

NOTES

Lighthouse Christian School

Student/Parent Handbook



Home of the Christian Conquerors

A Ministry of Lighthouse Baptist Church

School's Bible Verse

Romans 8:37

*“Nay, in all these things
we are more than
CONQUERORS
through him that loved us.”*

This handbook belongs to:

Name:

Address:**Phone:**

NOTES

NOTES

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FOREWORD

You have entered one of the greatest ministries in the world -- Christian education. You want to have the very best Christian education program possible, and the aim of Lighthouse Christian School is to help you do just that.

Lighthouse Christian School is a church school; therefore all students and parents are expected to belong to, and faithfully attend, a local church. The objective in building a church school is to obey the Scriptural imperative of **Deuteronomy 6:5-7**:

"...love the LORD thy God with all thine heart; and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children,..."

And of **Proverbs 22:6**:

"Train up a child in the way he should go...."

Training is training. Training for life must include training for eternity.

A church school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

Lighthouse Christian School is approved by parents of the students, the members of Lighthouse Baptist Church and through Model Status with the National Accelerated Christian Education, Inc. **Lighthouse Christian School is professionally accredited through the Georgia Private School Accreditation Commission (GAPSAC) from the Georgia Association of Christian Schools and the American Association of Christian Schools.** This accreditation is recognized by the Georgia Board of Education, Georgia Board of Regents, and the Georgia Student Finance Authority.

Attendance at this school is a privilege and not a right. The goal of this school is not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

This handbook is divided into four sections: **General Information** which pertains to all students; **Christian Law Association** which states Violence Prevention Policies that we

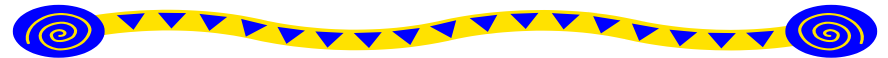
We are looking forward to another profitable year at ***Lighthouse Christian School***. We ask for your prayers as we seek to make our ministry one that is beneficial, truly God-honoring, and a testimony to all around us.



- * No merchandise of any type can be sold on campus without the Administration's permission.
- * Chewing gum is NOT TOLERATED on campus for housekeeping reasons. PENALTY: Writing pages, detention, cleaning desks, or cleaning the campus.
- * Use of tobacco products by students is prohibited on or off campus. Suspension (10 days) and a recommendation for expulsion.
- * Fireworks or dangerous chemicals are prohibited on campus. PENALTY: Suspension and/or expulsion and/or arrest depending on nature and severity of incident.
- * **Cell Phones** usage is prohibited in the classroom or on school activities unless prior authorization has been given by administration.
- * **Electronic Devices** which can be disruptive in the classroom are not allowed at school without Administration approval.

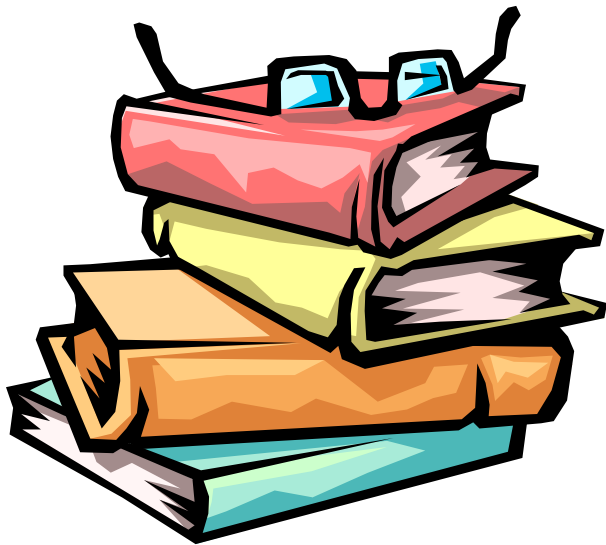


have adopted; **Pre-Kindergarten, Kindergarten and Elementary Policies** which concern students in the five-year-old kindergarten program through sixth grade; and **Junior and Senior High Policies** which pertain to students in grades seven through twelve.



**Christian
Conqueror**

General Information



- * Unsigned homework stamps, office envelope or slips - three demerits per day. (Homework will be given on an individual basis.) Note: That is three demerits per stamp per subject.
- * Unsigned Detention slip; 1st day—three demerits; 2nd day—three demerits; 3rd day—Parents called for conference.
- * Incomplete homework or goals—three demerits.
- * All academic violations—two demerits.
- * All work not completed by 3:00 p.m. will be considered as incomplete.
- * A student shall not possess, handle or transmit a pistol/gun, knife or any other object that reasonably can be considered a weapon (1) on the school grounds at any time; (2) off school grounds at a school event; or (3) enroute to or from school or school functions on a school/church vehicle. PENALTY: Expulsion.
- * The sale, possession, or use of alcohol and /or drugs is strictly prohibited on school property or at school functions or non-school functions. PENALTY: Expulsion.
- * Assault or battery of faculty, employees, or students will constitute grounds for immediate removal from the school setting and the possibility of permanent expulsion by the Administration.
- * For the purpose of maintaining safety and discipline and in order to conduct the proper educational programs, the Administration directs that a student be suspended off-campus or expelled pending the outcome of any case in which a student has been arrested or charged with a crime which involves violence, the use of a weapon or a drug-related crime.
- * Gambling is not permitted on or off campus .
- * Obscene language, gestures, or acts will not be tolerated in verbal, manual (gesture), or written form. Students will be punished in relation to the severity of their conduct.
- * Stealing is a criminal offense. Students can be suspended or expelled in relation to the severity of their crime.
- * Terrorist threats or acts are criminal offenses under law. Suspension (10 days) and arrest and a recommendation for expulsion.

- * Parents wishing to speak with a supervisor or student must first stop at the school office and obtain permission. DO NOT WALK INTO THE LEARNING CENTER WITHOUT PROPER CLEARANCE FIRST.
- * No student is allowed in the parking lots except to arrive and depart. The result will be three demerits or possible suspension.
- * No student is allowed to give any other student a ride to or from school unless both parents have given the office written permission. Result will be five demerits for all involved, and possible suspension.
- * Any misuse of an automobile will result in restricting the student from driving on the school property.
- * The Administration and Staff reserve the right to interpret all rules and regulations.
- * Students who talk without permission will receive two demerits.
- * Students who talk in the hallways or any other part of the building while classes are in session will receive two demerits.
- * Students out of their seat without permission will be given two demerits.
- * Horse play will result in two demerits.
- * Running, skipping, throwing, or bouncing balls in any part of the building except the gym area will result in two demerits.
- * Violation of the six-inch rule will result in one demerit for the first offense. Parents will be called to school after second offense.
- * All parties involved in verbal argument will receive two demerits.
- * Entering another student's office or locker, or using another student's property without permission will result in two demerits.
- * Wasting time will result in two demerits. (If it becomes chronic, stronger measures will be enforced.)

LET US INTRODUCE OURSELVES

Lighthouse Christian School was founded in 1983 as a ministry of **Lighthouse Baptist Church**. As the school has maintained the goal of providing quality education, the Lord has provided growth in facilities, staff, and enrollment as He has seen fit.

Realizing that it is the Christian home to which God has given authority and power to train up successful young people, it is the goal of **Lighthouse Christian School** to assist the home in the training process.

Lighthouse Christian School is a ministry of **Lighthouse Baptist Church of Valdosta, Georgia**. All full-time supervisors and monitors are members of **Lighthouse Baptist Church**. Our faculty is well-qualified, both spiritually and academically. Each Learning Center Supervisor holds a teaching certificate from the Georgia Association of Christian Schools. Each member has been carefully selected and prayerfully chosen by the administration. The entire faculty is dedicated to serving the Lord through the ministry of teaching young people. Please pray for them daily.

The school consists of kindergarten, elementary, junior, and senior high levels. Realizing that apart from divine leadership and wisdom, it would not be possible to attain these goals, we request your daily prayers. Student permanent records are stored at Lighthouse Christian School as long as it is in existence. Should Lighthouse Christian School dissolve, the school permanent records would be transferred to Lighthouse Baptist Church and could be accessed through the Lighthouse Baptist Church office.



OUR PHILOSOPHY

The purpose of **Lighthouse Christian School** is to provide conditions whereby boys and girls can receive the Truth. Jesus instructed His disciples in John 8:32, ***“And ye shall know the Truth and the Truth shall make you free.”*** Not only is it our objective to teach the Truth but also to teach our students how to apply the Truth wisely to their own lives. In John 16:13 we are promised that ***“...when He, the Spirit of Truth is come, He will guide you into all truth.”***

Our Christian school has the responsibility to provide the best possible education. A Biblical viewpoint in the vital areas of life -- spiritual growth, education, personal self-discipline, and patriotism -- must be strongly stressed to each student during his years of training. We desire to minister to the needs of the whole child and to promote his spiritual and moral growth, academic and intellectual progress, and physical and social development.

Additionally, our Christian School is to be an extension of the Christian home and church, thus providing a continuity of training for Christian young people. We, as Christian educators, desire to train each student to accept individual responsibility to God for his actions and challenge him to glorify God in every facet of his life.

MISSION STATEMENT

The mission of Lighthouse Christian School is as follows:

To help parents train students to serve God by providing an excellent academic education while developing areas of Christian leadership, respect, self-discipline, obedience, and patriotism.



- * School officials cannot and will not allow a person under the jurisdiction of the school who expresses dissent in a destructive or disruptive manner, or whose conduct is such that it interferes with the teaching/learning process of the school to remain in the school.
- * The school administration will, when it is deemed necessary for safety and the effective operation of the school program, make and enforce rules and regulations that ensure that such an environment exists, even though the rules and regulations and manner of enforcement are not stated in this handbook.
- * Temporary or permanent expulsion from school may occur when a student violates a policy that prescribes expulsion as the disciplinary measure or in cases where other disciplinary measures for repeat offenses against school rules and regulations have been ineffective in modifying the student's misbehavior.
- * Flippant comments or notes about drugs, alcohol, pornography, sex, and/or rock music will result in corrective discipline.
- * The above major offenses will be dealt with whether in school, out of school, or in the summer months.
- * Students out of the Learning Center without permission will be sent to the office.
- * Fighting will result in punishment for both parties. Parents will be called for a conference.
- * Disrespect to authority will not be tolerated.
- * Students will not be allowed inside the building before 7:30 a.m. unless they are in the Day Care program.
- * Students should be picked up no later than 3:30 in the afternoon.
- * No student is allowed to use any computer without proper authorization—3 demerits.
- * All medicines must be kept and administered to the student at the main school office. All medicine must be accompanied by written parental authorization. No medicines, under any circumstance will be kept in the student's office—this includes throat lozenges.

GRADUATION POLICY

Seniors are required to march at the graduation ceremony provided by Lighthouse Christian School in order to receive any honors or awards at their graduation.

NON-SPONSORED PARTIES

The school cannot be responsible for any party or social event that is not officially approved and sponsored by **Lighthouse Christian School**. Since all rules regarding music, etc., are in effect all year-round, we suggest parents think before sponsoring such an activity.

There will be no planned or surprise classroom parties except those already designated by the administration.

DATING POLICY

Dating on the junior high level (grades 7-8) is not permitted at school functions.

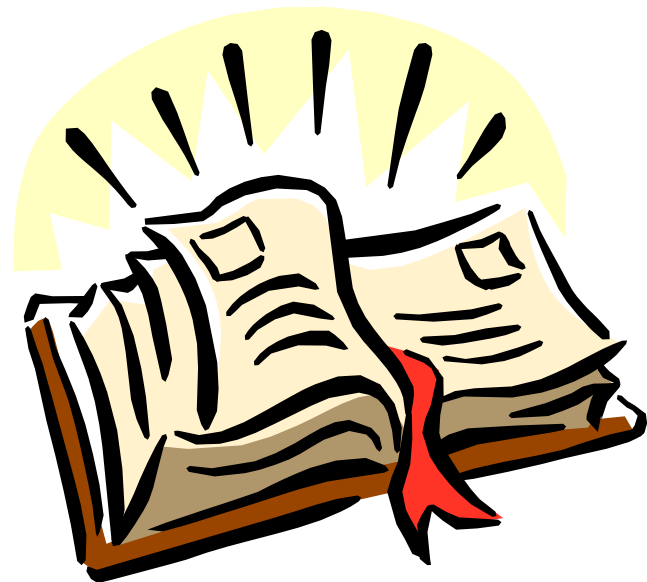
Senior High level (grades 9-12) are permitted to date at school functions, but must have a chaperoned double date to and from the function. Parents are encouraged to keep dating to a minimum and only at group functions.

RULES AND REGULATIONS

- * Transcript, which is a copy of the student's record, will be mailed by the office to another school or a post secondary institution provided that the school bill is paid in full. Students will not be allowed to graduate unless their school bill is paid in full.
- * Lighthouse Christian School endeavors to provide the best possible opportunity for each student to receive a quality education. This can only occur in an environment that will allow students and supervisors to function without the interference of disruptive or uncooperative behavior. The school program will be administered in a manner that ensures that the teaching/learning process can take place in the most effective manner for the school population as a whole.
- * No student will be allowed to participate in, or actively support an activity which disrupts the normal and orderly function of any part of the school program and remain a participant in that program and/or the school. The student will be subject to dismissal from the school if he/she fails to adhere to the administrations' directions.

OUR PURPOSE

The purpose of *Lighthouse Christian School* is to give the Christian parent an opportunity to obey the commands of Scripture ***“Train up a child in the way he should go...”*** and ***“bring them up in the nurture and admonition of the Lord.”*** (Proverbs 22:6; Ephesians 6:4). We exist as an extension of the Christian home in our society so the Christian parent will not violate the Scripture which says, ***“Cease my son to heed the instruction that causeth to err from the words of knowledge”*** (Proverbs 19:27), and ***“Learn not the way of the heathen...”*** (Jeremiah 10:2). There is no way for the Christian, who is responsible for his children's education to obey the Scripture apart from a Christian education. Every subject taught according to the principles of and within the framework of the Word of God. ***“The fear of the Lord is the beginning of knowledge.”*** (Proverbs 1:7).



OUR GOALS

Spiritually — "Let the Word of God dwell in you richly."

- To lead each child to personal acceptance of Jesus Christ as Savior.
- To enrich the child's devotional life.
- To develop a well-balanced and Christ-like personality.
- To awaken a realization that God has a purpose and plan for each life.
- To develop from Scripture the ability to find help independently.
- To give knowledge, love, and understanding of the Bible.
- To instill a sense of responsibility for the lost that will lead to intelligent witnessing.

Mentally -- "Let this mind be in you which was also in Christ Jesus."

- To develop a mind-directed life and not a feeling-directed life.
- To develop a positive attitude in reactions to life.
- To discover and develop individual aptitude.
- To cultivate analytical thinking and the ability to prioritize..
- To impart a command of common knowledge and skills.

Emotionally—"Be strong in the Lord and in the power of His might."

- To build a Christ-controlled personality.
- To establish an emotional balance.
- To enable the child to adjust easily to situations in which he is found.
- To develop aesthetic interests and abilities.

Socially --"No man liveth unto himself."

- To instill a loyalty to Jesus Christ in all things and at all times.
- To develop an understanding of the student's place and obligations in the family.
- To help the child share his Christian responsibility as a citizen for the welfare of every group to which he belongs.
- To awaken and foster missionary responsibility toward all men.

Physically —"Present your bodies a living sacrifice...unto God."

- To develop a respect for the body as the temple of the Holy Spirit.
- To teach intelligent care of the body.
- To encourage the yielding of the body as an instrument of God's use.

DEMERIT PROCEDURES

Demerits will be recorded on the end of the week sheet and sent home on Friday. Students must bring the end of the week sheet back to school the next school day signed by a parent or guardian.

Students receiving one hour of detention may receive in-house suspension. They will be advised of this and a note will be sent to parents.

After a student reaches two hours of detention, all extra-curricular activities will be suspended for that student, he may not hold any student offices, and a parent conference will be required.

All demerits will begin at zero each day.

Any involvement in criminal activity will result in immediate expulsion. Stealing of any kind could result in expulsion or possible police involvement.

If a situation arises that does not have a written rule to govern it, then an administrative decision will be made at that time rather than overlooking the problem.

ATTITUDE

Gripping and bitterness are tools of destruction and are not tolerated. Constructive suggestions are appreciated and should be made to a supervisor or to the administrator.

STUDENT CONVENTIONS

All students ages 8-19 must attend the Regional Student Convention. Students are allowed to choose eight performance events, such as music, athletics, speech, and dramatics. They may also choose up to six events that are non-performance, such as photography, needle/thread, and arts. Students must place in the top six place in order to compete on the international level. The International Student Convention is optional to everyone, except those graduating seniors wishing to participate in the graduation ceremony.



Discipline of students in junior and senior high grades is a joint responsibility of the parents, supervisors, administrators, and students. Parents who cannot support the discipline standards of **Lighthouse Christian School** should find a school whose standards more nearly reflect their own. This will prevent the child from being placed in a position of conflict between the parent and the school. We welcome your questions, comments, and suggestions, but any changes in policy must reflect spiritual principles and the best interests of the school.

Most minor discipline problems which occur in the classroom are handled by the supervisor. Other problems are referred to the administration, who may impose some form of discipline or counseling.

The administration reserves the right to ask a student to withdraw at any time the student is having a detrimental effect upon the spiritual and social atmosphere of the school.

"We want to give the right opinion of Jesus Christ to others in dress and deportment, in our actions & attitudes."

"Legalism is often confused for discipline."

PRINCIPLES OF DISCIPLINARY METHODS

When discipline becomes necessary, there are basically four levels of communication. With total cooperation from every parent, most of these measures do not need to be utilized.

1. A copy of each demerit issued will be given to the student who should make sure the parents see it also on the end of the week sheet.
2. A phone call to the parents is used to assist in clarifying direction to resolve a student's misconduct. This procedure is utilized only after counseling and demerits have had no effect on the problem.
3. Parents will be asked to come in for a conference to resolve unsatisfactory behavior or academic performance.

PURPOSE OF DEMERITS

The primary purpose for the demerit system is to have a method of documenting unfavorable behavior patterns or character traits in the students. The demerits in themselves are not a form of punishment. The demerit is calling attention to an undisciplined area in the life of the student. Hopefully, this will cause the student to be introspective and, out of a desire to be all he can be for the Lord, discipline himself to overcome this "problem."

The chart on the following pages reflects the number of demerits received in relation to the number of times the offense is repeated.

STANDARD OF CONDUCT

Students of Lighthouse Christian School are expected to refrain from cheating, swearing, smoking, gambling, pornography, rock music, rap, hip hop, dancing, sexual activity, drinking alcoholic beverages, or using narcotics.

Students who participate in such activities are subject to suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students must agree to strive cheerfully toward unquestionable character in dress, conduct, and attitude.

"....to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17



OUR AFFILIATIONS

Lighthouse Christian School is a member of the *Georgia Association of Christian Schools, the American Association of Christian Schools, a model school of the Accelerated Christian Education School of Tomorrow Program, and a member of the Valdosta/Lowndes County Chamber of Commerce.*

It is by these associations that we are able to further supervisor development and remain abreast of current methods and materials. Our students also benefit by enhanced and varied opportunities to compete and cooperate with students from other Christian schools.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom. We proudly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, godly character, and love for flag and country.

PLEDGES

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

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

PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.

PLEDGE OF ALLEGIANCE TO THE BIBLE

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



EXTRA-CURRICULAR ACTIVITIES

Students participating in extra-curricular activities will wear the prescribed clothing or athletic uniform. While participating in regularly scheduled athletic practices or games, students may wear the customary uniform of the sport. Following the activity or athletic event, the participants must change into clothes which conform to the regular school dress code, except when the permission of the activity coordinator or teaching coach has been obtained to remain dressed otherwise.

Student spectators at athletic events must wear clothing which conforms to the school dress regulations.

Dress appropriate for school field trips will be designated at the time the trip is authorized.

Girls' formal dresses to be worn at banquets for school activities must conform to the dress code, i.e., no strapless, spaghetti straps, see-through, or low-cut dresses may be worn. Homecoming and Jr./Sr. Banquet gowns must be checked by a lady supervisor at least one week before the activity in case changes need to be made.

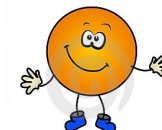
Disciplinary action will be taken against violators of the dress code at extra-curricular events.

CONDUCT/DISCIPLINE

Discipline is a major area of concern in the Christian home, the Christian school, and the Christian life. Without proper discipline a Christian will never achieve God's will in his life. Imposed discipline (outer discipline) helps to build self discipline (inner discipline).

Discipline in the Christian School is often misunderstood. Christian schools are often accused of being "too strict", of not showing love, and not being compassionate. Consider what the Scripture says: ***"Blessed is the man whom thou chasteneth..."*** Psalm 94:12.

"...after their own pleasure (as it seemed good to them); but He (God) for our profit, that we might be partakers of his holiness." Hebrews 12:10



PROPER HAIRCUT FOR BOYS

1. Standard, conservative cut, must be off the collar and ears and have a tapered appearance or blocked with a tapered appearance.
2. Sideburns are not to extend farther down than the middle of the ear and are to be trimmed neatly.
3. Hair tapered - in keeping with the natural hairline. (No sculptured looks). No fad hair cuts.
4. Curly hair that does not lie flat must be cut within one inch off the contour of the head.
5. Hair must not hang over or on one's eyebrows and it should be styled in a way as not to cast shadows on one's eyes.
6. Dying or coloring the tips of the hair is not allowed.
7. Nothing unusual in height or shape of haircut is permitted.
8. Hair on or over the ears, shirt collars, or eyebrows is not acceptable. Hair is to be kept combed and NEAT at all time (no sculptured, spike-type, skater, or new wave cuts).

Note: No beards or mustaches are allowed. If a shave is needed, the student will be given one warning. The next time the student will be sent home.



OUR FINANCIAL OPERATIONS

Lighthouse Christian School operates as a ministry of Lighthouse Baptist Church, which is a private, non-profit corporation. Income from tuition is sufficient to fully cover the cost of operating the school. Interested individuals are invited to contribute to the operation of the school via gifts for general expenses or by providing scholarships for deserving students who would otherwise be unable to afford such training. School fundraising projects may be planned as the need arises.

SCHOOL'S FINANCIAL POLICY

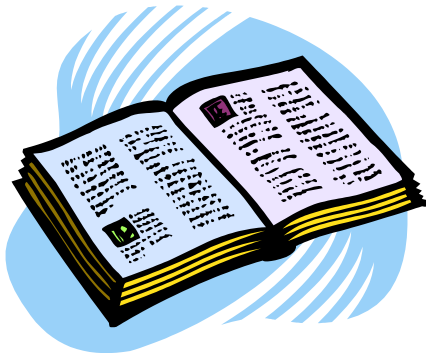
The school's financial policy is as follows: "For students to continue their studies in school, to be issued new paces, to receive report cards or have records transmitted, or receive awards; regular payments must be made. There is a \$50.00 late fee added to the bill each month when satisfactory arrangement has not been made ahead of time."

Families who have financial problems can make satisfactory arrangements with the office to have their bill paid in a timely manner and forego the late charge. A financial statement is emailed around the 3rd day of each month, and an additional reminder is sent home by the student on the 8th day of the month. If a payment has not been received by the school by the 10th day, a statement will be sent to the parent with a late fee added to the bill. If payment is still not received prior to the end of the month, the office manager will provide a final courtesy call. Upon non-payment, the account will then be referred to the school administration for possible student withdrawal from school.



OUR STATEMENT OF FAITH

1. We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and that they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that he sinned and, thereby, incurred not only physical death, but also spiritual death which is eternal separation from God; that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, manifest themselves as sinners in thought, word, and deed.
5. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.
7. We believe "that blessed hope," the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus are born again of the Holy Spirit and, thereby, become children of God.
9. We believe in the bodily resurrection of the just and the unjust, the everlasting, conscious blessedness of the saved, and the everlasting, conscious punishment of the lost.



GENERAL APPEARANCE

1. Neat mends are allowed. Patches with wording or pictures are not allowed.
2. Hats may not be worn at school or school function unless it is a Lighthouse Christian School hat.
3. Sweat-suits are not to be worn unless approved by staff
4. The school dress code is expected to be kept at all school functions on or off campus unless otherwise instructed (this includes athletic events at the high school).
5. Both boys and girls will be allowed to wear sweatshirts, but must have either an attached collar or a collared shirt underneath.
6. Students remaining on campus after school must remain in the appropriate school uniforms.
Final decisions on questionable clothing will be made by the administration.
Repeated infractions of the dress code may result in expulsion.



10. Makeup must be moderate and only conservative jewelry may be worn. Long, dangling earrings are not permitted. They should be small studs and are limited to a total of two, to be located in the lobe area of the ear only. Other body piercing will not be tolerated.
11. P.E. uniforms must be purchased so they will be full and AT LEAST to the bottom of the knee. Students will not be allowed to wear uniforms that are tight or too short. When the student is standing, the culottes should resemble a skirt.

Boys:

1. Dress or sport shirts WITH COLLARS are REQUIRED. Sweaters without a collar worn over a shirt with a collar are acceptable. Shirts must be tucked in. All buttons should be buttoned except the top one. Shirts with collars, but without buttons, should NOT be low cut.
2. Shirts with pictures or wording on them are not allowed.
3. Boys are to wear dress slacks. Denim jeans are NOT allowed. Boys may roll up their slacks if they are too long, as long as they are done neatly. If pants have belt loops, belts must be worn.
4. Hair styles must be in good taste. **(See section on Proper Hair Cut for the Boys.)**
5. Boys may not wear neck jewelry or bracelets. Body piercing of any kind is not permitted.
6. Denim jackets are *not* allowed unless approved by staff.
7. Athletic shoes are permissible as long as they do not have cleats.



UPLOADED TO SHEETNET

OUR PARENTS' CODE

Our parents play a vital part in the total program of Lighthouse Christian School. Emphasis again and again has been placed upon the importance of parents cooperating with the school for the education of the child. We like to believe that the following code, when subscribed to by all our parents, would make Lighthouse Christian School a school which would truly honor the Lord and produce the finest education possible.

1. I will pray regularly for the supervisors and administration.
2. I will cooperate fully in the educational function of LCS, doing my best to make Christian education effective in the lives of each of my children, that they may love and serve the Lord Jesus Christ for all their lives.
3. I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment can be made.
4. I will support the school by gifts in addition to my tuition payments as the Lord enables me.
5. I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and time.
6. I will attend periodic meetings and parents' functions of the school.
7. If I become dissatisfied with LCS in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or hold a negative attitude in my heart. I will not criticize the school before my children. I will follow the Biblical information found in Matthew 18:15.
8. I will seek the advancement of LCS in all areas: spiritually, academically, and physically.
9. As a **Lighthouse Christian School** parent, I recognize it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit.

OUR SCHOOL SPIRIT

School Emblem

As the Cross is the center of our crest, so Christ is the center of our soul. The Bible is at the top because, of all books, the Bible states our foremost goals.

We put the torch of knowledge and the atom together on one side to symbolize the mental growth of those who abide in Christ.

A winged foot at the lower right displays the physical life as well. All these symbols are molded together as our message to the world.



School Song

We are more than conquerors through Him Who loved us so.
The Christ Who dwells within us is the greatest pow'r we know.
He will fight beside us though the enemy is great.
Who can stand against us? He's the Captain of our fate.
Then we will conquer, never fear, so let the battle rage.
He has promised to be near until the end of the age.
We are more than conquerors through Him Who loved us so.
The Christ Who dwells within us is the greatest pow'r we know.

School Colors

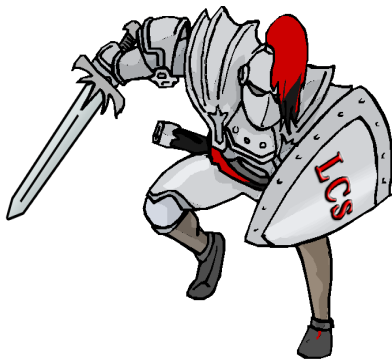
Red and Black

School Mascot

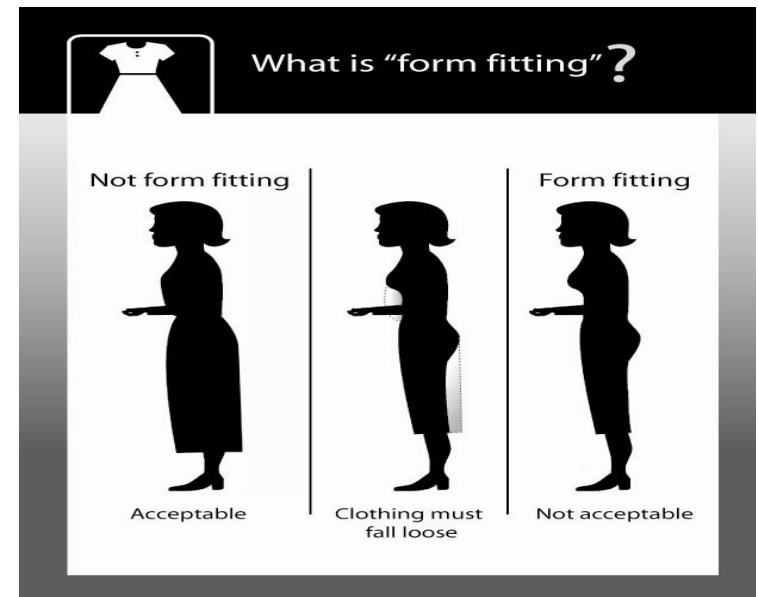
Conquerors

Winner's Creed

A true winner always does his best,
never to the glory of self,
Always to the glory of God.
With God's help, I will be a true winner today.



2. Pantsuits, slacks, gauchos, culottes, or knickers are not part of the classroom wardrobes. Culottes may be worn only on special, specified occasions. These specific events will be clearly announced in advance. Culottes length will be the same as the dress length standard.
3. No "see-through", half blouses, or low-cut garments are to be worn. Dresses and blouses with buttons may have only the collar button open. **Modesty** should be the consideration in the selection of a wardrobe.
4. No sleeveless dress or blouse can be cut any higher than a "cap sleeve." Sundresses worn without a blouse are not acceptable.
5. Girls whose dresses do not meet dress code standards will be sent to the office to call a parent to bring a change of clothing.
6. Shirts or jackets with writing will not be allowed. School jackets other than **Lighthouse Christian School** jackets cannot be worn. Denim or jean jackets are **not** allowed.
7. Any clothing which identifies with the punk or rock culture will not be allowed.
8. No stonewashed, acid-washed, or whitewashed jean skirts are permitted.
9. Only feminine low-top tennis shoes may be worn.



DRESS CODE

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement. General scriptural guidelines for dress are:

1. Modesty (I Timothy 9:9; II Timothy 2:22)
2. Distinction (Deuteronomy 22:5; I Corinthians 11:14-15)
3. Identification with the Lord and not with the world (I Timothy 4:12; Romans 12:1-2; I John 2:15-16)
4. Appropriate dress for the occasion

Teaching the importance of dressing in a modest manner begins in the elementary grades. Therefore, no wild fads or clothes of questionable tastes should be worn.

If a dress code slip is sent home with a student, immediate attention should be given to the stated problem. Removal from class will occur when deemed necessary by the supervisor and/or principal.

UNIFORMS

All returning students will be required to be in uniform the first day of school. Students not in uniform will be dismissed from classes.

All new students will have 30 days to be in uniform. After a 30 day period students not in uniform will be dismissed from classes.

All uniforms should be clean, in good repair, and well-pressed.

A student who is not in proper uniform will be dismissed from school, and his absence will be counted unexcused.

Dress Code for new students and for school functions

Girls:

1. Young ladies will wear dresses and skirts no shorter than the **BOTTOM OF THE KNEE** and that are **NOT FORM FITTING**. It is wise to make or purchase dresses with hems that allow for growth and to check the length of girls' dresses frequently during the periods of growth to be sure they meet the standards. Girls' dresses are to be feminine, appropriate, and modest in length, style, fit, and neckline. Length of dress/skirts and culottes for 7th-12th grades must be below the knee. (This includes slits)

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

To all school families of Lighthouse Christian School:

This is to notify you that Lighthouse Christian School has been inspected according to the law under the Asbestos Hazard Emergency Response Act (AHERA) which requires that all public and non-public schools be inspected by a certified inspector and that a management plan be submitted to the State of Georgia. The inspection was conducted by a certified inspector affiliated with ATEC Environmental Services. The required management plan was submitted in accord with the law.

No asbestos containing material (ACM) has been found in the buildings of Lighthouse Christian School and, therefore, there is no requirement for periodic re-inspection according to the present law. However, we will be kept informed of all necessary procedures and assure you that all legal requirements will be met by the school.

A copy of the management plan submitted to the Georgia Department of Education in accord with the law is on file in the school office and may be inspected by any employee or school parent who wishes to do so.

COMMUNICABLE DISEASES

Lighthouse Christian School, the Lowndes County Health Department, and/or the Georgia Department of Human Resources has the authority to require immunizations or other preventive measures including quarantine, isolation and segregation of persons with communicable diseases or conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease.

Due to the recent Pandemic, Lighthouse Christian School will implement regulations provided by the Department of Health to help promote the safety of students and staff.

Procedure Guidelines



- b. Student's conduct for the quarter will affect his/her honor roll status.

LIGHTHOUSE CHRISTIAN JR. QUOTA CLUB (6-12th Grade)

Members of the Jr. Quota Club are selected on the basis of testimony, scholarship, character, service, and leadership. Those seeking membership must obligate to a minimum of 50 hours of service annually in a combination of school, church and community. A student may be dropped from membership if he fails to maintain all of the required qualifications.

ELIGIBILITY

- A. Office Holding
Only students with at least a "B" average who are on academic balance can be considered for officers in this school organization. The basis for eligibility will be the most recent grading period (9 weeks at *Lighthouse Christian School*). A student must have been in the Jr. Quota Club for a minimum of one year to be considered for an office. Receiving two hours of detention in one week will result in the loss of this office.
- B. Participation in Sports
Only eligible students may participate in inter-scholastic athletics. A student must be on academic balance for each quarter. The number of PACEs will be checked at mid-term (progress report) and end (report card) of each grading period. Students who become ineligible for extra-curricular activities will remain so until the student is back on academic balance. At least one game must be missed if this occurs.
- A student will also forfeit the right to participate in at least one game if he has two hours of detention in any given week. If an athlete receives two hours of detention in any given week, he is placed on probation until the detention is served. The athlete could possibly be remove from the team for excessive detention.



1. Grade Point Average

a. Only solid courses are used in calculating GPA. Examples are Bible, English, History, Science, Math, and Foreign Language. Courses not included in grade calculation include P.E., Music, Business (including Personal Finance, Accounting, Introduction to Computers and Computer Programming), Yearbook, and Speech. Audited courses are not included.

b. Quality Points

(1) Regular courses

A=4 B=3 C=2 D=1 F=0

(2) Advanced courses (physics, adv. math, or any year of foreign language after the first year)

A=5 B=4 C=3 D=2 F=0

c. Partial credits

Any time a letter grade occurs on the transcript, it is counted the same whether for full or partial semester.

2. Valedictorian or Salutatorian

a. Valedictorian is the first-place GPA, and Salutatorian is the second.

3. Honors Graduates

Honors graduates are college preparatory students who have a 3.0 average (4-pt. scale, solids only) for grades 9-12 at the end of 15 quarters. Those with a GPA close to 3.0 will also be calculated after the 16th quarter grades are in.

B. Honor Roll

Honor Roll recognizes academic achievement in each quarter.

1. Categories of Honor Roll

a. Pastor's Honor Roll

All grades are A+, A, or A-

b. "A" Honor Roll

All grades are A or B and the average is at least an A.

c. "A/B" Honor Roll

All grades are A or B and the average is a B.

d. "B" Honor Roll

All grades are A, B, or C and the average is a B or higher.

2. Disqualifications

a. Incomplete grades at the time of honor roll calculation disqualify a student from honor roll.

ADMISSION REQUIREMENTS

Lighthouse Christian School admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available by this ministry. It does not discriminate on the basis of race, color, and national ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

Students are accepted at **Lighthouse Christian School** on the basis of an interview with each family and the administration. All prospective students must be present during the interview. Parents and student must read this handbook thoroughly. A student who does not cooperate or agree with the purpose and program of the school will not be admitted or allowed to remain in school.

Parents must submit an application accompanied by registration fee and previous report card. Students must also submit a pastoral recommendation form from their current pastor. It is our belief, here at Lighthouse, that for us to truly reach our objectives of Christian education, students should be faithful members of a local church.

At least one parent must attend the Parent Orientation. Students are accepted on a 60-day probation period. It is not the policy of Lighthouse Christian School to accept students who have been dismissed from another school.

Final acceptance is based on the interview, testing results, and response from the Administrative Staff.

An official Certificate of Ear, Eye and Dental must be completed and submitted to the school office. All students must have a current immunization record on file. In instances where a student needs medical attention, the principal will call the parent or family doctor (in that order).

Parents will submit transcripts of the student's previous school experiences. If transcripts are unavailable, parents will sign a release for the transcripts.

The age requirements for kindergarten, and first grade admission are as follows:

1. Kindergarten – 5 years old by September 1 of that school year.
2. First Grade – 6 years by September 1 of that school year.

BUSINESS PROCEDURES

1. The yearly tuition amount may be divided into monthly payments.
2. The monthly statement includes all charges incurred that month.
3. Checks should be made payable to Lighthouse Christian School.
4. Payments are due on the first, and are subject to a \$50 late fee when not received in the Business Office on or before the tenth of the month.
5. There is a \$50 late fee added to the bill each month when satisfactory arrangement has not been made ahead of time.
6. The Business Office is open Monday-Friday, 8 a.m.- 5 p.m. and is only closed for holidays.
7. No deduction is made from tuition payments for a student's absences.
8. A student may be prohibited from attending class if the account is delinquent.
9. Please feel free to contact the Business Office if you have any questions or need to make special arrangements: (School Phone 244-8436).

OFFICE PROCEDURES

All parents are welcome in the school. When a visit to the classroom is necessary, the parent must check in at the office first. **NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM.** If a parent wishes to speak with a supervisor, a private conference should be arranged.

Lunches, homework, books, and other items may be left in the office to be delivered to a student. School phones are for business use only. Please do not call and ask to speak to your child unless it is an emergency.

A parent wanting to change pick-up arrangements must call the school office before 2 p.m. However, the parents should have these arrangements taken care of before the child leaves home.



Bible	2
Social Studies	3
English	4
Math	4
Science	4
Health/Physical Education	1
3 Units of Foreign Language and/or CTAE, and/or Fine Arts	3
Electives	4
Total	25

PROMOTION/RETENTION

A student will continue to advance to the next grade as far as his learning center is concerned, but the credits which he earns determine his actual grade level. This is a Mastery-Based Program; therefore, no one is socially promoted or held back in a lock-step group. The student must complete the work before promotion to the next grade level.

The following are the conditions which require a student to attend summer school if it's available:

1. Those students who are academically off their level for graduation.
2. Those students who do not complete a year's worth of work to maintain academic balance.

Summer school is not to be used to get ahead in credits or grade level. Students who transfer out of **Lighthouse Christian School** and who are behind academically in two or more subjects may be required to repeat the grade that they are in.

AWARDS CALCULATION

- A. Graduation Awards



Trigonometry	Physical Education	English IV
Physics	Health	Accounting
Speech/Drama	Origins and Science	Govt/Economics

COURSE CHANGE

No course may be dropped or added unless the student meets with the academic advisor and secures permission to do so.

GRADUATION REQUIREMENTS

One common set of requirements for all students

23 total units required for all students

Four units of English/Language Arts required for all students.

- **Four units** of English/Language Arts required for all students.
- **Four units** of Mathematics required for all students.
- **Four units** of Science required for all students (the fourth science unit may be used to meet both the science and elective requirements).
- **Three units** of Social Studies required for all students, all courses are specifically identified.
- **One unit** of Health and Physical Education required for all students; Three units of JROTC may be used to meet the requirement
- A total of **three units** required from: CTAE and/or World Language and/or Fine Arts for all students (*students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same world language*).
- A total of **three units** required from: CTAE and/or World Language and/or Fine Arts for all students (*students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same world language*).
- **Four** additional elective **units** for all students

(9-12 GRADES)

Subject

Credits



ORIENTATION

At the beginning of each school year there is an orientation meeting for the parents of all students enrolled in L.C.S. At least one parent of each student must attend this important meeting.

DAILY SCHEDULE

- | | |
|-------------------------|--|
| 7:30 a.m. - 8:00 a.m. | Students Arrive |
| 8:00 a.m. - 8:10 a.m. | Opening Exercises in Chapel |
| 8:10 a.m. - 8:25 a.m. | "God and I" Time |
| 8:25 a.m. - 10:00 a.m. | Lower Learning Center Academic Time |
| 8:25 a.m. - 10:15 a.m. | Upper Learning Center Academic Time |
| 10:00 a.m. - 10:15 a.m. | Lower Learning Center Break & Snack Time |
| 10:15 a.m. - 10:25 a.m. | Upper Learning Center Break & Snack Time |
| 10:30 a.m. - 11:45 p.m. | Lower Learning Center Academic Time |
| 10:30 a.m. - 12:15 p.m. | Upper Learning Center Academic Time |
| 11:45 a.m. - 12:15 p.m. | Lower Learning Center Lunch Period |
| 12:15 a.m. - 12:45 p.m. | Upper Learning Center Lunch Period |
| 12:30 a.m. - 1:50 p.m. | Lower Learning Center Academic Time |
| 12:45 p.m. - 3:20 p.m. | Upper Learning Center Academic Time |
| 1:50 p.m. - 2:00 p.m. | Lower Learning Center Break Time |
| 2:00 p.m. - 3:05 p.m. | Lower Learning Center Academic Time |
| 3:05 p.m. - 3:15 p.m. | Lower Learning Center Clean-up & Dismissal |
| 3:20 p.m. - 3:30 p.m. | Upper Learning Center Clean-up & Dismissal |
- There will be mini classes added as needed during Academic Time. (P.E., Bible Class, Computer Class, Drill Class, Music, Speech, etc.)
 - **Wednesday:** Chapel Service 1:00 - 2:00 There is no P.E.



UPLOADED TO SHERIDAN

ABSENCES

Regular attendance is a strong character quality which we want to strive to develop at **Lighthouse Christian School**. Absences are excused only for the following reasons: legitimate illness, death in immediate family, doctor and dentist appointments, or family trips approved by administration ahead of time.

When a student returns from an absence, a note stating the reason for the absence must be brought to school. The absence is classified unexcused until the student brings in a note. Any other absences, unless approved by administration prior to absence, will be considered unexcused.

Excessive absences and tardiness will inhibit the student's progress. If, in the opinion of the Administration, the absences or tardiness are unnecessary, the student will be considered unexcused.

When a student has more than 3 unexcused absences a quarter, he will be dismissed for the remainder of the quarter. Any work already completed for the quarter will have to be repeated. Parents will receive notification from the school office when the student has reached the third unexcused absence in a quarter.

TARDINESS

A student is considered tardy if he is not in the proper place with his required materials at 8:00 a.m. **Three unexcused** tardiness will be equivalent to one absence. Continual tardiness will necessitate a conference with parents and principal, and possibly lead to revocation of student privileges, and/or suspension.

Note: If a student is not in his proper place when the tardy bell rings, the student will be considered tardy or absent.

CHECKING OUT PROCEDURES

STUDENTS WILL NOT BE ALLOWED TO LEAVE THE CAMPUS FOR ANY REASON DURING THE SCHOOL DAY WITHOUT PERMISSION AND WITHOUT CHECKING OUT AT THE SCHOOL OFFICE. Excuses to check out during the day must be given to the school office in the morning. These excuses may be verified by a phone call to the parent.



ACADEMIC REQUIREMENTS

A. Requirements for Senior High Graduation:

Lighthouse Christian School requires successful completion of an academic program in excess of the requirements of the State of Georgia.

Each student must have Bible, English and History (U.S. History and Government/Economics are required) each year; at least four credits each of Science, Math; two credits of Foreign Language and Electives; one credit of Computer Literacy, P.E. and Advanced Memorization Techniques - totaling 25 credits. Each student will attend four years of high school (grades 9-12).

Lighthouse Christian School requires that any courses taken for credit outside the school be approved ahead of time by the academic coordinator.

B. Course Offerings:

7th Grade

Bible	World History	Word Building
Mathematics	Physical Education	Georgia History
English	Computers	Life Science
Art		

8th Grade

Bible	American History	Word Building
Mathematics	Physical Education	English
Computers	Earth Science	Art

9th Grade

Bible	Spanish I	Art
Algebra I	Physical Education	Etymology
English	World History	Biology
Music	Speech	Health

10th Grade

Bible	Spanish I & II	Art
Geometry	Physical Education	Speech/Drama
English II	Personal Finance	Phys.Science
American History	Music	

11th Grade

Bible	Spanish I & II	Health
Algebra II	Physical Education	English III
Speech/Drama	Chemistry	World Geography
Art	Computer Science	

12th Grade

Bible	Spanish I & II	Pre Calculus
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ABSENCES

Parents who feel they would like to have their student excused for a special reason need to send a written request. This request should be received for consideration at least five days in advance. This will allow the student to get assignments for completion in advance for each subject. Please try to schedule family vacations to be taken when school is not in session. Approved absences are for special circumstances. The administration reserves the right to reject or limit absence. If parents still wish to take their student out of school without prior permission or against administrator's recommendations, the student will receive an unexcused absence. Approved absences may not be taken during SAT Tests and during exams.

AUTOMOBILES

Students are not allowed to sit in cars before or after school, during the school day, or at any school function. A student must secure permission before going to his car during the school day.

Any erratic driving observed on or near school grounds may forfeit the student's privilege of driving to and from school.

Students with cars are not allowed to give rides to any student unless both parents send a signed note to the school office ahead of time.

Dating couples cannot ride to and from school or any school activities without a proper chaperone. This is for a "testimony above reproach."

SENIOR REQUIREMENTS

Part of the graduation requirements are for a Senior to attend the approved Senior Trip that are for seniors only. Fund-raising events will help in the cost of these trips. In order for seniors to participate in the graduation ceremony, they must attend the International Student Convention.

LOCKERS

It is the responsibility of each student to take care of his locker. Lockers should be kept clean and orderly and are not to be used as trash receptacles. Periodic locker checks are made. If the student uses a lock, then the office must have the combination or an extra key to the lock. Students should never give their combinations to other students, nor should a student get into someone else's locker. The locker room is only open at certain times during the day. This will be the only time a student can go to their locker. Students should keep personal items in their lockers for protection and for the sake of good housekeeping.

WITHDRAWAL PROCEDURES

We ask that when first considering withdrawal from school, the parent contact a member of the administration before a final decision is reached. After the appointment, if the final decision is made to withdraw, a "Withdrawal Form" will need to be signed by the parent and dated, along with the return of all books, before a student is considered officially withdrawn. Business arrangements for withdrawal of students must be made in the office by the parent. Transcripts and other records cannot be released to another school until all bills are paid and all school-owned textbooks and materials have been returned.

EMERGENCY DISMISSAL

The route to follow is posted in each classroom. Students will be assigned to turn out the lights and close the doors. NO TALKING in the halls will be allowed. Students should go quickly to designated areas. Parents will be notified to come and pick up their children.

If there is a possibility of school cancellation due to weather, please do not call the school. If the local schools close, then we will close for bad weather conditions. We will notify parents via our school Facebook site.

EMERGENCY FIRE AND WEATHER DRILLS

Special procedures will be followed in the case of severe weather and fire emergency. There will be drills during the year to prepare the students and staff. The bad weather emergency warning is the ringing of the school bell with short and repeating rings. Students are to proceed to the center of the building.

For fire emergency, the school bell will ring long and repeating rings signal the staff and students to leave the building and proceed immediately to their designated areas.

HEALTH DEPARTMENT REQUIREMENTS

In order to be compliant with the State Health Department, requirements are the same for private as well as public schools. Please be advised of the following:

1. All prescription drugs and non-prescription medication (including aspirin) must be left at the office to be administered to the student at specific times. A *Medication Authorization - Record of Dispensation* must be filled out weekly by the parent authorizing the dispensing of the medication.
2. Send only enough medication needed for school hours.

3. Please notify the office in case of hepatitis, meningitis, rubella, measles, or other communicable diseases. Students with such diseases will not be allowed to attend classes while they are contagious.

Lighthouse Christian School cannot be responsible for injuries incurred on school properties or during school-related functions. Lighthouse Christian does supply a supplemental insurance for each full time student that pays only after your own insurance has paid.

TESTING

Lighthouse Christian School maintains a thorough testing program to measure students' abilities and progress. Results of tests are used to help the administration and faculty work more effectively with each student and to make continual improvements to the curriculum.

All new students will be administered a diagnostic test before placement in a grade level.

Students in K5 through twelfth grades are given achievement tests each spring the Iowa Assessment Test. It is recommended that seniors and juniors register for either the SAT (Scholastic Aptitude Test -- commonly referred to as the "College Boards") or the ACT (American College Test). Parents will be notified in advance concerning the times and places of these examinations.

VISITORS

Students who desire to bring visitors to school must secure permission from the principal with at least one day's advance notice. The administration reserves the right to reject visitors at any time.

Students that have been dismissed from Lighthouse Christian School may not return to the campus before, during, or after school without the administration's permission.

Parents, relatives, or friends who come during school hours must check in at the office first. PLEASE do NOT enter the classroom without permission from the office.



ATTENDANCE

It is important that a student be regular in attendance to gain the most from school. Absences from school without prior permission or for reasons other than sickness, death, or emergency are considered unexcused. A student will not be allowed to make up work missed when an absence is classified as unexcused.

When a student has more than 3 unexcused absences a quarter, he/she will be dismissed for the remainder of the quarter. Any work already completed for the quarter will have to be repeated.

If a Junior or Senior High student is absent for more than 30 days during the year, his ability to reach the next grade level is jeopardized. Absences for the above reasons or absences arranged in advance through the supervisor and administration are considered excused.

A student must be in attendance until 12:00 p.m. in order to be counted present for the day. A student may not participate in sports on a day when he is not counted present.

Any junior high or senior high student who is absent for any reason must bring a note to the office upon his return to school.

TARDINESS

All students coming late to school need to bring a note from their parents and check in at the office to receive an Admission Slip. Three unexcused tardies will count as one absence. Doctors' appointments, severe road conditions, and car trouble are some excused tardies - while oversleeping, stopping for gas, etc., are unexcused tardies.

EARLY DISMISSAL

1. Early dismissals are unexcused except for reasons already stated under "Absences."
2. Please send a note with your student in the morning stating the reason and dismissal time.
3. Every student coming late or leaving early must sign in or out at the office.
4. No student will be allowed to leave school early for work.



Junior High and Senior High Policies



LOST AND FOUND

All articles found at the school are sent to the lost and found center to be reclaimed before or after school. Periodically, students are notified that all found articles will be on display to be claimed. Any items remaining will be discarded or sold. Students are encouraged to mark all personal items brought to the school.

SPECIAL FUND-RAISING SALES

To enable *Lighthouse Christian School* to purchase additional equipment and have special programs while keeping tuition rates as low as possible, we usually conduct one or two fund-raising campaigns a year. Your participation is encouraged.

SCHOOL LUNCHES

Parents are responsible to have their children bring a lunch from home each day. There will be a microwave available to warm food at the cost of 25¢. Special order out days are available weekly. The students must PAY in advance. **NO CHARGES!**

BOOSTER CLUB

The *Lighthouse Christian School* Booster Club is a group of parents and interested friends who have indicated a desire to be a special help to *Lighthouse Christian School* through daily prayer and regular financial contributions for the ongoing operation of the school. Membership drives are held each fall. Membership is open to anyone with a desire to promote and support *Lighthouse Christian School*.

TRANSPORTATION -- BUS POLICY

Students should always conduct themselves in a manner which would allow the driver to concentrate on traffic and not behavioral problems.

- ★ Parents should be waiting at the school when students arrive from their trip.
- ★ The supervisor is in charge of all students who are under his care.
- ★ Basic standards of conduct must be adhered to as they would be in a classroom.
- ★ Any discipline problems encountered on the bus will be referred to the school administration.
- ★ Any habitual offender may be requested to sacrifice the privilege of bus transportation and not be allowed on school trips.
- ★ There will be assigned seats on the buses.
- ★ There will be school staff on every trip, and parents are invited to ride the bus when there is enough room.

INTERROGATIONS, SEARCHES AND SEIZURE POLICY

It is the policy of Lighthouse Christian School that lockers, desks, and other property furnished to the student remain property of Lighthouse Christian School. Such property is subject to search by school officials.

It is the policy of Lighthouse Christian School that automobiles brought upon Lighthouse Christian School property may be searched by school officials after permission is granted by the student.

If a student refuses permission for search of an automobile, the student shall be given a notice to remove his automobile immediately after school hours of the day the search was requested, and shall not be allowed to bring any automobile or motor vehicle on any property owned by Lighthouse Baptist Church. The principal of the school may limit the restrictions to a reasonable time limit.

Lighthouse Christian School supports all staff in the maintenance of law, order, discipline and decorum in its school and during authorized school functions which take place off school property.

Lighthouse Christian School therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to:

- a) alcoholic beverages;
- b) illicit drugs;
- c) stolen property;
- d) weapons, either restricted or prohibited by law;
- e) any object which may be used as a weapon and which may cause serious injury; and
- f) hate literature, racist material, pornography, etc.

Students and visitors to the school may on occasion have in their possession materials or objects (such as alcohol, illicit drugs, stolen goods and weapons). The school therefore authorizes the principal or his designee, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

PROPER HAIRCUT FOR BOYS

1. Standard, conservative cut must be off the collar and ears and have a tapered or blocked with tapered appearance.
2. Sideburns are not to extend farther down than the middle of the ear and are to be trimmed neatly.
3. Hair tapered - in keeping with the natural hairline. (No sculptured looks). No fad hair cuts.
4. Dying or coloring the tips of the hair is not allowed.
5. Curly hair that does not lie flat must be cut within one inch of the contour of the head.
6. Hair must be combed away from eyebrows as to maintain one inch between brow and hairline.



Boys:

1. Dress or sport shirts WITH COLLARS are REQUIRED. Sweaters without a collar worn over a shirt with a collar are acceptable. Shirts must be tucked in. All buttons should be buttoned except the top one. Shirts with collars, but without buttons, should NOT be low cut.
2. Shirts with pictures or wording on them are not allowed.
3. We recommend boys wear slacks or colored jeans. If pants have belt loops, belts must be worn.
4. Conventional hair styles must be kept neat and combed at all times. Hair must be off the ears, off the collar, and at least one finger width above eyebrows and in a generally tapered manner. (No sculptured looks).
5. Boys may not wear neck jewelry or bracelets.
6. Blue denim jean jackets are not allowed.
7. Both boys and girls will be allowed to wear approved sweatshirts, but must have a collared shirt underneath.
8. Pant cuffs may be rolled up neatly if trousers are too long.
9. Conservative athletic shoes are permissible as long as they do not have cleats.

GENERAL APPEARANCE

1. Neat mends are allowed. Patches with wording or pictures are not allowed.
2. Hats must be approved in advance to be worn at school or at school functions.
3. Sweat-suits must be approved in advance to be worn at school or at school functions
4. The school dress code is expected to be kept at all school functions on or off campus unless otherwise instructed (this includes all athletic events).

**PARENTS ARE EXPECTED TO
COOPERATE IN MEETING THE ABOVE
STANDARDS FOR THEIR CHILDREN.**

Final decisions on questionable clothing will be made by the administration.

Repeated infractions of the dress code may result in expulsion.

DEFACING SCHOOL PROPERTY

Lighthouse Christian School belongs to God. Therefore, respect for all property is vitally important.

Writing, carving, or defacing any part of *Lighthouse Christian School* property is considered a *serious* offense. Willful damage to these properties could result in immediate dismissal.

Any student guilty of defacing school property in any form will be suspended and re-admitted only after damages are paid.

ACADEMIC REPORTING

Report Cards

Lighthouse Christian School is on a nine-week reporting period. A report card can be picked up by the parent at the end of each parent/teacher fellowship that follows after the nine-week period. If an account becomes delinquent, the report card will be held until arrangement for payment has been made with the Business Office.

Progress Reports

A mid-term progress conference is requested by the student's supervisor at the half-way point of the nine-week reporting period to discuss your child's academic progress as well as showing areas of conduct that need to be improved. Parent Conferences are our way of working with each family concerning the child's educational, social, physical and spiritual well-being. At least one parent must come in for an interview with the student's supervisor or principal at all conferences. Parents are encouraged to communicate with their child's supervisor on a regular basis. *SUPERVISORS WELCOME OPPORTUNITIES TO TALK WITH PARENTS; HOWEVER, APPOINTMENTS SHOULD BE MADE SO AS NOT TO CONFLICT WITH REGULARLY SCHEDULED DUTIES.* The need may arise from time to time for special conferences. If you would like to have a conference with your supervisor, principal or Pastor Burt, please call the office to set a time. Please **DO NOT** call the supervisors at home or discuss school problems during Church services. If the situation needs immediate attention, then call Mr. Goldsberry or Pastor Burt after hours. Appointments with administrative staff should not be made until a conference with the supervisor is attempted first, unless there are unusual circumstances. Problems are to be discussed with supervisors and others directly involved. Please do not involve other parents, students, etc., who are not part of the problem or the solution. Students *and their parents* are kindly asked to refrain from sowing discord by talking to others concerning problems they

have with the school or a supervisor. Please know that it is the desire of all the staff of ***Lighthouse Christian School*** to solve problems and work toward solutions of any problems involving your children. We will spare no effort to that end.

FIELD TRIPS

Weekly (Local)

Upon occasion, and at the discretion of the Administration, all students may have an opportunity to participate in local field trips with the fulfillment of minimum requirements. Any field trip may be withheld due to behavior problems.

Quarterly (Out of town)

A student must be on A or B honor roll. They must maintain academic balance for the quarter and quote the monthly Scripture on time.

GRADING SYSTEM

A-Honor Roll

Students must achieve a 94% or higher overall PACE average for the quarter. Students must complete all Bible Memory on time for the quarter. Students must have an A average in all other classes in which they are enrolled. A child's conduct for the quarter will affect his/her honor roll status. Students must be on academic balance for the quarter.



DRESS CODE FOR NEW STUDENTS AND FOR SCHOOL FUNCTIONS

Girls:

1. Young ladies in grades kindergarten through grade 7 will wear dresses no shorter than the **BOTTOM OF THE KNEE**. It is wise to make or purchase dresses with hems that allow for growth and to check the length of girls' dresses frequently during the periods of growth to be sure they meet the standards.
2. Pantsuits, slacks, gauchos, culottes, or knickers are not part of the classroom wardrobe. (In severely cold weather, slacks may be worn **UNDER** the dresses. They may be removed when arriving and put back on before leaving, if necessary). Culottes may be worn only on special, specified occasions. These specific events will be clearly announced in advance. Culottes length will be the same as the dress length standard.
3. Any "fad" nylon hose are not to be worn by the elementary girls in grades kindergarten through sixth.
4. Makeup will not be used by elementary girls. This includes lip gloss, eye makeup, etc. **PLEASE** be sure you instruct in this area. Necklaces should be of the small conservative chain type. Earrings should be small studs and are limited to a total of two, to be located in the lobe area of the ear only. All other pins, bracelets, rings, etc. should be modest in appearance.
5. Blue denim/jean skirts and jumpers are permitted. Stonewashed, whitewashed, acid washed, etc., jean skirts are not permitted.
6. Jean/denim jackets are not permitted.
7. Sundresses worn without a blouse are not acceptable.
8. Slits in dresses or skirts may not go above the required length of the dress.
9. No low-cut or "see through" garments are permitted. The rule of thumb is modesty.
10. Only conservative tennis shoes may be worn.
11. P.E. uniforms must be purchased so they will be full and **AT LEAST** to the bottom of the knee. P.E. uniforms that are too short or tight will not be allowed.

EARLY/LATE STAY

The Early/Late is available for your child from 6:30 a.m. to 6 p.m. If you need to drop your child off before school hours, they will need to report to **Early Stay**. If you need to pick your child up after school hours, they will need to be picked up at **Late Stay**.

A financial sheet will be sent to each family that uses these facilities. Children may not stay on the school property at any time without proper supervision. (The expense for this before-school and after-school is handled directly through the Business Office).

DRESS CODE

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement. General Scriptural guidelines for dress are:

1. Modesty (I Timothy 9:9; II Timothy 2:22)
2. Distinction (Deuteronomy 22:5; I Corinthians 11:14-15)
3. Identification with the Lord and not with the world (I Timothy 4:12; Romans 12:1-2; I John 2:15-16)
4. Appropriate dress for the occasion

Teaching the importance of dressing in a modest manner begins in the elementary grades. Therefore, no wild fads or clothes of questionable tastes should be worn.

If a dress code slip is sent home with a student, immediate attention should be given to the stated problem. Removal from class will occur when deemed necessary by the supervisor and/or principal.

UNIFORMS

All returning students will be required to be in uniform the first day of school. Students not in uniform will be dismissed from classes.

All new students will have 30 days to be in uniform. After a 30-day period, students not in uniform will be dismissed from classes.

All uniforms should be clean, in good repair, and well-pressed.

A student who is not in proper uniform will be dismissed from school, and his absence will be counted unexcused.

B-Honor Roll

Students must achieve an 87% or higher overall PACE average for the quarter. Students must complete all Bible Memory on time for the quarter. Students must have at least a B average in all other classes in which they are enrolled. Student's conduct for the quarter may affect his/her honor roll status. Students must be on academic balance for the quarter.

BIBLE MEMORY REQUIREMENTS

1. Each month students will be required to memorize a passage of Scripture.
2. Monthly scripture must be said by the end of the month.
3. Students will have one opportunity per day to say Scripture during classroom time.
4. Students that fail to say monthly Scripture by the end of the month will receive a letter grade cut.
5. Each day after the due date that Scripture is not said, the student will receive an additional letter grade cut. When a student acquires a failing grade (F), he/she could be dismissed from school for the rest of the quarter. All work that had been completed up to the failing grade will have to be repeated. The student will be placed on probation for the remainder of the year.

GRADING SCALE

1. Students in the K-5 through 3rd Grade must make at least a 90% or better on each PACE test, or they will have to repeat the PACE and re-take the test. This process will continue until the student masters the PACE. Students in Grades 4-12, must make at least an 85% or better on each PACE test, or they will have to repeat the PACE and re-take the test.
2. The following grading scale is used throughout the school:

A+	98-100	C+	86-87
A	96-97	C	83-85
A-	94-95	C-	80-83
B+	92-93	D+	76-79
B	90-91	D	70-75
B-	88-89	F	69 & below

3. An **"Incomplete (Inc.)"** grade is given when requirements have not been met. A student is given ample time to make up an incomplete grade. If it is not made up within the prescribed time (usually one day of grace for each day absent), the grade changes to an "F".

HONOR ROLL

An honor roll list is compiled after each 9-week grading period and is determined by the following qualifications:

1. Pastor's Honor Roll - all "A's"
2. "A" Honor Roll - all "A's" and "B's" with "A" average
3. "A/B" Honor Roll - all "A's" and "B's" with "B" average
4. "B" Honor Roll - "B" average with no "D's" or below
5. Incomplete on a report card not made up by the time the honor roll list is determined will automatically disqualify that student from the honor roll for that grading period.
6. If a student has two hours or more of detention during any one week of a quarter or is suspended during the quarter, the student will not be allowed to be on any honor roll, even if he completes all the required academic work.

CLASSROOM CONDUCT

1. Classroom conduct will have an effect on a student's grade.
2. A total of demerits equaling more than 2 hrs. of detention in one week requires a conference. The child's grade is not affected.
3. The second time a student earns demerits equaling more than 2 hours of detention in one week, the student's grade could be lowered by one letter (A to a B). If a student has his Bible grade cut below a "D," then all work will need to be repeated for the quarter in all subjects.

CONDUCT

Lighthouse Christian School expects its students to try to live above reproach in all aspects of their daily life. We expect students to exhibit respect for God, country, family, supervisors, and fellow students.

Lying, cheating, stealing, fighting, and profanity will not be accepted.

Attendance at *Lighthouse Christian School* is a privilege; therefore, constructive suggestions are welcomed. Gossiping and criticism will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.



PRE-K - ELEMENTARY POLICIES AGE REQUIREMENTS

The age requirements for pre-k, kindergarten, and first grade admission are as follows:

1. Pre-school (K-3) 3 years old by September 1 of that school year.
2. Pre-school (K-4) 4 years old by September 1 of that school year.
3. Kindergarten – 5 years old by September 1 of that school year.
4. First Grade – 6 years old by September 1 of that school year.

ATTENDANCE

We feel a student must be regular in attendance to gain the most from school. Absences will be excused for personal illness, death in the family, or other emergencies. If a student is to be absent from school for any other reason, the parents should contact the school ahead of time.

When a student has more than 3 unexcused absences a quarter, he will be dismissed for the remainder of the quarter. Any work already completed for the quarter will have to be repeated.

If an elementary student is absent for more than 30 days during the year, his ability to reach the next grade level is jeopardized. Absences for the above reasons or absences approved in advance through the supervisor and administration are considered excused. Students must bring a note to their supervisors when returning after any absence from school.

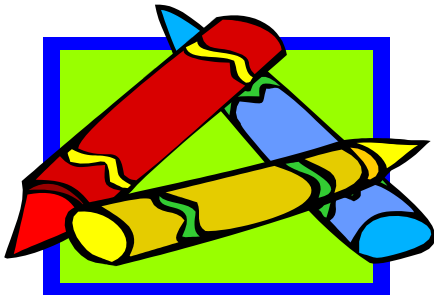
TARDINESS

Just as important as attendance is being punctual. Being on time is an essential for today's living. A late student should go directly to his classroom with a note. *Three* unexcused tardies in one quarter will be equivalent to one absence.

EARLY DISMISSAL

1. Early dismissals are unexcused except for reasons already stated under "Absences."
2. Parents should send a note in the morning with the student stating the reason and time of dismissal.
3. Every student coming late or leaving early must sign in/out through the office.

Pre-K Kindergarten and Elementary Policies



STUDENT CODE OF ETHICS

I pledge to:

1. Cooperate with the supervisors and the administration.
2. Practice good sportsmanship at all school activities at home and away.
3. Promote courtesy.
4. Obey the operational rules of the school.
5. Respect my responsibilities and carry them out to the best of my ability.
6. Be honest in school work and extracurricular activities.
7. Adopt an attitude appropriate for Lighthouse Christian students.
8. Keep school spirit alive and support my school in striving to uphold its reputation, untarnished and unsullied.

PRINCIPLES OF CONDUCT

"Children, obey your parents in all things: for this is well pleasing unto the Lord." *Colossians 3:20*

"Obey them that have the rule over you, and submit yourselves. . ." *Hebrews 13:17*

"For the commandment is a lamp; and the law is light and reproofs of instruction are the way of life." *Proverbs 6:23*

"Chasten thy son while there is hope, and let not thy soul spare for his crying." *Proverbs 19:18*

"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." *Proverbs 22:15*

"He that spareth his rod hateth his son: but he that loveth him chasteneth him betimes." *Proverbs 13:24*

"Withhold not correction from the child: for if thou beatest him with the rod, he shall not die. Thou shalt beat him with the rod, and shalt deliver his soul from hell." *Proverbs 23:13, 14*

1. Disrespect and disobedience to any authority will not be tolerated.
2. Mutilation or destruction of *any* property will not be tolerated. Parents will be billed for any damages incurred. If intentional, the student will be dismissed.
3. Lying, cheating, and stealing will not be accepted.
4. Horseplay of any sort is considered out of order.
5. No yelling in hallways, classrooms, or buses.
6. No chewing gum on school properties or buses.
7. Talking in class without permission is not allowed.
8. No passing or writing of notes anytime throughout the day.

9. Students are not to bring any articles which distract from academics — magazines, electronic devices, athletic equipment, trinkets, games, or toys.
10. No using of office phones without permission from office or supervisor.
11. A proper response to a yes or no question is "yes, sir" or "no, sir" and "yes, ma'am" or "no, ma'am" when addressing an adult.
12. No criticism of supervisors, policies, or students.
13. Bus misconduct will result in the loss of bus-riding privileges and field trips.
14. Rock music, rap, and hip/hop related material, or conversation regarding the rock music culture will not be tolerated.
15. Attendance at movies is strongly discouraged and talk at school about inappropriate movies is not allowed.
16. Students using or talking in a flippant way about alcohol, tobacco, or illegal drugs will be subject to immediate dismissal.

STUDENT CONDUCT & DISCIPLINE

Parents and supervisors must cooperate fully with one another. Anything said or done which tears down respect and confidence for either one will harm the child. When there is a misunderstanding, a student should take it quickly to the supervisor. Often a conference or even a note can clear up the difficulty.

If a student brings a problem home to you, please encourage your child to go immediately to the supervisor involved and resolve the problem. If the problem then is not completely resolved, immediately call the office to set up an appointment with the supervisor for a conference by phone or in person.

Various forms of correction may be used depending upon the nature and severity of the problem. The more you become involved in correcting behavioral problems at home, the more your home will be strengthened. However, if correction of a problem must be assumed by the school, one or more of the following may be used: phone call, conference, suspension, or expulsion.

DETENTION/DEMERITS



SCHOOL GUIDELINES

As an integral part of the Lighthouse Christian School Drug and Alcohol Prevention Program, these guidelines represent only one component in a school-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. The Lighthouse Christian School will make every effort to provide a safe and healthy environment for students, with due consideration for their rights and responsibilities.

NO RIGHT TO A HEARING / BURDEN OF PROOF

Nothing in these policies shall be construed as granting a student the right to any hearing with the Administration, the School Board, or any other School body or official. The School Board may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The School Board and Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration or School Board for the purpose of disciplining students of Lighthouse Christian School shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the Administration or School Board for the purpose of disciplining students of Lighthouse Christian School shall not be subject to further review by any body or court.



The paramount rule is "DO RIGHT". Demerit marks are given for disturbance or broken rules. The following is a time schedule of detention time to be served according to demerits attained.

<u>Academic</u>	<u>Correction</u>
1-8 demerits per day	Missed Breaks
9-12 demerits per day	20 minutes of detention
13-16 demerits per day	30 minutes of detention
17-20 demerits per day	40 minutes of detention
21-24 demerits per day	50 minutes of detention
25-28 demerits per day	60 minutes of detention
29+ demerits per day	Follows same as more than 2 hrs. per week as listed below
1st time – A total equaling more than 2 hrs. of detention in one week of each quarter requires a parent conference.	
2nd time – A total equaling more than 2 hrs. of detention in one week of each quarter: 2 days of probation	
3rd time – A total equaling more than 2 hrs. of detention in one week of each quarter: 5 days of probation	
4th time – A total equaling more than 2 hrs. of detention in one week of each quarter: 1 day in-school suspension.	
5th time – A total equaling more than 2 hrs. of detention in one week of each quarter: 1 day out of school suspension.	
6th time – A total equaling more than 2 hrs. of detention in one week of each quarter: 2 day suspension.	
7th time – A total equaling more than 2 hrs. of detention in one week of each quarter: fail for the quarter and all work must be repeated in each subject.	

Detention time will be served with a staff member during or after school. The student may be assigned additional duties to do during this time. Parents will be notified of any detention by a Corrective Action Notice, which will list all infractions which caused the detention and will state at what time of day the detention will be served. This notice must be signed and sent back to school the following day.

Absences due to suspension will be unexcused. Excessive detention may result in dismissal from school.

"And they shall teach my people the difference between the holy and profane, and cause them to discern between the unclean and the clean." **Ezekiel 44:23**

MERITS & PRIVILEGE LEVEL

Just as demerits and detentions are used in the discipline of a student, merits and privilege levels are positive incentives designed to promote learning achievement. Merits (the opposite of demerits) are earned for a variety of things, including but not limited to:

- No demerits per day
- Monthly Scripture memory
- Perfect daily goal check
- No required homework in one week
- Scoring 100% on a test
- Attaining any “Thousand Club” membership

Merits are kept by the individual student and may be used to “purchase” items from the Merit Store.

Privilege level status is another reward for work accomplished and progress achieved. This is used to teach the student that privileges are earned only with the addition of responsibilities. Each level status must be earned consecutively. Requirements and privileges are as follows:

“L” privilege level: The first level. Responsibilities include approximately 2 PACEs a week, academic balance the third week, no more than a weekly total of 45 minutes of detention, and weekly Scripture said by Thursday. Privileges include extra break time, quiet activities in office upon completion of daily goals, and participation in weekly field trip.

“C” privilege level: The second level. Responsibilities are the same as “L” level, with the exception of a 30 minute detention limit, and the addition of a short oral report. Privileges are the same as “L” level, with the addition of being out of seat without permission in the Learning Center.

“S” privilege level: The highest level. Responsibilities are identical to “C” level, with the exception of NO detention, a book report rather than oral (report qualifies student for a four-week period), and the addition of participating in Christian service on a regular basis. Privileges are the same as “C” as well, with the addition of leaving the Learning Center at will for approved activities.

SCHOOL-

SPONSORED



Statistical Reporting and Confidentiality of Urine Drug Test Results

The Medical Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Lighthouse Christian School Board. However, the Medical Vendor will provide the Principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

PICK-UP PROCESS

The collector is responsible for seeing that specimens are picked up by the testing laboratory’s courier and the Chain of Custody form properly annotated.

POSITIVE RESULT DEFINED

The School Board shall define the appropriate quantitative levels for positive results in consultation with the Medical Vendor.

NON-PUNITIVE NATURE OF POLICY

The results of drug tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Lighthouse Christian School Board will not solicit. In the event of service of any such subpoena or legal process, the student and the student’s custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Lighthouse Christian School Board, to the extent permitted by such subpoena or legal process.

ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Lighthouse Christian School students:

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene.

- b. Depending on the substances found in the urine, if necessary the MRO will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen.

Finally, the MRO, based on the information given, will certify the drug test results as positive or negative and report this to the Principal and/or other appropriate school officials, initially reporting positive results by phone. Under some circumstances, the MRO will also notify the designated school official that a drug test returned positive but was adequately explained giving only the dates of the collection and reporting. Example(s):

A drug screen positive for codeine may be ruled negative by the MRO when he receives a letter from the treating physician that the student has been prescribed Tylenol© with codeine as a pain medication following tooth extraction.

Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the MRO.

Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the MRO.

- f. The MRO may use quantitative results to determine if positive results on repeat specimens indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

The MRO will complete the final review on the drug testing custody and control form and return the appropriate copy to the Principal in a confidential manner.

TRIPS & ACTIVITIES

The same standards of conduct and dress required of students at school are also required of students on school-sponsored trips and school-related activities.

Parents visiting the school or attending school functions are also requested to respect these standards in their dress.

WORLDLY MUSIC POLICY

The purpose of *Lighthouse Christian School* is to give direction to our young people, not only academically, but also spiritually.

Because worldly music is part of the counter-culture which has as its purpose planting seeds of rebellion, immorality, and lawlessness, *Lighthouse Christian School* takes a firm stand against any form of worldly music, including so-called "Christian rock." We consider the listening to this kind of music detrimental to the spiritual, moral, and academic life of a person, which in turn affects the atmosphere of our school.

Parents can support the school in this policy by the principle of replacement. Substituting wholesome, uplifting music, both sacred and classical, will address the spiritual, mental, and physical needs of their child as exemplified by David's ministry before Saul in (1 Samuel 16:23). *"And he hath put a new song in my mouth, even praise unto our God..."* (Psalm 40:3)

SOLICITATIONS PROHIBITED

Solicitation is forbidden at *Lighthouse Christian School* without the specific approval of the administration. This includes the selling of tickets, candy, distribution of political material, or circulation of petitions.

ARTICLES PROHIBITED

Tobacco products, alcoholic beverages, narcotics, dice, playing cards, knives, guns, explosives or weapons of any kind, radios, tape recorders, magazines or books not related to class work, live animals/pets, and anything depicting scenes or insignias associated with rock music are not permitted on school property. Cell phones, cd players, iPods, MP-3 players, video games, or any other electronic devices are also prohibited from classroom unless approve by staff in advance. Students are not allowed to be on the internet without adult supervision.



SOCIAL MEDIA & COMPUTER GUIDELINES

We strongly suggest to parents to limit their child from the use of social media. There is much in social media that can be used to destroy, but there's equally as much that can be redeemed for the cause of Christ. We offer some guidelines:

- ◆ Never miss a chance to say something positive. If you have a chance to tweet, update a status, "like" or comment on something great that's happening at Lighthouse Christian or someone said about Jesus, or the church take it. Be yourself and be genuine. Don't say stuff you don't mean.
- ◆ Use your head. Be wise about what you say online. More than representing Lighthouse Christian, you represent Jesus to the world. Think through how the public comments, posts and "like" will be privately perceived. If you like it or share it, you endorse it. So if in doubt, leave it out!
- ◆ Keep the big picture in mind. Get in the habit of conducting a self-review of your social media every few months. We post in isolated moments, but people can see the whole picture at any point. Ask yourself, are a majority of your posts negative, boastful, hyper-spiritual or venting? Do they portray you as a Christian.
- ◆ Don't use email for hard conversations. Talking face to face leaves the least chance that you'll be misunderstood, and no chance that your exact words will be copied and posted out of context and forwarded to others.
- ◆ Respond to accusers in private, not public. Arguing, maligning or even teaching in a public forum like Facebook, Twitter or a blog comment section is tricky business.
- ◆ Your Blog and your Email is not just your Blog and Email. Gossip detracts from the cause of Christ and diminishes your influence.
- ◆ The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.



TESTING OF URINE SPECIMENS

The Medical Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS). The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a Gas Chromatography/Mass Spectroscopy (GC/MS) confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens:

Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Phencyclidine, Propoxyphene

MEDICAL REVIEW OFFICER (MRO) RESPONSIBILITIES

The Medical Vendor will provide MRO services by a licensed physician who is trained and certified by the Medical Review Officer Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the Lighthouse Christian School Student Drug and Alcohol Abuse Policy as to the evaluation of positive drug tests and reporting findings to the Principal and/or other appropriate school officials in a timely and confidential manner. All results will be kept on file for a period of seven years.

The MRO will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The MRO determines if any discrepancies have occurred in the Chain of Custody.

- e. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
 - f. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (60 ml) in one attempt. The student is also told they are to hand the container of urine to the collector, to run no water while in the bathroom, and not to flush the toilet until the specimen is given to the collector.
 - g. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then re-wash their hands.
 - h. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.
 - i. With the student watching, the collector will pour the specimen into the two bottles, then recap the specimen bottles tightly. If tampering is suspected, the principal will be notified immediately and a second specimen will be requested. The suspected tampering or adulteration will be noted on the Chain of Custody Form. Both specimens will be submitted to the laboratory for testing. A second suspected tampered specimen will be considered refusal to test and the Principal notified.
 - j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
 - k. The student is asked to initial the bottle seals and transport bag.
 - l. The sealed bottles are placed inside the transport bag and the top sealed as directed.
 - m. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.
 - n. While the student watches, the sealed specimen bag is carried to a secured storage area.
 - o. The student is then released to his/her parents/guardian or sent back to class.
 - p. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- The Principal will be notified immediately of any student who refuses to give a urine sample.

NON-SPONSORED PARTIES

The school cannot be responsible for any party or social event that is not officially approved and sponsored by ***Lighthouse Christian School***.

AREAS OF ATTITUDE CORRECTION

Disobedience:

- ♦ refusing to carry out a specific command or request
- ♦ performing a duty in a way previously not instructed
- ♦ silence - non performance
- ♦ "No" utilized in defiance of authority
- ♦ delays in promptly carrying out commands or requests

Disrespect:

- ♦ "yeah," etc.
- ♦ improper voice tone in answering
- ♦ flippant or rebellious attitude revealed through body movements
- ♦ attitude of ingratitude
- ♦ attitude of disregard for feelings or worth of others
- ♦ questioning attitude or verbal questioning after specific requests have been made
- ♦ name-calling of adults or peers
- ♦ violation of others' rights or property

Irresponsibility:

- ♦ failure to bring in homework or bringing in incomplete or unsatisfactory work
- ♦ not following through on projects or assignments
- ♦ disorderly desks

SUSPENSION

A student whose deportment has been shown to be unacceptable may be subject to suspension. This means the student would not be allowed to attend class for the duration of the period of suspension. Further disciplinary action would result in dismissal. While on suspension, a student must not be on the school grounds, attend any function, or be permitted to make up class work or tests. All such work missed will result in zeros being given in all subjects and averaged in with the current term's grade. In-house suspension may be used in lieu of at-home suspension in some cases.



DISCIPLINE PROCEDURES

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their responsibilities.

All new students are admitted on probation for the first 60 days. The student must at all times conduct himself in a manner becoming a Christian. **Gripping is not tolerated!** If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally based and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accordance with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child. At this time parents may appeal to the advisory board, which is made up of the Pastor, deacons and trustees of Lighthouse Baptist Church.

High school students in particular because of their testimony before the younger children, are trained to adhere to the school's philosophy and Christ-centered program. Such adherence includes abstinence from tobacco products, use of narcotics, listening to secular or religious rock or country music, dancing, swearing and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

At LCS, discipline is maintained that is firm, consistent, and tempered with love. Our staff maintains standards of behavior in the learning center through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all aspects of life.

SAMPLE COLLECTION

Samples will be collected as outlined under Medical Vendor Requirements below. Any student unable to produce an adequate specimen of urine during the collection period will be retained at the collection site and allowed to consume up to 8 ounces of water during the next 2 hours. Students not able to provide an adequate urine specimen in two hours will be viewed as refusing to test and subject to this Policy's actions in that regard; the student will be immediately subject to continuation of all disciplinary proceedings, including expulsion.

CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Policy must sign a Confidentiality Statement (Exhibit B).

MEDICAL VENDOR REQUIREMENTS

At a minimum, the Medical Vendor must be able to provide the following services:

1. Collection of Urine Specimens

The Medical Vendor will train and certify identified school personnel as collectors who will oversee the collection of urine specimens as outlined below. Chain of Custody forms will be provided by the Medical Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

COLLECTION PROCESS

Students are escorted to the collection site. A specimen of urine is collected following this process:

- a. Student first is asked to wash their hands with soap and water, while observed, and dry them with a paper towel.
- b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- c. The drug testing custody and control form is completed by the student and collector.
- d. The collector opens a sealed split specimen transport box, prepares the urine bottles, and gives the collection cup to the student.

If the student and parent/guardian/custodian refuse the voluntary drug test, the School shall process the case in the manner it would process any other 'under the influence' situation pursuant to the Lighthouse Christian School disciplinary policies, up to and including permanent expulsion from school. Refusal to voluntarily submit to drug testing will not result in the disciplinary matter automatically being discontinued.

POST-TEST RESULTS

Test Results Positive:

The School Administration shall have the sole discretion and authority to determine an appropriate remedy for positive drug test results. Available remedies shall include any appropriate discipline under school policy, up to and including permanent expulsion from school, suspension for a period of time, conditioned status enrollment or re-enrollment, or any other discipline determined to be appropriate by the Administration in its sole discretion. For any discipline other than immediate expulsion, the student will agree as a condition of continued enrollment, with signed parental consent, to be randomly tested by urine drug screening four times in the next one hundred and eighty (180) consecutive calendar days during the normal school term or until graduation (for seniors). The student will be excluded from all extracurricular activities for one hundred and eighty (180) consecutive calendar days during the normal school term, beginning when the student is readmitted to school. A subsequent positive test on any of the four random screenings will result in immediate expulsion from school. Dates for all such random screenings shall be selected by and at the discretion of the Administration.

Test Results Negative:

If the student and parent/guardian/custodian agree to urine testing, the student will be suspended from school while test results are pending. If the test results are negative (usually known within three (3) days) and the Administration, in its discretion, believes all factors so warrant, the student may be returned to school and the student's record may be expunged of the suspension and the parent and student will be asked to meet with the Administration to assess possible reasons for the student's extraordinary behavior or other circumstances which lead to the 'under the influence' accusation. A negative test result will not automatically warrant dropping all disciplinary consideration for using a banned substance.

DISMISSAL

A student may be dismissed from the school at any time he is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration and further reviews or appeals cannot be considered.

Elementary: Dismissal occurs when a student is not performing within the boundaries of Christian attitude or conduct. Students who are dismissed may not be considered for re-enrollment for a minimum of one full quarter. Parents must meet with the administration before re-enrollment will be considered.

High School: Dismissal occurs when a student has obtained excessive demerits or when a student is not performing within the boundaries of Christian attitude or conduct. Students who are dismissed may not be considered for re-enrollment for a minimum of one full quarter. Parents must meet with the administration before re-enrollment will be considered.



BINDING ARBITRATION

SECTION 1 - SUBMISSION TO ARBITRATION

Believing that lawsuits between believers are prohibited by Scripture, all members of this church and/or those who place their children in the church's Christian school ministry agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 2 - NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to this school handbook or other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to Section 3, below.

SECTION 3 - LIMITATIONS ON ARBITRATION DECISIONS

The Procedures for Arbitration shall be as adopted by the pastor and the board of deacons and trustees of Lighthouse Baptist Church.



REASONABLE CAUSE FOR URINE DRUG TESTING

Reasonable cause for urine drug testing under this policy shall exist when the 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 urine drug test would assist in its final determination. The Principal, in his/her sole discretion, shall make the final decision on behalf of the Administration as to whether a reasonable suspicion exists.

Factors to consider when determining reasonable suspicion include, but are not limited to, the following: Observation by the Administration or staff of odors, pupillary changes, slurred speech, lack of normal coordination or other observable behavior that is an indication of being under the influence of drugs, mood-altering substances or alcohol; possession of such substances; reports (deemed by the Administration to be credible) made to the Administration or staff of use or possession of such substances; any other indicators which the Administration, in its sole discretion, deem sufficient to create a reasonable suspicion of use, possession, or distribution of such substances.

OPTIONS FOR STUDENTS FOUND TO HAVE REASONABLE CAUSE FOR URINE DRUG TESTING

Option A:

As outlined in the Lighthouse Christian School Student Drug and Alcohol Use Policy, when a student meets the criteria for reasonable cause for urine drug testing and the Administration determines that a drug test is necessary, the student and parent/guardian/custodian will be informed by a school official that the Administration has requested a urine drug test. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending. The school official shall request that the student and the parent/guardian/custodian review and sign the voluntary consent form to allow urine drug testing. The student and parent should be informed that testing can both confirm suspicion of drug use or verify non-use.

Option B:

GUIDELINES FOR VOLUNTARY URINE DRUG TESTING

OVERVIEW

This Policy for voluntary drug testing of students is accomplished in conjunction with an independent drug testing laboratory and Medical Office (Medical Vendor) selected and approved by the School Board. Students who are suspected of being under the influence of drugs, mood altering substances or alcohol may be asked to voluntarily submit to collection of a urine specimen to be evaluated by the Medical Vendor for purposes of determining the presence of such illegal substances.

An initial suspicion that a student is under the influence shall be determined by the Administration as outlined in this Policy. The Administration, in its sole discretion, may determine that a drug test is not necessary to substantiate its belief that a student has used or possessed drugs, alcohol, or other mood-altering substances. In such cases, appropriate discipline shall be administered, and nothing in these policies should be construed as requiring further drug testing of the student before making a final decision. However, should the Administration determine, in its sole discretion, that obtaining the results of a drug test would assist in its determination, the request for a urine specimen and the specimen collection shall occur as outlined below.

The Medical Vendor will train and certify school personnel annually as collectors who will oversee the collection of all specimens as outlined in this policy. The actual testing and verification of results are accomplished by an independent medical vendor and licensed physician, both of whom are trained and certified in the process and interpretation of drug testing results. The actual laboratory testing, certification and interpretation of the drug test is not done by any school personnel. The use of an outside medical vendor insures both accuracy and confidentiality.



CLOTHING REGULATIONS AND PERSONAL APPEARANCE

Why a uniform?

1. A uniform prevents Christian youth from being a stumbling block through immodest or sloppy dress.
2. Uniforms and high standards help prevent giving offense.
3. Uniforms result in higher discipline and higher academics.
4. Uniforms help improve a student's self-image.
5. Classroom decor is provided by uniforms.
6. Uniforms provided distinct difference; "being not conformed...but...transformed."
7. Uniforms give identification for building school *esprit de corps*.
8. Uniforms reduce yearly clothing costs.
9. Uniforms eliminate competition in dress between potential social climbers.
10. Uniforms eliminate the daily decision of what to wear.
11. Uniforms standardize and neutralize external while enhancing individualization in internal values.

UNIFORMS

All returning students will be required to be in uniform the first day of school. Students not in uniform will be dismissed from classes.

All new students will have 30 days to be in uniform. After a 30-day period students not in uniform will be dismissed from classes.

All uniforms should be clean, in good repair, and well-pressed.

A student who is not in proper uniform will be dismissed from school for the day and his absence will be counted unexcused.



Boys:

Hair: Must be cut in a standard, conservative cut, must be off the collar and ears and have a tapered or blocked with a tapered appearance. Dying or coloring the tips of the hair is not allowed. No fad hair cuts are allowed. Hair must be combed away from eyebrows as to maintain one inch between brow and hairline. Sideburns are to be no longer than the ear opening. Facial hair is not permitted; students with stubble will be dismissed from school.

Decorative Items: No pins, bracelets, necklaces, earrings, or questionable rings or watchbands. Body piercing will not be allowed.

Girls:

Hair: Must have modest, conservative styles; should not resemble a man's hair style in any way. It must not hang over or on one's eyebrows, and it should be styled in a way as not to cast shadows on one's eyes.

Decorative Items: Makeup and jewelry should be conservative and minimal. Only one earring (smaller than a dime in size) per ear, in the earlobe. Body piercing will not be allowed. All other pins, bracelets, rings, etc. should be modest in appearance.



constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the Administration. Refusal to submit to a urine test shall not be uncooperative behavior.

Zero Tolerance: The School, believing that a student who uses or distributes drugs/mood-altering substances/alcohol or drug paraphernalia presents a danger to the parents and students of the School, will act to expel said student for not less than one semester and/or exclude him/her from extracurricular activities for a period of one hundred and eighty (180) consecutive calendar days during the normal school term.

Rules and Regulations

A student who on school property or anywhere at a school sponsored activity is under the influence of alcohol, drugs, or mood-altering substances, or who possesses, uses, distributes, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Lighthouse Christian School Discipline Policies and the policies outlined below.



Intervention: The effort to provide assistance to students and their families when the student's behavior is not conducive to learning. In certain specified situations, it is action taken to resolve behavior problems which take place on school property or at activities sponsored by the school.

Medical Review Officer (MRO): A licensed physician trained and certified in the process and interpretation of drug testing results.

Medical Vendor: The medical office or company selected by the Board to carry out this Policy of drug testing.

Possession: To possess or hold, without any attempt to distribute, any alcohol, drug or mood-altering substance determined to be illegal or as defined by this policy.

Prevention: Activities designated to motivate students to avoid chemical use.

Quantitative Levels: The measurement levels of specific chemicals in the urine reported usually in nanograms per milliliter (NG/ml).

SAMHSA: The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

School Property: Includes not only actual buildings, facilities, and grounds on the school campus but also includes school buses, school bus stops (if any), school parking areas, and any facility being used for a school function.

School Sponsored Activity: An activity that is funded (in whole or in part) and/or supervised by the school, or facilitated through a school project. This includes activities funded (in whole or in part) with student activity funds.

Support Groups: Groups available to students in rehabilitation, high risk students, children of parents who abuse drugs or alcohol, or other students identified by the Administration as being in need of support.

Treatment: A structured, supervised experience designed to help a person change behaviors which are causing serious problems for the person.

Uncooperative Behavior: Resistance on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall

CHRISTIAN LAW ASSOCIATION

CHRISTIAN EDUCATION AND YOUTH MINISTRY

VIOLENCE PREVENTION POLICIES



VIOLENCE PREVENTION POLICIES

I. FOREWORD

Each instance of school violence poses a serious threat to the safety of students and creates the potential for liability of school officials and the church or school ministry itself.

Christian schools are not immune from the wave of school violence in America. Twenty-five percent of students reported that they had been threatened with a weapon during the last school year. Ten Percent of school principals reported serious incidents of violent crime occurring in their schools. In the last 20 years, 50 people have been killed and 96 wounded in school shootings across the country.

This policy is designed to complete the steps that are reasonably indicated by current trends in education and represents our due diligence to prevent the occurrence of violent acts within our school. As the Scriptures indicate, God has given us all a free will to make choices in life, some of which have drastic consequences. Therefore, no policy or rule can completely eliminate or prevent the possibility of an individual's choice to act out in a violent and destructive manner. However, students must receive the message that violence is not to be tolerated and that those who choose to resolve differences by resorting to intimidating threats or violence will be dealt with firmly and with demonstrated consequences.

Preventive strategies must continue to be widely incorporated into the curriculum through a strong foundation in Biblical values and a respect for the dignity and rights of others. Lighthouse Christian School will continue to develop strategies and methods in order to ensure the safety and protection of its students in years to come.

Statement of Principle:

With the cooperation of family, church and school, Lighthouse Christian School endeavors to fulfill its mandate to serve all the students entrusted to its care. To this end, Lighthouse Christian School is committed to establishing a strong circle of support consisting of students, teachers, parents/guardians, support staff, pastors and administrators who are united in faith and dedicated to carrying out the spirit of these policies.

Distribution: Delivering, selling, passing, sharing, or giving any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

Drug/Mood-Altering Substance/Alcohol: Shall include any alcohol, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, any controlled substance, marijuana, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the school administration, annotated within the student's health record and given in accordance with the school policy for the administration of medication to students in school.

Drug Paraphernalia: includes any utensil or item which in the school's judgment can be associated with the use of drugs, alcohol, or mood-altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

GC/MS: Gas Chromatography/Mass Spectroscopy; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

High-Risk Student: Any student exhibiting behaviors indicating a potential for, or an established pattern of endangering his/her own life or well-being. This group may also include those students whose environments contain elements that typically lead to self-destructive or neglecting behaviors, such as children of parents who abuse drugs or alcohol, abused children, neglected children, or other poorly nurtured youth.

Illicit substance: A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.



The purpose of this Policy is threefold:

- (1) to provide for the health and safety of all students;
- (2) to improve the school learning environment by eliminating the disruptive behaviors of students under the influence of drugs, mood altering substances or alcohol;
- (3) to encourage students who use drugs to participate in drug treatment programs. It is designed to create a safe, drug free environment in which students can optimally learn and assist them in getting help when needed. All school personnel shall use the following rules, regulations, and guidelines as an extension of this policy when responding to drug, mood altering substance, and alcohol related situations.

DEFINITION OF TERMS

Banned Substance: A substance defined by School policy as being banned from use by students.

Chain-of-custody Form: A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor and then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Chemical Abuse Specialist: A certified program specialist with expertise in the area of chemical dependence and assessment.

Chemical Dependency: The use of any chemical substance to a degree where the individual begins to depend on the substance physically or psychologically in order to function.

Confidentiality: Between students, staff members and parents, confidentiality shall be respected and no confidential communication may be disclosed to a third party without the consent of the student or his/her parent/guardian unless the best interest of the student can be served only by doing so. Nevertheless, school officials may discuss a student's confidential communications with his/her own parents. School officials discussing confidential communications with other school officials for official purposes shall not be considered disclosure to a third party.

Cooperative Behavior: The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with the requests and recommendations of the Administration.

Discipline in the Christian school must transcend the conventional code of human ethics and behavior. Discipline is not just rules and regulations that must be followed, but is to be the development of *self-discipline* in which all participants are “*to be conformed to the image of his Son*” (**Romans 8:29**).

Not all situations involving violence that may occur in schools can be covered by a policy statement. It is the purpose of these policies on Violence Prevention to bring about an element of consistency, without impeding the judgment of school administrators when dealing effectively with the variety of activities which they may encounter.

Within this context, Lighthouse Christian School acknowledges the following rights for its students and staff:

1. to be respected by all members of the school community;
2. to work and learn in a safe and orderly environment; and
3. to access facilities and to participate in programs offered by the school without fear of violence.

Lighthouse Christian School also acknowledges the following responsibilities for its students and staff:

1. to respect all members of the school community;
2. to contribute positively to the Christian climate of the school;
3. to respect the property of the school and of all members of the school community;
4. to respond positively to the educational environment provided by the school community; and for students specifically;
5. to comply with all school expectations, procedures and codes of behavior; and
6. to give respect and cooperation to all persons in positions of authority in the school.



II. GENERAL

Policy

1. Lighthouse Christian School does not tolerate violence in any form. Lighthouse Christian School, including staff, students, parents, and trustees is committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family - student, teacher, parent/guardian, support staff, board member, pastor or others while on school property and at school sponsored events - is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious and respectful.
2. The School Board is committed to implementing effective measures that deal with violence in schools. These measures include the establishment of preventive procedures, the incorporation of violence prevention into the curriculum, the establishment of codes of behavior for the school (both elementary and secondary divisions), provisions for dealing with violent incidents and their aftermath, and provisions for the reporting of violent incidents.
3. In recognition of the ethnic and racial diversity of its students, Lighthouse Christian School shall treat each person equally and fairly and without regard to gender, race, or ethnicity.
4. Lighthouse Christian School is committed to the administration of disciplinary action in accordance with School Board policy and all applicable legislation, both state and federal.

Regulations:

1. The School Board will administer the Violence Prevention policies in conjunction with the Administrator, principal, and other administrators.
2. The principal will implement the Violence Prevention policies and ensure awareness of these policies and their procedures by staff, students and parents on an annual basis. This will include the enforcement of all handbook provisions and the reporting of violent incidents.
3. Staff from all work sites shall be in serviced annually regarding the Violence Prevention policies.

POLICY FOR REASONABLE SUSPICION STUDENT DRUG TESTING

This policy defines factors to consider in determining whether a reasonable suspicion of drug or alcohol use exists and what the options are if a student suspected of being under the influence of an illicit drug or in possession of alcohol, illicit drugs or drug paraphernalia. This policy applies to all students, not just athletes. This Reasonable Suspicion Policy firmly states to the student body that the use of alcohol or other mood altering substances will not be tolerated.

LIGHTHOUSE CHRISTIAN SCHOOL STUDENT DRUG AND ALCOHOL USE POLICY

Philosophy

The Lighthouse Christian School recognizes and affirms the individual value and potential of each student. This policy, including its rules, regulations and guidelines is a coordinated effort by the school to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population. This policy is further implemented to protect students and staff who do not use drugs, alcohol, or mood-altering substances from the potential threat of violence posed by those who do. This policy does not grant to students any right to be tested for drugs prior to disciplinary action, nor does it require the Administration to obtain the results of a drug test before taking disciplinary action against a student for suspected drug use.

Policy Statement

Lighthouse Christian School will work to educate, prevent, assist, and intervene in the use or abuse of all drug, alcohol and mood-altering substances by the entire student population and to implement a program of deterrence as a pro-active approach toward a truly drug free school. Further, the School recognizes that students using illegal drugs pose a threat to their own health and safety, as well as to that of other students and have a detrimental affect on the learning environment of their classes.

- e) Evacuation procedures to be followed:
 - i) Should an unidentified object be found, then a quiet and systematic evacuation from the area should be conducted. **AVOID PANIC.** Never tell anyone that there is a bomb in the building.
 - ii) Ensure that access/exit routes have been searched prior to any evacuation and that people are instructed to direct students along these safe access/exit routes.
 - iii) Use fire emergency procedures to effect a safe and orderly evacuation.
 - iv) Ensure that the evacuation provides a separation of at least 100 yards in all directions from the unidentified object.
 - v) Under no circumstances should elevators be used. Special provision will have to be made for the evacuation of handicapped individuals.
 - vi) Once evacuation is completed, the principal must be so notified.
 - vii) Students and/or employees shall return to the building only on the direction of the principal.
- f) Follow-up procedures:
 - i) An Incident Report must be completed.
 - ii) Communications with parents with respect to bomb threats will not normally be required except in response to a direct question or where, in the opinion of the principal, communication is needed to clarify erroneous rumor.



4. Policies and regulations to assist in maintaining a safe and harmonious school climate have been established under the following policy headings.
5. In recognition of exceptional circumstances and exceptional students, and subject to the severity of the incident and a student's ability to understand and comply with the Violence Prevention policies, the regulations may be applied at the discretion of the principal.

III. DISCIPLINE

Policy

1. When reasonably indicated, necessary discipline measures shall be instituted by the administration with appropriate respect for the dignity and rights of all students.
 Lighthouse Christian School, while recognizing that the primary authority and responsibility for discipline resides with the parents of each student, approves the establishment of a Discipline policy which shall:
 - a) establish and maintain a climate within student activities which will allow students to learn without unnecessary distraction or disruption;
 - b) assist students in the recognition of, and respect for, the rights of other persons by educating them on appropriate behavior and treatment of others;
 - c) assist students in the development and practice of academic honesty and integrity;
 - d) assist students in the development of a respect for property; and
 - e) assist students in the achievement of the self-control and self-discipline evident in the life of an individual exhibiting godly character.
2. Lighthouse Christian School supports its staff in its dealing with any student who is involved in acts which are seen to threaten the safe and harmonious environment of the school community.



Regulations:

Definition of Discipline

“The ability to cooperate with others.” In the school context, discipline educates children that obedience is reasonable and necessary to productive and peaceful interaction with others. At the same time, discipline teaches children to develop the character they will need to be a positive Christian impact on their community and to accept responsibility for the consequences of their actions. Through time, students will develop a self-discipline rooted in a recognition of biblical principles and a respect for others rather than a fear of punishment. School discipline thus serves to teach students how to distinguish between socially acceptable and unacceptable behavior.

1. The school’s Discipline policy focuses on encouraging positive student behavior. It is expected that a firm, fair, and consistent application of this policy shall prevail in all disciplinary actions. Students and parents should be made aware of the school’s policy and expectations, as well as the consequences of one’s not being able to abide by the rules and regulations established by the Student Handbook.
2. Discipline is learned and should be taught in the home, as well as the school. This learning process should assist each student in developing self-discipline and a sense of responsibility. To assist in achieving these results, administration and staff shall:
 - a) establish a godly example for students by encouraging and modeling appropriate language, dress and attitude;
 - b) establish discipline in the school, through planning and implementing activities and practices that enhance students’ self-concept;
 - c) refrain from discipline practices that include sarcasm, humiliation, and ridicule;
 - d) communicate clearly to students and parents:
 - i) the duties of a student;
 - ii) the rules and procedures of the school;
 - iii) teachers’ expectations and standards for student behavior; and
 - iv) the practices that relate to disciplinary action and how these will be enforced consistently.
 - e) emphasize preventive measures that include the continued use of:

- 6) Search areas should be small enough so that the search can be conducted in 15 to 20 minutes or less.
- 7) Do not stop the search if a suspected object is found, but continue to ascertain that the other areas are clear.
- 8) All findings, including negative reports, should be relayed to the principal as soon as possible.
- 9) If an unidentified package or object is found, **DO NOT TOUCH IT.**

The decision to evacuate may only be made by the principal after consideration of the circumstances surrounding the threat.

Note: It is recommended by the police that no evacuation occur unless something of an unidentified nature is found.

- d) Action to be taken if an unidentified object or package is found:
 - i) If a suspected object or package is found, the finder must not move or handle it.
 - ii) The principal must immediately be notified of the following:
 - 1) location of the object;
 - 2) reasons for being suspected;
 - 3) description of the object; and
 - 4) any other useful information.
 - iii) If the police have not yet arrived, the principal will call 911 again to inform them that an unidentified object has been found, including the information in Regulation 2.d)ii) above.
 - iv) While awaiting the arrival of the Explosives Unit, the principal should:
 - 1) Establish perimeter control of the area to ensure that no one approaches or attempts to move the object;
 - 2) Endeavor to establish ownership of the object as there have been instances where property has been left behind by innocent people prior to the bomb threat being received;
 - 3) Determine the most direct route to the object; and
 - 4) Detail someone familiar with the building and area where the object is located to meet Explosive Unit personnel on their arrival and direct them to the suspected object.

- vii) In the event of a bomb threat during permit use and outside the regular school hours or office hours, the caretaker on duty in the building shall:
 - 1) follow the procedures as detailed in this policy;
 - 2) report immediately to the school administrator; and
 - 3) after consulting with the police and/or school administrator, clear the building of all people, if required.
- b) Initial response to a bomb threat:
 - i) When the bomb threat is by telephone call, the recipient should obtain as much information as possible.
 - ii) If possible, a second person should call the police on another line (telephone 911) while the first keeps the caller engaged. This may enable the call to be traced.
 - iii) In any event, responsibility for informing the police rests with the principal during working hours, the caretaker when on duty after school hours.
- c) The search procedure to be followed:
 - i) The principal will initiate a search immediately according to the bomb threat response plan, soliciting the cooperation of teaching, clerical and custodial staff in searching classrooms or other instructional areas, offices, lobbies, stairwells, washrooms, etc.
 - ii) The following guidelines should be adhered to in conducting the search:
 - 1) The principal alerts the staff required to participate in the search. A pre-arranged signal or code is recommended, such as a P.A. announcement.
 - 2) Do not alarm students. In order to prevent panic, staff must not inform them of the bomb threat.
 - 3) Teachers and other key personnel familiar with an area (i.e. classroom) should immediately, but unobtrusively, carry out the search and should focus upon locating an unexplained object in an unusual place.
 - 4) Special attention should be given to areas to which the general public has easy access such as lobbies, washrooms, stairways, halls, etc.
 - 5) The outside of the building and the parking lot must be included in the search plans.

- i) early identification and prevention programs;
 - ii) individualization of programs for students with learning needs;
 - iii) parent volunteers;
- 3. When disciplinary action is required, staff are obliged to work in close liaison with the students' parents and the administration.
- 4. Every effort shall be made through clear communication with the student and parents to pray with and counsel the student in order to effect positive change.
- 5. In the event that serious disciplinary action is required, the principal shall undertake the procedures outlined in Lighthouse Christian School's Student Handbook.
- 6. In disciplining a student, staff members shall refrain from the use of force or physical restraint except to protect oneself and/or other persons.
- 7. Lighthouse Christian School has established a Student Handbook which provides clear guidelines for acceptable and non-acceptable behavior for students.

NO RIGHT TO A HEARING / BURDEN OF PROOF

Nothing in these policies shall be construed as granting a student the legal right to any hearing with the Administration, the School Board, or any other School body or official. The School Board may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The School Board and Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration or School Board for the purpose of disciplining students of Lighthouse Christian School shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the Administration or School Board for the purpose of disciplining students of Lighthouse Christian School shall not be subject to further review by any body or court.



IV. POLICE INVESTIGATION

Policy

Lighthouse Christian School is committed to providing its students with a quality education within a safe and lawful school environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and others carrying out their responsibilities as part of a law enforcement investigation or proceeding.

Regulations:

1. In instances of police investigation, school authorities shall respect the rights of all individuals involved. It is an accepted position that parents and guardians place their children in the school's care during the hours that they are in school. School staff stand "in loco parentis" and may protect students from any irregular influence on their rights.
2. A criminal investigation can be initiated by the police, the appropriate children and family services department, the principal or designate, a victim or a victim's parent/guardian. The victim may be a student or a staff member. Any children and family services department personnel present at the facility in their official capacity should be considered "police officers" for the purposes of this policy.
3. Arrival of a Police Officer

When investigating an incident, police officers shall be admitted to a school when access to the building is required. When a police officer arrives at a school, the officer, as with other visitors, shall be required to contact the principal/designate regarding the purpose of the visit. The principal/designate shall create an incident report of such visits, including the name and badge number of the police officer(s) and a complete description of all activities.

4. Access to Information

Even if a person has a right to be present in the school and may be given access to interview a student, such right does not necessarily carry with it the right to have access to information in the possession of the school.



- b) Ensure that the building is evacuated. Consider as paramount the personal safety of all occupants.
- c) Evaluate the situation and attempt to determine the location of the fire while awaiting the arrival of the fire department.
- d) Extinguish the fire, giving due regard for personal safety and health. Do not attempt this if there is any question about personal safety.
- e) Follow the procedure for identifying when the school may be safely reoccupied (await the approval and clearance of the ranking fire department personnel responding to the scene).
- f) Complete a Damage Report if any damage was sustained.
- g) Attempt to discover the arsonist. Involve the Fire Marshall's office and/or police in this investigation.

2. BOMB THREATS

- a) General preparatory requirements for bomb threats:
 - i) The school has prepared a "bomb threat response plan" which is based on this policy, but reflects the unique needs of our building (i.e. size, location, number of floors, staff available, etc.). This is similar to the variations that schools have developed for fire emergency procedures.
 - ii) A pre-arranged signal or code should be established to convey the fact that there has been a bomb threat so that search procedures can be initiated. Staff should have a code by which they can signal the completion of the search of their designated area.
 - iii) All staff shall be informed of the procedures to be followed in the event of a bomb threat and procedures will be rehearsed and reviewed at least annually thereafter.
 - iv) Each person involved in implementing bomb threat procedures should have a copy of the response plan for that building (i.e. principal, secretary, clerical staff, head caretaker, etc.)
 - v) The decision to evacuate the school or workplace location will be the responsibility of the principal and must only be taken after consideration of the circumstances surrounding the threat.
 - vi) In the event that evacuation is required, the procedures used in fire emergency drills should be employed to vacate the building in an orderly and efficient manner.

X. TRESPASSING ON PROPERTY

Policy

All Lighthouse Christian School personnel are authorized by the School Board to exercise the rights and responsibilities of the Board as occupiers of school property.

Regulations:

1. The principal, teachers and support personnel shall safeguard the students in regard to trespassers on school property.
2. Unknown visitors may be requested to produce proper identification.
3. A person identified as a trespasser shall be warned by an “authorized occupier”.
4. Where there is an element of danger with respect to a trespass situation, the police shall be called immediately by the administration.
5. A trespasser is a person:
 - a) who has no legal right to do so and enters on a school site when entry is prohibited by signs or other notice;
 - b) who engages in an activity onto school property where the activity is prohibited by signs, markings or other notice;
 - c) who has no legal right to remain, and has been directed by an authorized person to leave the school property and does not do so.

XI. ARSON/BOMB THREATS

Policy

1. A fire safety plan has been established for Lighthouse Christian School. In the event of a fire, accidental or deliberately created (arson), the plan shall be activated. In the case of possible arson, the police shall be involved in the investigation.
2. A bomb threat procedure has been established for Lighthouse Christian School. All personnel involved in responding to such incidents will be thoroughly familiar with the appropriate regulations and procedures. In school facilities, the principal is designated to carry out these responsibilities.

Regulations:

1. ARSON
 - a) Activate the school evacuation, fire safety plan upon notification of a fire.

Should a police officer request information pertaining to a student or staff member, the principal shall ensure that the request is in writing, that it identifies the information requested and that it indicates the information is being collected for purposes of a law enforcement investigation. Consultation with the school’s attorney is advised if the information requested is of a personal nature or is information that is not normally disclosed under the circumstances.

5. The following provisions should be followed when police seek to interview/arrest a student.
 - a) Request to Interview a Student
 - i) Police officers or other officials, when requesting to interview a student at school, should have permission of the principal/designate. Cooperation is urged especially if the police officer convinces the principal that the need is urgent. Examples of an urgent need would be when it is necessary to protect the safety of a victim, to protect the public, to preserve evidence, and if the matter involves the school in some way. Police officers are urged to interview student witnesses before and after school hours when such investigation is not relevant to the school.
 - ii) The police officers should be requested to attend the school in plain clothes, not in uniform.
 - b) Informing the Parent
 - i) When a police officer is present with legal authority, the principal/designate shall request that parents be called before the student is interviewed by the police officer. However, the principal/designate shall take direction from the police officer with respect to the procedures for police investigations.
 - ii) The custodial parent(s) should be advised, specifically on that occasion, that it is the preference of the school that:
 - 1) the interview take place only with the prior knowledge and consent of the custodial parent(s) unless directed by the investigating officer that notification of the parents will jeopardize the integrity of an investigation;
 - 2) the interview take place in the presence of the custodial parent(s); and that
 - 3) the custodial parent is requested to be present.

- iii) Whenever the principal cannot speak to the custodial parent(s) in advance, the principal should use his/her own judgment as to permitting access, depending upon the particular circumstances of the case. However, full cooperation with official investigations is preferred.

c) Parent(s) Right to Be Present

If the parents cannot be present, the principal/designate “in loco parentis” will remain as an observer unless the pupil refuses or the police officer convinces the principal that such attendance will not be in the best interest of the student. If directed by the student or the police officer, after consultation with the student, to leave the interview, the school administrator/designate must comply. A principal/designate who does act as an observer in a student interview, can be called as a witness. If the student asks for advice about talking to the police officer, principal/designates shall not attempt to give legal advice to the student. The police may and should advise the student that he/she has the right to contact a lawyer.

d) Bringing the Student to the Office

On occasions when students are to be interviewed or arrested by police officers, they should not be called over a Public Address System to report to the office. The principal/designates must go to the classrooms to get such students.

e) Interviewing the Student

- i) no part of the interview will take place, and no questions will be put to a pupil, in the presence of other pupils;
- ii) unless it is not possible to do so in the circumstances, the interview and all questioning shall take place in the privacy of the office of the principal or in another room designated by him/her;
- iii) every effort reasonable in the circumstances shall be made to cause as little embarrassment as possible to the pupil who is being interviewed/questioned.

f) Post Interview

Whether or not the student is released after being interviewed, if the parents/guardians have not already been notified, the principal/designate and the police officer shall decide who will phone the parents/guardians. The parents/guardians of all students interviewed at school by the police during an investigation must be contacted with the least possible delay. 54

4. Statements

- a) The principal may question a student or visitor in furtherance of an investigation conducted for the purposes of maintaining order and discipline within the school or at an authorized off-property school function.
- b) When it is evident that a situation under investigation may result in the filing of criminal charges against a person, the principal or designate shall refer the matter to the police and shall refrain from any further action or discussion of the situation until the police arrive.

5. Sanctions

- a) Where a properly conducted search results in the location and seizure of substances or objects prohibited under this policy, disciplinary action against a student shall be taken in accordance with other sections of the Violence Prevention policies and other policies that may apply.

Disciplinary action against visitors shall be taken in accordance with these policies, specifically Trespass to Property and other consistent policies.

- b) In all cases, consideration is to be given to referring offenders to appropriate counseling or similar intervention, even if this is not expressly mandated by the relevant policy.



- i) Students shall have no reasonable expectation of privacy in any areas designated to them for storage of personal belongings on school property (i.e., lockers, offices, cubby holes, etc.), nor shall students have a reasonable expectation of privacy in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, purses, book bags, wallets, pockets, etc.)

2. Search of a Person

- a) Where the need for a personal search is indicated, the individual involved may be given the opportunity to produce the substance or object which he or she is suspected of possessing.
- b) Unless circumstances dictate that it take place immediately, a personal search shall be conducted in a private location designated by the principal.
- c) An adult witness shall always be present when a personal search is conducted. No cross-gender personal search will be conducted.
- d) Where the need for a personal search is indicated, a principal or designate shall have the discretion to refer the matter to the police for assistance or advice.

3. Search of Property

- a) Property belonging to the school, including lockers and student desks, is subject to inspection by the principal or designate in the normal course of the school's operation.
- b) Property belonging to students or visitors, such as book-bags, knapsacks, lunch boxes, bicycles, motorcycles and automobiles shall be subject to search according to the general regulations. Should such a search be likely to result in damage to a student's or visitor's property (e.g. where the individual refuses to comply with the request or cannot be located), the police shall be called for assistance and advice.



6. Apprehension or Arrest/Authority to Arrest

The principal/designate shall cooperate when a police officer arrives to make an arrest. When a student is involved, the parents should be notified immediately.

It is a criminal offense to obstruct a police officer who has legal authority to demand entry. Should the police be unable or unwilling to adhere to the provisions of this Policy, staff shall defer to the authority of the police officer. Police officers have the legal authority to demand entry for the following:

*pursuant to a valid search or arrest warrant so ordering
weapons searches
drug searches
to save lives
activities legislated under various statutes
the "hot pursuit" of a suspect*

Every attempt should be made by the principal/designate to notify the parent/guardian of a student under 18 years of age prior to the arrest taking place. If this is not possible, the principal should ascertain from the arresting officer the location of the division to which the student is being taken and the nature of the charge(s) against the student. This information will likely be supplied by the arresting officer. As soon as practical thereafter, the principal/designate should provide this information to the parent/guardian. Upon arrest and detention while in custody pending appearance in court, a police officer must notify the parent (of a student under 18 years of age).

7. Adult Students

Adult students, age eighteen and over, have additional rights of confidentiality prohibiting contact or provision of information to parents/guardians without the written permission of the adult student.

8. Educators/Staff Members

- a) When an educator or other staff member is a victim of an alleged criminal offense, committed in the workplace or otherwise work-related, that employee shall:
 - i) have access to the police to file a complaint;
 - ii) have the support of the school in this decision; and
 - iii) have access to all support services available to such employees.

- b) When an educator or other staff member is to be interviewed as part of a police investigation, the principal/designate shall request that such interview be conducted with minimal disruption to the school community and respecting the individual rights and confidentiality of all persons involved.

V. REPORTING AND RECORDING INCIDENTS OF VIOLENCE

Policy

Lighthouse Christian School is committed to maintaining a safe and harmonious learning/employment environment. The school supports principal and all staff in the maintenance of law, order and discipline in its school and elsewhere during school related activities.

Regulations:

1. Categories of Violent Incidents

Staff will immediately report to the administration any serious violent incidents or threats to use violence which may include but not be limited to:

- a) possession of a weapon (as defined below);
- b) threats of serious physical injury;
- c) physical assault causing serious bodily harm;
- d) sexual assault;
- e) robbery and extortion;
- f) vandalism causing extensive damage to school property or property located on school premises.

Violent incidents involving any of the above shall be recorded on an Incident Report and reported immediately.

2. Duties of Principal

- a) Upon receiving a report of a violent incident, it is the duty of the principal to immediately report the incident to the police. It is important for the principal to promote and maintain close cooperation with the police. If the principal in the course of his/her duties is made aware of a potentially dangerous or violent situation developing either on school property or in the neighborhood, then the principal is obligated to contact the police.
- b) The principal shall maintain a detailed record of occasions on which he/she has contacted the police.

- b) Searches can and will be conducted within the discretion and judgment of the principal.
- c) The principal and those expressly authorized by the principal are to exercise reason and judgment in determining the scope of any search. Such factors as the age and sex of the person to be searched, the nature of the suspected infraction, and the urgency of the situation are to be taken into account.
- d) A search of the person by force is to be undertaken only where it is apparent that delay will result in the risk of serious injury and/or damage to persons or facilities, or destruction of evidence necessary to sustain the filing of a criminal charge. Ordinarily, where the need for a search of the person by force is indicated, the police will be called.
- e) All personal searches will be conducted in the privacy of the principal's office or another suitable room designated by the principal, and no cross-gender personal searches will be conducted.
- f) When a search is conducted, a record of all pertinent information, including action taken, discussions held and the date, time and place of the investigation, will be documented as soon as possible. The principal shall keep a copy of this documentation on file. Access to this information will be controlled.
- g) When the police are called in to an investigation involving a student, staff shall follow the provisions of this policy regarding Police Investigations (See heading IV above).
- h) Any prohibited substance or object discovered as the result of a search shall be confiscated and dealt with in accordance with other sections of this policy and consistent with other school policies. In all cases, a record shall be kept of all seized substances or objects. If the possibility exists that seized substances or objects may be required as evidence in a criminal action, they shall be retained in a secure location until they can be handed over to the police.



- a) inform the parent/guardian of the student;
- b) inform police of the violation with respect to theft, extortion or vandalism causing extensive damage;
- c) attempt to ensure that the student or parent/guardian makes restitution as set forth in 4.c) above;
- d) suspend the student. The recommended length of suspension is minimum seven days;
- e) refer the student for appropriate counseling.

IX. SEARCH AND SEIZURE

Policy

1. Lighthouse Christian School supports all staff in the maintenance of law, order, discipline and decorum in its school and during authorized school functions which take place off school property.
2. Lighthouse Christian School therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to:
 - a) alcoholic beverages;
 - b) illicit drugs;
 - c) stolen property;
 - d) weapons, either restricted or prohibited by law;
 - e) any object which may be used as a weapon and which may cause serious injury; and
 - f) hate literature, racist material, pornography, etc.
3. Students and visitors to the school may on occasion have in their possession materials or objects (such as alcohol, illicit drugs, stolen goods and weapons). The school therefore authorizes the principal or his designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

Regulations:

1. General Norms

- a) Only the principal or those expressly authorized to do so by the principal are authorized to institute searches and to seize prohibited objects or substances, unless there is an immediate threat to the safety or security of a person or persons or the school building.

- c) the principal shall maintain a record of the number and type of violent incidents that lead to a suspension or expulsion and of those that are reported to the police. An Incident Report shall be completed for each such incident.
- d) The principal shall promptly report any neglect of duty or infraction of the school rules by a student to the parent/guardian of the student. When a violent incident is being reported to the police, the parent/guardian must be contacted as soon as possible.

3. Violent Behavior

Violent behavior shall not be tolerated and must be dealt with accordingly:

a) Students Under the Age of Twelve:

Where children in the primary and junior division are behaving in a violent manner, the principal shall take the appropriate disciplinary action. The parents of the child must be involved in any action plan for remediation. The decision to report to the police should be made locally. Police may take reports of incidents of violent behavior committed by persons of this age group. The principal is to report to police incidents involving sexual assault, serious injury, and serious damage.

b) Students Twelve or Older:

For those pupils aged 12-17 years, any violent incident that may be considered criminal shall be reported to the police in the discretion of the administration. Pupils who are 18 years or over are considered adults, and the procedures of the state Criminal Code will be followed if these pupils are charged and/or tried for criminal activities.

4. Incident Reporting

Any violent behavior, whether or not it results in a suspension, recommendation for expulsion, or is reported to the police, is to be recorded by the Principal on an Incident Report Form containing a description of the serious violent incident, a reference to the call to the police and, if applicable, reference to the disciplinary response. This information together with any letters to the student and/or parent/guardian regarding suspension or expulsion are to be filed in the student's permanent file.

VI. WEAPONS POLICY

Policy

Lighthouse Christian School strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school shall not tolerate the presence of weapons in lockers or in any other place on its property. The school condemns the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its buildings or at school-sponsored activities.

Regulations:

1. The school adopts the following definitions modeled in part after the *Gun-Free schools Act of 1994* (20 USC §8921; 18 USC §921(a)(4-5):
 - a) Weapon:
 - i) anything used or intended for use in causing death or injury to persons whether designed for that purpose or not; or
 - ii) anything used or intended for use for the purpose of threatening or intimidating any person;
 - iii) any “firearm” or “destructive device” as defined below;
 - iv) any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm including, **but not limited to**, any gun (whether loaded or unloaded), all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stunguns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.
 - b) Firearm:
 - i) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - ii) the frame or receiver of any such weapon;
 - iii) any firearm muffler or firearm silencer; or
 - iv) any destructive device.
 - c) Destructive Device:
 - i) any explosive, incendiary, or poison gas —
 - 1) bomb,
 - 2) grenade

Regulations

1. Definitions:
 - a) Theft: taking for one’s own purpose, the possessions, goods or chattels belonging to another person or the school without their expressed consent.
 - b) Extortion: the use of threats or intimidation, mild or otherwise, to demand money or something of value from another person.
 - c) Vandalism: the deliberate damage or defacement of school buildings, grounds, equipment or books or the personal property of individuals while on school property.
2. All incidents of a serious violent nature are to be reported to the police and recorded on an Incident Report Form. The regulations herein may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.
3. The principal will take the following steps to ensure a safe school environment:
 - a) valuables will be stored in a safe place and money collected for school activities will be deposited in the bank as soon as possible;
 - b) where feasible, all valuable equipment will be coded for identification;
 - c) there will be judicious supervision of all areas prone to vandalism or theft. It is the duty of all staff to ensure correct student behavior in school, on school property, and at school-sponsored events.
4. When a student, for the first time, acts in violation of the policy, the principal will:
 - a) inform the parent/guardian of the student;
 - b) inform police of the violation with respect to theft, extortion, vandalism causing extensive damage;
 - c) attempt to ensure that, in case of theft, the student or parent/guardian returns the item to its owner or pays full compensation for it; in the case of vandalism, the student or parent/guardian pays all costs to restore or replace the vandalized property to its condition prior to being vandalized;
 - d) suspend the student where warranted;
5. When a student, for the second or subsequent time, acts in violation of the policy, the principal will:

- e) if the alleged offender is a Lighthouse Christian School student, the parent/guardian must be contacted and the police may be called and the police may file criminal charges;
- f) the principal shall inform the School Board that an alleged assault has taken place;
- g) if the alleged offender is a staff member and there are reasonable grounds to suspect that an assault has taken place, the principal shall report to the police any reasonable suspicion of child abuse in accordance with appropriate mandatory reporting rules;
- h) the principal shall advise the staff member who is alleged to have committed the assault of the allegation and of the action taken by the principal;
- i) the principal shall advise the staff member to contact an attorney for advice and assistance;
- j) in the event that an alleged assault has been committed by a person not enrolled in the school, or employed by Lighthouse Christian School, the principal shall attempt to determine the alleged offender's identity and report this to the police and the police may file criminal charges;
- k) in the case of an unaided assault (no weapon involved), the recommended minimum length of suspension for a student offender is three days unless there are mitigating circumstances;
- l) in the case of an aided assault (weapon involved), the recommended minimum disciplinary action is expulsion unless there are mitigating circumstances for a student offender and termination for a staff offender.

VIII. THEFT/EXTORTION/VANDALISM

Policy

1. Lighthouse Christian School does not tolerate theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities.
2. The school will cooperate with the police investigation and prosecutions of individuals apprehended in connection with theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities.

- 3) rocket having a propellant charge of more than four ounces,
- 4) missile having an explosive or incendiary charge of more than one-quarter ounce.
- ii) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
- iii) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (i) or (ii) and form which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon.

d) Possession:

Having a weapon on one's person or in an area subject to one's control in a school location. A student who possesses an object with a primarily innocent function that could in some circumstances be used or classified as a weapon but was not so used or threatened shall not be considered to have possessed a weapon for purposes of this section (i.e., discovery of a steak knife in a student's car, standing alone, is not 'possession of a weapon' under this section). A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

2. The school takes a position of "Zero Tolerance" in regard to possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - a) immediate out-of-school suspension pending an investigation;
 - b) confiscation of the weapon;
 - c) immediate notification of the police;
 - d) notification of the parent or guardian; and
 - e) recommendation to the School Board of suspension for up to one year or expulsion.

3. Threat of Use of Weapons/Replicas:

- a) When a student acts in violation of the policy and threatens to use a weapon *or replica thereof* whether or not such weapon or replica is in the student's possession, the principal shall:
 - i) inform the student that such behavior is in violation of school policy, and record the violation for future reference;
 - ii) inform the parent/guardian of the student;
 - iii) inform the police of the violation;
 - iv) suspend the student. The recommended length of suspension is for a minimum of three days to a maximum of twenty days with a consideration for expulsion depending on circumstances and the severity of the violation;
 - v) consider removal of the student from the class of any teacher(s) that the student has threatened;
 - vi) inform the student of the further disciplinary action which will be taken for a subsequent violation, and request the student to acknowledge, in writing, that the student understands;
 - b) When a student for the second or subsequent time, acts in violation of the policy, the principal shall:
 - i) inform the student that the behavior is in violation of school policy, and record the violation for future reference;
 - ii) inform the parent/guardian of the student of the repeated violation;
 - iii) inform the police of the repeated violation;
 - iv) suspend the student. Depending on the circumstances and the severity of the violation and consistent with the disciplinary action set out following the first violation, the administration may consider suspension up to one year or expulsion;
 - v) remove the student from the class of any teacher(s) that the student has threatened a second or subsequent time;
- ### 4. Use of Weapons or a Replica Thereof:
- If a student in any way uses a weapon, the principal shall:
- a) inform the student that the behavior is in violation of school policy, and record the violation for future reference;

- a) the staff member and the alleged assailant shall be separated as quickly and safely as possible;
 - b) the principal shall advise the staff member to seek medical attention if appropriate and provide emotional and moral support to the staff member;
 - c) the principal or designate will conduct an immediate investigation into the alleged assault and if warranted, contact the police;
 - d) the principal shall inform the School Board that an alleged assault has taken place;
 - e) if the alleged offender is a student, the parent/guardian must be contacted and the police may be called and the police may file charges;
 - f) consider removal of the student from the class of any teacher(s) that the student is alleged to have assaulted;
 - g) in the event that an alleged assault has been committed by a person not enrolled in the school or employed by Lighthouse Christian School, the principal shall attempt to determine the alleged offender's identity and report this to the police who may file criminal charges.
 - j) in the case of an unaided assault (no weapon involved), the recommended minimum length of out-of-school suspension of a student offender is seven days unless there are mitigating circumstances.
 - k) in the case of an aided assault (weapon involved), the recommended minimum disciplinary action for a student offender is expulsion unless there are mitigating circumstances.
- ### 5. Assault Upon a Student
- Where an alleged assault upon a student occurs, the following actions shall take place:
- a) the student and the alleged assailant shall be separated as quickly and safely as possible;
 - b) the principal shall arrange for medical assistance if appropriate, provide emotional and moral support to the student and contact the parent/guardian;
 - c) the student who is a victim of an assault will be made aware of resources available for follow-up assistance;
 - d) the principal or designate will conduct an immediate investigation into the alleged assault and if warranted contact the police;

Regulations:

1. The school adopts the following definitions:
 - a) Definition of Assault
 - i) any intentional use of force against another person without their consent;
 - ii) any attempted or threatened use of force;
 - iii) accosting or impeding another person while openly wearing or carrying a weapon or replica thereof.
 - b) Definition of Harassment

A course of public comment or conduct, that is known or ought reasonably to be known to be objectionable, or create an environment that is hostile, intimidating or offensive, and which:

 - i) is directed at another person;
 - ii) is made on the basis of race, creed, color, sex, sexual orientation, marital status, family status, disability, physical size or weight or other attribute, age, nationality, ancestry, or place of origin; and
 - iii) jeopardizes the health and safety of that person.
2. All incidents of a serious violent nature are to be reported to the police and recorded on an Incident Report Form. The regulations herein may be superseded depending upon the seriousness of the violation and, where warranted, could ultimately lead to expulsion.
3. Verbal Assault/Threat/Harassment

Where an alleged verbal assault, threat or harassment upon a staff member or student occurs, the following actions shall take place:

 - a) where the victim or perpetrator is a student, the parent/guardian of the student(s) involved must be contacted;
 - b) depending upon the severity of the circumstances, the police may be called;
 - c) where the perpetrator is a student, suspension may occur depending upon the severity of the circumstances of the incident;
 - d) counseling services may be provided as deemed appropriate.
4. Assault Upon Staff

Where an alleged assault upon a staff member occurs, the following actions shall take place:

- b) confiscate the weapon (if confiscation can be carried out safely) and turn the weapon or replica thereof over to the police. Records of seizure and disposal will be maintained in the school office;
- c) inform the parent/guardian of the student;
- d) inform the police of the violation;
- e) recommend to the School Board expulsion of the student.

VII. ASSAULT/THREATS/HARASSMENT

Policy

Lighthouse Christian School does not tolerate assault, threats, harassment or abuse against school personnel or students. Verbal or written threats, racial/ethnocultural harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable. Lighthouse Christian School supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault, threats, harassment or abuse, the dignity and rights of all are to be preserved and respected. This school must be characterized by a safe and harmonious working environment in which the needs and well-being of every individual is paramount.

