



Parent & Student Handbook

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General School Information:

Welcome, Lighthouse Lions!

Dear Lighthouse families,

We want to thank you for partnering with us on this educational journey. We share God's truth through purposeful and intentional learning experiences, fine arts, competitive athletics, and biblical integration. Our mission is to educate the whole child with an eternal perspective so that he/she may go into the world prepared to lead and disciple others.

As a discipleship school, we are dedicated to providing an academic experience centered around the development of a personal relationship with God through faith in Jesus Christ. In our partnership with families, we provide an educational experience that always points back to the cross and the love of Jesus Christ. We meet students where they are educationally, emotionally, and spiritually; challenging them to grow in all areas of their life, while encouraging them and providing opportunities for support.

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.

We are excited to unite in this purpose together and to make an eternal difference in the life of your child while preparing them for the life God has created for them.

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 Christian 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

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

All members of the Lighthouse community grow in their faith and become more like Christ.

Service

Each staff member and student adopt a mindset of servant leadership modeled after the life of Jesus Christ.

Partnership

We partner with the home to create a community of learners where students grow spiritually, intellectually, socially, emotionally, and physically.

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

As each student comes to Lighthouse with varying gifts and talents, Lighthouse Christian School will strive to nurture each one’s individual potential, while attending to personal spiritual, emotional, and academic growth. Details related to “Who we are and Why we are” are available on our website.

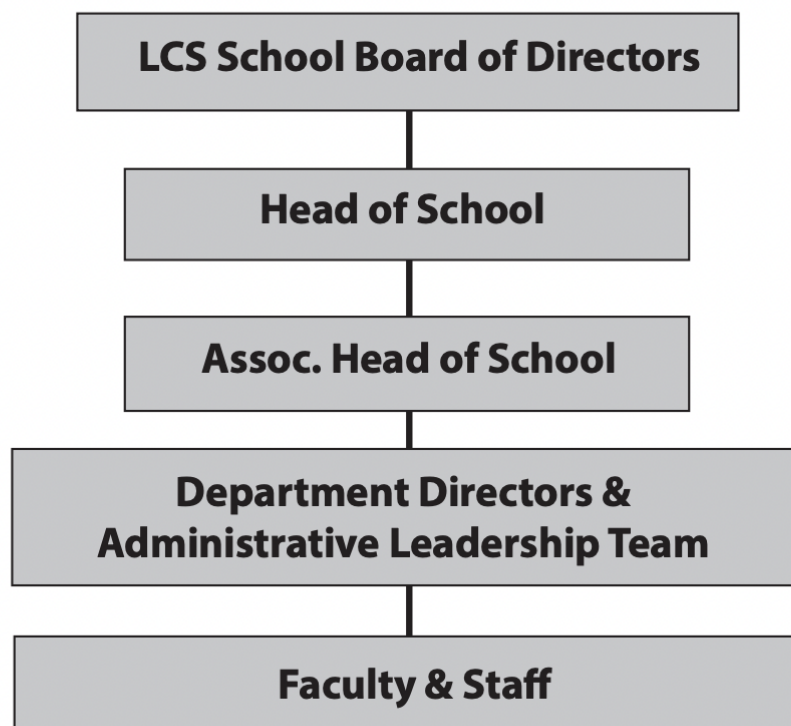
Good Faith Feedback

We welcome an atmosphere where differing opinions can be shared in a respectful way. Good faith feedback, questions, and suggestions for improvement, are always welcome in the development of our students. It will be expected that we follow Matthew 18 and that a voice will be given to your concerns. Please see our Governance and Grievance Policy for more details.

Governance

Lighthouse Christian School is an internal division and ministry of Lighthouse Church. With the desire to honor the Lord Jesus Christ through the most effective operation of its school ministry, the church's Board of Elders has commissioned and delegated authority to a separate LCS School Board of Directors to provide focused oversight and direction for the school. Under the authority of the Lighthouse Church Board of Elders, and with authority granted to it by the church's Board of Elders, the LCS School Board of Directors (or "LCS Board of Directors") is the governing body that provides the policies, direction, and financial, spiritual, and operational accountability for the Head of School. The Head of School has the authority over all school and personnel and programs, is responsible for operating and managing all day-to-day affairs of the school, and reports directly to the LCS Board of Directors.

Organizational Chart



Learning Environment:

Student Rights and Responsibilities

Lighthouse Christian School strives to provide an environment that is safe from physical harm, harassment, intimidation, and bullying. Thoughts and feelings are expected to be conveyed in a respectful and Christ-like manner. The school will make every effort to engage students in a positive learning environment and to help students become successful in every area of their academic lives. Students are expected to treat others and in turn be treated with respect. It is the responsibility of all students to follow school policies and expectations. Respect for staff, faculty, students, and property is an expectation for all.

Guiding Behavioral Values

- Relationships
- Respect
- Responsibility

School-wide Expectations

Students, staff, and faculty all agree to:

- Love God and Love others.
- Work as though you are working for the Lord and not for men.

School Policies and Procedures:

School 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

- **Speed limit is 5 mph or less.**
- Follow the designated drop off and pick up plan for your child's grade level.
- If you require more time for drop off or pick up, please park in a designated area so as not to impede traffic.
- All visitors to campus will park in the front of the building and check in at the front desk using our security system. This is to be done every time you visit campus and will require state issued identification.
- The back parking lot is for students and staff only and is intended for all day parking. A parking pass is required.
- Students may not go to their cars during the school day for ANY reason. This includes lunch. Demerits will be issued for students going to their cars during the school day.

Appropriate Contact Policy

- Students may not engage in public displays of affection or any other disruptive behavior on school grounds.

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 in person or via text or email.
- Students should seek to be encouraging and uplifting to others. Words that “tear down” people will not be tolerated.

Campus Behavior

- Show courtesy and respect to teachers, staff, and other students at all times.
- Students should use designated restrooms only.
- Cars, backpacks, and clothing should reflect our Christian values and as such, should be tasteful and modest.
- Keep your school clean by picking up after yourself and using trash cans.
- Hall passes are required to be out of class.
- Personal items should be stored in student lockers or backpacks. Do not leave items needed for the school day in vehicles. Students may not visit their vehicles during the school day. If necessary, students can ask for an escort to vehicles.

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 additional expenses to families through fundraising

efforts. All fundraising outside of our annual auction will require approval by the school administration.

Health and Medication Policies

- Medical reporting forms required by Idaho state law must be on file for students to receive medication at school.
- Families seeking exemption from state immunization requirements must complete and submit a copy of the exemption documents for the state of Idaho. These forms may be obtained from your family doctor or state website.
- In order to care for a student in an emergency, parents must provide the school with an Emergency Medical Information form. 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.
- 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.
- All medications must be dispensed through the front office. Students may not carry medications on their person. The classroom teacher may not keep medications for students.

To avoid the spread of illness in our schools, a student can **NOT** be at school if:

- He/she has a temperature over 100.4 F. (**The student cannot return to school until he/she has gone a FULL 24 hours without a fever without a fever reducing medication.**)
- He/she has vomited or has had diarrhea any time in the last 24 hours.
- He/she has started an antibiotic within the last 24 hours.
- He/she has red eyes with thick or crusty drainage.
- He/she has an undiagnosed rash.

Head Lice: If a student is found to be with head lice (or evidence of nits) he/she will be excluded from school immediately. The student must go through appropriate treatment and show evidence of treatment and be nit free to return to school. The family must make every effort to remove lice from home as well.

Academic Expectations:

Teacher Responsibilities

- Provide instruction based on adopted curriculum, Biblical integration, provide formative and summative assessments, and assign work with due dates that correlate with length of assignment. .
- All assigned work will be graded within one week of turn in date.
- Remind students to turn in work on the due date.

Student Responsibilities

- Complete assignment on time and with care.
- Turn in assignments on the due date.
- Keep returned work organized for review.

Parent responsibilities

- Support the school in their efforts to educate your child.
- Encourage your child in their responsibilities.
- Contact the teacher directly if you have concerns.

Grading Scale and Course Credits

- Parents should access lesson plans, grades, and homework information through the FACTS family portal.
- Grading will be developmentally appropriate and will reflect mastery of grade level content.

Elementary Policy and Procedure:

Grading Scale

K-2 (All subjects)

- E: Exceeds grade level standard
- M: Meets grade level standard
- N: Not yet meeting grade level standard

3-5 (Core Content Areas)

- A+: 100-97
- A: 96-93
- A-: 92-90
- B+: 89-87
- B: 86-83
- B-: 82-80
- C+: 79-77
- C: 76-73
- C-: 72-70

D: 69-60

F: < 59

Specials, Social Studies, Science

E: Exceeds Grade Level Standard

M: Meets Grade Level Standard

N: Not yet meeting grade level standards

Grade Reporting

The academic year consists of two semesters, with each semester containing two quarters. Each semester grade will be reported separately and will be a combination of the two quarter grades and semester final exam (if applicable). Report cards will be available electronically in FACTS and a printed report card will be available upon request.

Families are encouraged to monitor student grades in FACTS. Teachers will provide mid-quarter progress reports (please see calendar). If a student is failing a subject area at the time of progress reports, the parent can request a conference to inquire about current grades. .

Honors and Awards

- Honor Roll: Students will be recognized for their hard work at the end of each quarter. Students in grades 3-12 will be recognized for all A's, B's, E's, and M's.

Curriculum

- Curriculum will be determined by the administration and faculty and chosen based on developmental appropriateness, best practices, and biblical integration.

Promotion and Retention

- It is the goal of Lighthouse Christian School that every student is promoted to their next respective grade level. Excessive absences or failure to meet the standards of core content areas could result in retention. The teacher, administration, and family will work together to prevent such instances, when possible, but in cases where retention is necessary, administration will make the final determination.

Dismissal from School

1. If the administration concludes that the needs of a student are not being met by the academic program, 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 withdraw from the school.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or has 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 discretion of the administration.
3. 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.

Testing

- Students in Grades K-2 will participate in STAR Early Literacy testing to assess for growth over the course of the school year. Students in Grades 3-9 will participate in MAPS testing for Reading,

Language Arts, and Mathematics. Students in grades 10 and 11 will participate in the PSAT.

Secondary Policy and Procedure:

Grading Scale

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

Alpha	Numeric	CP	H	DC
A+	97-100	4.0	4.5	5.0
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	88-89	3.3	3.8	4.3
B	83-87	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	78-79	2.3	2.8	3.3
C	73-77	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	68-69	1.3	1.8	2.3
D	63-67	1.0	1.5	2.0
D-	60-62	0.7	1.2	1.7
F	0-59	0.3	0.8	1.3

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 20 hours of community service per year through their Candela Project. Details and forms are located on the school's website and Family Portal. Questions may be directed to our school office.

Grade Reporting

- Students complete two semesters in a school year. Each semester is reported separately and divided into two quarters. Report cards will be available at the end of each quarter. Grades are always accessible on FACTS. All student work must be turned in at the end of each

quarter to be considered for the grading period.

- Students will receive a mid-quarter progress report. If a student is failing a course at mid-quarter, parents will be notified. Parents and students are encouraged to reach out to the teacher for guidance in improving their grade.

Add/Drop Policy

- Secondary students have 10 days to request a change of schedule once the semester begins. After 10 days have passed, students will only be granted a class change in extenuating circumstances.

Withdrawing from a Class

- On very rare occasions, students may drop a class after the drop date has passed. These situations will not reflect a grade on the student's transcript and will be handled on a case by case basis.

Exam Exemption Criteria

- Spring semester exemptions are open only to Junior and Seniors, are at the discretion of the teacher, and are described in the class syllabus.

Academic Probation

A student on academic probation has fallen below a 2.0 grade point average for the semester. This probationary period will serve as notice that the student is at risk of failure to receive credits needed for graduation.

1. If a student falls below a 2.0 GPA for any semester, they will be placed on academic probation.
2. A conference 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 and is passing every class in the subsequent grading period or designated grade check time 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 will be recognized in the following manner:
 - Top Scholar– Students who earn all A's in every subject
 - 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 Scholar - 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 have demonstrated academic responsibility, 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

- Current students must pass all subjects with at least 60% average.
- Students must have no more than two “F’s” in any academic subject within an academic year. (Middle School) Retention of a currently enrolled High School student occurs when the appropriate number of credits can not be recovered and maintain course to graduation. 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 of this policy will be submitted to the administration. He or she may seek whatever course he deems necessary to render a proper judgment.

Dismissal from School

1. If the administration concludes that the needs of a student are not being met by the academic program, 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 withdraw from the school.
2. A student whose parent(s) demonstrates an uncooperative attitude with the school and/or has 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 discretion of the administration.
3. 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.

Testing

- Students are assessed using MAPs and College Board Exams.

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 assessment grade policies are determined by the individual teacher and offered on a case by case basis. All retakes must occur within the same quarter and are determined by the teacher.
- Course grades will be determined by assessments such as tests, quizzes, projects, daily course work, and class participation.
- If an acceptable level of learning is not occurring, the student should ask for help from his/her teacher. If it is determined that other factors are inhibiting appropriate growth, the teacher should reach out to Student Support for assistance.

Late Work and Absences

- Work is due on the due date assigned by the teacher. It is the responsibility of the student to make every effort to turn in work on time or make arrangements for additional time if needed.
- Acceptance of late work should not exceed one week from the due date UNLESS arrangements have been made with the student and the teacher.
- If a student is absent from school, he/she will receive one day for every day of absence to complete the makeup work. For example, if a student is absent for 3 days, he/she will receive 3 additional days to make up for the missed work.
- It is the responsibility of the student to find out if any assignments were assigned while he/she was absent.
- Teachers **may** offer alternative assignments or opportunities for missed or make-up work.

Student Support

- Students needing additional support should first ask their teacher.
- A Student Support Team will meet regularly to evaluate student academic concerns.

Idaho Digital Learning Alliance

IDLA is a great resource for our students to access classes that we may not offer or that conflict with students' schedules. To successfully navigate IDLA at LCS, we have created the following information to serve as a guideline.

- Students may begin registering for IDLA classes after their 9th grade year is complete.
- All students requesting to register for IDLA classes must meet with a counselor and one parent prior to enrollment.

- Students must enroll in and pass at least one IDLA course before registering for any dual credit course.
- Students attending LCS (or any private school) are entitled to \$750 in reimbursable funds to go towards IDLA and Dual Credit courses (SOAPS). Any classes taken above and beyond \$750 must be paid for by the student.
- Credit recovery classes are paid for by the student and are not reimbursed by SOAPS.
- Students enrolled in IDLA or Dual Credit courses are still required to be enrolled full time at LCS. Students may not leave campus to attend Dual Credit courses.
- Students may attend Dual Credit courses after school hours.
- Dual Credit courses earn 1.5 credits per course, per semester.
- The student must enroll at the hosting institution for dual credit courses. IDLA enrollment only covers the high school credit. Students can also independently enroll at any participating college. (**This is the student's responsibility.**)
- Dual credit course grades must be reported weekly to the student's assigned LCS instructor.
- Discounted tuition is not available to students who choose to take IDLA or dual credit courses.
- Dual credit courses are college level courses and should be treated as such. Any grades earned for dual credit not only reflect on a student's high school transcript, but also reflect on the student's college transcript. These grades can have a lasting effect on the student's ability to earn financial assistance if a course is failed. It is also a permanent grade on their college transcript.
- Students pursuing an AA while attending LCS must do so with the knowledge that this is an extremely challenging course load and isn't for everyone.

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). The teacher may or may not be able to provide work during a vacation. The student will be responsible for any missed work due to a vacation.
- **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 will be checked in at the front office and will follow progressive consequences. Tardies will be cumulative and apply to any tardy to any class. Students who are tardy at the beginning of the school day will need to check in at the front desk to receive a tardy pass. Morning tardies will be run through our school security system (Raptor) and generate a morning report which will be sent to our Dean of Students for all secondary students. The following consequences will be in place for all tardies.

- 1st Tardy: Warning with reminder to be on time to school
 - 2nd Tardy: Email sent home
 - 3rd Tardy: 2nd Email sent home
 - 4th Tardy: After school detention
 - 5th Tardy: After school detention
 - 6th Tardy: After school detention
 - 7th Tardy: Required parent conference and In House Suspension
 - 8th Tardy: Required parent conference and In House Suspension
 - 9th Tardy: Required parent conference and Out of school Suspension
 - 10th Tardy: Required parent conference and Out of school Suspension
 - 10 or more tardies will result in possible expulsion
- Students are expected to arrive at class on time. Students are tardy if they are not in class when the bell rings.
 - 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). This is within reason and should be reserved for emergencies.
 - Tardies will start over at the quarter.

Excused tardies include: medical appointments (with a doctor’s note), educational testing (with a doctor’s note), college visits, dangerous road conditions, and family emergencies. Unexcused tardies include: oversleeping, buying food or drink, and non-medical appointments.

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.
- Each class plans periodic field trips to correspond with classroom instructional objectives.
- 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.
- 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.
- All behavior on field trips will reflect the school expectations. In addition, the discipline policy will be enforced. (see Discipline policy below)
- All students are expected to make up coursework in classes missed due to field trip attendance.

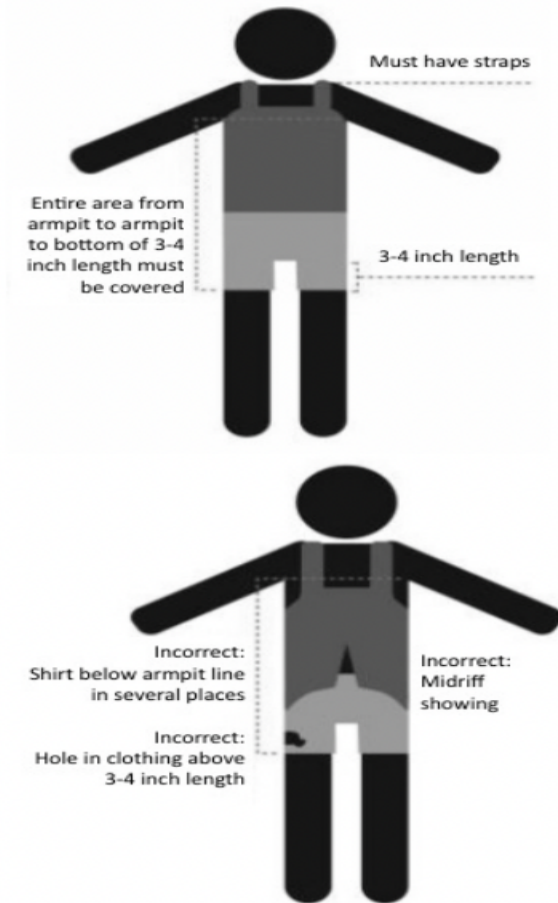
Dress Code:

Dress which reflects a Christian atmosphere and an academically productive environment will be enforced. Attire and grooming should not distract from the learning environment. Extremes in dress, hairstyle or makeup are to be avoided. Attire should reflect our Christian values and be modest. This includes all logos or sayings.

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.

The following guidelines shall apply to all regular school activities:

1. Clothing must cover areas from one armpit across to the other armpit, and extend in length to cover approximately 3 to 4 inches on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be below 3 to 4 inches on the upper thighs as referenced above (See pictures below for reference). Undergarments must not be visible.



- Torn clothes where skin above the mid-thigh can be seen should not be worn.
- Tops that reveal midriff or are otherwise revealing are not allowed. Tank tops must be “3 finger” width and shoulders are covered.
- Hairstyles should be neat and clean. Extreme hairstyles, such as spikes, unnatural colors, and mohawks, are not allowed. 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.).
- All writing, images, words, or slogans of political or social persuasions on any apparel should represent the core values of LCS and Christian beliefs. Slogans referring to alcohol, drugs, and smoking are not allowed.
- 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 are to be removed during prayer and chapel.
- Pajama pants are only allowed on special dress days (ie spirit week).
- Chapel Days: Encouraged and rewarded to wear theme t-shirt

- Students are encouraged to wear Lighthouse gear everyday!

Elementary Students:

- Athletic shorts/pants are permitted.
- Boys are not to wear sleeveless shirts or tank tops.
- Leggings, yoga pants and tights may only be worn at school when modestly covered. Exception: PE/Athletics
- Spirit Days: Fridays are designated to show school spirit. So wear school colors and Lighthouse shirts/tops.
- Athletic shoes are preferred for daily wear. NO open toe shoes are allowed. Shoes must have a closure around the back of the foot that secures the shoe to the foot. (no flip flops, open toed sandals or crocs). **Only athletic style tennis shoes will be allowed on PE days.** Heelies may not be worn to school.

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 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: 6th-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. Parents should expect that students will meet with LCS administration in the event of discipline, conflict resolution, or investigations regarding all levels of infractions. 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 categories:

- Level I Infractions - 1+ demerits (May be given by the classroom teacher or Dean of Students)
Minor acts of misbehavior in a classroom, on campus, or at school activities. Such misbehaviors include, but are not limited to: misuse of technology, dress code violations, disrespect of school property, classroom disruptions, disrespect toward another person (adult or student), profanity, public display of affection. Cell phone violation. The classroom teacher reserves the right to give classroom discipline (loss of participation points, phone call home, after school detention) for level one infractions.

- Level II Infractions - 7+ demerits (Dean of Students and Admin)
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, repeated violation of the internet usage/technology agreement, repeated lower level infractions, or willfully accompanying another student who is involved with a Level II Infraction.
- Level III Infractions - 15+ demerits (Dean of Students and Admin)
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 - (Dean of Students and Admin) 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. These may result in dismissal and may be reported to law enforcement. **An Administrative Review Panel will consider Level IV infractions to determine disciplinary action which could result in 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.

- 4 demerits-Required after school detention
- 8 demerits-Required parent conference (phone or in person)
- 10 demerits - 1 day ISS
- 16 demerits – 1 day OSS
- 20 demerits – 3 days OSS and *Disciplinary Probation

Students who reach 20 or more demerits will be placed on disciplinary probation. Administration reserves the right to place any student on disciplinary probation for any level offense.

Lighthouse Christian School Discipline Structure: K-5:

For K-5 the classroom behavior plan will be implemented with accountability. 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. Parent conference with Administration
4. Student subject to suspension or dismissal

Drug, Alcohol, and Tobacco Policy:

Lighthouse Christian School is a drug, alcohol, and 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 Administrative Team and School Board shall make the final decision. 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 could be provided by a professional testing organization but is always 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.

According to Preventingbullying.Promoteprevent.com, “Bullying is a repeated aggressive behavior where one person (or group of people) in a position of power deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Acts of bullying can be physical or verbal. Many young people can be unkind to each other during adolescence as they refine social skills and grow into adults. While these interactions are unpleasant, there is a clear line between conflict and bullying. Incidents of bullying must include all 3 of these characteristics:

- Intentional- the behavior was aggressive and a deliberate attempt to hurt another person
- Repeated- these aggressive actions occur repeatedly over time to the same person or group of people
- Power imbalance- the person bullying has more physical or social power than the child or children being

bullied

Bullying almost always takes an emotional toll upon the child being bullied, but the actions that constitute bullying vary. There are four types of bullying, which can occur separately or simultaneously:

- Physical bullying such as kicking or pushing
- Verbal bullying such as name-calling or yelling
- Relational bullying such as excluding or rumor-spreading
- Cyberbullying which involves sending hurtful messages over digital devices like computers and cell phones.”

Bullying can occur on or off campus and includes online incidents or other uses of technology. Bullying includes threats, verbal and physical attacks, and exclusion. This could also include attacks on one’s race or culture.

- If a report of bullying is made, an investigation will be launched to determine the validity of the complaint. The above characteristics will be weighed and a determination will be made. Restoration of relationships will always be the goal, but consequences of ongoing bullying could result in dismissal from school. The school will reserve the right to dismiss at any point.
- 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.

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.

Electronics:

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:

- NO outside electronics are to be used.
- 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 the technology department. .
- 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 o 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
- disclosing personal information to websites or people through the Internet. This includes requesting magazines, catalogs, etc.
- any type of chat or instant messaging inappropriate use of resources resulting in plagiarism.
- 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.

Cell Phone Policy

- Cell phones are not to be out in the classroom. Cell phones will be stored by the teacher at the beginning of the class period. Cell phones found to be out during class, ANY CLASS will be confiscated and will be turned into the office. For first or second time offenses, the students can pick up their own cell phones. For any cell phone offense after that, the phone will be picked up by a parent only and progressive discipline will occur.

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 a school employee before using the phone.
- Students may not leave class to make a phone call home unless it is an emergency.
- 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 partner with the home to guide and instruct students to be Christ-like. 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 of, 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 provides a convenient, nourishing and affordable lunch program. Students have the option of choosing either the daily hot lunch option, boxed lunch, or prepared salads or sandwiches. We ask that families refer to the monthly menu and the website for more information. Lunch must be ordered in advance. If a student forgets to order lunch and does not have lunch, a boxed lunch will be provided at the family's expense. Secondary students may buy snacks during nutrition break.

Lunchroom, 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 may be allowed to leave campus for lunch periodically **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

- Secondary 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. Elementary students may not chew gum in school.

Textbooks and Chromebooks:

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

- Each Chromebook will be checked out to each student individually. If a chromebook is lost or damaged, parents will be charged for a replacement. This includes chargers.
- 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; 1 Corinthians 6:1-8; and Galatians 6:1). The following is a summary of these biblical principles, and applies to parents, students and staff members:

1. 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. For example, go to the teacher first, then the building principal, then the Associate Head of School, then the Head of School...).
2. The key to handling any dispute is mutual Christian love and grace. Families should refrain from negative public communication against the school.
3. 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 four steps to take when an offense has occurred:
 - a. 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.
 - b. 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.
 - c. The next step is a meeting with the Administration. For clarity, all issues with a teacher must be brought to the teacher first. If resolve is not found with the teacher, a parent may request a meeting with the building administrator. For elementary, this is the Principal. For secondary, this is the Dean of Students. If resolve is still not found, the issue can be escalated in writing to request a meeting to the next administrator. For elementary, this would be the Dean of Students. For secondary, this would be the Associate Head of School. If the matter is still not resolved, the issue can be escalated to the next administrator in writing to request a meeting. For both elementary and secondary, this would be the Head of School. Because of this policy, “on demand” meetings will not take place.
 - d. If the person bringing the grievance is not satisfied with the resolution offered or the Head of School's decision in the matter after working through the aforementioned steps, the individual may submit a written appeal to the LCS School Board of Directors. Such an appeal must a) be in

writing, b) outline the underlying issue, the specific policy or policy violation involved, and the steps to resolve the issue already taken, and c) state why they believe the resolution offered or decisions made in the matter are unsatisfactory. This should be delivered to the Administration, who will deliver it sealed to the chairperson of the Board. If the LCS Board of Directors declines to review the matter, any decisions rendered by the Head of School will be considered final. If the LCS Board of Directors decides to review the matter, any decision rendered by the Board of Directors will be considered final. Letters to the board written anonymously will not be considered.

Tuition Policy:

Thank you for choosing 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(attendance in class) 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 (attendance). If a student without current payment status comes to school, he/she will be placed in the office and a parent will be contacted to pick him/her up. 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 \$50.00 returned ACH fee will be charged to your account.
- Any extended plans beyond the above policy are to be reviewed by the Administration and approved by the Board at its regular meeting time.
- 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 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:

School Hours

- Elementary

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

- Secondary

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

Visitor Policy

We welcome parents and grandparents to our campus! For the safety of all students and staff, **all parents and guests must stop in at the front office to sign in and be screened through our security system. Visitors must wear a visitor badge while on the campus.** All guests are subject to the same rules of conduct as students during their visit.

- Visitors are not permitted to attend classes with students.
- Non-students are not allowed to visit during school instruction/lunch hours.
- Pastors and youth pastors are encouraged to visit students during lunch.
- All visitors should email the teacher to communicate intent to visit.
- 3rd Party visitors must receive administrative approval before visiting.

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.

Student Check Out Policy

Students up to age 16 must be checked out by an authorized pick up person over the age of 18. The pick up person must be in FACTS. Parents and authorized pick up persons will be asked for his/her state issued identification. This process will run through our school security system (Raptor). If a student is able to drive and needs to leave during the school day, he/she may have a verbal permission from a parent or guardian in the case of an emergency or illness. If the student driver knows he/she will be leaving early, please remit a note to the front office in the morning to obtain authorization to leave campus and park in the front of the building before school begins. **All students must check out through the front office.**

Secondary Specific Information:

Lockers and 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.
- Do not leave books or other materials on the floor. . 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. Requirements for students continuing on to college may be greater than the minimum requirements listed. One credit is given per class for each semester. Quarter grades are averaged with a semester final exam. The semester average must be a passing grade to receive credit. Students receiving less than a 60% for any semester class, must complete a credit recovery course at the student's expense.

Graduation Credit Requirements

Subject	Credits
	Required
Bible 8 or for each semester of attendance at LCS	

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 2 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.



Tuition Schedule 2023-2024

	Enrollment Fee	Tuition
Preschool K3 / K4 5 Day (8:30 a.m. - 3:30 p.m.)	\$225	\$4,750 (\$432 / 11 mos)
Preschool K3 / K4 3 Day (8:30 a.m. - 3:30 p.m.)	\$225	\$2,700 (\$245 / 11 mos)
Kindergarten - 5th Grade	\$450	\$5,729 (\$521 / 11 mos)
<i>*Students must be 5 by September 1 to be eligible for Kindergarten at Lighthouse</i>		
Middle School (6th - 8th Grade)	\$450	\$6,504 (\$591 / 11 mos)
High School (9th - 12th Grade)	\$450	\$7,834 (\$712 / 11 mos)
Aftercare (K3-5th grade)	7 a.m. - 8:00 a.m. \$60/month	3:30 - 4:30 p.m. \$85/month
	3:30 - 6 p.m. \$145/month	As Needed \$15/day

**Monthly payment plan options for Preschool - 12th grade. Default plan through FACTS is 11-months. 9-month payment option also available. FACTS Processing Fee charged for tuition management (\$25/family if paid in 1 or 2 payments; \$55/family if paid monthly).*

Enrollment Fee

The Enrollment fee is **non-refundable** and due at the time of enrollment to reserve a student's space. As part of our continuous enrollment program, current families will be required to pay an annual enrollment fee upon completion of the continuous enrollment packet.

Continuous Enrollment

All currently enrolled families are part of our continuous enrollment program. Starting with the 2023-2024 school year, all returning families will be required to update their information, sign important documents/agreements and pay the annual enrollment fee through a continuous enrollment packet on the FACTS family portal. **The annual deadline to opt out of continuous enrollment without financial penalty is March 31. Opt outs must be communicated through the FACTS continuous enrollment packet to be considered official.** 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. **Arrangements to pay the enrollment fee in installments can be made in cases of financial hardship.*

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 as determined by administration. All exceptions must be approved.

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 autodrasts either once or twice a month on a variety of date options. Annual payments, semi-annual payments, or 9-month plans will be handled on a case-by-case basis. Selecting a FACTS Payment Plan will be part of the enrollment / continuous enrollment process for 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 employees. Contact our admissions team for more information.

Additional Fees

- *Extracurricular fees - \$100/sport (High School); \$50/sport (Middle School); \$100/competitive drama - these fees will appear as an incidental charge once your student begins participation*
- *Bible (Grades 3-12) - \$15/each; Lighthouse Christian School has preordered student study Bibles for all students in grades 3-12. A \$15 fee will be charged to each family's incidental billing on FACTS to cover this cost.*
- *Lunch - To participate in our lunch program, families must prepay and preorder through FACTS and keep lunch accounts in good financial standing.*