

# LIGHTHOUSE CHRISTIAN SCHOOL

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# PARENT-STUDENT HANDBOOK

**For 2017-2018**

Let your light shine before men....  
(Matthew 5:16)

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## SECTION 1: ABOUT LIGHTHOUSE CHRISTIAN SCHOOL

### WELCOME!

We welcome you to Lighthouse Christian School. Since 1994, Lighthouse has been providing quality, Christ-centered education. It is our goal to be a school of excellence. For us, "excellence" means well-pleasing to the Lord. Therefore, we endeavor to be a school that operates and instructs in complete harmony with biblical truth. We desire for Lighthouse to be a ministry that consistently and accurately reflects God's character.

Our God is a God of order; therefore He commands that His work be "done decently and in order" (1Cor. 14:14). This Parent-Student Handbook is an attempt to do just that. It is designed to clarify the major policies and procedures to ensure an orderly operation of our school. It is not an exhaustive representation of all school rules, policies, and practices. On rare occasions, school administration may need to modify some of the policies or procedures in this handbook. Additionally, this handbook will be updated annually before the start of each school year.

Thank you for investing the time to read and understand this handbook. Please contact the school administrator with questions. The school administration reserves the full authority in interpreting and implementing the policies and procedures in this handbook.

### OUR MISSION

Lighthouse Christian School exists to glorify God by providing quality, Christ-centered education that will nurture students to become spiritually minded, academically versed, socially balanced, and equipped to make a positive impact in their community to the glory of our Lord Jesus Christ.

### STATEMENT OF FAITH

**We believe in the Bible** alone as the inspired Word of God, the only unerring authority for our Christian faith and life (2 Timothy 3:15-17).

**We believe in one true God**, our eternal creator, an infinitely perfect being, existing in three persons: Father, Son, and Holy Spirit (Isaiah 40:28; 44:6-8; Matthew 28:19).

**We believe in God the Father**, the ruler of the universe and our heavenly Father (1 Timothy 1:2; 6:15, 16).

**We believe in Jesus Christ**, the only begotten Son of God, true God and true man, our crucified and risen Savior and Lord; in His virgin birth; His sinless life; His miracles; His vicarious and atoning death through His shed blood; His literal, bodily resurrection; His ascension to the right hand of the Father; and His personal, bodily return in power and glory (John 1:1-18; Isaiah 7:14, 9:6; Matthew 1; 2 Corinthians 5:21; 1 Corinthians 15; Hebrews 1, 9, 10).

**We believe in the Holy Spirit**, who made us God's children by the new birth when we trusted Jesus Christ, and who is at work in our hearts prompting obedience and love for God (Romans 5:5; 8:13-17).

**We believe that all people have sinned** against our holy and righteous God, and are therefore worthy of God's judgment (Romans 3:23; 6:23). We believe in the good news, that Jesus Christ died, bearing the penalty for our sins and was buried, that He rose again to provide forgiveness and eternal life for all who, by the grace of God, trust in Him alone (1 Corinthians 15:1-4; Romans 10:9-10). We believe in the grace of God, who has saved us, not because of who we are or what we have done, but as a gift received by faith alone (Titus 3:5-7; Ephesians 2:8-9).

**We believe in the universal church**, invisibly uniting all true believers in our Lord Jesus Christ as brothers and sisters (1 Corinthians 12:12-13). We believe in local churches, visible gatherings of believers, for worship, fellowship, instruction, and service for Christ (Acts 2:42-47).

**We believe in the resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29; 1 Corinthians 15).

## OUR CORE VALUES

**God:** Absolute dependence on God which supports a vibrant relationship with Jesus Christ through the Holy Spirit as evidenced by:

- regard for the Bible as the inspired Word of God and the only inerrant authority for faith and practice
- reliance on prayer
- commitment to a lifelong study of the Bible in order to bring our lives into conformity to the image of Christ
- A Christian worldview – life viewed through the filter of God’s Word

**People:**

- Individual worth and uniqueness of each student
- Modeling a godly lifestyle
- Godly relationships with open communication
- Teachers who nurture, respect, and care for each student
- Partnering with committed and involved parents

**Education:**

- Pursuit of academic excellence
- Teaching for transformation toward spiritual maturity in Christ
- Integration of Christian worldview into all subject matter
- Passionate teachers who motivate and inspire students
- Well-rounded traditionally-based academic program

## PHILOSOPHY OF EDUCATION

Lighthouse Christian School is committed to a Christian philosophy of education. This means that every facet of the educational program is conditioned and directed by a Christ-centered, Biblical perspective.

We believe that God created and sustains all things through His Son, Jesus Christ; therefore, the universe and all life are dynamically related to God and exist for the purpose of glorifying Him. Man was uniquely created in God's image with the capacity to know and respond to Him personally and voluntarily. Only by receiving Jesus Christ as Savior and Lord can man glorify God by doing His will, which is the ultimate purpose of man's life.

Lighthouse Christian School's authority for Christian education is delegated from God through parents. The goal of Lighthouse Christian School is to partner with parents in training their children to know, love, obey, and serve God.

The heart and soul of our educational program at Lighthouse Christian School is not our textbooks but our teachers. We seek teachers who are solidly committed to Jesus Christ and well prepared to communicate God's love and His principles for living by example in both life and profession. Secondly, our faculty has the necessary academic certification and the skills to effectively teach in each appropriate instructional area. God has blessed us with a team of people who are models to love, inform, motivate, direct, encourage, discipline and evaluate young people.

Therefore, the methods used at Lighthouse Christian School facilitate the student's spiritual, intellectual, emotional, social and physical growth so that the student can glorify God. This growth comes from integrating Biblical truth and educational knowledge and applying the synthesis to life situations.

Realizing that students are unique and learn in multifaceted ways, teachers use a variety of methods and tools to achieve meaningful/relevant learning for all styles and levels with the goal of creating life-long learners. Lighthouse Christian School focuses on developing a mastery of traditional core content (Bible, Language Arts, Math, Science, & Social Studies) expanded by enrichment programs to provide an academically excellent educational experience. Accurate and continuous assessments are used at each level to confirm the mastery and understanding of basic skills.

What will ultimately determine the success of the Lighthouse Christian School is whether what is accomplished there is "to the glory of God." (1 Peter 4:11) If God rather than men is served and exalted, then students and teachers will be seen as unique, very special creations of the Lord. They will learn to desire a closer relationship with their Creator and be equipped to serve Him all their lives. There is no greater challenge for Lighthouse Christian School.

## EDUCATIONAL AFFILIATIONS

Lighthouse Christian School is approved school by the Washington State Office Superintendent of Public Instruction. We are a member of the Association of Christian Schools International (ACSI) and the Washington Federation of Independent Schools (WFIS). ACSI provides many services including accreditation, certification, student activities and professional development. WFIS is active in representing our schools before the Washington State Legislature as well as providing many other benefits.

## SECTION 2: SCHOOL LEADERSHIP

### SCHOOL BOARD

The school board serves as the governing body of Lighthouse Christian School. The men and women of this board meet on a regular basis to discuss and lead in policy matters concerning the school's operation and direction. They are dedicated to Christian education and are committed to providing the highest quality education, both academically and spiritually. Members-at-large serve 3 year terms and are appointed by the current school board. A faculty representative from the school's teacher team leaders also attends each Board meeting.

The school board has various committees each chaired by a board member including: Marketing and Development, Finance, Board Membership, Financial Assistance, Facilities and Outcomes.

<b>Executive Committee Members</b>	<b>Other Voting Members</b>	<b>Non-Voting Members</b>
Mark Angell (Chair) Spencer Hutchins (Vice-Chair) Michael Nesland (Treasurer) Evan Thomas (Secretary)	Deb Robertson Ben Cedarland Brian Kerr Kip Vandeventer Maya Hizzey Marty Young John Burleigh	Jenny Dubinsky Stephen Roddy

### ADMINISTRATION & STAFF

All faculty and staff members at Lighthouse Christian School affirm their personal faith in Jesus Christ as Lord and Savior, their sense of personal calling to model Christian living before their students and commitment to integrate a Christian world view into their teaching, and their commitment to the school's Statement of Faith and educational philosophy.

<b>Administrators:</b>	<b>Name</b>	<b>Email Address</b>
Director of Education	Stephen Roddy	sroddy@lcschool.org
Director of Operations	Jenny Dubinsky	jdubinsky@lcschool.org
Director of Development	Melissa Heckman	mheckman@lcschool.org
Elementary Principal	Cindy Mathisen	cmathisen@lcschool.org
Director of Technology/Facilities	Jon Ueland	jueland@lcschool.org
<b>Supervisors/Managers:</b>	<b>Name</b>	<b>Email Address</b>
School Counselor	Jon Johansen	jjohansen@lcschool.org
After School Care	Andrea Plitkins	aplitkins@lcschool.org
Cafeteria	Charith Varga	cvarga@lcschool.org
Facilities Manager	Marco Toctaquiza	mtoctaquiza@lcschool.org
Marketing Director/Head of Admissions	JoAnna Sturgis	jsturgis@lcschool.org
<b>Office Staff:</b>	<b>Name</b>	<b>Email Address</b>
Main Office Assistant	Jessi Markham	jmarkham@lcschool.org
Assistant to the Director of Operations	Kristen Borquist	kborquist@lcschool.org
Assistant to Admissions	Julie Easley	jeasley@lcschool.org
Middle School Administrative Assistant	Tracey Moren	tmoren@lcschool.org

## FACULTY

Each full time teacher is certified by the Washington Superintendent of Public Instruction, and has earned at least a Bachelor's degree. Several teachers have completed extensive graduate study. The administration seeks to hire teachers with strong personal character that evidence a particular skill (gifting) to teach. The administration acknowledges that state certification alone does not confirm a teacher's quality as good or competent. Teachers consistently participate in continuing education and spiritual enrichment, both formally and informally, for continuous self-improvement and personal growth.

Grade/Subjects	Name	Email Address
Kindergarten	Hayley Payne	hpayne@lcschool.org
Kindergarten	Kaitlyn Henson	khenson@lcschool.org
1st Grade	Cathy Givens	cgivens@lcschool.org
1st Grade	Julie Rockness	jrockness@lcschool.org
1st Grade	Kelly Gutierrez	kgutierrez@lcschool.org
2 <sup>nd</sup> Grade	Rose Hove	rhove@lcschool.org
2 <sup>nd</sup> Grade	Pat Harrison	pharrison@lcschool.org
2 <sup>nd</sup> Grade	Kim Tarr	ktarr@lcschool.org
	Megan Humble	mhumble@lcschool.org
3 <sup>rd</sup> Grade	Kim Williams	kwilliams@lcschool.org
3 <sup>rd</sup> Grade	Joelle Neufeld	jneufeld@lcschool.org
4 <sup>th</sup> Grade	Greg Albert	galbert@lcschool.org
4 <sup>th</sup> Grade	Marc Heany	mheany@lcschool.org
5th Grade	Heidi Stephens	hstephens@lcschool.org
5th Grade	Stephanie Hagen	shagen@lcschool.org
6 <sup>th</sup> Grade, Drama	Cynthia Longabaugh	clongabaugh@lcschool.org
6 <sup>th</sup> Grade, STEM	Teresa Garcia	tfrohlich@lcschool.org
MS: English	Dawn Jimenez	djimenez@lcschool.org
PE	Joe Dille	jdille@lcschool.org
MS: Bible	Teryl Isenberg	tisenberg@lcschool.org
MS: Creative Writing & Life Skills	Karen Moura	kmoura@lcschool.org
MS: Math	Steve Buchanan	sbuchanan@lcschool.org
MS: Science	Selina Kelly	skelly@lcschool.org
MS: Social Studies	Kristin Finnigan	kfinnigan@lcschool.org
Art (1-5 grades)	Jani Miller	jmiller@lcschool.org
Art (MS)	Sarah Reyhauser	sreyhauser@lcschool.org
Band and Elementary Music/Choir	Heather DePree	hdepree@lcschool.org
MS Band	Becky Sharrett	bsharrett@lcschool.org
Library	Jill Geringer	jgeringer@lcschool.org
Spanish	Iliana Nicholas	inicholas@lcschool.org
Technology (grades K-8)	Lisa Creekmore	lcreekmore@lcschool.org
Elementary Science Lab/Math lab Dyslexia Screening and Tutoring Coordinator	Heidi Otis	hotis@lcschool.org
	Erin Carman	ecarman@lcschool.org

## PARENTS FOR LIGHTHOUSE (PFL)

The success of Lighthouse Christian School depends on a dedicated school board, staff, student body, and parent group working together to bring glory to our Lord Jesus Christ. ***“...so in Christ we who are many form one body; and each member belongs to all the others. We have different gifts, according to the grace given us.” Romans 12:5-6a***

PFL (Parents for Lighthouse) exists to support a Christ-centered, nurturing community at LCS.

- Support student activities and school events

- Build parent community
- Assist school leadership

## SECTION 3: ADMISSIONS AND FINANCIAL POLICIES

### ADMISSIONS TO LCS

New families may apply for admission to LCS at anytime. LCS gives preference to any families who are on a waiting list.

Families wishing to apply for kindergarten for the next fall will be allowed to do so one year in advance, beginning in October.

#### Admissions Standards:

1. Kindergarten students must be 5 years of age on or before September 1.
2. First grade students must be 6 years of age on or before September 1.
3. Prior to admission, incoming new students may be required to take a screening test which will insure placement at the proper grade level. Lighthouse Christian School reserves the right to place the student at the most appropriate grade level.
4. At least one parent must meet with the administrator following the screening test and prior to their child's admission.
5. Administration may grant exceptions on a case-by-case basis.

### ENROLLMENT PROCEDURE

1. Completion of application and family information forms, and payment of non-refundable application fee.
2. Administration of student screening test.
3. Meeting of student and parents with the principal.
4. Letter of acceptance by the principal.
5. Payment of non-refundable registration fee.
6. Completion of immunization status forms as required by law.
7. Receipt of records from the student's previous school.
8. Copy of Birth Certificate must be turned in.
9. Students in grades 4 through 8 must have a signed Student/Parent Agreement on file.

### TUITION & FEES

	Oldest Student	2 <sup>nd</sup> Oldest Student	3 <sup>rd</sup> Oldest Student	4 <sup>th</sup> Oldest Student
Testing Fee*	\$45	\$45	\$45	\$45
Registration Fee*	\$350	\$300	\$250	\$200
Continuous Enrollment Fee**	\$250	\$200	\$150	\$100
Kindergarten	\$7,050	\$6,345	\$5,640	\$4,935
Elementary Tuition (Grades 1-5)	\$8,500	\$7,650	\$6,800	\$5,950
Middle School Tuition (Grades 6-8)	\$9,050	\$8,145	\$7,240	\$6,195

Discounts	
Multiple Students	10% discount for each additional student (see chart above)
Referral	\$250 per referred family (see admissions for details)
Tuition Grants	Families can receive aid based on their financial need. Please email <a href="mailto:lctuitiongrant@gmail.com">lctuitiongrant@gmail.com</a> for more information.

### Tuition Payment Plans

Tuition payments are made through FACTS. The following options are available:

1. One annual payment due on or before September 15<sup>th</sup>.
2. 10 monthly payments (August – May) on the 5<sup>th</sup> of each month
3. 10 monthly payments (August – May) on the 20<sup>th</sup> of each month

### Late Payment Policy

A \$25.00 late fee will be assessed if the full monthly tuition payment is not received by FACTS by either the 10<sup>th</sup> or the 25<sup>th</sup> of the month, depending upon your individual plan.

### NSF Fee

FACTS charges a \$30.00 fee for Non-Sufficient Funds

### Delinquent Accounts

Families are encouraged to contact the school and make arrangements if their accounts may be facing delinquency. The school may dis-enroll students with delinquent accounts of 90 days or more.

### Refund Policy

For all early withdrawals, the administrator must receive advanced written notice 30 days prior to the anticipated last day of attendance. If written notice is received, as stated above, then the last tuition payment shall be made during the last month of attendance. If a student is withdrawn without a 30-day advance written notice, the parent/guardian shall be responsible for payment of tuition for the last month of attendance plus the following month.

\*These fees are non-refundable and are for new students only.

\*\*This fee is non-refundable and for returning students only.

### TUITION ASSISTANCE

Lighthouse Christian School has a tuition assistance program for families who cannot afford the total cost of Christian education. An Application for Tuition Assistance can be found at [www.lcschool.org](http://www.lcschool.org). Completed applications will be considered after the student has been accepted for admissions and the registration fee has been paid.

*Objective:* Through the establishment of its Tuition Assistance Program, Lighthouse Christian School seeks to offer a quality, Christ-centered education to those students for whom the cost would otherwise be prohibitive. In order for each family to have a financial commitment to their child's education at LCS, grants generally do not exceed 50% of tuition.

*Criteria:* The applicant must demonstrate a *clear need* for assistance as revealed by a net available income level insufficient to support payment of LCS tuition and curriculum fees. Preference will be given to families with students currently enrolled in LCS. Academic and disciplinary standards as presented in the Lighthouse Christian School Parent - Student Handbook must be maintained.

### EARLY WITHDRAWAL

Families who register at Lighthouse Christian School are making a commitment for the full school year. The financial planning for the school assumes that students will remain enrolled for the entire school year. However, even the best intentions can be unexpectedly disrupted and parents may choose to withdraw a student during the school year.

For all early withdrawals, the administrator must receive advanced written notice 30 days prior to the anticipated last day of attendance. If written notice is received, as stated above, tuition obligation shall be only to the end of the last month of attendance.

***If a student is withdrawn without a 30-day advance written notice, the parent/guardian shall be responsible for payment of tuition for the last month of attendance plus the following month.***

All school property must be returned and all current tuition and fees paid before the school will authorize a student's official withdrawal and release grades and transcripts.

## RE-ENROLLMENT

Re-enrollment occurs during February of each year. If you choose not to re-enroll in February please note that the fee increases in March and your student will not be guaranteed a spot once open enrollment begins. The school reserves the right to refuse admissions/re-enrollment to any family. All financial accounts with the school must be current, in order for a family to re-enroll for the following school year. Students who miss the re-enrollment deadline and subsequently decide to re-enroll are placed at the bottom of the class waiting list. The school may also dis-enroll a student if the student account from the previous school year is not paid in full by June 30<sup>th</sup>.

**WITHDRAWAL, RE-ENROLLMENT DURING SAME SCHOOL YEAR:** Students who re-enroll during the same academic year in which they earlier withdrew from Lighthouse Christian School may be required to complete the usual admission procedure of a new incoming student.

## DONATIONS TO LIGHTHOUSE

Lighthouse Christian School tuition covers approximately 85% of the cost of the education provided. LCS relies on contributions to the Annual Fund – “Quest for Excellence” - by LCS families and friends, and participation in fundraising efforts to satisfy the financial shortfall. Gifts of every size are important and very much appreciated. Please note “Annual Fund” or “Quest for Excellence” on donations to insure they are properly credited. Gifts to the Capital Campaign for the retirement of the debt on the new facility should note “Building Fund”.

Please contact your employer regarding Matching Gifts Programs. Lighthouse Christian School is a recognized 501C (3) charitable organization and therefore donations are tax deductible to the extent allowed by law. For additional information regarding gifts please contact the Director of Development.

## **SECTION 4: ACADEMIC POLICIES**

### **ACADEMIC PROBATION**

If a student in grades 6-8 receives a failing grade for the quarter in any subject or drops below a 70% cumulative grade average, the student will be placed on *Academic Probation* and parents will be notified. The student then has the following quarter to correct the deficiency, and will be removed from probationary status when a 70% grade average has been achieved with no more than two D's and no F's. If a student remains on *Academic Probation* longer than two quarters, or fails a subject at the end of the quarter on probation, he/she will be considered for dismissal.

Students who struggle in school may be eligible for alternative requirements. For special consideration to be granted:

- Parents must have an educational/medical evaluation done for the child.
- Teachers will meet to discuss the evaluation and consider options for accommodations.
- Student will set specific goals and there will be regular review of progress.

Middle school students (6<sup>th</sup>-8<sup>th</sup>) - must have a "C" (70%) average in order to be promoted to next grade level. A student may be required to make up failed classes during the summer (independent study).

### **ACADEMIC REQUIREMENTS FOR ATHLETIC PARTICIPATION**

If a student at the secondary school level receives a failing grade or drop below a combined 70% with no more than two D's in any subject, that student is placed on athletic probation. Academic assessment is made on the 15<sup>th</sup> and 30<sup>th</sup> of each month. The student can participate in athletic activities once that deficiency is corrected.

### **CURRICULUM**

Lighthouse Christian School, whenever possible, uses texts that clearly express a Biblical worldview and follows a traditional approach to the educational process. The faculty and administration uses the Curriculum Development Cycle to assess present curriculum and review new materials in order to ensure that the students receive the best education possible.

### **GRADING AND REPORT CARDS**

Report cards are issued four times a year. Fourth quarter report cards will be mailed to the parents at the end of the school year when the financial account is cleared.

Lighthouse Christian School uses a percentage grading scale. Most academic subjects will be graded on a percentage basis. The percentage grading scale used by Lighthouse Christian School is as follows:

<b>Percentage Grading System</b>		
A = 93-100	A- = 90-92	
B+ = 88 - 89	B = 83-87	B- = 80-82
C+ = 78 - 79	C = 73-77	C- = 70-72
D+ = 68 - 69	D = 63-67	D- = 60-62
F = 59 and below		
INC = Incomplete		

Where percentage grades are not applicable, a letter system is used as shown below.

E = Exceeds Expectations	N = Needs Improvement
M = Meets Expectations	U = Unknown or not evaluated
I = Improving / Developing	

***Kindergarten Evaluation Key***

M = Meets expectations  
I = Improving/developing  
N = Needs improvement  
X = Not evaluated this quarter  
1, 2, 3, or 4 = Indicates which quarter the student mastered the concept/skill

GPA is calculated based on weighting the number of hours each class entails. Middle school GPA is based on core subjects weighted as one grade and elective courses weighted as .5 grade and then averaged together.

**HOMEWORK**

Homework is an integral part of the educational program. Every student is required to complete homework assignments. Homework is given for several reasons.

1. For preparation: Assignments completed before class enhance a student's learning capacity and enable him/her to profit more from the explanation and discussion of subject matter during class time.
2. For practice: Following classroom explanations and illustrations, homework enables a student to master the material.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects comprise some of the homework activities to develop crucial independent study skills.

**LATE WORK**

Late work for grades 6-8 is graded according to the teacher's discretion, provided they have a reasonable policy. There is no penalty for late work due to excused absences. Acceptable excuses for late homework are sickness, family emergency, or an evening school program. Parents should let teachers know if there was sickness or a family emergency.

## PROMOTIONS AND SKIPPING GRADES

Promotion from grade to grade is based upon recommendation from the teacher directly responsible for the student. Such factors as the child's academic achievement and age, as well as physical, social, emotional, and mental development are carefully considered. If retention is recommended, the teacher will meet with the parents and principal to discuss this fully.

Skipping grades is not recommended due to adverse socialization factors which sometimes occur in future years. When parents request that a student be considered for skipping a grade, a team consisting of the classroom teachers involved and the principal will make a decision on a case-by-case basis.

## STANDARDIZED TESTING

To give the administration and faculty an objective understanding of the progress of each student and all the students collectively, all students in grades 1-8 will be tested in the spring of each year, using standardized testing. Generally, an entire week is set aside in which parts of each day are devoted to the testing. The school calendar has the planned dates for this testing. Testing results are also used in assessing the school's academic standing in comparison with other ACSI schools and national norms as well as evaluating individual student academic growth.

## **SECTION 5: GENERAL SCHOOL POLICIES**

### ATTENDANCE POLICIES

**ABSENCES:** The school expects regular daily attendance. Please call the school office on the morning of the child's absence. A note stating the reason for the absence from a parent or guardian is required upon the child's return from an extended absence. A physician's release from an illness may be required as well. A parent who is planning to have the child miss school should send a note to the school office prior to the absence. The classroom teacher and the principal may request a conference to determine the reason(s) for excessive absences. A student who is absent 20 or more days in one school year is subject to review by the faculty and administration as to whether he/she will be promoted to the next grade level.

**TARDIES:** Students are expected to be on time for all classes. Tardies will be recorded on report cards. The classroom teacher may request a conference to determine the reason(s) for excessive tardies. An excessive amount of unexcused tardies (e.g. ten per quarter) may result in a conference with administration. Excused tardies are not differentiated from unexcused tardies in school records. Tardies may negatively affect participation grades in any class, per classroom policy.

**LATE ARRIVALS AND EARLY DISMISSALS:** Students arriving late (ten minutes or more) must be signed in, by their parent, in the main office and receive a tardy pass prior to admittance to class. Students who need to leave school early must give the teacher written notice before school, or parents may notify the school office before school. Appointments during school hours should be kept to a minimum. Students are not counted absent for medical or dental appointments, provided they attend at least half the day (3 hours).

**MAKE-UP WORK:** Following an excused absence or tardy, it is the responsibility of the parent or student to ask the teacher for the required make-up work (e-mail notification is preferred). Students will be allowed the same number of days they were absent to complete required make-up assignments.

### BACKGROUND CHECK REQUIREMENTS

Lighthouse Christian School requires that all school volunteers who work directly with students to submit to a screening process that includes a Criminal Background Check done through the **Washington Access to Criminal History (WATCH)**. This portion of the background check is completed by the Washington State Patrol; however, other portions of the background check may include reference checks and/or other screening procedures employed by LCS. The main focus for LCS will be crimes against children and other persons and criminal traffic offenses if volunteering as a driver.

The volunteer positions involving children would include, but are not limited to this list:

- Help in the classroom or school activities
- Driving, chaperoning and/or attending field trips
- Listening to children perform academic work: stating verses, reading, etc.
- Help in the lunchroom or with recess
- Assisting at any LCS activity, club, or sport in which children are present

**If no criminal history is found:** a copy of the report will be placed in the confidential files with the volunteer application and other forms that may pertain to the particular volunteer. The school will provide the prospective volunteer a copy of the results at the volunteer's request.

**If the results indicate a criminal history:** LCS will first work to verify that the results match the prospective volunteer. If the match is verified or likely that of the prospective volunteer then LCS will make a decision based on several determining factors which would include the following:

- **Prior Disclosure** – It is important that any criminal history be indicated upfront when completing the volunteer application. Failure to disclose criminal history upfront may be considered negligent or an intentional effort to conceal information. Full disclosure is expected even if a deferred prosecution or plea agreement is obtained for criminal offenses.
- **Type of Offense** – The type of criminal offense matters with regard to the level of risk the person poses to the children at school. Some offenses automatically disqualify the person from volunteering with our school, while others may allow for limited and/or supervised roles.
- **Context of Offense** – The totality of the circumstances may be taken into consideration when making a decision, such as when the crime occurred, additional offenses, progress since the crime, timing, and rehabilitative measures taken.

Some types of offenses will automatically disqualify a person from volunteering at LCS or any school sponsored event. In addition, other offenses may disqualify a person depending on the judgment of the Director of Education and other information obtained in the background check. If the risk level of a prospective volunteer with criminal history is low, but still questionable, the Director of Education may approve a limited volunteer role for the individual. Involvement may be on a short term or probationary basis. Volunteer roles may be limited and parameters defined as deemed appropriate by the Director of Education. Levels of volunteer supervision will also be determined by the Director of Education if the above special circumstances apply.

If the Director of Education determines that the prospective volunteer with criminal history poses no greater threat to our students and other volunteers, full access to volunteer opportunities may be given. Normal levels of supervision will be provided.

**Offenses (criminal convictions) that would automatically disqualify any prospective volunteer include the following:**

1. Any sex crime (rape, child molestation, incest, voyeurism, indecent liberties etc)
2. Any crimes against children (child abuse or neglect, communication with a minor etc)
3. Any felony crimes against persons (kidnap, felony assault, robbery, homicide etc)
4. Any felony weapons violations

**Criminal convictions that would disqualify those applying to volunteer as drivers would include:**

1. Vehicular assault or homicide
2. Multiple alcohol-related driving offenses regardless of time
3. Any DUI, Negligent Driving, or Reckless Driving within the last 5 years
4. Driving on a suspended or revoked license within the last 3 years

Any Volunteer applicant declined due to his/her background check will be notified by written notification. In the event that a volunteer or prospective volunteer, has questions regarding the results of the background check, or wishes to discuss a non-approval status, he/she may request a confidential meeting with the Director of Education.

## **BIRTHDAYS/PARTIES INVITATIONS**

If parents wish to bring or send a special treat for a child's class on his/her birthday, they must ask the child's teacher in advance. The parent needs to provide utensils, plates, napkins, etc. Parents wishing to invite their child's classmates to birthday parties held after school hours should consider these guidelines:

- Invitations for every child or for all boys OR all girls may be given out at school.
- If invitations are to be given to only a few children in the class, parents are asked to mail them privately to reduce the possibility of hurt feelings. Please do not use Friday folders to send invitations.

## BOOK FINES

Students using books owned by LCS will be assessed fines if the book is damaged beyond normal use. These fines need to be paid at the end of the current school year in order to receive report cards. Students should not highlight or mark in their books without teacher permission.

## BOY-GIRL RELATIONSHIPS

Positive boy-girl relationships are encouraged. However, public displays of affection, including hand-holding and kissing, are not allowed at school or during school-sponsored activities.

## CHAPEL

Chapel provides a special occasion each week to glorify God through worship as a community. We believe that worship is a vital part of a child's overall spiritual growth. Chapel may include scripture readings, worship music (i.e. hymns and choruses), Biblical teaching, and prayer. Special chapel events may include drama, film, and student presentations. LCS staff, pastors, visiting missionaries, and other special guests who hold to the school's Statement of Faith serve as chapel speakers. Chapel attendance is required.

## CLASS PARTIES

Special class parties will be announced in advance and coordinated by the parents and teachers. Special class-related activities are left to the discretion of the teacher. Classes should provide their own plates, utensils, napkins, etc. Foods with red coloring and red drinks are not allowed. A certified life-guard must be provided if students will be wading, swimming, or skiing in the water.

Each class is limited to one end-of-year party, which may take place on campus or off-campus.

## CLASS SIZE

Within the confines of finance prudence, maintaining class small class sizes will be a priority at Lighthouse Christian School. Home room class sizes shall be maintained within the following limits:

<b>Grades</b>	<b>Class Limits</b>
Kindergarten	16 students
First – Second Grade	20 students
Third – Fifth Grade	24 students
Sixth - Eighth Grade	24 students

If necessary, the Director of Education will determine the appropriate class sizes for split-level classes.

If necessary, homeroom class size limits may be exceeded by two students to accommodate returning LCS students or siblings of enrolling students. The excess enrollment shall be brought back in line as soon as possible by normal attrition. At the discretion of the Director of Education or principal, an aide may be provided for teachers who have exceeded their maximum size limit.

## CLOSED CAMPUS RESTRICTIONS

Lighthouse Christian School has a closed campus policy. Students are not allowed to leave the school during school hours without parent/guardian supervision or permission. All visitors must come to the school office and obtain a visitor's pass. As a professional courtesy, we ask that parents call ahead at least twenty-four hours prior to the day of an intended visit. Parents or others who are volunteering during school hours must come to the office and obtain a volunteer badge.

## CONDUCT EXPECTATIONS

### ***Of Students:***

At Lighthouse Christian School, we believe our relationship with Jesus Christ should be first and foremost in our lives. Our behavior should be a reflection of our commitment to Jesus Christ and our relationship with Him; therefore there should be a direct relationship between what we believe and how we behave. As members of the community at Lighthouse Christian School, students agree to:

1. Abide by the standards and requirements of the school, as outlined in the LCS Parent-Student Handbook.
2. Demonstrate respect for those who are in authority and for other students by practicing courtesy, kindness, integrity, and cooperation in attitudes, language, and actions.
3. Abide by the authority of our state and federal laws.
4. Not possess or in any way make the impression of possessing, or threaten to use any form of weapon, firearm, or explosive. (By state mandate, any student possessing a firearm on campus must be expelled.)
5. Abstain from the use of profane language, immoral behavior, and harassment on and off the school campus.
6. Abstain from the use and possession of tobacco, alcoholic beverages and illegal drugs on or off the school campus.

### ***Of parents:***

Parents understand the undertaking of a Christian education for their children is a shared responsibility. As members of the team providing this training and education, parents commit to:

1. Encourage the building of Godly character in their child.
2. Support and abide by the requirements and responsibilities as outlined in the LCS Parent/Student Handbook.
3. Support school personnel through prayer, participating in school activities, volunteering in school activities, and maintaining open communication between teacher, parent and student.
4. Encourage the completion of school assignments and homework, and help in the development of effective study habits.
5. Resolve any problems or misunderstandings with school personnel according to the Scriptural principles outlined in the LCS Parent/Student Handbook.

## CONFLICT RESOLUTION

The faculty and staff of Lighthouse Christian School recognize that an occasion may arise when a parent may wish to communicate his/her concern over a particular problem involving a student's academic progress, a student-teacher problem, a student discipline problem, etc. Parents are encouraged to meet with the appropriate teacher in an effort to remedy the problem or reconcile any differences.

Teachers at Lighthouse Christian School are genuinely interested in assisting parents with their concerns. The following procedure is based on simple Biblical principles which will assure that proper actions are

taken toward the solution of a problem. All parents are encouraged to follow this procedure when attempting to communicate problems or concerns.

#### Steps to Take in Resolving Conflicts:

- A. A parent should take his/her problem or concern to the teacher who has firsthand experience and direct contact with the problem. The Bible provides these principles for reconciling or solving a problem:
- Keep the matter confidential: *"A gossip betrays confidence, but a trustworthy man keeps secrets."* (Proverbs 11:13)
  - Keep the circle small: *". . . if your brother sins against you, go and show him his fault, just between the two of you. . ."* (Matthew 18:15)
  - Be straightforward: *"Show him his fault. . ."* Matthew 18:15 Jesus tells us to be forthright and to love honestly. *"Wounds from a friend can be trusted. . ."* (Proverbs 27:6)
  - Be forgiving: *". . . If he listens to you, you have won your brother over."* (Matthew 18:16)  
*". . . If some one is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."* (Galatians 6:1)
- B. If the conference between the parent and the teacher does not result in the solution and reconciliation of the problem, then the parent and the teacher should agree to share the problem with the assistant principal and/or the Director of Education.

The parent and teacher should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed.

## DELAY OPENING OR CLOSURE OF SCHOOL

***DUE TO INCLEMENT WEATHER:*** When the weather brings snow and ice, the school's first concern is for the welfare and safety of the students. Should parents feel that conditions are too hazardous, they may keep their children at home and an excused absence will be recorded. School will be subject to closure one day at a time. LCS will typically follow the Peninsula School District decision regarding school delay and closure related to inclement weather.

***DUE TO POWER OUTAGE:*** In the event of a power outage prior to school starting and that is continuing after the start time, LCS will open two hours late. If, after two hours, power has not been restored, LCS will be closed for the remainder of the day. If power is lost during the school day, and information available to us indicates the power will not be restored in a timely fashion, efforts will be made to contact school families to pick up their children.

## DISCIPLINE POLICY

Part of the Ministry of Lighthouse Christian School is to partner with parents in instilling Godly character into the lives of each student. Character begins in the heart of the individual and is the fruit of the Holy Spirit's work of transforming the individual into the likeness of Christ.

The purpose of discipline is to "disciple" or teach life-long learning. Is it not to be punitive. Consequences will be given with the purpose of wanting the best for the student for the long-term.

LCS emphasizes character and teaches a high standard of thought and behavior. Based on Biblical principles, these standards are stressed in our classroom and school operations. They are taught and modeled in daily classroom lessons, Bible classes, chapels, and daily interactions.

Each teacher will clearly communicate their expectations for classroom behavior to both students and parents at the beginning of the school year.

Each individual teacher's classroom management policy is designed to ensure that it fits the general policies of the school and has in mind the students' best interests. Routine daily discipline is the responsibility of the classroom teacher.

When a student chooses to misbehave, consequences will be enforced. Parents are expected to support the actions of the school.

When a student is sent to the principal for further discipline, it is a serious matter. Parents are contacted following the visit; consequences are usually assigned.

## **Love and Logic**

Consistent with a biblical worldview and significant to meaningful and enduring academic and social learning, school-wide discipline matters shall be thoughtfully addressed using "Love and Logic" beliefs and principles, which include the following:

- \*\* Adults are responsible for setting limits in the school, in a respectful and empathetic way.
- \* Mistakes are wonderful opportunities for important learning.
- \* Children and adults work and learn best in a place where they feel physically and emotionally safe.
- \* Children need practice in problem solving if they are to develop powerful problem-solving skills for life.
- \* Practicing habits of respectful behavior toward others is a valuable habit for life.
- \* Practicing setting appropriate limits on how you allow others to treat you is a valuable habit for life.
- \* Strength is developed when struggling toward a meaningful goal.
- \* People have different learning needs strengths, and goals. These differences deserve our respect.
- \* Self-efficacy is developed by thousands of experiences of giving sincere effort and achieving success.
- \* The paths toward greatness are followed because of a deep, intrinsic desire.
- \* Our goal in school is to create confident, purposeful, lifelong learners who find pleasure in meaningful effort.
- \* Relationships and trust are the foundation of a learning community.
- \* Great teachers weave the elements of great learning into a caring classroom, avoid coercive behavior, and carefully train themselves to adjust their own responses to help students be successful.
- \* Great teachers see the miracle in every child, find the strengths in every person, and expect great things from everyone they teach."

**(Schoolwide Discipline Plan Without the Loopholes, Jim Fay 2005)**

## **Discipline Procedures**

In the event of a disciplinary act, parents and students can expect the following process to take place:

Level 1:

- A. Teacher and student will consult concerning the alleged incident in a timely manner following the general principles of Love and Logic.
- B. Teacher will decide the natural consequence for the behavior if necessary that may or may not include communication with parent. Parent communication will depend on the seriousness and urgency of the offense.
- C. Repeated offenses require teacher documentation and parent communication.
- D. The teacher may design and place a student on a behavior contract to help with their improvement.
- E. Teacher or parent may request a conference to strengthen the partnership between home and school.

Level 2:

- A. Principal will interview all students involved.
- B. Principal will decide the natural consequence for the behavior following the principles of Love and Logic.
- C. The Principal in partnership with the administrative team will commit to understanding the heart of the student through a mentoring relationship.
- D. Parents will be notified by RenWeb of the assigned consequence and will receive a follow-up phone call or email. Regarding serious consequences (i.e. detention, suspension), the principal will communicate with parents directly in a timely manner.
- E. A parent conference may be required by administrative request and may involve the administrative team. The parent(s) will be notified as to who will be in attendance prior to the meeting.
- F. Parents may request a conference with the principal at any time to discuss the course of action.

**General Discipline Guidelines:**

A natural progression of consequences will occur between levels if student behavior that does not evidence satisfactory improvement.

Factors that determine the natural consequence include the severity of the offense, student response, past history of offenses, and supervisory feedback.

If at any point in the process of dealing with an infraction the student(s) involved displays an attitude of defiance or disrespect, the situation may increase the progression of consequences.

Parents may only appeal a discipline situation on the basis of an improper implementation of the school's discipline procedures.

Administration is charged with the effective implementation of the school's methods and standards within the discipline policy.

The Director of Education retains the right as the final decision-maker in all matters regarding discipline.

**BULLYING:**

Lighthouse Christian School is committed to each student's success in learning within a Christ-centered, caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school

works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This information has been taken from the website **stopbullying.gov**.

There are also some behaviors, which, although they might be unpleasant or distressing and may require disciplinary action, are not bullying:

- Mutual conflict
- Single-episode acts
- Social rejection or dislike
- Not liking someone
- Not being included in a game or conversation
- Accidentally bumping into someone
- Making other kids play things a certain way
- A single act of telling a joke about someone
- Arguments Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation, or meanness

(Courtesy of Ronit Baras: Bullying Series)

**SUSPENSION:** Administration may assign an in-school suspension or at-home suspension for disciplinary purposes. The student must complete his/her work for the day(s) on suspension and be prepared to turn it in on the applicable due dates. Students serving suspensions are still required to meet classroom obligations such as completing assignments/projects, dues dates, etc.

In addition to suspension, the principal may also require restitution, reconciliation, and/or parent conference for disciplinary purposes.

**EXPULSION:** The Director of Education, after consultation with teachers, may terminate a student's enrollment in cases where conduct is in violation with school policies and procedures, its mission, or for displaying an influence that is not consistent with Christian principles. While it is clearly the school's desire for reconciliation, students who continue to persist in negative, uncooperative, or non-productive attitudes or behaviors will be denied re-enrollment. These decisions are made only after full discussion with the student's teacher and family.

The school may decline to re-enroll a student based upon conduct of the student or his or her family that the school deems to be detrimental to its mission.

## DRESS AND APPEARANCE POLICIES

**GENERAL DRESS GUIDELINES (ALL STUDENTS):** Lighthouse Christian School has adopted a uniform and dress code policy to:

- Foster a school atmosphere that is conducive to learning, free of unnecessary distractions and comparisons;
- Ensure an orderly and safe learning environment
- Promote neatness and modesty
- Avoid the pitfalls of fads or styles
- Encourage the virtues of moderation and consideration of others
- Dress in a manner that glorifies God

**HAIR (K-8):** Hair must be neat, clean, and out of the eyes. Extreme styles are not acceptable, such as unusual coloring or shaved etchings on portions of the head. Boys' hair length must stay out of their eyes and be no longer than the back of uniform shirt collar.

**GENERAL UNIFORM GUIDELINES (K-8):** Only approved uniform, casual dress, or special day themed items may be worn on campus during school hours.

- Clothing must be modest, neat, clean, and without holes or thread patches
- Socks must be worn with shoes at all times
- No oversized clothing
- No overly snug or tight, body-clinging clothing
- No exposed midriffs
- No revealing necklines
- Belts are preferred, but not required
- Elastic hems only on non-athletic pants
- Dress and skirt hems are to be no higher than 3-inches above the top of the knee or finger-tip length
- Walking shorts are to be no higher than 4 inches above the top of the knee or finger-tip length
- Solid navy blue, maize (*\*maize available through Lands' End*) or white shirts must be worn underneath LCS sweatshirts or sweaters without any visible imprinted logos of any sort
- Clothing may not overtly display any logo other than the LCS logo (available through Land's End and The Landing student store), exception being an indiscreet, breast-pocket manufacture label
- No sunglasses, hats or hoods may be worn indoors
- Shoes must be close-toed and close-heeled

- Uniform items adhere strictly to primary color selections of navy, white, maize (*\*maize available through Lands' End*), light khaki and light stone
- ELEMENTARY STUDENTS (K-5) will wear shirts tucked in
- TEACHERS may make special requests to Administration from time to time for specific class attire, e.g. field trips, or special class events
- All judgment calls of approved school attire are solely at Administrative discretion

### **KINDERGARTEN** SCHOOL SPIRIT & CASUAL DRESS DAYS - **Thursdays**

**KINDERGARTEN** may wear **school spirit** T-shirt and/or sweatshirt attire with approved uniform pants, shorts, or skirts on **Thursdays**. LCS/Navigator school-spirit clothing may be purchased from The Landing student store and may be worn from year to year.

The **last Thursday** school is in session for each month September through June, **KINDERGARTEN** students may participate in **Casual Dress Day**, Students select what they will wear to school, in full compliance with all non-uniform general dress code policies. Casual Dress day is always optional. Students *may* choose to wear uniform attire, in lieu of Casual Dress.

**KINDERGARTEN PHYSICAL EDUCATION CLASSES** – Students should wear tennis or athletic shoes on their scheduled PE day. Girls should wear shorts, tights, or leggings under skirts or jumpers.

### **ELEMENTARY** SCHOOL SPIRIT & CASUAL DRESS DAYS (Grades 1-5) - **Fridays**

**ELEMENTARY (Grades 1-5)**, may wear selected **school spirit** T-shirt and/or sweatshirt attire with approved school uniform pants, shorts or skirts on **Fridays**. LCS/Navigator school-spirit clothing may be purchased from The Landing student store and may be worn from year to year.

The **last Friday** school is in session for each month September through June, **ELEMENTARY** students may participate in **Casual Dress Day**, Students select what they will wear to school, in full compliance with all non-uniform general dress code policies. Casual Dress day is always optional. Students *may* choose to wear uniform attire, in lieu of Casual Dress.

**ELEMENTARY PHYSICAL EDUCATION CLASSES** – Students should wear tennis or athletic shoes on their scheduled PE day. Girls should wear shorts, tights, or leggings under skirts or jumpers.

### **MIDDLE SCHOOL** SPIRIT & CASUAL DRESS DAYS (Grades 6-8) - **Fridays**

**MIDDLE SCHOOL** (Grades 6 – 8) students may dress **casually**, *inclusive* of school spirit clothing, in full compliance with all non-uniform general dress code policies, *each* Friday school is in session. Casual dress day is always optional. Students may choose to wear uniform attire.

**MIDDLE SCHOOL PHYSICAL EDUCATION CLASSES** – All middle school students are required to change into appropriate physical education clothing. **All students must wear basketball style (longer) shorts or their school uniform. Girls must wear shorts under their skirts when playing PE.** Athletic shoes are required.

**THEME-DAYS (K-8):** Occasionally, we will have selected days when students are offered to wear something specific, other than standard uniform or casual dress. Students may choose to participate in the special dress activity, in keeping with the designated theme. Seahawk Friday or Pajama Day are

examples. On these specific theme dress days, modesty and safety are always the rule. Students who do not wish to participate must wear their uniform clothing.

As part of **Casual Dress and Theme day attire**, students are permitted to wear jeans or other non-uniform pants that are neat, clean, hemmed, free of holes and patched threading, and styled to not be overly-snug or excessively baggy in fit.

**IN KEEPING WITH GENERAL GUIDELINES, PLEASE AVOID THE FOLLOWING AS SCHOOL UNIFORM, SCHOOL SPIRIT, CASUAL OR THEME-DAY ATTIRE:**

Jeggings (tight-fitting pants)	Shorts that are more than 4-inches above the knee, or fit higher than finger-tip length
Leggings (as long pants; skirts or shorts may be worn over these)	Tank tops
Yoga-style pants or capris	Over-sized clothing of any sort
Hats in the building	Excessively tight-fitting clothing of any sort
Unhemmed garments	Pictures, patches, emblems or decals that suggest negative attitudes
Clothing with threaded patches	Any attire with questionable sayings (e.g. alcohol, tobacco, or drug advertisements, inappropriate logos, etc.)
Terrycloth fabric	Boys may not wear earrings
Work-out pants	
Sweatpants	

**APPROVED UNIFORM ITEMS**

**GIRLS**

- |   |  |
|---|--|
| 1. Marymount Plaid Jumper (Dennis Uniforms); Custom Plaid Jumper (Lands' End)   | 7. Walking Shorts - (light khaki, light stone, or navy)  |
| 2. Marymount Plaid Skirt - knife or box pleat (Dennis Uniform); Custom Plaid Jumper - knife or box pleat (Lands' End) | 8. Pants/Cord Trousers - (light khaki, light stone, or navy)   |
| 3. Plain colored jumper (light khaki, light stone, or navy)   | 9. Capris – (light khaki, light stone, or navy)  |
| 4. Straight Skirt – (light khaki, light stone, or navy)   | 10. Flared Chino Pants - (light khaki, light stone, or navy)   |
| 5. Pleated Skirt – (light khaki, light stone, or navy)  | 11. Cargo Pants/Shorts – (light khaki, light stone, or navy)   |
| 6. Skort – (light khaki, light stone, or navy)  | 12. Long/Short Sleeve Polo Shirt – navy, white or maize ( <i>*maize available through Lands' End</i> ) |
|   | 13. Long/Short Sleeve Blouse (cotton and/or polyester) – white or navy                                 |

- |  |  |
|--|--|
| <p>14. LCS Sweatshirt – navy (embroidered logo through Lands’ End)</p> <p>15. LCS Sweatshirt – (screen print in school colors) available in The Landing student store. Elementary – <i>navy, white</i>. Middle School – <i>gray, navy, white</i></p> <p>16. ELEMENTARY – Plain (no logo) navy or white zip-up jacket</p> <p>17. ELEMENTARY – Plain (no logo) navy or white sweatshirt</p> <p>18. MIDDLE SCHOOL – Plain (no logo) gray, navy, white zip-up jacket</p> <p>19. MIDDLE SCHOOL – Plain (no logo) gray, navy, white sweatshirt</p> <p>20. Polar-Tech Fleece Vest – navy</p> <p>21. Cardigan/Vest/Pullover/V-Neck Sweater –navy, white or maize</p> | <p><i>(*maize available through Lands’ End)</i></p> <p>22. Socks, leggings and/or tights must be worn with skirts, jumpers, and shorts</p> <p>23. Leggings (footless tights) must be worn with socks - white, navy, khaki</p> <p>24. Socks may be of any non-distracting color or print</p> <p>25. Flat or low-heeled (1 inch) or athletic shoe, closed toe and heel</p> <p>26. Earrings may be worn on ears only.</p> <p>27. MIDDLE SCHOOL (Grades 6-8) Make-up may be worn in moderation</p> <p>28. MIDDLE SCHOOL (Grades 6-8) may wear 2-inch heeled shoe</p> |
|--|--|

**BOYS**

- |  |   |
|--|---|
| <p>1. Walking Shorts - (light khaki, light stone, or navy)</p> <p>2. Pants/Cord Trousers - (light khaki, light stone, or navy)</p> <p>3. Cargo Pants/Shorts - (light khaki, light stone, or navy)</p> <p>4. Polo Shirt Long/Short Sleeve - white, navy or maize (<i>*maize available through Lands’ End</i>)</p> <p>5. Oxford Shirt Long/Short Sleeve - white (button down collar)</p> <p>6. Coordinating tie may be worn</p> <p>7. LCS Sweatshirt – navy (embroidered logo through Lands’ End)</p> <p>8. LCS Sweatshirt – (screen print in school colors) available in The Landing student store. Elementary – <i>navy, white</i>. Middle School – <i>gray, navy, white</i></p> | <p>9. ELEMENTARY – Plain (no logo) navy or white zip-up jacket</p> <p>10. ELEMENTARY – Plain (no logo) navy or white sweatshirt</p> <p>11. MIDDLE SCHOOL – Plain (no logo) gray, navy, white zip-up jacket</p> <p>12. MIDDLE SCHOOL – Plain (no logo) gray, navy, white sweatshirt</p> <p>13. Polar-Tech Fleece Vest – navy</p> <p>14. Cardigan/Vest/Pullover/V-Neck Sweater –navy, white or maize (<i>*maize available through Lands’ End</i>)</p> <p>15. Socks may be of any non-distracting color or print</p> <p>16. Oxford-type or athletic shoes. Closed toe and heel</p> |
|--|---|

**PURCHASING:** Clothing may be purchased from any store. Other options for purchasing include the following:

- \*\*Land's End (<http://www.landsend.com/school>) - LCS Logo is available (optional) \*\* gives a discount back to the school on entire purchase.
- Dennis Company – Tukwila Store: 12608 Interurban Ave S #150, Seattle, WA 98168

**NATURAL CONSEQUENCES OF DRESS AND APPEARANCE POLICY VIOLATIONS:** In accordance with signed agreements between LCS and enrolled families, students are expected to come to school properly dressed each day. Teachers will cite students who are not in compliance with dress codes. Students will be offered opportunity to call home for appropriate clothing needs or provided available clothing-on-loan at school. Repeated violations will be referred to Administration. Subsequent student disciplinary consequences and parent notification will follow. All judgment calls of approved school attire remain at Administrative discretion.

## DOCTRINAL ISSUES

The Board of Directors, the staff, and volunteers at Lighthouse Christian School all agree not to enter contentiously into discussion on areas of controversial doctrinal interpretation or preference. This includes, but is not limited to, doctrines pertaining to the mode, time, and method of baptism; the election and security of believers; the timing and manifestations of the infilling of the Holy Spirit; the sacrament/ordinance of communion; and the various interpretations regarding the second coming of Christ.

## DOGS ON CAMPUS

Dogs are not allowed (on or off leash) in the building or on the school grounds in order to keep a safe and allergy-free environment for the students. Exceptions to this policy for the purposes of student learning may occur with prior administrative approval.

## ELECTRONICS ON CAMPUS

Electronics must be stored safely out of sight and may not be used during school hours, including lunch and class breaks. Electronics in use during school hours will be confiscated.

Electronics are defined as: Cell phones, iPhones, Ipods, and electronic games, etc.

## FAMILY VACATIONS

School is more than assignments. While many assignments can be made up, much is lost by students who miss the discussions, experiments, and group activities. Every effort should be made to schedule family vacations during school holidays. Students should not expect to receive the same grade value for make-up work due to family vacation. Teachers shall not be asked to prepare student work in advance of a family vacation. The missed work will be provided to the student upon their return to school. It is expected the assignments will be completed and submitted within a reasonable amount of time, as designated by the teacher.

## FIELD TRIPS

Field trips are scheduled by various classroom teachers throughout the year. The trips are generally scheduled to correlate with particular studies in which the class is involved. They are educational, informative, and fun. The teacher and principal shall decide whether parents will be driving for field trips or a bus will be chartered. The decision will be based on student safety, driver availability, financial and logistical considerations.

## GENERAL FIELD TRIP POLICIES:

1. Field trip permission forms must be completed, signed and returned to the teacher prior to a student being allowed to participate on any field trip.
2. Siblings are not allowed to accompany the student on field trips.
3. Only parents with completed background checks through Lighthouse Christian School can chaperone or accompany the class on field trips.
4. All adults who help or accompany on field trips must refrain from smoking and drinking.
5. Chaperones are required to stay with assigned group and provide vigilant supervision at all times.
6. Some field trips require fees from each student in the class; these fees are non-refundable in the event a student is unable to attend.

#### **POLICIES WITH PARENT DRIVERS:**

1. Before a parent may take students in his/her vehicle on school-sponsored outings, a driver insurance form and a WSP background check must be on file in the school office.
2. Students are expected to obey the driver, comply with Washington State law regarding safety restraint, and maintain courtesy at all times.
3. Students must stay with their assigned vehicle and chaperone.
4. Single parents may not travel together in the same vehicle.
5. Parents may not purchase "treats" for children on trips or make unplanned stops unless instructed by the teacher.
6. Parents must be cautious concerning conversations and music played during traveling, making sure it is appropriate for all students and that they are representative of the mission of LCS.
7. Movies and video games may not be viewed on vehicle entertainment screens while traveling in school excursions.

#### **POLICIES WITH BUS TRANSPORTATION:**

1. To improve safety and ease communication, all students and school-appointed parent chaperones are strongly encouraged to ride the bus with the class.
2. School-appointed chaperones are not charged for the bus ride; they may be charged for other field trip costs (such as admissions, etc.).
3. Parents attending the field trip (but not serving as a school-appointed chaperone) may ride the bus only if there is space available. They would not be charge for the bus ride but may be charged for other field trip costs (such as admissions, etc.). If seats are not available on the bus, these parents will need to find their own transportation.
4. If parents insist, they may drive themselves and may take their own child(ren) with them; parents choosing this option assume full liability.
5. A parent driving may take other students with them if those students' parents also ride in the car with their own children. The driving parent and the all accompany parents assume full liability when choosing this option.
6. The cost of bus transportation will be included in the total cost of the field trip and will be shared equally by all students attending the field trip (even those being driven by parents/ chaperones).
7. Teachers must ride the bus with the emergency information/release forms for students.
8. Students may not use electronic equipment (Cell phones, iPods, etc) on the bus.

#### **LOST AND FOUND**

All lost and found articles are to be taken to the lost and found containers in the main building. Any item not claimed by the end of each quarter of school is donated to a charitable organization. The child's first

and last name should be written on all articles of outer clothing, backpacks, and lunch boxes to insure their prompt return.

## MEDICAL/HEALTH POLICIES

**EMERGENCY INFORMATION ON FILE:** It is imperative that school records reflect the correct and current telephone numbers and addresses of parents/guardians as well as emergency contacts. ***Please notify the school office immediately when changes occur.***

**IMMUNIZATION CERTIFICATE:** As required by Washington State law, all students must fill out a certificate of immunization form. This form is provided with a student's application for admission or re-enrollment and must be completed to fulfill the school's registration requirements.

**MEDICATION AT SCHOOL:** Although it is best that a student's medication be administered at home, the school recognizes the need for exceptions when a student must bring medicine to school. If a student needs to have medication administered at school, please follow these guidelines:

### ***Medication Guidelines***

1. The parent must present to the school office staff a written and signed Medication at School Release Form from the parent/legal guardian and physician that permits the office staff to dispense the medicine to the student during the school day. This also applies to inhaled medications the student self-administers. Non-prescription medications also require a physician's signature. New forms must be submitted each year.
2. The permission form must be accompanied by written instructions regarding when the medicine should be dispensed and how much.
3. The parent must give the medicine to the office staff immediately upon arrival to school.
4. Medications must be brought to school in their original containers and stored according to the physicians' request.
5. The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed personnel (e.g., injections).
6. The school will record each administration of medication on a Medication Administration Log Sheet at the time of its administration by the individual who gave the medication.
7. Only trained personnel may administer medication. Teachers, when necessary, e.g. field trip, may administer medication.
8. At the end of the school year parents must pick up unused medication or it will be thrown away.

**ILLNESS:** For the benefit of the other students, any child who has a fever or other signs of illness should remain at home. If a student becomes ill at school and cannot remain, the parent or other authorized contact person (listed by the parent on the student's application for admission) will be telephoned to take the student home. If no one can be reached to take the student home, he/she will remain at school or in the school office until a parent or authorized individual picks up him/her.

**INJURIES/EMERGENCIES AT SCHOOL:** It is the responsibility of a student who becomes injured at school to notify his/her teacher immediately, so that proper care can be given to him/her and appropriate reports can be made. If a child is seriously ill or injured, the school will attempt to notify the student's parents or the person listed for emergency contact on the student's application for admission. Emergency

medical assistance will be contacted. Repeated attempts will be made to notify the parents or other emergency contact persons in this situation.

**MEDICAL REQUIREMENTS FOR AFTER SCHOOL SPORTS:** Students must have a completed *Physical Examination, Emergency Release, Warning and Insurance Waiver Form* completed and on file before beginning any after school sports program. A complete physical is required every two years for participating students in grades 3-8. Only one permission form is necessary per year.

## MISSIONS AT LCS

Teaching our students to be servant leaders is part of the mission of Lighthouse...it is how we impact our community for Jesus Christ. The Lighthouse family has adopted a school in Liberia; each year we choose a project that will bless the teachers and students of that school. We encourage enthusiastic participation from the entire school community in our yearly outreach.

In addition, each class is involved in a community project here in the greater Gig Harbor area. Students are encouraged to earn their own money to give and to participate personally in the projects suggested for their age group.

## NON-DISCRIMINATION STATEMENT

The Lighthouse Christian School will admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

## PARENT-TEACHER CONFERENCE

Parent-Teacher conferences are scheduled in the fall. Since the educational process is a cooperative effort between home and school, parents (preferably both) are encouraged to attend these conferences. The teacher or parents may request additional conferences any time during the school year.

## P.E. PARTICIPATION

Physical education participation is required for all students. In the event a student is not physically able to participate, a parental note or doctor's note (for long-term excuse) must be submitted to the teacher.

Students in grades 3-5 may wear uniform pants or shorts, or navy bottoms, any uniform shirt or sweatshirt, white tee shirt or any LCS tee shirt. Athletic or soft soled shoes are required. Middle School students may change for PE classes. All PE attire must meet the school casual dress guidelines.

## SCHOOL HOURS

**Kindergarten** 8:15 a.m. – 2:45 p.m. Monday through Thursday

**Grades 1-5:** 8:15 a.m. – 2:45 p.m. Monday through Friday

**Grades 6-8:** 8:10 a.m. – 2:40 p.m. Monday through Friday

*Students may be dropped off no earlier than 7:45 a.m. and must be picked up by 3:15 pm, otherwise they are automatically checked into Before or After School Care and parents are charged appropriate fees.*

## SCHOOL OFFICE HOURS

The school office is open Monday through Friday, 7:30 a.m. to 3:30 p.m. during regular school days. A special schedule will be posted for in-service days and parent-teacher conference days. During the summer, the office hours vary and are published using the school's voice mail and website. The office is closed during single-day holidays and customary breaks such as Thanksgiving, Christmas, and Easter.

## SUPERVISION OF CHILDREN REQUIRED

The campus and facilities of Lighthouse Christian School are not open for unsupervised use. Thus, the campus is officially closed after normal school hours. Students and young children on the campus at these times must be in the company of (i.e. in the same room or within sight distance) and be supervised by an adult, parent, or teacher. ***After school is dismissed, all Lighthouse students not accompanied by an adult (18 years or older) will be automatically checked into the After School Care program, and parents shall be responsible for all applicable fees and charges.***

## STUDENT PICK UP RESTRICTIONS

For the safety of the children, the school will not allow any person to take a child other than the parent or a person designated by the parent to do so. **If for any reason someone else has to pick up the child, the parent must send a signed note to the teacher in the morning or call and inform the school office of the change.** Students removed from school during school hours must check out and back in, by their parents, through the main office.

If another person will regularly pick up a child from school such as in a carpool situation, the parent must send a one-time note to the classroom teacher so the teacher can be aware of who can pick up the child.

If a student has permission to walk or ride their bike home from school without an adult, the parent must send a note to that effect and the teacher will allow him/her to leave.

**If, in the case of a marital separation or divorce, a court restricts visitation of the non-custodial parent, and the custodial parent does not wish for the other parent to pick up the student from school, the custodial parent must notify the school office and the student's classroom teacher in writing. In these situations, it is recommended that the parent park and come into the school to pick the child up instead of using the carpool process.** Doing so increases the likelihood of your child being picked up by the appropriate adult.

## SEXUAL HARASSMENT POLICY

Lighthouse Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

**DEFINITION OF SEXUAL HARASSMENT:** "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct (whether intentional or not) has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

**EXAMPLES OF SEXUAL HARASSMENT:** Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

- Unwanted sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
- Verbal use of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- Physical conduct such as touching, assaulting, impeding or blocking movements.

**WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT:** Scripture teaches us to honor one another and to be kind towards one another (Ephesians 4:32). Students who feel that they have been subjected to conduct of a harassing nature (whether by a student, school employee or official, or an outsider) are encouraged to promptly report the matter to one of the school officials designated below or to any teacher the student feels comfortable going to. Said teacher will then inform one of the school officials listed below. Students who observe conduct of a sexually harassing nature, are also encouraged to report the matter to one of the administrators or to any teacher with whom the student feels comfortable. Said teacher will then inform one of the school officials listed below. All complaints will be promptly investigated.

**WHERE TO REPORT SEXUAL HARASSMENT:** Sexual harassment reports should be made to the Director of Education and/or Director of Operations. However, in the event that these individuals are involved in the alleged harassment, then the complaint should be immediately filed with the Chairman of the school's Board of Directors.

**CONFIDENTIALITY:** Special safeguards will be applied in handling sexual harassment complaints. However, in order to act on behalf of all its students and employees, the school cannot guarantee the anonymity of an individual making a complaint. The school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

**PROTECTION AGAINST RETALIATION:** It is against the school's policy to discriminate or retaliate against any person who has filed (or intends to file) a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment. Any student or employee who, after appropriate investigation, has been determined to have retaliated against anyone for using or expressing the intent to use the complaint procedure in this policy shall be subject to disciplinary action, up to and including immediate termination of employment or expulsion from school.

**FALSE CLAIMS:** Given the nature of this type of harassment, the school recognizes that false allegations of sexual harassment can have serious effects on innocent people. Therefore, the school may take disciplinary action, up to and including immediate termination of employment or expulsion from school in cases where false, frivolous or vexatious complaints are submitted. No disciplinary action will be taken where complaints are made in good faith.

**PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION:** When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Administrator, unless the Administrator is the alleged harasser, in which case the Chairman of the school's Board of Directors shall be immediately informed of the complaint. The Administrator (or the Chairman, if applicable) will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## TECHNOLOGY POLICY

**Student E-Mail, Student Homepages, and Class Homepages:** Student e-mail, a student's personal web pages, and class homepages are student-generated media. They will be monitored to insure that content is appropriate. The use of these services is a privilege and is subject to the conditions of the *Internet Use Agreement*. Any student who violates the agreement will have his/her use restricted accordingly.

**World-Wide Web as an Extension of the Curriculum (Class Projects):** When a controversial topic is posted, it is recommended that the teacher assign students to present opposing views of the issue. In such cases, the teacher should provide a disclaimer on the web page indicating that these are not necessarily the views of Lighthouse Christian School, but rather an exercise in helping students to develop their reasoning skills. A reader response form may also be provided to allow readers to offer rebuttal to a student's writing. Links should not be provided for responding directly to students. If links are provided, they should be linked to the web page sponsor.

**Electronic Resource Acceptable Use Policy:** Lighthouse Christian School believes that our computer network and Internet, with its wide variety of resources, has much to offer students. It is our goal to educate students about the efficient, ethical, and appropriate use of these resources. Within the context of our mission statement as a school, the computer network and Internet will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through the following:

1. Accessing a wealth of resources available for reference and research.
2. Consulting with experts in a variety of fields.
3. Saving data for student projects and homework.
4. Using software programs to complete assignment and research.

Since the Internet is an unregulated, worldwide vehicle for communication, information available to students it is impossible to control. Therefore, Lighthouse Christian School created this policy governing the voluntary use of the Internet in order to provide guidance to students obtaining access to this resource. It shall be a violation of this policy for any student to engage in any activity that does not conform to the established purpose and general rules of this policy. Within this general policy, Lighthouse Christian School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Lighthouse Christian School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file server space utilization and content of files by students and assumes no responsibility or liability for files deleted due to violation of fileservers space allotments, questionable ethical content, inappropriate content, or other data that does not conform with the mission of the school.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.

4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to school-owned equipment and, specifically, to exclude those who do not abide by Lighthouse Christian School acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Lighthouse Christian School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train students in acceptable use and policies governing online communications.

#### **Acceptable Use:**

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Lighthouse Christian School.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, Lighthouse Christian School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

#### **Unacceptable Use:**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Any use of the network for product advertisement or political lobbying is prohibited.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
5. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
8. The unauthorized installation of any software, including shareware and freeware, for use on Lighthouse Christian School computers is prohibited.

9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
10. The Lighthouse Christian School network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Lighthouse Christian School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Lighthouse Christian School.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.
13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
14. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the Director of Information Technology.

**Disclaimer:**

1. Lighthouse Christian School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. The Director of Information Technology shall have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Lighthouse Christian School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Lighthouse Christian School makes no warranties (expressed or implied) with respect to:
  - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

Lighthouse Christian School reserves the right to change, update, or modify its technology policies and rules as appropriate.

**TELEPHONE / CELL PHONE USE**

Students must have permission and a note from their teacher in order to use the office telephone. Office phone use is limited to emergency use only. Office staff will determine if the need is an emergency.

Cell phones are not to be visible or used during school hours from 8:00am to 3:00pm unless specific permission is given by a school supervisor. Appropriate consequences, that can include confiscation, will be given if this rule is violated.

## TRANSPORTATION AND PARKING

Parents are responsible for the delivery and pick-up of their children from school. Parents may request a printed copy of the school directory to help arrange carpools.

To facilitate the speed of parents picking up their children, parents must display the card received at orientation with the child's grade level and name in the front windshield. Carpools should also list the names of all children riding in the vehicle.

School dismissal is at 2:45 p.m. Children still on campus after 3:15 p.m. will automatically be enrolled in the After School Care Program. Parents will be charged applicable fees.

## VISITING CLASSROOMS

**PARENTS:** Parents who want to visit a child's classroom or observe another class must schedule a time to do so with the school office. The faculty welcomes parent classroom visits, but it is best for both teachers and students if visits are planned in advance. To minimize classroom distractions, young children should not accompany parents when visiting classrooms.

**STUDENTS:** All student visitors to school must obtain permission through the appropriate school office prior to the visit. Prospective students are encouraged to visit classrooms; other visitors (such as former students and friends) should limit visits to during lunch or special activities (such as chapel) to minimize distractions to the learning process.

## VOLUNTEERING

Volunteering is an important part of what makes LCS special and creates a positive learning environment for every student. To encourage family volunteerism, administration has created a volunteer program for **school-wide activities** that has student and school-wide incentives. For the year of 2017-18 the following incentives are in place:

**Family incentive for 10 hours:** Free Dress Pass on a designated day in May

**School Wide Incentives (calculated by PFL volunteer)**

At end of 1<sup>st</sup> semester 90% of families serve 5 hours – all school casual dress day in February

At end of 2<sup>nd</sup> semester 90% of School hits 10 hours by 4/30 get a “sun fun day,” if the school calendar meets the required instructional hours by OSPI.

Parents are to use the RenWeb app to enter hours and may contact Pfl or the main office to find out about volunteer opportunities. The following is a current listing of opportunities.

**Parents for Lighthouse Volunteer (Pfl)**

*Assisting with the parent organization in support of Lighthouse activities and events.*

· **Staff Appreciation Committee**

*Participating in events throughout the year, either monthly or quarterly, to bless the LCS staff either on an individual or group basis.*

· **Family Fun Nights**

*Working on ways to engage the Lighthouse family in fun community-building activities.*

· **Field Day (June)**

*Supervising a station or providing materials for the event.*

· **Gig Harbor Maritime Parade (June)**

*Volunteer - Help plan, coordinate, and decorate the LCS entry in the annual Gig Harbor maritime parade.*

**For the Greater Good**

*Campus Maintenance – easy fix it jobs, painting, landscaping and gardening.*

**Prayer Support**

*Participant in weekly parent prayer group.*

**Lighthouse Landing – Student Store**

*Volunteer for weekly or monthly shifts (7:45-10:00 or 2:40-3:30)*

**Development**

*Volunteer on the Lighthouse fundraising committee*

**Marketing Team/Committee**

*Provide support for LCS in the community and at events. Help at special events and throughout the year, such as Open House.*

**Grandparents Day**

*Help with invitations, food prep, coffee*

**Auction**

*Serve on the Lighthouse auction committee. Many opportunities to pitch in! Procurement, decorations, catering, computer input, corporate sponsorship, display and set up, raffle. Class project coordinator (1 per class).*

**Library**

*Library Aide*

*Lighthouse Reads program – record keeping and “prize patrol” – distributing weekly prizes.*

**Athletics**

*Soccer (6-8)*

*Basketball, Boys and Girls 3-6th Grade*

*Cross Country (K-8)*

*Track (6-8)*

**WEAPONS ON CAMPUS**

It is a violation of school policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used for school activities.

- a. “Possession” includes, but is not limited to, having a weapon on school property or at school-sponsored events located: (1) in a space assigned to a student such as a locker or desk; (2) on the student’s person or property (such as on the student’s body, or in his/her clothing, purse, backpack, gym bag or vehicle); or (3) under the student’s control or accessible or available, such as hidden by the student.
- b. A weapon includes, but is not limited to: (1) firearm or destructive device (see 3. following); or an air gun, which includes any air pistol or air rifle designed to propel a BB, Pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas; or any items which appear to others to be realistic firearms or air guns; or (2) a bow and arrow or cross bow; (3) a sand club, sling shot, chains, or metal knuckles; or (4) a device commonly known as “throwing stars”, multi-pointed metal objects

designed to embed upon impact from any aspect; or (5) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle including, but not limited to, a spring blade knife; or any knife the blade of which is automatically released by a spring mechanism or other mechanical device; or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; or (6) a dirk, which is a type of dagger; or (7) any device commonly known as “nun-cha-ka-sticks” consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means; or (8) any explosive or incendiary devices, such as fireworks, which do not otherwise come within the definition of “destructive device” at c.(d) following ; and such other tangible item which may be designed to cause injury or intimidation or used to cause injury or intimidation to others.

- c. The term “firearm” means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device, including any explosive, incendiary, or poison gas, or a bomb, grenade, or rocket having a propellant charge of more than four ounces, or a missile having an explosive or incendiary charge of more than one-quarter ounce, or a mine or devices similar to any of the devices just described.
- d. It is unlawful for any person to carry, exhibit or display, any firearm, dagger, sword, knife, or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.
- e. A person possessing a weapon or a firearm may be guilty of criminal misconduct. Possession of a firearm by a student constitutes grounds for expulsion from the state’s schools in accordance with RCW 28A.600.010 and RCW 28A.600.420. Appropriate school authorities shall promptly notify law enforcement and the student’s parent or guardian regarding any allegation or indication of such violation.

### **Student Weapons Violations**

The Board of Directors has a no-tolerance policy toward students who are in any way involved with a weapon on school property or at a school activity. When an alleged weapons incident occurs, the suspected student may be removed from contact with other students while a preliminary investigation is conducted. This removal may be considered for purposes of investigation rather than disciplinary in nature. Within a period of three (3) school days from the commencement of the investigation, the student must be disciplined or returned to regular student status.

1. When, following an investigation, it is determined that there has been a violation of the school weapons policy, the student may be deemed an immediate and continuing danger, placed on emergency expulsion status, and law enforcement notified. A written notice will then be issued to the student and parent(s) advising that a hearing will be held. Then, at hearing, it is determined that the violation involves a firearm, the emergency expulsion will be converted to a regular expulsion. When, following hearing, it is determined that there has been a violation of the school weapons policy but the weapon involved was not a firearm, as that term is defined herein, the hearing officer may continue the emergency expulsion, or convert the emergency expulsion, as the case requires, to either a long-term suspension or an expulsion. These guidelines will be developed and shared with the student and parent(s) after the hearing with the Board of Directors, or when the time limitations for a hearing have passed without a request for a hearing. Provided, when the weapon involved is a firearm, as that term is defined at RCW 9.41.010, the minimum period of expulsion shall be from the date of the expulsion to the beginning of the grading period closest to the end of one chronological year.
2. Upon application to return, the student appeal shall be directed to the Board of Directors. Prior to making its decision, the Board of Directors will complete a comprehensive study of the student, intended to evaluate the potential future danger or threat posed by the student’s re-admission. Factors considered by the committee will include, at a minimum, the following:
  - a. Successful completion of the guidelines for re-admission plan (see #1 above);
  - b. Attitude and remorse of the student;
  - c. Student behavior since the expulsion;
  - d. Student’s cooperation in designing a successful reintegration plan;

e. Willingness of the student and parent to agree, as appropriate, to a reasonable behavior contract. The burden shall be on the student and parent(s) to propose a plan for the student to return to school. The plan shall, to the extent possible, minimize future risk to students, staff, and the educational process.

#### WEED CONTROL SPRAY

During weed-growing seasons, Lighthouse uses weed control spray such as Round Up, Ortho Max, and other commercial products available at home centers. The school typically applies these sprays on Fridays after school, when most children are gone. Please contact the Facilities Manager for more specific spray information.

## **SECTION 6: STUDENT AWARDS**

### AWARDS

LCS recognizes students on a quarterly basis. The school will send awards home at the end of quarters 1, 2, and 3. The 4<sup>th</sup> quarter awards are mailed home with report cards.

The following are criteria for the awards:

- **Honor Roll (6-8):** Students that average 90% or higher on **each** subject.
- **High Honors (6-8):** Students who average 93% or above in **each** subject.
- **Honor Roll (4-5):** Students who average 90% or above in **each** subject.
- **Middle School Student of Distinction** (by semester)
- **Middle School Academic Excellence** (end of year)

## **SECTION 7: MIDDLE SCHOOL (GR. 6-8) ONLY**

### **LOCKERS**

Student lockers are the property of the school and are provided as a service for middle school students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

#### **Locker Guidelines**

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned.
2. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others – even friends – to know a locker combination is the greatest cause for loss of personal items from lockers.
3. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
  - a. Stickers are not allowed on any part of the lockers.
  - b. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
  - c. Writing or painting on any part of the lockers is not allowed.
6. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
7. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
8. Students are responsible to pay for any locker damage that occurs in violation of the above rules.
9. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
10. Any problems with a locker should be reported to the office.
11. The school is not responsible for lost, stolen, or damaged goods belonging to students.

#### **iPad Usage**

Please see the Lighthouse Christian School Responsible Use Agreement for the school's usage policy regarding iPads and other computers while on campus.