completed through an electronic form on Family Portal prior to enrollment. This documentation includes emergency contacts and phone numbers, permission to treat, medical conditions, allergies and medication.
3. LCS' medication policy requires a medication distribution form signed by a physician/nurse practitioner for prescribed medications. If your child has a medical condition such as asthma, allergies (requiring epi-pen), or diabetes, you will need to have your physician fill out an action plan. These are required for our staff to respond to emergencies. Your child will not be able to attend off-campus school-sponsored activities without this documentation. All forms can be found on the school website.
Over-the-counter medication can be administered to students with parental consent. The parental consent form can be found on the website as well. Parents will need to provide the appropriate medication. LCS will keep record of each dispensing.
4. To avoid the spread of illness in our schools, students can NOT be at school if:
 - They have a temperature over 100.4 F. The student cannot return to school until he/she has gone a FULL 24 hours without a fever. (this is without the help of Tylenol or Ibuprofen).
 - They have vomited or had diarrhea any time in the last 24 hours.
 - They have started an antibiotic within the last 24 hours.
 - They have red eyes with thick or crusty drainage.
 - They have an undiagnosed rash.
5. If a student contracts head lice (or evidence of nits) they will be excluded from school immediately. See the school volunteer nurse for a complete checklist that must be presented prior to the students return to campus.

Academic Expectations

School work provides students with the opportunity to enhance their learning by practicing skills and concepts taught. Additionally, it helps students develop good study habits and communicates to students that learning takes time and effort.

It is expected that students will work diligently on any assignments or projects provided to them. However, it takes effort on the parts of all parties (teachers, students, and parents) in order for students to be successful. In that connection, everyone has responsibilities concerning coursework. They are as follows:

Teachers' responsibilities:

- Provide assignments and due dates.
- Posting assignment results in a timely manner promotes accountability of the student and allows parents to keep themselves informed of their students progress.
- Call for and collect assignments on the due date.
- Review, assess and return assignments in a timely manner (generally within 1 week).

Students' responsibilities:

- If provided, use class time to work on assignments.
- Complete assignment carefully and according to directions.
- Turn in assignments on the due date when called for by the teacher.
- Keep returned work during the course of the semester to be used as study material for class finals.

Parents' responsibilities:

- Encourage your child in their responsibilities.
- Contact the teacher if you have concerns about your child's progression.

Grading Scale and Course Credits

Parents are encouraged to follow their child's progress through Lighthouse Christian School. Access to this grade and assignment information is available to parents on the school website through the FACTS family portal. Parents may access student academic information at any point and receive weekly and quarterly updates.

We sincerely hope that our educational experience is more about learning than an evaluative mindset, however academic accountability with opportunities to accelerate is a foundational principle. Students will be graded on a 4.0 scale and receive an additional .5 credit for honors courses and 1.0 credit for dual credit courses added to their GPA.

Elementary Grading

1. Kindergarten through second grade will utilize the following skills based grading scale:

- E: Excellent
- S: Satisfactory
- N: Needs Improvement

2. In 3rd-5th grades, all subjects receive letter grades as below: (exception noted below)

- A+: 97 – 100 A: 93 – 96 A-: 90 - 92
- B+: 87 – 89 B: 83 – 86 B-: 80 - 82
- C+: 77 – 79 C: 73 – 76 C-: 70 - 72
- D: 65 - 69
- F: \leq 64

3rd-5th Exceptions: History, Science, Art, Music, Physical Education

E: Excellent

S: Satisfactory

N: Needs Improvement

Grade Reporting

There are two semesters. Each semester is divided into two quarters. Report cards will be available on the FACTS system at the end of each quarter. Progress reports will be made available at every mid-point of the quarter.

Teachers shall communicate regularly with parents about each student's academic performance and work habits in the classroom. Teachers are required to notify parents before the end of the grading period if a student is in danger of receiving a failing or unsatisfactory grade for the grading term. Failure of the teacher to notify parents of an unsatisfactory grade will not, however, result in the alteration of the grade. Parents are responsible to attend the parent/teacher conferences to become informed of their child's progress and to track student progress via FACTS access.

Honors and Awards

At the end of each quarter, students who achieve extraordinary success will be recognized in the following manner:

1. Top Scholars List – Students who achieve all A's, E's, or S's in every subject
2. Honor Roll – Students who achieve all A's, B's, E's, or S's in every subject

Curriculum

Curriculum will be determined by the Administration along with a team of faculty considering age appropriateness, standards of instruction, and biblical integration. Determination will be made in the interest of learning for all students.

Promotion

Students must meet the following criteria to be promoted to the next successive grade:

- a. Pass all subjects with at least 65% average.
- b. Have no more than two "F's" in any academic subject within an academic year. It is incumbent upon the appropriate teacher that all curriculum objectives, grading, guidelines, and teaching requirements be faithfully executed.
- c. Retention of a currently enrolled student occurs when (a) and (b) are not met. However, the teacher may wish to assign a grade of incomplete (I) to the subject(s)/classes for which retention is the end result. At this time the student, parent(s), and teacher(s) may construct a plan for the student to complete prior to the beginning of the next academic year. The plan should include, but is not limited to, testing that applies to the academic discipline in question. (See also section 3 below). *All appeals for diverging from or waiving the requirements of this policy will be submitted to the administration.*

Dismissal from School

1. If the administration, in its professional judgment, concludes that the needs of a student are not being met by the academic program (determined after reviewing test scores, report cards, absences, and the student's progress), a conference will be held with the parents, classroom teacher(s), and the administration. At that time, it will be decided if it is in the best interest of the student to repeat a grade level, be retained on probation with an action plan, or be withdrawn from the school.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school culminating in an inability of the school to meet the student's needs may be dismissed from the school at the Head of School's discretion.

Testing

All students will be MAPS assessed for progress monitoring at the beginning and end of the year.

Secondary Grading

In all grades, all subjects receive letter grades as below:

A+: 97 – 100 A: 93 – 96 A-: 90 - 92

B+: 87 – 89 B: 83 – 86 B-: 80 - 82

C+: 77 – 79 C: 73 – 76 C-: 70 - 72

D: 65 - 69

F: \leq 64

Community Service Requirements

Students in 9-10th grades are required to complete a minimum of 15 hours of community service per high school year. Juniors and Seniors will be required to complete a minimum of 40 hours of community service through their Candella Project. Details and forms are located on the school's website and Family Portal. Questions may be directed to our school office.

Grade Reporting

There are two semesters. Each semester is divided into two quarters. Report cards will be available on the FACTS system at the end of each quarter. Grades are available at any time during the grading period via FACTS.

Teachers are expected to notify parents before the end of the grading period if a student is in danger of receiving a failing or unsatisfactory grade for the grading term. Failure of the teacher to notify parents of a failing or unsatisfactory grade will not, however, result in the alteration of the grade.

Add/Drop Policy

Students may freely add and drop courses for the first 10 days of each semester if there is a seat available in the class and they meet course prerequisites. Students will need to complete the Add/Drop Form, which can be found in the office or on the website.

Withdrawing from a Class

On occasion, high school students may be allowed to withdraw from a class at a time beyond the class drop/add policy limit (for example, in cases of serious illness or injury, class overload, etc.). If that situation should occur before the end of the first quarter, neither the transcript nor the GPA would reflect time spent in the course. If the withdrawal should occur between the start of the second quarter and the midpoint of that quarter, the transcript would note a *withdraw passing* or a *withdraw failing*; in either case, no grade would appear on the transcript. A grade of *withdraw failing* will affect a student's eligibility for membership in National Honor Society. Beyond the midpoint of the second quarter, students will not be allowed to drop a class except under the most unusual circumstances and thus must finish the semester in the course. At the end of the semester, with the approval of the parent, teacher, and administration, students may withdraw from a class. In such cases, the transcript and the GPA would reflect the course and grade, and students who withdrew passing would receive a half credit in the course. When considering withdrawing from a class, students and parents should remember that students must maintain a full course load at all times.

Exam Exemption Criteria

Students may be exempt from spring semester examinations in the following categories:

- Junior and Senior Exemptions

Any student exempted from the spring semester exam may elect to take the spring semester exam

to improve his/her grade. With this choice, a student's semester average may only be increased by the examination grade and may not be reduced by the examination grade. Non-exempt students must attend every class for which an exemption is not earned.

Junior and senior students are eligible for exemption from spring semester exams in any course with a spring semester course average of ninety (90) or above, with the following exceptions:

- A student with a disciplinary referral to school administration may lose exemption status.
- Courses taught through dual enrollment or online instruction are not eligible for semester exams exemption.

Academic Probation

Academic probation is intended to motivate our students toward doing their best academically. It also gives notice to the parents and students that a serious academic problem exists. This early notice will enable both school and home to work together toward improving the student's academic progress.

Academic probation will be implemented as follows:

1. If a student falls below a 2.0 GPA for any semester, they will be placed on academic probation.
2. A conference (phone or face to face) will be held with the parents, teacher(s), and student to give an explanation of the probation and to develop a plan of action for improvement.
3. Student Support Services and teacher(s) will monitor the academic progress of each student during the subsequent grading period.
4. A student who improves to above a 2.0 GPA in the subsequent grading period will be removed from academic probation.
5. The administration determines if retention or credit recovery is necessary or if attendance at Lighthouse is in the best interest of the student.

Honors and Awards

At the end of each quarter, students who achieve extraordinary success will be recognized in the following manner:

1. Top Scholars List – Students who earn all A's in every subject
2. Honor Roll – Students who earn all A's or B's in every subject

In addition, at the end of the school year the following awards will be presented:

1. Top Scholars - Students who earn all A's in every subject
2. Honor Roll - Students who earn all A's or B's in every subject
3. Fine Arts Awards - Presented to students who have displayed excellence in the fine arts.
4. Department Awards - Presented to outstanding students in each academic discipline.
5. Lionheart Awards - presented to one girl and one boy who are academically responsible, who go above and beyond when serving LCS and who embody Lighthouse core values in all aspects of our community.

Valedictorian and Salutatorian

To be eligible for either Valedictorian or Salutatorian, a student must be a full-time student at the school for both junior and senior years (relocation exemption). The primary means of selection will be based on the weighted GPA for courses listed on the transcript. In the event of a tie (calculated to four decimal places) the student with the most honors, AP, and Dual Enrollment classes will receive the award. If there is still a tie, the numerical average of courses listed on the transcript will be used as the second tie-breaker. The Valedictorian and Salutatorian will be recognized at the graduation ceremony.

National Honor Society

The school maintains a chapter of the National Honor Society, which was originally chartered in 1934. Induction into the Honor Society is open only to sophomores, juniors and seniors who meet the high standards of scholarship (minimum of 3.25 cumulative GPA), Christian character, leadership, and service. A faculty committee selects National Honor Society members after reviewing informational surveys completed by students who meet the scholarship standard. An induction ceremony is held in the Spring. Students must also complete the service requirements to remain a member of NHS from junior to senior year. Students who transfer late to the school year will be handled on a case by case basis.

Membership in the National Honor Society is a significant academic honor as well as a personal achievement. As a member, students are expected to attend Chapter meetings and participate in service projects throughout the school year, as well as uphold NHS pillars of character, leadership, scholarship, and service.

Promotion

New students must meet the following criteria to be accepted into the next successive grade level.

- a. Have documentation showing successful completion of the previous grade by a demonstrated proficiency of at least 65% or higher in the core areas of reading, math, English, science, and social sciences (history and/or geography) within the previous grade.
- b. Students will take an assessment during the admission process.
- c. Excessive behavior problems or extremely poor academic performance may result in recommendation to a lower grade level.

Current students must meet the following criteria to be promoted to the next successive grade:

- a. Pass all subjects with at least 65% average.
- b. Have no more than two "F's" in any academic subject within an academic year. (Middle School)
- c. Retention of a currently enrolled High School student occurs when the appropriate number of credits can not be recovered and maintain course to graduation. At this time the student, parent(s), and teacher(s) may construct a plan for the student to complete prior to the beginning of the next academic year. The plan will include remedial or credit recovery work to be completed through a school-approved program.

All appeals for diverging from or waiving the requirements of this policy will be submitted to the Academic Administrator. He or she may seek whatever course he deems necessary to render a proper judgment.

Dismissal from School

1. If the administration, in its professional judgment, concludes that the needs of a student are not being met by the academic program (determined after reviewing test scores, report cards, absences, and the student's progress), a conference will be held with the parents, classroom teacher(s), and the administration. At that time, it will be decided if it is in the best interest of the student to repeat a grade level, be retained on probation with an action plan, or be withdrawn from the school.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school culminating in an inability of the school to meet the student's needs may be dismissed from the school at the administration's discretion.

Testing

All students will be assessed for progress monitoring through the appropriate medium;

Renaissance, MAPS, or College Board assessments apply.

Assessment Policies

- All assignments should be completed when assigned and are due on the due date.
- Assignments not completed by the student in class may need to be completed at home.
- Each teacher will determine the method for collecting assignments, i.e. at the beginning of class, in a homework basket within the room, when the teacher calls for it, etc. This information will be communicated to students on the first day of class.
- Grades are a measure of how well a student has met the learning objectives of a course. Therefore, “extra credit” will not be offered in any classes, because this creates a false measurement of what the student actually knows about the subject. In lieu of extra credit, however, students may choose to retake assessments after evidence of further study is demonstrated. **Retaken assessments will be averaged with prior assessments for partial credit toward grade improvement, not grade replacement. This must occur within the same quarter and determined by the teacher.**
- Course *grades* will be determined by assessments such as tests, quizzes, projects, daily course work, and class participation.
- If students are unable to show an acceptable level of learning, they should contact their teacher for support; teachers will collaborate with the Student Support Team and the Administration to ensure students have the opportunity to succeed, but students are responsible for their own advocacy.

Late Work due to Absence

- Late work will be accepted up to one week after the due date while incurring a 10% deduction per day late (not to exceed 50% deduction).
- No acceptance of late work after one week (5 school days) past the deadline without administrative exception.
- If a student is absent from school, he/she will receive one day plus the amount of days absent to complete the makeup work before assessment of penalty.
- It is the responsibility of the student to find out what assignments were assigned while he/she was absent and when they are due and to turn in the missed work.

Student Support

- Students needing additional support should first ask their teacher.
- A Student Support Team will meet regularly to evaluate student academic concerns.
- Additional tutoring may be coordinated through the Academic Administrator’s office for an additional fee.

Absence Policy

Regular school attendance is required by law and is necessary for school success. Successful students understand that regular class attendance and participation is an integral part of the learning process. When students miss class, they also miss out on learning opportunities.

- Attendance will be taken during each class (Secondary) and morning meeting (Elementary).
- Absences: Parents must notify the school office through the official absence form for any absence reason:
 - o Sickness or medical appointments
 - o Extreme weather conditions
 - o School sponsored activities
 - o Pre-approved absences by administration (try to avoid missing academic days)
 - o Note: a physician’s statement is required for excessive and/or prolonged excused absences

- In the case of family initiated absences, the school asks that prior notification, in writing, be given to the school office, and that the student obtain as much work as possible prior to leaving in order to keep up with the class.
- Families should make every effort to schedule medical, dental, orthodontic, chiropractic and haircut appointments after school.
- Please plan family vacations during scheduled school holidays and breaks (spring break, summer break, Christmas break, etc.). Please do not plan vacations or other types of trips during school days (including the Spiritual Emphasis Retreat).
- A STUDENT ACQUIRING MORE THAN 10 ABSENCES IN A CLASS PER SEMESTER WILL RESULT IN A PARENT CONFERENCE AND POTENTIAL GRADE REDUCTION FOR EACH DAY MISSED BEYOND 10.
- A STUDENT ACQUIRING MORE THAN 25 ABSENCES IN A CLASS WITHIN A YEAR MAY RESULT IN COURSE FAILURE OR RETENTION; administrative exemptions for extenuating circumstances may be considered.

Tardy Policy

Class begins as soon as the bell rings. The first few minutes of each class are important to setting the tone for the remainder of the period. Tardy students not only disrupt the flow of class but they miss the valuable instructional time. UNEXCUSED Tardies within a class will result in point reductions:

- Students should come to class on time. Students are tardy if they are not in class when the bell rings. By the time the bell stops ringing, students should be in their seats and prepared to begin class.
- If a student must leave class to get necessary materials (books, pens, assignments, paper, etc.), they may incur additional marks against participation points awarded for that day.
- If a student is tardy to school, he/she MUST report to the school office for a tardy slip.
 - In order for a tardy to be “excused” it must be accompanied by a parent note or phone call and should be for a legitimate reason (see table below).
 - A verbal excuse given by the student will not be sufficient to excuse a tardy.
- After 3 unexcused tardies (per quarter), students will incur a grade penalty:
 - 4 to 5 tardies = 1 pt deduction
 - 6 to 7 tardies = 3 pt deduction
 - 8 to 9 tardies = 5 pt deduction
 - Tardies of 10 and higher will result in a parent conference with administration.
- Any tardy of 20 minutes or more will be recorded as an absence from class.

Examples of Excused and Unexcused Tardy

EXCUSED TARDY	UNEXCUSED TARDY
✓ Medical appointment due to illness or injury or checkup	☐ Traffic or car trouble
✓ Emergency medical appointment	☐ Unapproved (non-medical) appointments such as haircuts or beauty treatments
✓ Emergency situation in immediate family	☐ Oversleeping
✓ Specific event tardy authorized by administrator	☐ Non-school activity during the school day
✓ Educational or personal testing recommended by counselor, teacher or administrator	☐ Buying food during break
✓ Approved college visit on or off campus	☐ Arriving late to class or school required activity

✓ Dangerous road conditions (ice or snow) – to be determined by administrator

□ Long line at Dutch Bros., Starbucks, etc.

Academic Integrity

As a Christian school, it is very important that our students show integrity in their school work. Specifically, this means that:

- All assignments should be the student's own work.
- Parents are encouraged to support students in their homework efforts but should not provide answers to students or do the work for them.
- Cheating and/or copying answers from another student is never acceptable.
- Plagiarism is defined as gathering information from other sources and presenting it as one's own writing and/or work. Plagiarism is cheating and is never acceptable.
 - All sources of information should be specifically cited within the document and in the reference section.
 - Information sources that must be cited include, but are not limited to, Internet sources, books, magazines or newspapers, parents, electronic documents, fellow students, etc.
- Work should be completed individually (not in a group or with others) unless the teacher has instructed the students otherwise. When working in a group cooperatively ...
 - All students must contribute to the group.
 - Each student should attempt every problem or question. One student may not provide all the answers to the rest of the group.

Academic dishonesty will result in the following consequences:

- A grade of zero (0) on the assignment.
- Depending on the assignment, the student may have the opportunity to redo the assignment for partial credit which will be determined by the teacher.
- Parents will be notified in all cases of academic dishonesty.
- Cheating is a Level II disciplinary infraction (*see discipline plan below*).

Field Trips

Field trips pertinent to instructional objectives will be conducted during the year.

1. Each class plans periodic field trips to correspond with classroom instructional objectives.
2. Parents may participate in these field trips by assisting and/or supervising the activities. However, parents who are chaperoning may not bring siblings or others.
3. Parents are not to dress more casually than the students and are encouraged to dress in a way which is both professional and supports a Christian testimony.
4. All behavior on field trips will reflect the school expectations. In addition, the discipline policy will be enforced. (see Discipline policy below)
5. All students are expected to make up coursework in classes missed due to field trip attendance.

Dress Code

To promote a Christian social atmosphere and productive mindset, the following dress code has been established. It is important that everyone attending Lighthouse Christian be committed to fulfilling the requirements of our dress code. Any type of attire or grooming which attracts undue attention and distracts from the educational process is not acceptable. Extremes in dress, style or makeup are to be avoided as well as anything that is purposely suggestive in appeal or has the trademark of some segment of society that is decidedly ungodly in influence.

Appearance is the responsibility of the individual student and the parents. Students who come to school without proper attention to personal grooming or appropriate dress will be asked to call their parents for a change of clothing or may, after parents have been notified, be sent home to correct these concerns. Students who violate the dress code policy may remain out of class until appropriate attire is acquired. The administration reserves the right to make final decisions in regard to questionable dress or appearance. All students should look neat, clean, and modest.

- Torn clothes where skin above the mid-thigh can be seen should not be worn.
- Shorts, skirts, and dresses must be mid-thigh in length (front and back) and should be modest fit.
- Tops should be modest. Revealing clothes are not acceptable. (Overly tight, low-cut tops, off-the-shoulder blouses, or those that expose bellies and midriffs should not be worn.)
- Hairstyles should be neat, clean, and appropriate. Bizarre or shocking hairstyles are not permitted (i.e., liberty spikes, Mohawks, unnatural coloring, etc.).
- Facial hair is acceptable, but must be kept neatly groomed.
- Undergarments should not be visible under any circumstances (this includes boxers, bra straps, etc.).
- Girls are not to wear spaghetti straps or tank tops. Sleeveless blouses may be worn, but should be wide enough to completely conceal undergarments (which should be worn at all times).
- All writing, images, words, or slogans of political or social persuasions on any apparel should represent the core values of LCS and Christian beliefs. (avoid examples such as: Metallica, Rolling Stones, political, Playboy, drugs/alcohol)
- Hats: are approved unless a teacher requests removal in the classroom. Hoodies may be worn, but the hood may not be worn in the building. Hats should be removed during prayer and chapel.
- Chapel Days: Encouraged and rewarded to wear theme t-shirt
- Fridays: Spirit Day - wear your Lighthouse brand!!
- Special events such as Homecoming and Spirit Week are exceptions with separate guidelines
- Limited Athleisure Wear:
 - a. Secondary Students (grades 6-12):
 - i. Are not permitted to wear athletic shorts, athletic pants, pajamas, sweatpants, or warmups to school Monday-Thursday.
 - 1. (typically shorts with elastic waist/drawstring and no pockets, zipper, or belt loops fall in the athleisure category)
 - ii. Boys are not to wear sleeveless shirts or tank tops at any other time than strength training class or athletic practices.
 - iii. Leggings, yoga pants and tights may only be worn at school when modestly covered. *Exception: PE/Athletics*
 - iv. Exception: a team warmup for athletes on a designated day approved by the Director of Athletics.
 - b. Elementary Students: athletic shorts/pants are permitted.
 - i. Boys are not to wear sleeveless shirts or tank tops.
 - ii. Leggings, yoga pants and tights may only be worn at school when modestly covered. *Exception: PE/Athletics*
 - iii. For elementary, open-toe shoes should be avoided for safety purposes at recess and PE. PE appropriate shoes (non-marking rubber sole) should be worn on PE days. PE teachers will not be changing kids' shoes.
 - c. Spirit Days: Fridays are designated to show school spirit. So wear school colors and Lighthouse shirts/tops.
 - i. Exception: secondary students are allowed to wear Lighthouse athletic wear.

General School Discipline

As a Christian school, it is not only our goal to educate the mind, but to make disciples. Discipleship involves training and building character into the lives of students (Matthew 28:19; Proverbs 22:6). Although discipline may be at first perceived as difficult and even bringing sorrow (Hebrews 12:11, 2 Corinthians 7:8-9), sorrow that leads to change of heart and behavior makes the sometimes challenging experience of discipline worthwhile (Hebrews 12:11; II Corinthians 7:10; Proverbs 23:13-14). In all of these matters our goal is restoration. There may be extenuating circumstances that the normal course of correction and discipline fails to resolve. Whether this is due to a student's unwillingness to enter into discipleship or the support needed may be beyond the scope of LCS expertise; either would result in a referral to the School Board to review and determine the best course of action. We recognize this is the rare exception and foresee the following as necessary steps to resolve discipline issues.

Lighthouse Christian School Discipline Structure: 4th-12th Grade

The LCS approach involves emphasis on the student's responsibility in choosing how he/she will behave and disciplining them towards better decisions. Consequences are seen as the result of a choice on the part of the student. Students, while on field trips, are subject to all LCS conduct policies and are expected to behave in the same manner as when they are on the LCS campus.

Infractions fall into four major categories:

Level I Infractions - 1+ demerits

Minor acts of misbehavior in a classroom, on campus, or at school activities. Such misbehaviors include, but are not limited to: dress code violations, disrespect of school property, classroom disruptions, disrespect toward another person (adult or student), profanity, public display of affection.

Level II Infractions - 7+ demerits

Destruction of LCS property or the property of others, cheating, plagiarism, stealing, lying to school employees or other adult authority, inappropriate jokes or profane language, obscene gestures, bullying (ongoing targeted), gambling, skipping class, inappropriate remarks of a sexual nature, violation of the internet usage agreement, repeated lower level infractions, or willfully accompanying another student who is involved with a Level II Infraction.

Level III Infractions - 15+ demerits

Use or possession of alcohol or tobacco products*, fighting, recklessly endangering or threatening the safety of self or others, insubordination or direct disobedience to LCS school employees, leaving campus without the permission of the LCS administration, inappropriate touching of a sexual nature or possession of sexually explicit materials, repeated lower level infractions, or willfully accompanying another student who is involved with a Level III Infraction.

Level IV Infractions - may result in dismissal and may be reported to law enforcement.

Major offenses, often involving activity that is a violation of the law or is a gross act of disrespect toward individuals, school personnel, or property. These infractions are violations of school policy at any time during enrollment and are not limited to school campus or activities. Infractions include, but are not limited to: committing a Level III infraction while on disciplinary probation, committing a second Level III infraction of the same kind in the same academic year, sexual activity, use or possession of drugs or mood-altering substances(*), bringing weapons on campus, threatening the

lives of others, distribution of pornographic material, tampering with any fire equipment, vandalism, significant theft, fighting, insubordination to parental, school, or civil authority, repeated lower level infractions, willfully accompanying another student who is involved with a Level III infraction, and any violation of civil or moral law. The Discipleship Committee will meet and give their recommendations for the number of days of suspension or expulsion.

***When clear evidence is available, students who supply alcohol or illegal drugs to others (on or off campus) may be expelled and referred to law enforcement.**

The administration reserves the right to make decisions regarding dismissal at any level of offense.

Demerit Accumulation starts over at each semester. A student can be placed on disciplinary probation which could result in a higher number of demerits. This is for the student who continues to accumulate demerits instead of changing his/her behavior.

every 4 demerits – after school detention

10 demerits - conference with parents

16 demerits – ISS (1 day)

20 demerits – ISS (3 days) and *Disciplinary Probation

*Students who reach 20 or more demerits may be placed on disciplinary probation. *Disciplinary probation results in ineligibility for all co-curricular activities and will not exceed one academic semester.*

Lighthouse Christian School Discipline Structure: Elementary thru 3rd Grade

For 3rd grade and below, the classroom behavior plan will be implemented with accountability.

After repeated infractions at any level that continue to cause classroom distractions may warrant the following manner:

1. Administration will be notified - FACTS documentation
2. Administration investigates - phone call home from Administration
3. Parental conference with Administration
4. Student subject to suspension or dismissal

Drug, Alcohol, and Tobacco Policy

Lighthouse Christian is a drug, alcohol, tobacco free school. Students should be dedicated to treating their bodies with honor as temples of the Holy Spirit. This involves abstaining from under-age consumption of alcohol, the use of illegal drugs, and the misuse of legally prescribed or over-the-counter medications. By enrolling as a student at Lighthouse, you are agreeing to abide by this standard and submission to testing. In order to demonstrate to our community that Lighthouse is drug/alcohol/tobacco free, there may be periodic random testing. In addition to periodic random testing, if the LCS administration deems that reasonable cause exists, a student may be required to submit to a drug test. Reasonable cause for drug testing shall exist when LCS administration, in its sole discretion, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances, or alcohol and that the results of a drug test would assist in the final determination. The Head of School, or his/her appointee, shall make the final decision on behalf of LCS as to whether reasonable cause exists. Whether randomly tested or tested due to reasonable suspicion, parents will be notified. Failure to submit to a drug test may be grounds for expulsion.

Note: Level III disciplinary infractions in this category could elevate to a Level IV infraction.

This service is provided by a professional testing organization and is performed with dignity and an appropriate level of confidentiality. The goal of such testing is not to “catch” anyone, but to provide accountability and transparency. As Scripture teaches, we want to be “above reproach” in this regard (2 Pet. 3:14). If a student fails a drug or alcohol test, he or she will be offered counsel, appropriate discipline, and support.

Student Harassment, Intimidation or Bullying

Every student has the right to be physically safe and free from harassment, intimidation and bullying. As image bearers of God (Gen 1:26) bullying, harassment and intimidation assault the very character and nature of God.

Bullying, the superior use of power (usually social, but also physical, verbal) that intends to harm another child, multiple times and for no justifiable reason, displays some of the worst human impulses, including the perverse pleasure that comes from dominating and controlling another, and is therefore a behavior that will not be tolerated and will be dealt with promptly through means of our discipline policy, which allows for immediate suspension or expulsion for serious incidents.

Bullying can occur on school grounds as well as off school grounds including online incidents.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Conflict Resolution Options:

Goal: We want students to learn the life-skill of handling offense in a godly way knowing that your value rests in what God says about you and not what anyone else says or does.

1. If you experience violence or witness violence report immediately to a faculty member or administrator.
2. Walk away from the offense without reacting or retaliating. Choose to forgive and to be a person of character. Be powerful by using self-control and the wisdom to walk away. (Proverbs 19:11 “A man's wisdom gives him patience; it is to his glory to overlook an offense.”)
3. If you feel hurt, threatened or upset by something someone has done to you directly---use an “I” statement to tell them how you feel and a direct request for them to stop. Example: “It hurts my feelings when you talk about me, I would appreciate it if you would stop.” Or “Have I done something to offend you? If so, please let me know and I would appreciate it if we could speak to each other kindly.” “You don’t have to be my friend if you don’t want to but please show kindness by not talking about me.” If the person persists in saying unkind things to you directly, tell them 2 more times in a calm way how it is making you feel and that you would like them to stop. If you can’t tell them face to face, you can write them a note—practice being a healthy person by confronting in love. (Matthew 18:15 “If your brother or sister sins (offends or hurts you), go and point out their fault, just between the two of you. If they listen to you, you have won them over.”)
4. Reverse the negativity. Understand that you are valuable and absolutely loved regardless of what anyone says or does to you. Insecure people hurt others. Overpower negative talk with positive talk. Even if your feelings are hurt, you can make a choice to forgive, pray for someone and speak kindly about them. Do not believe or spread gossip. Real friends are growing in love and don’t let each other gossip. Choose to kill gossip and slander by making a commitment to only speak what will benefit others. If someone gossips to you about someone else, say, “I am really glad that we are friends and that you trust me but I am not going to listen to negative talk about others because it ends up hurting a lot of people in the end.”

5. Talk to a Teacher, Administrator, or other leader. Ultimately, you cannot control someone else's actions. After you have used these skills to confront in a healthy way and someone continues to say unkind things to you directly or is threatening you in any way—let an adult know what is going on and how it is affecting you. Let them know the steps you have taken to problem solve and ask for help.

All reports of bullying will be taken seriously and evaluated by the administration. If the claim appears to rise to the level of bullying an investigation will be conducted promptly by the administrator .

Neither the victim nor witnesses will be promised confidentiality at the onset of an investigation. What will be discovered cannot be predicted nor the final outcome of the investigation. Victims and witnesses will be informed that any information discussed and recorded will be confined to a “need to know” status.

Parents of the victim and alleged perpetrator will be notified that an investigation is being conducted and informed of the nature of the investigation.

The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.

Separate conferences with the victim and offender may occur after the investigation to determine if the bullying, harassment or intimidation has continued and whether additional consequences need to be implemented. Additional conferences will be held as necessary.

If an act of bullying, harassment or intimidation is also a delinquent act, it will be promptly reported to the responsible law enforcement agency.

Internet Acceptable Use Policy

Lighthouse Christian school believes that the Internet contains extremely valuable resources for students. It is our goal to help students learn efficient, ethical, and appropriate use of these resources. Students can enhance their learning experience through the variety of reference and research materials available online. To accomplish this, LCS has a media center and school Wi-Fi with filtered Internet service. Following are LCS policies regarding computer/internet use:

- All computer or tablet use is to be school-related. These are not for personal use, such as social networking, shopping, instant messaging, and so forth.
- Personal social networking should not reflect negatively on Lighthouse Christian School or any of the policies/procedures therein.
- Each student will be given a username and password. These must be used in order to log on to the computers.
- All activity on the school computers is monitored by staff members.
- Any use of the computer deemed inappropriate may result in the suspension or revocation of computer privileges. Some examples of inappropriate use are (even on personal device):
 - online bullying, teasing, or harassment
 - using the network for any illegal activity
 - using the network for accessing any pornographic or otherwise inappropriate sites
 - using the network for financial gain or initiating any financial transactions
 - degrading or disrupting the equipment or system performance
 - accessing or vandalizing the data of another user, or using the login of another user – with or without that user's permission
 - gaining unauthorized access to resources, including trying to get around the Internet filter
 - invading the privacy of individuals, including reading mail that belongs to others without their permission

- o disclosing personal information to websites or people through the Internet. This includes requesting magazines, catalogs, etc.
 - o any type of chat or instant messaging
 - o inappropriate use of resources resulting in plagiarism.
- Laptops, Tablets, and other devices brought from home must not contain any inappropriate images, videos, music, or games. Also, these devices are to be used for school work only while on campus.
- School Wi-Fi is for school-related use only and is not to be accessed for personal use. Password protected signals are used for security purposes. Access to these passwords is privileged information and should not be shared with others.
- These policies will be explained to students during the first week of school, and they must have a signed agreement form in order to receive access to the school computers.

Electronics

Technology and Learning: The use of technology is an essential part of learning and education today. Therefore, teachers may allow students to use Smartphones, laptops, tablets, and iPods as part of the learning process. These items may only be used under the direct supervision of a teacher, and only for the purposes designated by the teacher as part of the learning process.

Aside from the legitimate use of electronics in the classroom setting, Lighthouse has the following policies regarding electronics:

- **Electronic devices** (cellphones, Mp3 players, game systems, tablets, laptops, airpods, etc.) **may not be used in the classroom** for any reason other than teacher-initiated activities.
 - o Unauthorized electronics use *will* result in confiscation.
 - o Confiscated items may be retrieved after school.
- **High school students must lock their cell phones in their lockers during class time or turn them into the classroom teacher first of class.** Phones may be checked during breaks. **Middle school students are not allowed to have their phones with them at all during the school day.**
 - o Phones being used during class time *will* be immediately confiscated.
 - o HS: confiscated phones may be retrieved at the end of class.
 - o MS: confiscated phones may be retrieved after school.
- Even though cellphones are equipped with cameras, students are not allowed to photograph or film other students and/or staff members without direct permission from those being photographed. It is unacceptable to photograph someone with the intention of embarrassing them.
- All music listened to at school must be in keeping with the school's Christian philosophy. No explicit or offensive music will be allowed at any time during school or at any school-related event.
- Electronic devices such as laser pointers, two-way radios, etc., should not be brought to school under any circumstances (this includes before and after school as well). These items will be confiscated immediately.
- For total phone violations (per quarter), students will incur a final quarter grade penalty:
 - o 1 to 3 violations = 1 pt deduction
 - o 4 to 5 violations = 2 pt deduction
 - o 6 to 7 violations = 3 pt deduction
 - o 8 to 9 violations = 5 pt deduction

Violations of 10 and higher will result in a parent conference with administration.

Use of the School Phone

We understand that circumstances may arise that make it necessary for a student to contact his or her parents during the school day. Use of the school phone is made available to students for these purposes.

- If students need to call home, use of the school phone is allowed before/after school and during passing periods.
- Students must receive permission from the school secretary before accessing the phone.
- Students are not to leave class in order to use the phone except in legitimate emergency situations. In these instances, the student must receive a pass from the teacher to use the phone.
- Parents who need to reach their child during the school day should do so through the school office, not by cell phone. **The office number is (208) 737-1425.**

Lifestyle Agreement

Lighthouse Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school endorses. This includes, but not necessarily limited to, participation in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27).

Food Service

Lighthouse Christian School desires to provide a convenient, nourishing and affordable lunch program. Students have the option of choosing either the daily hot lunch option, cold bar, or salad bar. The following items apply to the LCS lunch program:

- Monthly menus will be posted to the website.
- Families must pre-order for the month and pre-load their FACTS account.
- Meals will be prepared based on the meal prediction from the pre-order.
- Snacks may be purchased from the lunch room during high school break.
 - No food may be purchased during 5 minute passing periods.
 - High school students may purchase snacks only during their break.
- If a student forgets lunch or does not have funds in his/her lunch account, the school will make a one-time provision.

Lunch, Food and Drink Policies

Lighthouse is a closed campus.

- Students are expected to treat lunchroom staff and volunteers with respect and courtesy.
- Microwaves are available in the lunch room for student use. Students should stay with their food while it cooks to make sure there are no problems. If food spills in the microwave, please clean it up.
- Students buying school lunch should wait in an orderly line. Students may not save a place in line for friends. Anyone caught cutting in line or allowing someone to cut will go to the back of the line.
- Food and drinks are to be consumed in the lunchroom and Grindhouse only. No food or drink (with the exception of water) is allowed in the MS/HS building unless it is a teacher organized, class event or it is during HS break time.

- Weather permitting, students may use the basketball courts and other outside activities available to them when finished with lunch. If a class is utilizing any of the outside activities, priority for usage goes to the class and not to students at lunch.
- Seniors only are allowed to leave campus for lunch one day each week as determined by the administration. If any senior student is habitually tardy to class after leaving campus for lunch, he/she may lose lunchtime privileges either temporarily or permanently.
- Parents or guests wishing to have lunch with their child on campus must sign in at the school office when they arrive.

Gum and Breath Mints

Students may chew gum/breath mints responsibly. This can not become a distraction in class and must be discarded appropriately. Teachers may restrict use at their discretion.

School Books and Property

Textbooks are the property of the Lighthouse Christian School. In order to maintain their usefulness as long as possible:

- Textbooks will be checked out to each student individually. All textbooks will be assigned to students according to attached barcodes.
- Hard-back textbooks are recommended to be covered. It prevents wear and tear. It is the student's responsibility to cover textbooks. Please use paper covers only and clearly label the student's name on the front cover.
- Textbooks (including novels used in English) must be returned in good condition. If a book is lost or damaged, parents will be charged for a replacement book.

Lost and Found

LCS maintains a Lost and Found for missing items.

- Students may access Lost and Found before/after school, during break and during passing periods. This is located at the front office.
- Unmarked and unclaimed clothing will be given to charitable organizations at announced times during the school year.
- Lost textbooks will be returned to students. There will be a charge for any damage.

Skateboards and Bikes

While it is necessary for students to arrive on campus via various modes of transportation, some methods are more conducive to a school setting than others.

- Students should not bring skateboards, scooters, roller-blades, or "heelies" to school.
- Bicycles may be ridden to and from school, but they may not be used during school hours and should not be ridden on the school grounds or sidewalks surrounding the school at any time.
- Bicycles should be locked up in the racks.

Grievance Policy

The Bible gives specific guidance regarding how Christians should deal with any dispute or violation that may occur between individuals (Matthew 18:15-20; 1Corinthians 6:1-8; and Galatians 6:1). The following is a summary of these biblical principles, and applies to parents, students and staff members:

- The resolution of any dispute or conflict should be initially resolved at the lowest level possible. This should include only the people who are directly involved in the conflict.
- The key to handling any dispute is mutual Christian love and grace. Families should refrain from negative public communication against the school.

- Although other parents may have similar concerns and conflicts, scripture requires that we deal with the conflict as an individual and not as a group of like-minded individuals. Christians should speak first only to the individual with whom they have the conflict, and to no other person. Involving anyone else is gossip and is counterproductive. There are three steps to take when an offense has occurred:
 1. To maintain classroom continuity, any concern or conflict between a student and teacher or parent and teacher should be addressed in a meeting between the two at a mutually agreed time as soon as practical. It is better to address these in a timely manner as to not allow time for a root of bitterness to take hold, preferably within 72 hours. The focus of the meeting should be to seek to understand the other's actions, and perspective, with the goal of coming to an understanding that leads to reconciliation. Respectful speech, tone, and demeanor are expected among all parties involved. If the student is mature enough, grievances concerning the classroom and the teacher are expected to first come from the student before parents and administrators are involved.
 2. If the conflict still has not been resolved and reconciliation and understanding are the desired outcome, please request a meeting with the offending individual, their supervisor and a school administrator.
 3. The next step is a meeting with the Head of School.
 4. If there is no resolution to the conflict after working through these steps, the individual may take the issue to the LCS School Board. A letter should be written, outlining the policy and the specific violation. Letters to the board written anonymously will not be considered.

Tuition Policy

**see appendix for full tuition information*

You have chosen a Christian education for your child. We understand that this can be an incredible sacrifice. In order to assist you in managing the cost of this commitment, we have outlined the following policies:

- **Monthly Payment Plans and Statements:** Tuition is due within the month billed. All tuition will be withdrawn through ACH (automatic clearing house), unless there is an approved exception by LCS Administration. (exceptions might include; the Idaho State Tax savings program called the 529 Plan (www.idaho529.org), prepay or lump sum payments, etc.)
- **Past Due Accounts:** Any past due arrangement for payment past the due date MUST have prior approval from the LCS Administration. If the previous month's tuition is not paid by the 10th school day of the following month, the student(s) are not eligible for continued enrollment on the 11th school day of the next month. Once the account is current, or payment arrangements have been made, the student(s) will immediately be eligible for enrollment. Any family that has not paid the final tuition balance by the 10th of June each year will be transitioned to a note receivable. That note may be established to repay the current balance while also paying the subsequent year's enrollment fee and tuition. The Note Receivable terms are as follows: 1 year term, 10% accruing interest, ACH withdrawal, 5% interest returned if paid without incident. Any family that has not paid in full their terminating annual tuition will either not receive a diploma or current transcript until the balance is paid.
- **Returned ACH Fee:** If an ACH payment is returned by the bank for any reason, a \$25.00 returned ACH fee will be charged to your account.
- Any extended plans beyond the above policy are to be reviewed by the Head of School and approved by the Board at its regular monthly meeting.
- **Note- Financial Aid and Scholarships are available for qualified families:** The greater of financial discounts will apply but not all discounts. For example, if someone receives 30% financial aid for their two children they no longer will receive the 20% multiple student discount as well.

Student Records

Lighthouse values confidentiality. All student records and personal information is important and will be kept in the strictest confidence.

- Original documents (i.e., the students' cumulative files) will not be given to parents. These must be requested in writing by the school to which the student is transferring.
- Official transcripts for college applications, scholarships, or other purposes will be mailed directly by LCS as instructed. Transcript request forms can be obtained from the school office.
- Periodically review and check your transcript for accuracy.

Field Trip & Activity Policies

In order to supplement the classroom curriculum with relevant learning experiences outside the classroom, Lighthouse students participate in educational field trips each year. Field trips are designed to support the learning that is taking place in the classroom, and therefore each grade level will participate in specific trips. These trips often involve parents as chaperones and drivers. Below are four important policies regarding field trips:

- Most field trips are grade-level specific (sometimes for multiple grade levels). Therefore, we request that students not attend the field trips of their siblings in other grades. This will help to keep group sizes reasonable, and to make transportation issues simpler. It also helps maintain the uniqueness of the trip for students.
- All drivers for school field trips and activities must be licensed drivers 21 years or older and maintain full insurance coverage.
- For the safety of everyone involved, drivers and passengers must wear a seatbelt, and drivers are expected to follow all posted speed limits and road signs.
- Movies and music enjoyed while transporting students should be in keeping with the Christian values of LCS. Please keep in mind that families have differing expectations regarding entertainment, so it is best to veer on the conservative side.

School Day Information

Elementary

Monday through Friday, 8:30 AM to 3:05 PM

Secondary

Monday through Friday, 8:20 AM to 3:00 PM

Visitor Policy

Parents are welcome on campus! For safety reasons and in compliance with closed campus guidelines, all parents and guests must report to the administrative office, sign in, and wear a tag identifying them as a guest while on the campus. All guests are subject to the same rules of conduct as students during their visit.

- Visitors (student-aged) are not permitted to attend classes with students, except when approved by administration for possible enrollment purposes.
- Non-students are not allowed to visit during school instruction/lunch hours.
- Pastors and youth pastors are encouraged to visit students during lunch.

To accommodate our families, the following exceptions are also recognized:

- Parents and grandparents are welcome to visit the school at any time during the school year and are more than welcome to have lunch with their children/grandchildren any day. The classroom teacher and administration should be given at least a one-day, advanced notice of a classroom visit. Classes may not be visited during semester exam and assessment test weeks, and not during testing of any kind.
- Classrooms are not open to third party visitors. An administrative process is in

place for observation requests conducted by education professionals, paraprofessionals, and teacher training candidates. Observation requests for these areas must be made directly to the administration.

- *Older siblings who wish to visit elementary student siblings during lunch may do so if accompanied by a parent.*

Any exceptions to the policies stated above will rest solely at the discretion of the school administration. These exceptions must be pre-approved with administration at least 24 hours before the visit is to occur.

Volunteer Policy

Any person working directly with students on a regular basis will be required to have a background check completed. This also includes lunchroom and office volunteers.

Secondary Specific Information

Lockers & Backpacks

Lockers are provided for all middle school and high school students as a means of organizing their school books and supplies.

- Lockers should be organized and easily accessible. Students should be able to quickly find the necessary materials for class. Organized lockers ensure this is possible.
- Locking lockers will be assigned to students. Students are responsible for the security of items left in the locker therefore use of the lock is recommended.
- Lock combinations should be kept private.
- Students should clean out lockers regularly.
- Lockers are not to be shared. Each student is to use his or her assigned locker only.
- Valuables are best left at home. If it is necessary to bring valuables to school, they should be kept locked in the locker at all times. *Lighthouse Christian School is not responsible for lost or stolen items.*
- Books and materials are not to be left on the ground. This is a hazard to those walking around the hallways and damages books.
- Lockers are school property and may be subject to search at the discretion of school administration and/or faculty. Backpacks may also be searched at the discretion of school administration if reasonable suspicion exists that a student has violated some aspect of school policy.

High School Graduation Requirements

In order to graduate from Lighthouse Christian School, students must complete the required number of credits in each category below. These are basic requirements for graduation. Students who desire to continue their education at the college level will want to surpass the minimum requirements. Please note: one credit is given per class for each semester. In order to receive credit, a student *must* complete both quarters in a semester and the semester average must be a passing grade.

Graduation Credit Requirements

Subject	Credits Required
Bible	8
English	8
Social Studies	5
Mathematics	8
Science	6

Foreign Language	2
Electives	11
Speech	1
Health	1
TOTAL	50 credits

For College Bound Students It is highly recommended that you take a minimum of four years of math and science, and two years of a foreign language. This is the requirement for entrance into most colleges and universities. Also, it will be to your advantage to take as many advanced level courses as possible.

Co-curricular and Extra-curricular Activities

Lighthouse understands that co-curricular and extracurricular activities provide students with a well-rounded academic experience. Students participating in co-curricular and extra-curricular activities must represent the character of Christ both spiritually and academically. At the discretion of administration, students may be denied participation for academic and behavioral issues. Additional requirements may be placed on students who desire to participate in co-curricular and/or extra-curricular activities.

Lighthouse Lions Athletics

At the discretion of administration, students may be denied participation in athletics for academic and behavioral issues. Additional requirements may be placed on students who desire to participate in athletics. Student athletes and parents should review the Athletic Handbook for detailed information about the LCS athletic program which is found on the website.

Parent Volunteer Policy

LCS Athletics strives to develop students' sportsmanship, teamwork, and athletic skill in keeping with Christlike character. To do this with excellence it takes volunteers partnering with LCS. Athletic revenue is necessary to offset athletic department expenses.

Parents/guardians/host families of athletes playing any LCS sport will be required to serve at home sporting events within the season of their athlete's participation as well as other fundraising events. Arrangements can be made to allow the volunteer to serve at a time that allows them to watch their student compete, i.e. J.V./ Varsity games or seasons, serving during a sport your student does not participate in. A Sign Up Genius form will be sent to be filled out for these opportunities. Please find the various volunteer opportunities below.

- Concessions
- Gate: Entry Fee Collection
- Scoreboard
- Line Judging
- Auction

Right to Revise

This handbook contains the policies in effect at the time of publication. All previously issued handbooks, common practices, memos, postings or generally practiced policies are superseded by this document.

While every effort has been made to be thorough, no document can anticipate every circumstance that may need to be addressed, thus the Administration will reserve the right to address those issues that arise outside the direct language of these policies within our mission statement and guiding biblical principles as determined by the School Board.

Additionally the administration will revise, supplement, or rescind any policies or portion of the handbook as is deemed appropriate.

*Appendix - Tuition Information



Tuition Schedule 2022-2023

Preschool K3 / K4 (Full Day, 5 day Program)	Enrollment Fee \$225	Tuition \$4,750 (10 month plan \$475/month)		
<i>Preschool enrollment includes care from 8 a.m. - 3:30 p.m. Previously Lighthouse offered half day and full day options, as well as 3 day and 5 day option. For 2022-2023 we have rolled that all into a full day, 5-day program so that a spot can be reserved and we can staff accordingly. If you choose to use some flexibility in the hours or days your student is on campus, that is completely acceptable.</i>				
Aftercare	7 a.m. - 8:00 a.m. \$60/month	3:20 - 4:30 p.m. \$85/month	3:20 - 6 p.m. \$145/month	As Needed \$15/day
Kindergarten - 5th Grade	Enrollment Fee \$450	Tuition \$5,430 (11 month plan \$493.64/month)		
<i>*Students must be 5 by September 1 to be eligible for Kindergarten at Lighthouse</i>				
Middle School (6th - 8th Grade)	\$450	\$6,165 (11 month plan \$560.45/month)		
High School (9th - 12th Grade)	\$450	\$7,426 (11 month plan \$675.09/month)		

Enrollment Fee

The Enrollment fee is **non-refundable** and due at the time of enrollment to reserve student's space. As part of our continuous enrollment program, current families will be automatically billed an annual enrollment fee in three equal installments (every April, May and June).

Continuous Enrollment

All current families are part of our continuous enrollment program which means that there is no annual enrollment paperwork to be completed. Families have the option to opt-out at any time, but there is no requirement to opt-in again after initial acceptance. **The annual deadline to opt out of continuous enrollment without financial penalty is March 31.** Opt-outs must be communicated in writing to the admissions department either by email (admissions@lighthousecs.org) or by submitting a letter in person. Families who opt out after the deadline will not be refunded the enrollment fee that has already been billed. Families who opt out after July 1 are responsible for the non-refundable enrollment fee plus July and August tuition payments. Any change in enrollment following the first day of school becomes a withdrawal and families are subject to financial penalty as explained in our withdrawal policy below.

Financial Assistance Program

There is a limited amount of financial assistance available based upon financial need, which is determined through the FACTS Grant & Aid Application process. Please contact our admissions team for more details. **There is no financial assistance available for preschool (K3/K4).*

Withdrawal Policy

Students who leave Lighthouse after the first day of school, either by choice or by decision of administration, must adhere to our financial withdrawal policy. In all cases the enrollment fee is non-refundable. Tuition payments will be due for the month of withdrawal in addition to the two following months. (ex. w/d 10/18/22, pay October, November, December before tuition plan is cancelled). Exceptions to this rule are if the family is moving away, custodial issues prompt a withdrawal and/or academic needs can no longer be met by Lighthouse Christian School. All exceptions must be approved by the Head of School.

Payment Plan

Lighthouse uses FACTS Tuition Management for efficiently handling all tuition payments. All K-12 tuition payments will default to an 11-month payment plan (July - May) and all Preschool payments will default to a 10-month payment plan (August - May) with autodrfts either once or twice a month on a variety of date options. Annual payments, semi-annual payments, 10-month or 9-month plans will be handled on a case-by-case basis. Selecting a FACTS Payment Plan will be part of the enrollment process for new families and must be done prior to the first day of school.

Discounts

Additional discounts are available for multiple siblings, pastors, Church employees and LCS salaried employees. Contact our admissions team for more information.

PARENT & STUDENT HANDBOOK AGREEMENT (2022-2023)

Thank you for taking the time to review our 2022-2023 Parent & Student Handbook. Please follow the steps below to sign your family agreement prior to the start of the school year.

1. [Click here to log into your family portal](#) (District code = LCS-ID)
2. Select Family > Webforms > 2022-2023 Parent & Student Handbook
3. Fill in the form to agree to the policies and procedures outlined in the handbook
4. Click save!

Revised 10-24-22