

LIGHTHOUSE CHRISTIAN ACADEMY

Student/Parent Handbook 2015-2016



In the same way, let your light shine before others that they may see your good works and give glory to your Father who is in heaven.

Matthew 5:16 ESV

LIGHTHOUSE CHRISTIAN ACADEMY

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Website: www.lighthouse-christian.com
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Office Hours

Monday through Friday, 7:45 a.m. to 3:45 p.m.

Administration

K-12 Principal – Joyce Huck
Assistant Principal – Dewayne Pinkney
Associate Principal – Don Wilson
President, Board of Trustees - Richard Holdeman

Administrative Staff

Administrative Assistant: Christie Spurlock
Bookkeeper: Lisa Sellers
Secretary: Sara Dougan
Athletic Director: Scott Pedersen

School Colors: Royal Blue, Gold and White

School Mascot: Lion

Accreditation and Memberships: Lighthouse Christian Academy, Inc. is fully accredited by the State of Indiana, Freeway Status, and is a member of the Association of Christian Schools International (ACSI).

Non-discriminatory Policy: Lighthouse Christian Academy admits students of any race, color and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, tuition assistance and loan programs, and athletic and other school-administered programs.

Handbook Policies: The policies of the [LCA Student/Parent Handbook](#) provide guidelines to be observed by LCA students, parents, faculty, and staff. The handbook is not considered to be a legal contract. Policies in the handbook are subject to change at any time without notice at the discretion of the administration.

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PURPOSE AND FOCUS

Mission Statement

The mission of Lighthouse Christian Academy is to partner with Christian parents to provide a biblically-integrated and academically-excellent education to develop each child's Christ-like character, intellectual ability and physical health to the glory of God.

Vision Statement

LCA is an interdenominational school that glorifies God in supporting Christian families by providing a biblically-integrated and academically-excellent education. An LCA student will be equipped to impact his world by exhibiting strong Christian character including service to God and to others, and by demonstrating academic achievement, biblical leadership, and the ability to articulate and defend a Christian worldview in all areas of life.

Core Values

- Commitment to God
- Commitment to Biblical Truth
- Commitment to Support Christian Families
- Commitment to Academic Excellence
- Commitment to the Overall Development of Students
- Commitment to Care for Teachers
- Commitment to Stewardship
- Commitment to Ministry and Service

Statement of Faith

- We believe the Bible, the Scriptures of the Old and New Testaments, to be the only infallible, inspired and authoritative Word of God (2 Timothy 3:16-17).
- We believe there is only one God, eternally existent in three persons, God the Father, Jesus Christ the Son, and the Holy Spirit (Deuteronomy 6:4; Matthew 28:19-20).
- We believe in the deity of our Lord Jesus Christ (John 1:1, 14; Colossians 2:9), in His virgin birth (Matthew 1:23), in His sinless life (2 Corinthians 5:21; Hebrews 4:15), in His miracles (John 2:11, 20:30-31), in His atoning death through His shed blood (1 Corinthians 15:3; 1 John 2:2), in His bodily resurrection (Acts 2:32), in His ascension to the right hand of the Father (Luke 22:69), and in His personal return in power and glory (Matthew 16:27; Acts 1:11; Revelation 22:12).
- We believe that God created man, male and female, in His own image (Genesis 1:26-27; Matthew 19:4). It pleased God to create man two distinct biological sexes, male and female, and each man bears the life-long responsibility of confessing and fulfilling God's law and purpose for the biological sex which God alone unalterably assigned him at the moment of conception (Deuteronomy 22:5; Psalm 139:13-16; 1 Corinthians 6:9-11).
- We believe that Adam and Eve's disobedience to God brought sin into the world (Genesis 3; Romans 5:14-21). Man thus alienated himself from God, his neighbor, and the world (Isaiah 59:2; Colossians 1:21). All mankind except Jesus Christ are sinners, have sinned, and come short of the glory of God (Romans 3:9-20).
- We believe Jesus Christ is the ONLY Savior of sinners, the ONLY way to the Father (John 3:16, 14:6). Christ died as a substitute for sinners and was raised from the dead so that man could be reconciled to God (Romans 5:8; 2 Corinthians 5:21).

- We believe that eternal life is a gift of God received personally through faith alone in Jesus Christ alone (John 3:16; Acts 16:14). Eternal life is neither deserved by anyone nor can it be earned by good deeds (Ephesians 2:8-9).
- We believe that the Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts (John 3:3-8). He convicts us of sin and draws us to the Savior (1 Corinthians 2:11-14). Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service (Romans 8:14). He instructs and guides us into all truth (John 16:13), and seals us for the day of redemption (Ephesians 4:30).
- We believe that the true Church is composed of all persons who, through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit, are united together in the body of Christ (Romans 12:4-5; Ephesians 2:19-22). The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity (2 Timothy 4:2); where the sacraments of Baptism (Acts 2:38; Matthew 28:19) and the Lord's Supper (1 Corinthians 11:23-26) are administered in their integrity; where scriptural discipline is practiced (Matthew 18:15-20; 1 Corinthians 5:1-5); and where loving fellowship is maintained (Acts 2:42).
- We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that God has charged parents with the responsibility of bringing up their children in the "nurture and admonition of the Lord." (Ephesians 6:4). Christian schools can be of great assistance to the parents in this crucial task.

Biblical Lifestyle

The Bible prohibits specific behaviors and limits marriage to a covenant relationship between a man and a woman (Genesis 2:21-25; Ephesians 5:22-33). LCA will instruct students in these teachings. Behaviors prohibited in the Bible include, but are not limited to:

- Heterosexual activity outside of one man-one-woman marriage. For example, premarital sex, cohabitation, or adultery (John 8:1-11; I Corinthians 6:9-20; Hebrews 13:4);
- Homosexual or bisexual activity or any form of sexual immorality (Romans 1:21-27; I Corinthians 6:9-20);
- Practicing alternate gender identity or any other identity or behavior that violates God's ordained distinctions between the two sexes, male and female (Genesis 1:26-27; Deuteronomy 22:5);
- Sexual harassment, use or viewing of pornographic material or websites (Psalm 101:2-3; Matthew 7:12, Ephesians 5:3);
- Sexual abuse or improprieties toward minors as defined by Scripture and federal or state law (Matthew 18:5-6; Luke 18:15);
- Drunkenness or the use of illicit drugs (Ephesians 5:18, Romans 13:13-14);
- The use of vulgar and profane language (Ephesians 4:29, 5:4; Colossians 3:8);
- Deceit- Deliberately falsifying materials or misrepresenting facts by lying (Matthew 5:33-37);
- Theft- The act of stealing (Exodus 20:15, Ephesians 4:28);
- Any illegal activity (Romans 13:1-5).

In situations in which the home life violates these standards, LCA reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Partnering Expectations

Lighthouse Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct in a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse the admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in or condoning sexual immorality; practicing homosexual lifestyle or alternate gender identity; promoting such practices, or otherwise having the inability to support the moral principles of the school.

Philosophy of Education

The Lighthouse Christian Academy (LCA) philosophy of education is based upon the biblical teaching that the fear of the Lord is the beginning of wisdom and knowledge. God, being the only Creator and Sustainer of the Universe, and the only Savior of men otherwise hopelessly lost in sin, being infinite in contrast to the finite limitations of the human intellect, must be at the head and at the core of the educational process for that process to be valid. Since God has revealed Himself in the Incarnate Word (Jesus Christ the Eternal Son) and in the Written Word (the Bible), the knowledge of Jesus Christ and the Bible becomes the key and the coordinating principle of education that is Christian.

The ultimate goal of all education, according to 1 Corinthians 10:31, is to help man achieve life's purpose: to glorify God and to serve Him in every area of life. The Word of God is the explicit revelation of God and is the primary means by which we pursue the goal of education. In light of this fact, emphasis must be placed on learning and applying the Scriptures during the school day. Christian education should also encourage the student to develop attitudes and behaviors consistent with biblical principles, including the teaching of absolutes that are necessary for making decisions that affect one's relationship to God and interactions with others.

The training and education of children and youth is primarily the responsibility of parents (Deuteronomy 6:6-7; Psalm 78:1-7). LCA assists and supports parents in training up their children in the way they should go, so that when they are old they will not depart from it (Proverbs 22:6). LCA strongly encourages parents to be actively involved by being aware of the process, content, and progress of their children's education. Since the Bible gives primary responsibility to parents to bring up their children in the "discipline and instruction of the Lord" (Ephesians 6:4), LCA does not replace parents but, rather, acts in cooperation with them. Parents are biblically responsible for the Christian character and behavioral development of their children.

According to Psalm 24:1, all of creation and all its aspects belong to God. In Genesis 1:27-28, we are told that man is created in God's image and is given charge as a steward of this creation. Because of this, students are to be taught to understand the creation in all its aspects, not as an end in itself, but as a means to knowing and serving God. Hence, an effective education will expose them to the fullness of creation, help them develop fully in every part of their lives, and give them skills necessary to serve God as well as society. Since a true understanding of the world in which we live cannot be gained apart from knowledge of the Creator, all aspects of the curriculum should incorporate a distinctly Christian worldview, taking into account God's revelation of Himself.

A primary portion of our service to God as outlined in Exodus 20:1-17 and Mark 12:30-31 is to center around loving our neighbors. To this end, a full education must include an emphasis on acquiring and understanding the tools for communication and learning. In addition, students should understand the history and state of the culture within which they will serve God through their dealings with their neighbors. A Christian education should lead to the development of a strong, Christ-like character and a lifestyle of service, displaying the fruit of the Spirit through living in the truth of God's Word and serving our neighbors and the broader society.

LCA takes seriously the responsibility to carefully choose teachers who will support the mission of the school by being exemplary in their craft and in their conduct. LCA is committed to supporting its faculty in carrying out the vision and mission of the school.

ACADEMICS

High School Student Policy for Full-time Students

All full-time high school students should be enrolled in a minimum of six subjects per semester. A diploma will be awarded after a student completes 4 years of full-time course work. All students must pass the Indiana End of Course Assessments and complete the Student Portfolio requirements to receive a diploma.

Lighthouse is primarily a college preparatory program. Students will be counseled on course selection and advised on schedule arrangements. Parents should regularly review his/her student's progress toward the completion of graduation requirements.

High School Graduation

Graduation will occur once each year. Diplomas will be awarded at that time to all students who have met the requirements.

Part-time or Home School Students in the Middle School and Senior High Programs

Lighthouse Christian Academy's Middle and High School programs are designed to be taken in their entirety by full-time students. Full-time enrollment is an important component of our providing a Christian education. Therefore, Lighthouse does not enroll part-time students.

LCA understands that home-school parents and students may desire to take courses at LCA. We encourage home-schooled students to supplement their home education by taking advantage of educational opportunities at LCA. Qualified students can audit courses subject to availability and space.

No transcript will be provided, but documentation of course performance will be provided by the teacher at the end of the term to be used as part of the student's home-school transcript. Students auditing courses are not considered enrolled LCA students for any purposes. Auditing students agree to follow and be bound by all school policies in effect at the time auditing begins.

High School Promotion

Grade assignment will be determined in accordance with the number of credits earned each year of High School. A credit is given for earning a passing grade in a course that meets daily for one semester or is completed through an accredited online or secondary level school. All courses are recognized as one credit per semester.

- ❑ **Freshman Level:** Grade 9, have completed 8th grade (0-6 credits)
- ❑ **Sophomore Level:** Grade 10, have completed a minimum of 12 credits including 2-English and 2-Math credits
- ❑ **Junior Level:** Grade 11, have completed a minimum of 24 credits including 4-English and 4-Math credits
- ❑ **Senior Level:** Grade 12, have completed a minimum of 36 credits including 6-English and 4-Math credits

**Recommended Course of Study for the Typical High School Student
(Core classes much be completed at LCA.)**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Bible English Algebra/Geometry Earth & Space Sci. World History Foreign Language Phys. Ed Student Portfolio Fine Arts	Bible English Geometry/Algebra II Biology Modern History World Geography Foreign Language Computer Apps. Fine Arts Student Portfolio	Bible English Algebra II Trigonometry/Pre-Cal Chemistry/Physics US History Foreign Language Fine Arts Health Student Portfolio	Bible English Trigonometry/Calculus Chemistry/Physics Economics/Government Fine Arts Student Portfolio Foreign Language

Electives vary with instructor availability and student interest and may include the following:

- | | | |
|---------------------|--------------------------|-------------|
| Band | Yearbook | Physics II |
| Choir | Visual Basic Programming | ENL |
| Orchestra | Environmental Science | AP Biology |
| Drama | Dual Credit Courses | AP Calculus |
| Art I & II, AP Art | Psychology | |
| Digital Photography | Anatomy/Physiology | |

Diploma Tracks

LCA Academic Honors* 57 credits (3.0 GPA)	LCA Technical Honors** 57 credits (3.0 GPA)	LCA Academic*** 50 Credits
<p>8 cr. in Bible 8 cr. in English 8 cr. in Math (in grades 9-12) 8/6 cr. in Science 6/8 cr. in Social Studies 6-8 cr. in World Language 2 cr. in Technology 2 cr. in Fine Arts 3 cr. in Health/P.E. 2 cr. in Student Portfolio 4 cr. in Electives</p> <p><input type="checkbox"/> Earn a grade of “C-“ or above in courses that count toward the diploma,</p> <p>Complete one of the following in order to receive an Honors Diploma:</p> <p><input type="checkbox"/> Score 1750 or higher combined SAT math, verbal and writing and a minimum score of 530 on each</p> <p><input type="checkbox"/> Score a 26 composite ACT and complete the written section</p> <p><input type="checkbox"/> Complete verifiable dual high school/college credit courses from an accredited post-secondary institution (6 transferrable credits, typically 2 courses). All courses must be pre-approved.</p> <p>Note students must take a math or quantitative reasoning course each year in high school.</p> <p><i>*Includes requirements for IDOE Core 40 Academic Honors Diploma</i></p>	<p>8 cr. in Bible 8 cr. in English 6 cr. in Math (in grades 9-12) 6 cr. in Science 6 cr. in Social Studies 5 cr. in World Languages, Fine Arts and/or Technology 3 cr. in Health/P.E. 2 cr. in Student Portfolio 6 cr. in a State Approved College & Career Pathway 7 cr. in Electives</p> <p><input type="checkbox"/> Earn a grade of “C-“ or above in courses that count toward the diploma</p> <p><input type="checkbox"/> Complete a career technical program (6 or more related credits).</p> <p>Complete one of the following,</p> <p><input type="checkbox"/> Score 1750 or higher combined SAT math, verbal and writing and a minimum score of 530 on each</p> <p><input type="checkbox"/> Score a 26 composite ACT and complete the written section</p> <p><input type="checkbox"/> Complete verifiable dual high school/college credit courses from an accredited post-secondary institution (6 transferrable credits, typically 2 courses). All courses must be pre-approved</p> <p><input type="checkbox"/> Score at or above the following levels in WorkKeys: Reading for Information 6; Applied Mathematics 6; Locating Information- Level 5</p> <p><input type="checkbox"/> Obtain the minimum scores on Accuplacer or Compass</p> <p><i>**Includes requirements for IDOE Core 40 Technical Honors Diploma</i></p>	<p>8 cr. in Bible 8 cr. in English 6 cr. in Math (grades 9-12) Algebra 1 & 2, Geometry 6 cr. in Science Biology, Chemistry plus two additional 6 cr. in Social Studies World History, US History Government/Econ 5 cr. in World Languages, Fine Arts and/or Technology 3 cr. in Health/P.E. 2 cr. in Student Portfolio 6 cr. in Electives</p> <p>Note: students must take a math or quantitative reasoning course each year in high school.</p> <p><i>***Includes requirements for IDOE 40 Diploma</i></p>

Transcripts

An official transcript may be obtained by completing a Transcript Request Form available in the school office. There is no charge for transcripts.

All courses that count toward graduation requirements must be included on a student's transcript and included on a student's transcript and included in his/her cumulative GPA. This includes classes not taken at LCA.

FERPA Rights

A parent, or student after the student has turned 18, may request that a transcript be sent to an institution. The Family Educational Rights and Privacy Act ([FERPA](#)) permits schools to afford minor students rights in addition to those given to parents. In addition, once a student is 18 years old, the rights under FERPA transfer from the parents to the student. If a person is granted the legal status of an emancipated minor, that individual has access to his or her own record, but under FERPA, this does not remove the parents' rights unless action is taken by a court to do so. Most states define an emancipated minor as a minor who has the power and capacity of an adult. When the student attends a postsecondary institution, even if he or she is under 18 years of age, the student may review the record in the postsecondary institution.

The provisions of FERPA are as follows:

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- school officials with a legitimate educational interest
A school official is a person employed by Lighthouse Christian Academy as an administrator, supervisor, instructor, or support staff member; a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an accountant, consultant, or psychologist); or a volunteer serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- other schools to which a student is transferring
- specified officials for audit or evaluation purposes
- appropriate parties in connection with financial aid to a student
- organizations conducting certain studies for or on behalf of the school
- accrediting organizations
- to comply with a judicial order or lawfully issued subpoena
- appropriate officials in cases of health and safety emergencies
- state and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Transfer Credit

Transfer students will have their prior course work evaluated for credit at the time of enrollment. All evidence of work or credits earned at another school or college will be considered for acceptance based on an official transcript authenticated by the proper school authority. Scholastic work accomplished through homeschooling will be evaluated on a case-by-case basis upon receipt of an official transcript.

Repeating a Course

Students may repeat a class in which they received a D+ or lower. If the grade of a repeated class is higher, it will replace the lower grade on the student's transcript.

Physical Education Flex Credit Requirements:

- Physical Education is part of the LCA 9th and 10th grade Recommended Courses of Study. PE credits should be taken in 9th or 10th grade by PE Classes and/or PE Flex Credits.
- The application to use participation in a sport as part of a PE Flex Credit must be completed and approved at the beginning of the semester in which the credit is given.
- Participation in a sport may only be used for one credit. Participation in a different sport may be used for a second credit. A separate application would need to be completed for the second credit.
- All work for the Flex Credit must be overseen by the Athletic Director.
- In addition to participation in a sport, a plan must be submitted as part of this application that details how other PE Standards will be met.
- For basketball, soccer, and volleyball, the plan must include a research paper on an individual sport, and an individual fitness plan.
- For cross country, golf, and track, the plan must include a research paper on a team sport, and an individual fitness plan.
- A PE field trip will be planned each semester for all students currently taking PE and any student seeking PE Flex Credit.

Valedictorian/Salutatorian Honors

To qualify for the honor of Valedictorian and Salutatorian, a student must be enrolled at LCA for the six semesters of his/her sophomore, junior, and senior years. The student must take a minimum of six classes during each semester of his/her senior year. All LCA high school academic grades, excluding transfer grades, will be included in the determination of the Valedictorian and Salutatorian. The Valedictorian and Salutatorian will be selected at the end of the first semester of the senior year based on their total grade point average. These students will address the Senior Class at graduation ceremonies. LCA Academic Honors graduates must have been enrolled at LCA for the four semesters of their junior and senior years.

Report Card, Progress Reports, Grading Scales

Report cards reflecting academic achievement, attendance, tardiness and teacher comments, are issued every quarter. Teachers are available throughout the school year via scheduled appointment.

Parents are strongly encouraged to monitor their child's educational progress via the PowerSchool portal, Homework Forum, and initiate/maintain contact with teachers. Constant communication between the teachers and parents increases the student's potential for achieving success.

Kindergarten, Art,
Physical Education,
Music

Grade	Percentage
S+	95 – 100
S	80 – 94
S-	70 – 79
N	≤ 69

Percentages are the same for all grades. The Grade Point Average (GPA) for 9th through 12th grades is based on a 4.0 grade point scale and corresponding letter grade according to the following chart.

Grade Point-Letter Grading Comparison Scale with Changes

Letter Grade	Percentage	Grade Point Value	Honors GP Value	Dual Credit/ AP
A+	98-100	4.0	4.50	5.0
A	92-97	4.0	4.50	5.0
A-	90-91	3.67	4.17	4.67
B+	88-89	3.33	3.83	4.33
B	82-87	3.0	3.50	4.0
B-	80-81	2.67	3.17	3.67
C+	78-79	2.33	2.83	3.33
C	72-77	2.0	2.5	3.0
C-	70-71	1.67	2.17	2.67
D+	68-69	1.33	1.83	2.33
D	62-68	1.0	1.0	1.0
D-	60-61	0.67	1.17	1.67
F	<60	0.0	0.0	0.0

ACADEMIC ELIGIBILITY OF ATHLETES

To be eligible to participate in school athletics, LCA student athletes must have an overall GPA of 2.0 or higher with no more than 2 D’s and no F’s at the time eligibility is determined.

Eligibility will be based on:

- Fall Sports-final grades at the end of the previous school year
- Winter Sports-grades at the end of the first report period
- Spring Sports-grades at the end of the first semester

If student athletes are not eligible at this time, they are not eligible for that sport season.

Grades of eligible athletes will be checked at regular intervals. If an athlete has become ineligible, the athlete will have two weeks to raise the grades. During that time they may practice but not play in games. If the grades are not raised, the athlete will be ineligible for the rest of that sport season.

Checkpoints:

Fall Sports	Week 4 or 5 of first report period
Winter Sports	Week 4 or 5 of second report period
	First semester grades
Spring Sports	Third report period grades

Except for the initial eligibility for ninth graders playing fall sports, eligibility for high school students will be based only on high school grades. Eligibility for fall sports for elementary and middle school athletes will be based on the students' grades at the end of the previous school year. Overall GPA will not apply.

An exemption to the eligibility requirements may be made by the Administration in special circumstances.

Any athlete who is not keeping up with his/her work may be placed on probation regardless of his/her current grade in the class.

All eligibility and ineligibility determinations are subject to review and approval of the Administration.

STANDARDIZED TESTING

TerraNova3 Achievement Tests

The TerraNova3 Achievement Test Series will be administered during the spring of each school year to students Kindergarten through 10th grades. TerraNova3 measures achievement based upon National standards. Select grades may also participate in the Primary Test of Cognitive Skills or InView. These tests gauge an individual's achievement in all subjects tested. The TerraNova3 Achievement Tests help teachers and parents evaluate a student's progress, strengths or weaknesses, and future placement. Complete test results are provided to the parent(s) and a copy is kept in the student's permanent file.

IDOE Testing

In accordance with accreditation by the Indiana State Board of Education, Freeway Status, Indiana Statewide Testing for Educational Progress (ISTEP+) will be administered in two parts each to students in grades 3 through 8. The ISTEP+ measures achievement based on the Indiana State Standards.

Students in grade 3 must take the IREAD 3 exam. Students not passing the IREAD 3 must receive intervention. The decision on whether or not to move on to 4th grade will be considered on a case by case basis.

Students taking Algebra 1, Biology, and English 10 will complete IDOE End of Course Assessments. Students must pass the Algebra I and English exams to meet graduation requirements.

College Entrance Testing

SAT and ACT School Code for Students: 150223

- PSAT/NMSQT Exam: Students enrolled in grades 10 and 11 take the PSAT/NMSQT. There is an additional fee for this test for 11th graders.
- SAT: The Scholastic Aptitude Test is administered to juniors and seniors as an entrance test for colleges and universities. Students must register on-line. The testing is administered off campus. The LCA School Code for the test is 150223.

- ACT: American College Testing is administered to juniors and seniors as an entrance test for colleges and universities. Students must register on-line. The testing is executed off campus. The LCA School Code for the test is 150223.

Most colleges and universities in the United States accept the SAT. Some colleges and universities accept the ACT. It is incumbent upon students to determine which test the college of choice expects them to take. LCA juniors and seniors should make provision for taking the SAT, the ACT, or both college entrance exams at least two times before graduation. Parents and students need to consult with the guidance counselor throughout senior high for updated information.

ACCESS TO THE LCA OFFICE

Office Hours

7:45 a.m. to 3:45 p.m.

Please call the office at any time to make an appointment to meet with the Principal. To better serve our families and to streamline office efficiency, we ask our parents and guests to first stop by the office window. Office personnel will be able to direct your request.

Entrance to the school building is controlled by access through an identification system. Please ring the bell and the doors will be opened by magnetic release by office personnel.

ACCREDITATION AND MEMBERSHIPS

LCA is accredited by the State of Indiana, having been accorded Freeway status by the Indiana State Board of Education in April, 2007. This was renewed August 1, 2012. LCA is a member of the Association of Christian Schools International (ACSI).

THE ADMINISTRATION

The Administration referred to in this handbook includes the Board of Trustees, the Principal, and standing committees as outlined in the current governing documents of LCA, Inc. The practical administration of the policies and procedures outlined in this handbook is under the purview of the individual groups just listed. Interpretation and application of all policies and procedures found within this handbook are at the sole discretion of the Administration.

For any questions, concerns or clarification, parents should address the individual with immediate responsibility first. This flow of address begins with your child's teacher, and then moves through the Principal, and finally with the Board of Trustees. This flow of address is in keeping with the principles established in Matthew chapters 5 and 18.

ADMISSIONS

Lighthouse Christian Academy accepts students who meet the admissions requirements. The Administration will interview all applicants and parents. Enrollment will be approved or denied at the discretion of the Administration after careful review of the applicant and the admissions materials.

Currently enrolled students and their siblings are given the first opportunity to re-enroll for the following school year, during the Priority Enrollment period. Re-enrollment will not be considered

complete until a re-enrollment form is completed, current bills are paid in full and the registration fee is paid.

Criteria

1. LCA requires at least one parent to sign the application form giving LCA permission to teach the elements of the Statement of Faith and agreeing to support the school as it encourages and guides the child in applying those doctrines to everyday living.
2. Each prospective middle school/high school enrollee should have a minimum grade point average of 2.0 (4.0 scale) for the last year of academic studies.
3. Each student must demonstrate that he has a history of behavior that would be in accordance with the standards and expectations of LCA.
4. Testing: All applicants must take admissions test. Additional placement testing may be required. If such testing is required, additional fees may be assessed to the student's family.
5. Interview: Each student and his/her parent(s) must meet with the Admissions Team prior to acceptance for admission. A part-time student must meet the same admissions standards as a full-time student.
6. Transfer of Credits: Approval for transfer credits is at the sole discretion of the Administration. As a guideline, a student who transfers in as a senior must earn at least 12 credits from LCA in order to receive a diploma. The Administration may review individual circumstances.
7. Transfer students will have their prior course work evaluated for credit at the time of enrollment. All evidence of work or credits earned at another school or college will be considered for acceptance based on an official transcript authenticated by the proper school authority. Scholastic work accomplished through homeschooling will be evaluated on a case-by-case basis upon receipt of an official transcript.

Only grades achieved while enrolled at LCA will be included in the student's LCA cumulative grade point average. Grades and credits for other classes will appear on the student's transcript under the name of the issuing institution and will be credited toward graduation requirements and overall GPA.

Admissions Process

To apply at LCA the following must be completed:

1. Application with all requested documentation
2. Previous school records including academic, discipline and attendance records
3. Admissions testing and possible placement testing
4. Admissions interview with the candidate and parent(s)
5. Additional information as requested by the Admissions Team

Age Requirements

Kindergarten students must be age 5 by July 1st to enroll in the program. Requests for exception to this requirement must be evaluated by the Administration.

Probation Period for New Students

All new students will be on General Probation Status for their first nine weeks of school. This provides the staff with the opportunity to get to know the students and evaluate any behavioral, social or academic challenges that are not in keeping with the Vision Statement, Mission Statement, or the specific policies established by LCA.

Lighthouse Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ like. On those occasions in which the atmosphere or conduct in a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse the admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning sexual immorality; practicing homosexual lifestyle or alternate gender identity; promoting such practices, or otherwise having the inability to support the moral principles of the school.

ASSEMBLIES

The purpose of the Christian assembly is to support the educational mission of Lighthouse Christian Academy by providing a regular time for students and faculty to gather together to praise God, hear His word, and seek His direction. It is hoped that these gatherings will foster a shared sense of community and encourage growth in Christian character and love for Jesus Christ.

There will be a regular schedule of assemblies for both elementary and middle school/high school. Most middle school/high school assemblies will be on Wednesdays with a special assembly schedule that day.

ATTENDANCE

Quality education requires regular, systematic instruction and consistent classroom participation. A priority of Lighthouse Christian Academy is to use instructional time productively. Regular attendance is critical if the results of the teaching and learning tasks are to be maximized. Because of the sequential nature of instruction, any unnecessary and/or excessive absence severely impedes the educational process. Therefore, attendance policies have been established with the best interests of students, parents, and LCA in mind.

Full-day attendance is required of all students, and we are required to report attendance to the Indiana Department of Education. Attendance will be taken each period in middle school/senior high classes. A student must be present for six periods to be counted as a full-day's attendance. Attendance for two, three, four, or five periods will be counted as a half-day. Attendance for less than two periods will be counted as an absence. Times for elementary students will be based on the middle school/senior high schedule. **Students must be present for at least six periods to participate in extracurricular activities, athletic events, or practices.**

Any student missing more than 10 days is "flagged" on the state attendance report. This is maintained by the IDOE and is part of the student's permanent record.

Normal Elementary School Day

The normal school day is from 8:10 a.m. to 3:00 p.m. for Kindergarten through 4th grade students. Students may go to their classrooms at 8:00 a.m. Students should be picked up by 3:15 p.m. Students remaining at school after 3:15 p.m. will be checked into LCA's After-Care program with appropriate fees assessed. Elementary students may wait with middle school/senior high siblings from 3:15 -3:30 p.m.

Normal Middle School and High School Day

The normal school day is from 8:00 a.m. to 3:15 p.m. for 5th through 12th grade students. Students may go to their classrooms at 7:45 a.m. and should be in their seats by 8:00 a.m. Students should be picked up by 3:30 p.m. Students who are involved in school-sponsored activities must report to the teacher or coach responsible for the activity by 3:30. Other students remaining at school after 3:30 p.m. will be checked into LCA's After-Care program with appropriate fees assessed.

Notification of Absence

A parent must call the office between 7:45 a.m. and 8:30 a.m. to report an absence and must clearly specify the reason for the absence. This procedure must be followed each day that a student is absent. Any absence not reported before the start of the school day, or validated afterwards by a doctor's note or note of family emergency, is considered an unexcused absence. Any contagious disease must be reported to the office staff as soon as the student's illness has been diagnosed by a physician.

Partial-Day Attendance

If a student arrives after the school day has started, he is to report to the office and sign in before going to class. **All students are expected to be present for six periods on days which they plan to attend or participate in a sports event, class event, or extra-curricular activity, including practices, after school.** Special circumstances will be evaluated by the Principal. In the case of illness, the student is to remain at home.

Early Departure Procedures for Students

A student should not be taken out of his/her classroom before the end of the school day (Elementary - 3:00 p.m. or Middle School/Senior High - 3:15 p.m.) unless it is for a previously scheduled appointment or due to an illness. This includes exam days. If a student must leave school early, the following procedures must be taken:

1. A written note or phone message is to be delivered to the office by the parent specifying the date, time, and reason for the early dismissal. The office will advise teachers of the departure time for the student.
2. When the parent arrives, he/she should notify the office that he/she is at the school to pick up the student and should sign-out the student. The office staff will call the student to meet the parent at the office. The parent should wait at the office.
3. If a student leaves school due to an illness or any reason, the parent must sign out the student. The reason must be recorded on the sign-out sheet.
4. Students will only be released to an authorized parent or guardian.

Excused Absences: The following reasons are considered excused absences.

1. Illness verified by a note or phone call to the office by parent/guardian.
2. Illness verified by a note from a physician.
3. Professional appointments (e.g., with doctors, dentists, etc.). Whenever possible, these appointments should be made after school hours.
4. Family funeral.
5. Approved education activities.

Exempt Absences: Classes missed for approved educationally related non-classroom activities are excused and not counted as absences. This applies to school related activities such as field trips and competitions. In certain cases it may also apply to non-school activities that have a direct relation to school objectives.

Unexcused Absences: Any absence not covered by the definition of excused or exempt absences.

Planned Absence: Forms must be completed 3-DAYS prior to absence

1. Family trips: Since the school calendar allows ample time for vacations in and around the holiday seasons, parents should make every effort to arrange vacations to coincide with the school vacation times. Please make every effort not to take vacations during examination weeks.

If it is necessary for students to miss school because of a trip, parents should complete a "Planned Absence Form" and submit it to the school office **at least two weeks** before the absence. Parents are responsible to contact their children's teachers for assignments. Classes will vary as to how much work will be available ahead of time. Every effort should be made to complete as much work as possible before the absence. Beginning one day after the student returns from the trip, the student will have one day for every day of absence to complete missed assignments and tests. All past due work will be subject to a 10% grade reduction per day it is late.

2. College days: Each high school junior and senior is allotted **3** days exempt absences each year for college visitation. These days do not count as an absence. College days are not to be taken during examination weeks.

Habitual Absence

The school is required to report any student with 10 or more unexcused absences to the Department of Child Services.

Chronic Absenteeism

This includes any student that is absent 18 or more days during a school year for any reason. Students with excessive absences may not be promoted to the next grade or may not be able to return to LCA the following year.

Truancy

Truancy is excessive absences as defined by the state or a student who is absent without parent's consent. Law enforcement may be notified.

Make-up Work - Excused Absence

When prior notice is not required, the student will have one (1) calendar day for every school day missed to complete make-up work. Some previously assigned work, such as research papers or special projects, is to be turned in by the due date required or the day the student returns. The student's parent is responsible to see that missing work is completed. Please check newsletters and the homework forum for assignments. Parents may call the office to check for new assignments or needed materials.

When prior notice is required because a student will be missing classes for a family vacation or school-sponsored activity, the student must be prepared to take all missed tests and quizzes and to turn in all missed work on the day that he returns to class. The student must also be ready for the current day's assignments.

Pre-arranged excused absence work is due as scheduled with teachers. Research papers or special projects not turned in on the due date will be subject to a **10% grade reduction**. Tests, quizzes, and missed work not completed and turned in on the day the student returns to class will also be subject to a **10% grade reduction**. An additional **10% grade reduction** will be made for each additional day the assignments are late. Teachers have the discretion to reschedule make-up work.

Make-up Work - Unexcused Absence

Classwork, participation grades, and regular assignments due on the day or days of unexcused absences will receive no credit for each day of class missed. Missed tests and quizzes must be taken on the day the student returns to school with a reduction of 10% per test and/or quiz. Special assignments (e.g., research paper, special project, etc.) due during the unexcused absence must be turned in the day the student returns to school and will be subject to a **10% grade reduction**. If the special assignment is not turned in on the day the student returns, there will be an additional 10% grade reduction for each additional day the assignment is late.

Cutting Class

Cutting class or school during any part of the day is defined as any absence from class or scheduled activity during school when it is the expectation of the student's parent(s) and/or teacher(s) that the student is present. In other words, the student has decided to be absent without prior notification and permission. An absence may be classified as excused or unexcused, but in all cases, the parents should be aware of where their child is during the absence. Law enforcement may be notified.

Tardiness to School

Students should arrive at school in time to be ready to begin working at 8:00 a.m. for Middle School and Senior High and 8:10 a.m. for Elementary. Tardiness is detrimental to the student, disrespectful of the teacher, and disruptive to the others in the classroom. Late arrivals and early dismissals should be limited and, when necessary, be arranged for in advance in the same manner as absences. All students arriving late must sign in at the school office. All students leaving early must sign out at the school office. Failure to sign in and out may result in the assignment of an unexcused absence or class cut for the time period in question.

Consequences of Tardiness: Elementary/Middle School

It is the parents' responsibilities to have elementary/middle students arrive at school on time. After six unexcused late arrivals, and for every third late arrival thereafter, parents will receive a written notification of the problem. A fee of \$5.00 will be charged, and parents will be invoiced.

Consequences of Tardiness: High School

To minimize the occurrence of tardiness and to reinforce the concept of responsibility for timely arrival, the following steps are used to address students' late arrivals. This includes tardiness to each class. After six unexcused late arrivals, and for every third late arrival thereafter, the student will have a detention. A fee of \$5.00 will be charged. Parents will be invoiced.

The Administration may choose to make repeated late arrivals, unnecessary early dismissals, or excessive absences a matter of more serious consequence.

CELEBRATIONS AND INVITATIONS

Holidays

LCA teachers and room parents will notify classroom families of holiday and seasonal theme celebration plans.

Birthdays

All birthday celebration arrangements need to be communicated and coordinated with your child's teacher beforehand.

Off Campus Non-LCA Celebrations and Invitations

Invitations to non-LCA sponsored activities and celebrations, such as birthday parties for LCA students may not be distributed in class without prior approval by that teacher. If approval is given, invitations must be given to every child in that class.

BECAUSE OF ALLERGIES, ANY BALLOONS COMING INTO THE BUILDING MUST BE MYLAR, NOT LATEX.

Church Related Activities and Invitations

All invitations to any church related activity must be approved by the Administration prior to dissemination of materials. This practice is intended for special events sponsored by churches and not to promote a particular church or advertise regularly scheduled services. If approved, information and invitations may be kept at the school office and reception area.

COMMUNICATION

School to Parents

Lighthouse Christian Academy works diligently to ensure that school, classroom, and event information is accessible to all parents. Information will be communicated in the following ways:

- **Weekly Newsletter** – The school will send out a weekly newsletter by email. Elementary teachers also send a classroom newsletter. These newsletters will contain a calendar of events, upcoming projects, tests, and details of what is happening in your child's classroom.
- **Email News** – The office staff will maintain an email database consisting of all families who have an email address. This form of communication may be used to send different kinds of information on a regular basis.
- **LCA Home Web Page** offers on-going event updates and homework notices. www.mylca.me
- **PowerSchool** is a web-based grade book and school information system that serves as a communication tool between parents, students, and the school. This online tool allows parents and students to see current grades, attendance, assignments and scores in a secure and user friendly source. Each year parents will receive a login and password for each student. The portal is accessed through the LCA Web Page.
- **Behavior communication** – When necessary and appropriate, a Discipline Notice will be sent home to inform you of a behavior issue and/or a disciplinary action taken with respect to your child. We desire to work with you for the success of your student. Each notice is to be signed and returned to the issuing teacher.

Parents to School

Your child's teacher desires to communicate with you and is **available by appointment** to talk with you about your student. Through email, voicemail, or a written note, please request an appointment with the teacher at a mutually agreeable time.

Beginning at 8:00 a.m. each morning, the teacher is responsible for a classroom of children. His/her attention is to be directed to all the children in that classroom. He/she cannot take instructional time to talk. Please honor our teachers by helping to protect the valuable time that each has with your student and the other students in the classroom.

LCA believes that positive communication is vital to the continued success of our school. We use Matthew 18:15 as our guide: "If your brother sins against you, go and show him his fault, just between the two of you."

Appropriate ways of handling concerns are as follows:

- If there is a concern with a student in a particular class situation, then the concern should be addressed to the teacher of the class.
- If the teacher cannot find a solution to this concern, then the teacher and parent(s) should go to the Principal so that an agreeable solution can be found.
- If another parent contacts you about a school matter, you should tactfully tell that parent to speak with the appropriate person.

COMPETITIONS

Each year LCA participates in a variety of competitions sponsored by ACSI. LCA typically participates in Creative Writing, Spelling Bee, Math By Mail, and Speech Meet.

Besides ACSI competitions, we participate in ISSMA music programs, and we have entered science fairs at Ivy Tech and Crane.

DISCIPLINE

LCA's goal for any discipline process is reconciliation, restoration of a relationship (II Cor. 5:17-21), and implementation of the discipline process with compassion. We desire to confront the errant student with the standard set forth in Scripture in order to bring about confession, repentance, and submission to the Word of God. Given the positive and loving environment of our school, it has been our experience that most students choose the application of biblical standards. Interpretation of biblical standards and discipline procedures is made at the sole discretion of the Administration.

We encourage and expect all students to display behaviors that hold respect in these areas.

- Respect God at all times
- Respect all adults at all times
- Respect all students at all times
- Respect themselves at all times
- Respect property at all times

Public displays of affection such as hand-holding, hugging, and kissing are not appropriate at school or school related activities.

Inappropriate behaviors will be promptly and directly handled with the student, teacher, parents, and Administration as necessary. Appropriate standards and clearly outlined consequences are set forth for all students. A Discipline Notice may be generated to communicate with parents and to document students' actions. The Discipline Notice must be signed by the parent and returned to the issuing teacher. Corrective procedures include, but are not limited to, the following.

- 1) Authority of the teacher
 - a. Personal counseling and prayer
 - b. May contact the parent for more discussion
 - c. Corrective action as outlined in the teacher's classroom guidelines
 - d. May recommend further disciplinary action to the Administration
- 2) Authority of the Administration
 - a. Counsel with the student and return him or her to class for reconciliation with the referring teacher
 - b. Assign the student to a detention or suspension as warranted
 - c. Call a conference with the parents and the student to outline terms under which the student may return to class. Students who fail to meet those terms:
 - i. May face in-school suspension
 - ii. May face out-of-school suspension for up to 5 days
 - iii. May withdraw
 - iv. May face expulsion proceedings

If the circumstance warrants the removal of a student from school, one of three possible decisions may be reached by the Administration. The decision to engage one of these options may or may not be made in concert with the parents and is made at the sole discretion of the Administration.

Parental Request to Withdraw: The parent(s) may withdraw the student before formal action is taken.

Administrative Request to Withdraw: The Administration may ask the parent to withdraw their child. If the parents do not choose to withdraw the child, the school may proceed with expulsion proceedings.

Expulsion: A student may be expelled by the Administration as a consequence of behavioral, social or academic actions. An expulsion will become part of the student's permanent record.

In all cases, the decision to withdraw or expel a child from the programs of LCA is a serious action and not engaged lightly. An official withdrawal form is to be completed and signed by all parties. It is still the goal and intent to reach reconciliation and restoration of relationship. In all cases, the Board of Trustees will be made aware of the issues and outcome, but will not weigh in directly upon the decision itself. The Board of Trustees will serve in the appeals process should the parent(s) deem it necessary.

Detention

Detention is defined as time served after school. Parents will be notified of the detention, and a supervision fee will be assessed.

Reasons a student may receive a detention include, but are not limited to, the following.

1. Anything noted on the Discipline Notice

2. Disruptive behavior
3. Unprepared for class
4. Failure to follow directions
5. Disrespect toward students, teachers or any other adult
6. Violation of dress code
7. Repeated tardiness or absence

Suspension

A student may be suspended for an accumulation of minor disciplinary infractions or when a major, moral or social offense has been committed. Suspension is an interruption of attendance and becomes a part of the student's permanent record.

Suspended students may not attend school sponsored functions. A student may return to class after the student and parent meet with the Administration after the assigned suspension is completed. Multiple suspensions may place re-enrollment for the next school year at risk and place the student at risk of expulsion.

Reasons a student may be suspended include, but are not limited to the following:

1. Multiple violations for which Discipline Notice Forms were written
2. Any violation that has led to multiple detentions
3. Any behavior that places the student, another student or any other individual at risk of harm, i.e. bullying in any form
4. Violence- verbal or physical
5. Profanity, published, written or verbal
6. Engaging in sexual, verbal or physical harassment of any sort
7. Lying, cheating, stealing or plagiarism
8. Cutting class and/or leaving campus without permission
9. Possession of a weapon of any sort
10. Possession of contraband including tobacco, alcohol, or drugs
11. Violation of the Student Driver's Contract or Internet Agreement

Expulsion

A student may be expelled from the school by the Administration after other disciplinary measures have been attempted and proven ineffective, or when a major moral or social offense has been committed. The student may be suspended for up to five days while the decision to expel is being made. Expulsion is an interruption of attendance and will become part of the student's permanent record.

Students expelled from LCA may be on campus and attend extracurricular activities only with the student's parent(s) present. The student must be with and under the direct supervision of that parent.

The list of reasons leading to an expulsion includes, but is not limited to the following.

1. Any violation that has led to multiple suspensions
2. Any behaviors involving the possession, distribution and/or use of alcohol, tobacco, misused over-the-counter, prescription, illegal, or illicit drugs,
3. Use of, or threaten to use a weapon of any sort

4. Bullying or harassment
5. Engaging in sexual activity or conduct
6. Improper and/or illegal use of any computer on school grounds or during school sponsored activities

In the event that a parent feels the Administration has made a decision for expulsion without considering all of the available facts, the parent may appeal the decision in writing to the Board of Trustees. The written request should clearly indicate those factors, which, in the opinion of the parent, have not been duly considered. The Board of Trustees will review the appeal in a timely fashion. The decision reached by the Board of Trustees is considered final.

ANTI-BULLYING POLICY

Lighthouse Christian Academy seeks to provide a Christian environment where all students, teachers, and staff can work together to learn and to develop the gifts that God has given to each of us. As part of this, no form of harassment or bullying will be tolerated at LCA. Colossians 3:8 says, "But you must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips." Rather we seek as we continue to read in Colossians 3:12-14, "Therefore as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." This is the foundation for what we seek to do.

Harassment or bullying means any intentional verbal, written, or physical act (including electronically transmitted acts-i.e. cell phone or internet) that causes physical hurt or psychological distress. It includes but is not limited to:

- physical violence
- threats
- unwanted teasing
- intimidation
- public humiliation
- gossip
- spreading rumors
- social exclusion
- cyber bullying
- destruction of property

Any act of harassment or bullying should be reported to the administration who will promptly begin an investigation. Students may report bullying to any faculty or staff member, who must report any complaint to the administration. Acts of harassment or bullying should be reported whether they occur on or off campus.

Dealing with the problem will involve counseling with the ultimate goal of reconciliation of all parties involved. However, consequences may be required and these may include a warning, detention, suspension, or expulsion.

There is a difference between bullying and other form of harassment or conflicts between students. Bullying is consistent over a period of time and involves a student or group exercising power over another student. Any problem should be reported, but bullying may be dealt with in a different manner.

Peers have a significant influence on harassment and bullying, either to support or deter such activities. Any student who witnesses or is aware that such acts are occurring should constructively attempt to stop them and/or report them to a teacher or other adult. Failure to act is passive support of such acts.

Any attempts of reprisal or retaliation against any person who reports an act of harassment or bullying will be regarded as a serious breach of LCA policy and will be grounds for discipline. Any retaliation or suspected retaliation should be reported to the administration.

Bullying or harassment that occurs off campus may fall under school policy even if it is not during a school sponsored or related activity. Any action that has an effect on the school in terms of the students' ability to learn or the teachers' ability to teach may be dealt with under school policy.

DRESS CODE

All students should be dressed in a modest, clean, neat, and most importantly, in a Godly manner that is befitting an educational setting. All attire will be modest, reflect Christian values, be neat and presentable. Good judgment is to be exercised in dressing appropriately for attending class and **all school related events, on or off of campus, including athletic events, programs and ceremonies.**

While standards of modesty vary, the following is a summary of what we believe to be "school-appropriate" clothing. **The administration and office staff will make the final decision on any dress code matters.**

- Tops: Neckline should be no lower than 3 inches from the base of the neck front or back. All tops must have sleeves and shoulders must be covered. No straps of undergarments should be showing (bras, camis, or tank tops). There should be no cut-outs in shirt or sleeves.
- Shorts and skorts: "Bermuda style" shorts and skorts no more than 4 inches above the knee are permitted.
- Skirts and dresses: Hemline, including slits, must be no more than 2 inches above the knee. The solid layer of the skirt or dress must meet this requirement.
- Shorts, skirts, and skorts worn over leggings must meet dress code. Leggings are not to be worn alone.
- "Pajama style" pants are not school appropriate.
- Messages or symbols on shirts not in keeping with the Vision and Mission Statements or Core Values will not be permitted. (e.g. skull and cross bones)
- All attire will be in good condition, with no rips, tears, holes, stains, or missing or broken fasteners.
- Elementary students must have shoes or sandals with a back. Tennis shoes are **required** for P.E. classes. Enclosed shoes are required for lab activities. House slippers are not permitted.
- All clothing should be loose enough to allow free movement. No area of a student's mid-section is to be visible, regardless of the student's activity.
- Students are permitted to wear task appropriate attire that conforms to the Dress Code guidelines for field trips, athletics, or special events. Exceptions to the Dress Code must be announced in advance by the Faculty or Administration.
- Hair and makeup must be clean and neat with no extreme coloring-natural hair colors only. Hair must not obstruct vision or be a distraction to the learning process.

- Hats may not be worn in the buildings. Bandanas covering the head are not permitted. Girls may wear headbands.
- Tattoos, temporary or permanent are not permitted.
- Piercings must be limited to the ear and may not be visible anywhere else.

When a student comes to the office for a dress code violation he/she will remain in the office until the violation is corrected. Clothing will usually be available for the student to change. If the student chooses to have parents bring a change of clothing to the school, work missed is subject to late work consequences. Violations at after-school or off-campus activities will be dealt with the following school day. The first dress code violation will result in a warning. Repeated violations will be recorded as part of the normal discipline process. A parent conference may be required.

Physical Education Procedure:

K-4: Students are to wear tennis shoes ..

5-12: Students come to school dressed for class, and dress-out for P.E. class. LCA gym clothes must be worn by all students in grades 7-12 for P.E. LCA gym clothes will be available at Back-to-School nights and at the school office during office hours. Students must wear athletic shoes for P.E.

ELECTRONICS and TECHNOLOGY: Responsible Use of Technology Policy

Students are NOT permitted to carry cell phones, headphones, CD players, iPads or similar electronics of any type during school hours. Cell phones are to be turned off and must be kept either in the student's locker or backpack. Phones will be confiscated and kept in the office. Any phones confiscated during the school day, must be retrieved by the student's parent. Texting or receiving/sending cell phone calls during the school day may result in a student discipline. If another student misuses a student's device with the owner's knowledge, both the owner and the user will be subject to discipline.

Personal computing devices such as laptops, net-books, iPads, smart phones, and e-book readers may be used for educational purposes with written permission of the administration. This ensures that the student, parents, and school clearly understand the parameters for use of the device at school. Accessing social networks and personal e-mail accounts, and other activities not directly related to classwork is strictly prohibited on campus and at all school related activities. Accessing the internet is permitted only with teacher permission and if it is directly related to classwork. Students may never use a device for game-playing in school or at school-related activities. Any misuse of electronic devices may result in the device being confiscated and the loss of the privilege to use it and other electronic devices in school.

Loss, damage, or theft of devices brought to campus or school activities is the student's responsibility.

The Administration reserves the right to search any device that has to be confiscated and may disclose the contents to parents and/or police.

Lighthouse Christian Academy provides access to information technology and the Internet to further its educational goals and objectives. Although Internet filters are used, parents should be aware that student account holders have the potential to access unacceptable material while using the Internet.

The school's access guidelines are in place to prevent students from potentially accessing said material while in school.

- Unacceptable materials are deemed to be sites which contain information that is pornographic in nature, defamatory, grossly inaccurate or potentially offensive to users.
- If a student happens to access an inappropriate site *accidentally*, then he/she should immediately notify the teacher so that the site can be added to the Internet filtering software.
- Furthermore, students and parents must understand that the Internet access is a privilege, not a right, and the faculty and administrative staff of Lighthouse Christian Academy may deny, revoke or suspend specific user accounts, accesses and privileges as a result of irresponsible or inappropriate behavior.

School computers are not for personal use such as playing games, checking email, or any kind of social networking.

Lighthouse Christian Academy makes no warranty with respect to network services and specifically assumes no responsibilities for:

- Content of any advice or information received by a student from an outside source
- Costs, liability or damages caused by the way the student chooses to use his/her network access, (i.e. if a student purchases an item online, he/she is liable for that purchase)
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Lighthouse Christian Academy
- Privacy of electronic mail, which cannot be guaranteed and should not be used for confidential correspondence

Lighthouse Christian Academy fully retains the right to determine, at its sole discretion, any actual or potential violations of the Internet Usage Policy. Inappropriate behavior by network users [or violation of the Internet Usage Policy] includes but is not limited to the following:

- Sending, by any means, personal information to any Internet contact
- Willfully transmitting or receiving information containing pornography, hate literature/graphics offensive or obscene literature/graphics, pirated software/programs, hacking software/tools, viruses
- Cyberbullying of any kind
- Downloading and/or installing programs/software on any network computer(s)
- Accessing the files or account information of another student or staff user
- Violating network security
- Willfully damaging or removing components or data of any network computer
- Doing anything that is not in accordance with the LCA Statement of Faith and Mission

Intentional misuse of the school's property to commit crimes or knowingly and repeatedly accessing inappropriate information is a violation of the school rules. If a student is found to have maliciously utilized the Internet, personally produced material deemed offensive or willfully damaged the computer network, the result may be an immediate suspension and /or dismissal from LCA.

Student agrees to purchase and only use the LCA thumb drive for saving electronic files. The thumb drive is available for purchase at the school office. The cost is \$10.00.

While the major focus of this policy will address Internet access, this policy applies to all forms of information technology used in the school, the classrooms, and offices operated by Lighthouse Christian Academy.

Websites

Students and parents may not set up websites that purports in any way to be an “official” Lighthouse Christian Academy website.

EMERGENCY PROCEDURES AND CLOSINGS

Procedures

Fire, tornado, lockdown, and earthquake drills will be performed periodically to ensure that our students, faculty, and staff are prepared for emergencies.

School Closings, Delayed Openings and Early Dismissals

School closings, delayed openings and early dismissals due to inclement weather will be posted on the website at www.mylca.me and announced on multiple television and radio stations. Please specifically watch for “Lighthouse Christian Academy” postings.

- WVNI, Spirit 95 - FM 95.1 Radio, Bloomington
- WGCL, AM 1370 ABC Radio Affiliate, Bloomington
- WRTV 6 , ABC TV Affiliate, Indianapolis
- WISH 8, CBS TV Affiliate, Indianapolis
- WTHR 13, NBC TV Affiliate, Indianapolis
- WXIN 59, Fox TV Affiliate, Indianapolis

Lighthouse Christian Academy will make weather-related decisions independent of local school corporations.

EXTENDED CARE PROGRAM

LCA offers extended school care services for those families of Kindergarten through 12th grade students who need the services of Before-Care and After-Care. This program offers adult supervision and a variety of activities such as snack time, homework time, free play, and organized activities. Children may bring a morning and/or afternoon snack from home to enjoy during this time. LCA will provide a light snack and beverage cards will be punched for after-care.

Extended care information is as follows:

- **Before-Care** 7:00 a.m. – 8:00 a.m. Students arriving between 7:45 and 8:00 may sit in the gym without a charge.
- **After-Care** 3:15 p.m. – 6:00 p.m.
- **Cost** \$3.00 per hour or any part of an hour (beverage cards punched for drink purchase)
- **Late fees** After 6:00 p.m., late fees are \$5.00 per child for every 10 minutes late. After-care privileges may be revoked after the second time late fees are assessed.

- **Billing** Parents will be billed at the end of the month for that current month's services. Payment is due upon presentment.
- **Late payment** A \$10.00 fee will be assessed if payment is not received by the due date.

Please note: Before-Care and After-Care is not available during school vacations, holidays, or if school is closed or delayed due to weather conditions.

EXTRACURRICULAR ACTIVITIES

It is the intention of LCA to provide extra opportunities that enhance the students' experiences when possible. Opportunities that become available throughout the year will be communicated to parents. Students participating in extracurricular activities are expected to abide by all LCA policies, procedures and dress codes at all practices and events.

Activities have included: chess club, athletics, science fairs, drama, ACSI festivals and competitions.

FIELD TRIPS

Field trips are scheduled to relate to our curriculum and to enrich the subjects being studied by the students. Teachers will notify parents of the specifics of each outing. Families are welcome to become involved in these learning experiences. A current, signed field trip permission slip must be held in the office before a student may participate in a trip.

Parents or others who desire to drive on fieldtrips must have a complete and current Volunteer Agreement Form, Volunteer Driver Application Form and a current limited criminal history background check on file in the LCA office. Volunteers must also have a copy of his/her current insurance card and driver's license on file in the school office. Anyone driving one of the school buses must also complete an Application for Driving School Buses form.

As of July 1, 2005, Indiana law requires that a child ride in a child restraint (a child's car seat or booster seat) until he reaches his 8th birthday, unless the child is too large to fit in such a restraint, in which case he must wear a properly fitting seat belt. A child from 8 years old until his 16th birthday is required to ride properly restrained in a child restraint system or seat belt in all seating positions in all vehicles. This law does not apply to a public passenger bus, **but does apply to the LCA buses.**

FIREARMS

The Indiana General Assembly recently passed SEA 229 regarding possession of firearms on school property. SEA 229 prohibits schools from adopting a policy that prohibits employees from keeping a firearm in the employee's locked vehicle while at work. The employee must be legally permitted to possess a firearm. The firearm must be out of sight in a locked vehicle.

This statute does not apply to students. The school is required to expel a student possessing a firearm or other destructive device on school property for a period of no less than one year.

FUNDRAISING

Because tuition does not cover all of the cost of Christian education, LCA families participate in fundraisers to earn money for the general fund and for special projects.

Besides these major events, there are ongoing fundraisers in which you can easily participate and which bring great benefit to LCA and to you. These include the following:

- SCRIP Program – Gift certificates and cards purchased help LCA and your family.
- Campbell’s Labels for Education Program
- General Mills Box Tops for Education Program
- Target Cards, Office Depot credit, Marsh Fresh Ideas for Education, Tyson Project A+ Labels, Coke Rewards, and Pizza X.

All fundraisers must be approved by the administration. Any use of the school logo must be approved.

A fundraising form should be submitted to the Development Director. Fundraisers are subject to approval by the External Relations Committee.

HOMEWORK

Homework is an integral part of your child’s education. Biblical character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. It is important for your child to learn to be responsible with homework and to use his time wisely, so that he can complete homework in a reasonable amount of time.

The average LCA student should expect an age-appropriate amount of homework most nights. Extra-curricular activities or activities that take place outside of the school are not considered legitimate excuses for failing to complete homework assignments. Questions regarding homework should be directed toward your child’s teacher.

Although you should not do the work for your child, you can help in the following ways:

- Provide a quiet, well-lit, comfortable place away from distractions to study and to do homework.
- Reserve a certain period of time for homework.
- Be available to answer questions or to help if needed.
- Make sure all necessary materials are available.
- Encourage your child with positive comments.

INTERNATIONAL STUDENTS

Lighthouse Christian Academy is certified to register I-20 forms with SEVIS (Homeland Security). This enables International Students to obtain F-1 visas to study in the United States.

Admissions Policies:

- Students are not accepted for less than one full year.
- Students are accepted on a one year basis. If a student desires to attend Lighthouse Christian Academy for more than one year, approval must be granted. Approval will be based on

academic performance, social adaptation, command of the English language, and evidence of mature character development.

- The student's faith, custom, and practices may not be in conflict with the values held by Lighthouse Christian Academy. Students must be willing to abide by school rules and the policies of the school, and are to be respectful of the Christian Faith.
- In general, Lighthouse Christian Academy will admit students who have already studied in the United States for at least one year and who have strong English skills. Note that Lighthouse Christian Academy does not offer ESL classes.
- International Students must meet the admissions requirements and follow the procedures required of all students.
- A current physical form signed by a doctor is required. The form must be in English. Students must show that they can provide for medical necessities while enrolled.
- Placement of students will be based on age, previous academic performance, social levels, command of the English language, and Lighthouse Christian Academy entrance testing. Seniors will not be placed as seniors unless they have acquired enough credits to graduate within the year.
- Lighthouse Christian Academy will admit a maximum of four new International Students per year.

Tuition Policies:

- Scholarships are not generally available to International Students.
- International Students shall pay the non-refundable \$250.00 application/enrollment fee. Fees associated with SEVIS are paid directly to SEVIS. Students who are admitted and issued an I-20, must download and fill out a Form I-901 to be included with payment (<http://www.fmjfee.com>). Please be sure to print your receipt.
- International Students must pay all remaining tuition and fees two weeks before the beginning of classes. Payment must be made with an International Money order or a check drawn on a United States bank in U.S. currency.
- Students who require ESL help are expected to arrange for and pay for those services.
- Students who withdrawal after 30 days of the issue of the I-20 or after the first day of school shall not receive refunds.
- Students must have designated guardianship, and financial evidence of sufficient funds to cover all tuition, fees, living expenses, as well as medical and emergency needs.

LUNCH

Program

Lunches will be eaten in the designated areas of the building. Beverages will be available for purchase during the lunch hour. Family members are welcome to join students for lunch.

Students may bring their own lunch, or order lunches through arrangements with local vendors to cater during our lunchtime. The schedule and cost will be determined at the beginning of the school year and communicated to all parents.

Beverage Cards

Beverage cards may be purchased to provide bottled water, white milk, strawberry milk or chocolate milk for your student at lunchtime and during extended care programs. Each card provides 40 drinks and costs \$20.00. You will be notified when a new card is necessary. Beverage cards may be used during Before and After-Care.

Food Allergies

If a child has a **life threatening food allergy**, parents **MUST** inform the Administration, the office staff, and their child's teacher before the first day of school. This information must be presented to the office in writing.

High School Students

High school students are not permitted to leave campus for lunch.

MEDICAL

Immunizations

The Indiana General Assembly passed as law a provision for the compulsory immunization of elementary and high school students. Updated immunization information for students must be submitted to the school by the first day of school. Students may not attend school unless we have verification that the student's immunization is current.

Illnesses

When your child has a fever or other symptoms suggesting an illness, please do not send him to school. If a student becomes ill during the school day, we will contact you or use your emergency contact number if you cannot be reached. Please come and pick up your child as soon as possible. If a child has a fever, he will not be admitted to school until he has been **fever free for 24 hours**. If a child has diarrhea or has been vomiting, please keep him/her home for 24 hours after the last episode.

Please keep your child at home if the following symptoms are present:

- Inflammation of the eyes
- Fever of 99.6° or higher
- Vomiting
- Diarrhea
- Uncontrolled coughing
- Discharge from ear
- Lice
- Persistent skin rash
- Generalized rash

LCA communicates with the Indiana Department of Health and local medical agencies for all reportable, physician's diagnosed conditions. We will notify parents of such conditions as per recommendation of the Indiana Department of Health.

Medication

Should you find it necessary to send medication to school for your child, **it must be sent to school in its original container.** Medications not in original containers will not be dispensed. The container should have the following information:

- | | | |
|------------------|------------------------|---------------------|
| 1. Doctor's name | 2. Prescription number | 3. Name of medicine |
| 4. Child's name | 5. Dosage | 6. Time to be taken |

LCA requires a **Medication Release Form** to be filled out and signed by a parent/guardian for each medication the student is to receive. An annual Medication Release Form may be signed for medication taken regularly and kept in the school office. A member of the school staff will dispense the medication to the student. **Students are not allowed to self-medicate. All medications must be kept in the school office.**

NATIONAL HONOR SOCIETY

The National Honor Society was founded in 1921 as an organization to recognize and encourage scholarship, character, service, and leadership. The LCA chapter of this society attempts to organize service projects, train students for leadership positions, build character, and promote academic pursuits. Our goal is to establish a distinctive local chapter that serves the needs and promotes the vision of LCA. The basic prerequisite to be considered for membership is a cumulative GPA of 3.5 on a 4.0 scale. Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society. Instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the LCA Faculty Council. Each year in February, all students with a cumulative GPA of 3.5 or higher may submit information to the Faculty Council.

PARENTAL INVOLVEMENT POLICY

Parental involvement in the school is an important part of Lighthouse Christian Academy. It is a great opportunity to get to know the teaching staff and other families that value Christian education. It provides Christian fellowship among families as we work together on a project or an event. As we are involved together, we have the privilege of serving the Lord, building friendships, helping LCA, and being a positive example to our children.

LCA's policy requires that every family give 20 hours of volunteer time during the school year or they will be billed \$15.00 per hour (\$300 per year). A variety of opportunities will be presented throughout the school year from which families may choose. Of course, the students and staff always benefit from additional time and/or money that are donated.

Parent volunteers who have direct contact with children must have a current limited criminal history background check on file in the office and have completed a Volunteer Agreement Form.

Parents who volunteer must keep track of their own time. A binder is located in the foyer of the school for recording volunteer hours. Volunteer hours will be credited at the end of each month.

PETS ON CAMPUS

Pets and other animals are not permitted in the buildings or on common areas of the campus, unless the animal is part of a scheduled, educational program or activity under the supervision of the animal handler.

Although we like your pets and know that they are special to your family, please keep pets in your vehicle while you are on the school grounds.

PHYSICAL EDUCATION

Physical education is an integral part of the curriculum. It is conducted either in the gymnasium or outside, on campus, weather permitting, at the discretion of the P.E. teacher.

If a student cannot participate in P.E. due to a medical condition, a note from the parent stating that the child is under a physician's care must be submitted. If the condition persists beyond any 5 classes, consecutive or otherwise, a physician's note will be necessary. Alternate work may be required.

Clothing: SEE DRESS CODE

PLAYGROUND RULES

- 1. Stay within the school play area boundaries.**
 - a. The playground area with the equipment is covered with mulch and is surrounded by a plastic border.
 - b. The blacktopped play area is bordered on the west by the sidewalk, on the east by the curb, and on the south by cones.
 - c. The field may also be used if it is dry.

- 2. Treat our outside environment with care.**
 - a. Leave sticks and leaves, etc., on the ground or in the trees.
 - b. Do not throw rocks, sticks, dirt, grass, or snowballs.
 - c. Do not dig in the ground or around the play area.
 - d. Do not leave any litter outside.

- 3. Treat other people with respect.**
 - a. No fighting.
 - b. No pushing.
 - c. No tackling.
 - d. Use appropriate language at all times.
 - e. No talking back to any adult.

- 4. Rules for using balls at recess.**
 - a. Keep all types of balls away from groups of children.
 - b. Four square and basketball may be played in the designated areas.

- c. Flag football or soccer may be played on the south end of the blacktopped play area or on the field if it is dry.
- d. If a child takes a ball or equipment from the ball cart, he is responsible for taking it back to the ball cart.
- e. Do not hang on or climb on the basketball rim or pole.
- f. If balls go out of the play area, tell an adult.

5. Equipment rules – Basic

- a. Have a great time!
- b. Don't push, kick, or pull another child.
- c. Don't run within the equipment itself.
- d. Don't climb on or hang from wet equipment.

6. Equipment rules – Specific

Swings

- a. Do hold onto chains with a both hands. Sit alone. Look out for others.
- b. Don't walk in front of the swing in either direction.
- c. Don't stand or lie down on the seat.
- d. Don't jump off or swing empty seats.

Slide

- a. Do wait for the person in front of you to move out of the way at the bottom.
- b. Do sit up straight with your feet in front of you.
- c. Don't walk up the slide or slide the wrong way.

Climbers

- a. Do use both hands and feet. Hold tightly! Be careful of others.
- b. Don't climb down until you have room or adults can help.
- c. Don't jump off the climber.

Tri-Rung and Looped Horizontal Ladders

- a. Do go hand over hand, one rung at a time, and in one direction.
- b. Do wait for others to finish before you go.
- c. Don't use the ladder if you cannot reach the first rung.
- d. Don't climb or walk above the ladder.
- e. Don't hang upside down.
- f. Don't go across, turn around, and go back in the opposite direction.
- g. Don't skip a rung.

Turning Rings

- a. Do keep a tight hold on the rings.
- b. Don't swing or hang upside down.
- c. Don't swing empty rings.

Firepole

- a. Do wait until the pole and ground are clear.
- b. Do get a good grip on the pole before you leave the platform.
- c. Do go down one person at a time.
- d. Don't go when someone else is at the bottom of the pole.
- e. Don't stay near the bottom of the pole.

Platforms

- a. Do play nicely and follow the rules.
- b. Don't climb up or over walls, beams, or rails.
- c. Don't have too many people on the platform.

See-Saw

- a. Do keep a tight hold on the handles.
- b. Do not jump off.
- c. Do not stand on **any** part of the see-saw.

7. Winter weather rules

- a. You must be wearing gloves, boots, and snow pants (or have an extra pair of pants at school) to play in the snow.
- b. Do not throw snowballs.
- c. Do not throw or kick ice.
- d. Do not eat snow or lick ice.
- e. Do not slide on the ice.

8. At the end of recess, please observe the following:

- a. Put away all playground equipment.
- b. Listen for the adult or the sound of a whistle.
- c. Line up quickly and quietly at the appropriate place and time.
- d. Walk quietly in a straight line, with hands to your side, to the classroom.

9. What can/cannot be brought to school.

- a. You may bring sports equipment.
- b. You may not bring electronic devices or headgear.
- c. You may not bring trading cards (i.e. Pokeman) or trade property.

10. Cars are off limits. Do not play near them.

RECESS

Students in grade K-4 have recess at lunchtime and a break in the afternoon. Fifth and sixth grade students have a recess at lunchtime. Recess time allows the children a break in their day and a time to form strong bonds of friendship while learning social skills. Recess is conducted outside throughout the year, weather permitting. Students are expected to participate in outdoor recess at all times. Please dress your child accordingly. Recess will be held inside only in extremely cold weather (below 20°) or in rainy weather. A doctor's note must be sent if your child cannot participate in recess or go outside for medical reasons.

SECLUSION AND RESTRAINT POLICY

Lighthouse Christian Academy believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

STUDENT COUNCIL

Student council is an excellent opportunity for students in grades 7-12 to productively build their leadership skills and abilities while serving the students and school. Students are encouraged to serve as good role models. They are required to maintain a 2.5 GPA, have a heart for the direction of the school, and willingly serve the school and their fellow classmates. These student leaders meet and plan school wide activities, fundraisers, and spirit days under the supervision of an LCA staff sponsor.

STUDENT DRIVERS

1. A student with a valid Indiana Driver's License may drive a vehicle to school.
2. Student drivers must register their vehicles with the school office by completing a Student Driver Form. A photocopy of the student's license, registration, and insurance information must accompany this form.
3. Student drivers may transport other students from home to school in the mornings only with written permission from all parents involved.
4. Student drivers may transport other students from school to their home after school dismissal, only with written permission from all parents involved.
5. Student drivers may drive themselves and their siblings from school to any school competition or practice. Student drivers may not transport any other student(s).
6. Student athletes travel as a team at the coach's or sponsor's discretion.
7. Student drivers may not drive on field trips. All students must ride with a Lighthouse Christian Academy approved adult driver.
8. Student drivers must park their vehicles in the parking spaces next to the field. Once parked, the vehicle should be locked and may not be visited until dismissal without permission from the office.
9. Student drivers must follow all Lighthouse Christian Academy traffic patterns in the morning and for dismissal. The speed limit on campus is 5 mph.
10. Student drivers who are scheduled for early dismissal must leave campus upon dismissal. Student drivers may not stay on campus unsupervised.
11. All vehicles parked on campus are subject to search at the discretion of the administration.
12. Student drivers who violate school policy and policies listed on this contract will have their driving privilege suspended and/or revoked.

STUDENT PRIVACY POLICY

To maintain a safe and healthy educational environment, LCA reserves the right to inspect and search a student's person and personal effects, including, but not limited to, book bags/gym bags, purses, lockers, and automobiles. The use of technology at Lighthouse Christian Academy does not confer to any student the right of privacy. This includes, but is not limited to, the use of the Internet and other technologies, including e-mail, web usage, and instant messaging.

If materials violating school policies and/or procedures are found on a student's person or in his possession, LCA reserves the right to confiscate such materials. All violations of school policies and/or procedures will be determined at the sole discretion of the Administration.

TRAFFIC PATTERN ON CAMPUS

1. Under normal conditions the That Road entrance will be roped off. Please use the Victor Pike entrance to enter and exit. Under emergent or extreme weather conditions, the That Road entrance may be opened to enter and/or exit.
2. During afternoon pick-up, anyone who is picking up both an elementary and a Middle School/High School student should use the That Road entrance and park on either side of the driveway between the school and the Farmhouse. All traffic should still exit via Victor Pike. **Do not use That Road as an exit.**
3. If you are picking up just an elementary or a Middle School/High School student, please use the Victor Pike entrance to both enter and exit.
4. **Please do not use your cell phone while you are driving on campus.** Use of a cell phone is a distraction of your attention and greatly increases your chances of being involved in an accident or causing injury. Drop-off and Dismissal times have been designated Cell Phone Free Time Zones.
5. When driving on campus, please do not pull through the center parking spaces to take a short cut. The surrounding parked cars create blind spots. Even escorted, small children are difficult to see. Pulling through the center parking area greatly increases risk of accident and/or injury.
6. Please discharge and pick up your children on the right side, that is, the passenger side of your vehicle. Allowing access on the left side (driver's side) of your vehicle exposes the children to moving vehicles in the passing lane and places them at increased risk of injury. Please adjust your booster seating to accommodate right side access.
7. During morning drop-off, you are welcome to walk in with your child. Please do not park on the western border, that is, the Drop-Off area, of the parking lot. These are the spaces nearest to the school and farmhouse. Parking in these spots creates blind spots for students and automobiles and greatly increases the risk of accident and/or injury.
8. During morning drop off, if you choose to park, please stay with your children, preferably holding their hand while you cross the parking lot flow of traffic. Enthusiastic students inappropriately run across the lot as soon as vehicles let them out. The parked vehicles create blind spots, especially for smaller children. Allowing them to proceed unescorted greatly increases their risk of injury.

9. During morning drop-off, please pull forward as far as traffic permits and discharge your child after passing the basketball goals on the western border (by the farmhouse). Discharging a child at the courts by the farmhouse creates a chain event effect with one car discharging at a time. Exercising patience and pulling forward has a natural effect of speeding up discharge as many cars can discharge at one time.
10. During morning drop-off, please stay in single file while discharging your child. We do allow a second passing lane for those that have picked up their child. If you choose to enter the passing lane, do so slowly and after you have cleared your vehicle 360° of all vehicles and children crossing the parking lot. Watch traffic instruction by Administration and keep your speed to a crawl in the passing lane.
11. During afternoon pick-up, please stay in single file while waiting for your child. We do allow a second passing lane for those that have discharged or picked up their child. If you choose to enter the passing lane, do so slowly and after you have cleared your vehicle 360°. Watch traffic instruction by Administration and keep your speed to a crawl in the passing lane.

Thank you for your attention with regards to this very important issue.

TRANSPORTATION

Parents and guardians must provide Lighthouse Christian Academy with a list of people authorized to pick up their children after school. Please fill out the Authorized Pick-up/Carpool List for each member in your family who attends LCA. Students will not be allowed to go home with persons not on the list, unless you have notified the school office in advance.

People who drive for field trips and other school sponsored events should complete a volunteer driver form, a clearance form, and a volunteer agreement form. Photocopies of each person's drivers' license and **current** auto insurance information must be provided to the LCA office and should be updated as needed. All vehicles should have working seatbelts. A minimum amount of \$100,000 liability for bodily injury per person, \$300,000 liability per incident for bodily injury for all vehicle occupants, and \$50,000 liability for property damage is required.

Student drivers must register their vehicles with the office. Copies of the student's license, registration and insurance information must also be provided. Student drivers may not transport students other than their siblings to school competitions or practices. Students may not drive on field trips, and must ride with a Lighthouse Christian Academy approved adult driver. For more complete policies please refer to the Student Driver section.

A regular license is required to drive LCA buses. Those desiring to be able to drive an LCA bus must complete a LCA Bus Driver Form, a volunteer agreement form and a clearance form. A copy of the driver's license and insurance information must be on file in the office. This information must be submitted to LCA's insurance carrier, so that the driver can be added to their list of approved drivers. Please allow time for the required paperwork to process. Drivers will need to complete a bus checklist before and after each trip.

TUITION AND FINANCIAL CONSIDERATIONS

Annual Tuition for 2015-2016

Kindergarten Half-day	\$3,120.00
Kindergarten Full-day	\$4,220.00
Elementary Grades 1-4	\$5,180.00
Middle School Grades 5-8	\$5,590.00
High Grades 9-12	\$5,995.00

Part-time Jr./Sr. High Tuition \$1,250.00 per year-long course

Athletic activities \$100.00 per activity
\$250.00 yearly participation fee for home-school students

Other activities: Fees are determined per club or event.

Registration Fee

Non-refundable registration fee is \$200.00 per child on/or before April 15th. The fee is \$250.00 after April 15th.

Financial Assistance

LCA's desire is that all families who truly want a quality, Christian education can enroll their children. With this focus in mind, LCA has in place a financial assistance program to help provide scholarship money to reduce the tuition of those families in need. We encourage all interested families to apply for this assistance.

Tuition assistance for families is available through the LCA Scholarship fund and through the Indiana School Choice Scholarship Programs (Vouchers and SGO Grants). To apply for any tuition assistance, families must complete a PSAS application. PSAS (Private School Aid Service) is a neutral third party that evaluates each family's application and makes recommendations to the school. This application is used to qualify students for both the LCA Scholarship program and the Indiana School Choice Scholarship programs. PSAS application forms can be obtained from the LCA office. Applicants are responsible for the application fee of \$27.00-online or \$30.00 mail-in. LCA's desire is that all families who truly want a quality, Christian education can enroll their children.

Payment Options

- **Full Payment Option** – Full payment of the annual tuition amount is made directly to LCA and is due on August 5th. A tuition discount is allowed only for those who choose this full payment option.
- **Semester Payment Option** – Semester tuition payments are made directly to LCA. Half of the student's tuition is due on August 1st. The other half of the student's tuition is due on January 5th.
- **Monthly Payment Option** – Monthly tuition payments are made through FACTS Tuition Management Company, a third party company based in Lincoln, Nebraska. FACTS provides two dates per month (applicants choose one) for the automatic deduction of monthly tuition payments from a designated checking or savings account. Options for monthly payments include ten payments beginning in August, eleven payments beginning in July, or twelve payments beginning in June.

- **Credit Card Option** – FACTS also offers the option of paying tuition using a credit card. Please check at the LCA office for details.

NON-DISCRIMINATORY POLICY

LCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded and made available to all students. LCA does not discriminate on the basis race, color, national and ethnic origin in administration of its educational and admissions policies, tuition assistance programs, and athletic and other school administered programs.

OUR COMMITMENT TO YOU

The Board of Trustees, administrators, faculty, and staff, and all of the volunteers of Lighthouse Christian Academy are committed to providing quality, Christian education for our students in keeping with the Vision and Mission Statements. We strive to work closely with parents in an open and caring atmosphere, an atmosphere that emphasizes God's love and His holiness, for the benefit of each child whom God has placed here.

God gives parents the responsibility of teaching their children. At LCA, our desire is to help you with this task. When your child is accepted into Lighthouse Christian Academy, we will work diligently, honestly, and biblically with your family to help your child's abilities, positive behavior, and talents develop to their fullest. This partnership of home and school creates a stable, nurturing environment in which to prepare your child successfully for this life and the life to come.

Revised August 3, 2015