



Parent Manual 2009-2010

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(Visit us on the web at www.Come2Lighthouse.com)

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Admittance

Lighthouse welcomes students of any race, color, nationality, and ethnic origin, and does not discriminate on this basis in admission, or in any area of school life and program. Lighthouse admissions material and the Admissions Team work diligently with each student, desiring acceptance to create the best academic plan for meeting individual student needs.

Policies and Procedures

The following section provides a systematic guide to gaining admission to Lighthouse. If any procedure or policy is unclear, please contact the Administration.

- *Written application forms must be completed and an application fee paid.
- *Records including birth certificate, immunization records, report cards, and standardized tests must be supplied. Birth certificates/Social Security Cards should be brought to the first meeting to verify the student's age and the parent's names. All of these documents must be supplied before a testing appointment can be scheduled.
- *Applicants must meet the following requirements:
 - Kindergarten*** - Five years of age, by **September 1**, with satisfactory performance on a standardized test.
 - First Grade*** - Six years of age, by **September 1**, with satisfactory performance on a standardized test.
- *All applicants will be administered entrance tests for the following reasons:
 - To insure placement in the grade for which the student is qualified.
 - To enable LCCL to maintain academic standards.
- *Priority consideration will be given to:
 - Families who desire Christian teaching including high moral, behavioral, emotional, physical, and academic standards.
 - Families who already have students enrolled at LCCL.

-Families who enroll **all** their school age children.

-Students who desire a Christian education.

***Students at LCCL are accepted:**

-By a final decision made by Administration.

-On a nine-week probationary period.

-On a **yearly** basis and **are not automatically accepted the following year.**

-Regardless of race, color, gender, or national or ethnic origin.

*When applications are approved, parents will be notified of a suitable time to register. This will require:

-Completion of registration, covenant, and fiscal agreement forms.

-Payment of school fees.

-Submission of physical examination form and immunization records, both available from a local doctor and required by the State. Students may not be enrolled without **up to date immunization records** and current physical examination.

-Copy of birth certificate and social security card.

Transfers and Withdrawals

When students need to be transferred or withdrawn, parents should:

*Notify Administration and fill out the appropriate forms.

*Return all textbooks, library books, and other school property.

*Pay all outstanding bills and accounts, **including early withdrawal fee.**

*Notify teachers as soon as possible, so there will be minimal academic loss and participate in an exit interview with Administration.

Finances

Following are the financial responsibilities and procedures for parents and students:

1. LCCL is a tuition-based institution. Tuition can be paid in advance or monthly. Monthly payments are due on the first school day of each month. Yearly payments are due on or before June 1st, in order to receive the 5% discount.
2. Accounts allowed to fall two weeks in arrears may ultimately result in the necessity of withdrawal of the student (s) from the school.
3. A late fee of \$25.00 will be added to all accounts that are past due. After seven (7) days, the late fee increases to \$50.00.
4. Report cards, transcripts, health records, and diplomas will not be issued for any account with an outstanding balance, and will only be issued when the outstanding balance is paid in full.
5. A student will be allowed to enter school on the first day of the new school year only when a prior year's account has been paid in full.
6. A service charge of \$25.00 will be added to any account for which payments have been declined for insufficient funds.

Nonrefundable Fees

- A. **Application Fee:** An application fee of \$75.00 per student is to accompany the application form for admission for each new student. This fee covers the cost of entrance testing, interviewing, and processing of the application and is **nonrefundable**.
- B. **Registration Fee:** The registration fee is \$150.00 per student, if paid by March 1st, and can be paid by cash or check. Payment of this **nonrefundable** fee for returning students ensures a place for your student (s) at LCCL. For new students, this fee is to be paid upon notification of acceptance by the Admission Committee. The payment confirms your decision to enroll your student, ensures a placement at LCCL, and is due at the time of registration.
- C. **Student Service Fee:** The student service fee is \$275.00 per student

and is due at the time of registration. This fee is **nonrefundable after 5 days**. This fee represents an annual assessment for each student and covers the costs of education support materials, technology, and student insurance coverage.

- D. **Withdrawal Fee:** A student who withdraws before the completion of a school year must have an exit interview and is charged a **\$100.00** withdrawal fee.

LCCL reserves the right to change any policy at any given time without prior notice. Changes made will be posted in our updated parent manual and made available in the office or online.

Chapel Time

The goal of Lighthouse chapel time is to nurture a healthy spiritual hunger in our students as they develop in their knowledge and love for God. We offer opportunities for our students to grow in their faith walk through a variety of corporate worship experiences during our classroom devotions and chapel times.

Elementary teachers utilize teachable moments throughout the academic day to encourage students to be aware of God's presence, involvement in our lives, and His great creation. We desire to complement the body of Christ in the greater community. We are diligent in providing opportunities for students to enter into a trusting relationship with Christ and to grow in their faith. Our desire is for the Holy Spirit to work in the students' hearts as their love for Jesus grows.

Opportunities that provide for spiritual growth are:

Chapels: Chapel is at least once a week and may include the following:

- *Time for students and faculty to meet together to sing praises to the Lord.
- *Time for students and faculty to grow in their love for Jesus as we listen to an assortment of guest speakers.
- *Time for students and faculty to share testimonies of God's grace and majesty in their lives. Throughout the year each student or classroom as a whole will have opportunities to lead Chapel service.

*Bible teachings

*Bible videos

*Praise and Worship

Devotions: Each class gathers daily with their teacher to share prayer requests, engage in exploring Bible stories and lessons, and sing and praise God. Teachers value and honor this time as nurturing for students, intimate and personal, and foundational in faith development.

The quality and integrity of chapel time at Lighthouse is important to producing a safe environment where students and faculty can mutually encourage one another as they seek the Lord's will from day to day. It is important to the LCCL community that all members of the community share equally in the Mission Statement, Statement of Faith, and Core Beliefs.

Lighthouse Center For Creative Learning Mission Statement

The purpose of Lighthouse is to encourage students to strive for excellence in all aspects of life; academically, spiritually, and behaviorally. The desire is to place an "I can do it" attitude into each student that will overflow into each area. Our hope is to ignite an excitement for learning in each child that will remain for years to come. We offer a personalized approach to education, and strive to find the best academic plan for each student.

Lighthouse Statement of Faith

*We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

*We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

*We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

*We believe the Bible to be the inspired and only infallible, authoritative Word of God.

*We believe that salvation is by the Grace of God through the Son imparted by

the Holy Spirit.

*We believe that salvation comes by being born again in spirit as a direct result of receiving Jesus Christ as Lord and Savior.

*We believe that the church as recorded in the book of Acts has not changed and all the gifts of the Holy Spirit are available today.

*We believe that the one test of fellowship is love for God through Jesus Christ and for one another.

Conduct

Attendance/School Hours

The school doors open at 7:30am. Students need to be present for the day to begin by **8:00 am**. Students must be in their seats by 8:15, or they are considered tardy. The school day ends at 2:00 PM. Students and parents/guardians need to observe start and close times carefully.

Absences

1. In compliance with state laws, students are not to be absent for more than **eighteen days** per year for any reason. If this occurs, parents/guardians will meet with the principal to assess the problem and develop a plan for attendance improvement, withdrawal, or retention. Students with excessive absences may be placed on probation.
2. Family vacations and medical and dental appointments should be planned for times when school is not in session.

Types of Absences

1. **Excused Absences:** Excused absences are approved automatically when notification is received from parents/guardians. Please be advised that only those items listed below are excused. Excused absences include:
 - a. Personal illness or injury.
 - b. Death in the immediate family- parents/guardians, siblings, grandparents.
 - c. Death in the extended family- uncles and aunts, nephews and

nieces, cousins.

2. **Absences Requiring Prior Approval:** Some absences require students to obtain prior approval from the school. Prior approval absences include:
 - a. Appointments with physician or dentist, which are non-emergency in nature or cannot be scheduled during non-school hours. These absences must be verified by a note from a physician or nurse. Absences without notes will be considered unexcused.
3. **Truancy:** Students absent without parental permission are regarded as truant and are subject to disciplinary action.
4. **Part Day Absences:** Please note carefully the following rules governing absences for less than a whole day.
 - a. Students who arrive after ten o'clock will receive a half-day absence.
 - b. Students who are away from school two hours or more anytime during the school day will receive a half-day absence.
5. **Leaving Campus:** Students may only leave campus with permission and in the company of parent/guardian.
 - a. Students who leave campus due to illness must call parents/guardians from the school and leave through the office notifying a teacher.
 - b. Students leaving for any reason must leave through the office.
 - c. A student leaving campus with a parent/guardian must meet the parent/guardian in the office. Parents/guardians go directly to the office, and students will be called from their classroom by the office. **Parents/guardians may not go directly to the classroom to deliver or pick up a student.**

Excuses

1. **Written Excuses:** Parents/guardians must write excuses for students. Please be advised that only those items under excused absences will be excused.
2. **Signed Excuses:** A student signing for their parent/guardian will not be accepted even with the parent /guardian's permission to do so.
3. **PE Participation:** An explanatory note must be written and signed by a parent/guardian when a student requests exemption from Physical Education classes/activities. A doctor's note is required if PE participation must be suspended for an extended period of time. The student is responsible to submit this note to their teacher.
4. **Registrar:** All written excuses may be dropped off in the office or given to the student's teacher.

Record Keeping

1. **Transcripts and Report Cards:** Every absence, both excused and unexcused, will be recorded as such in the permanent records, including transcripts and report cards of the students.

Missed Work: Procedure

1. An absence does not exempt a student from making up missed assignments and tests.
2. It is the responsibility of the student who is absent for any reason to approach the teacher upon return to school, request the missed assignments and tests, complete them, and submit them within the time limit determined by the teacher. Parents may call the office to request homework assignment.

Tardiness: Definition and Procedure

1. Students are considered tardy if they are not **in their classrooms, seated,** by 8:15am.
2. Students who are tardy less than one hour for medical appointments and who present a note from a physician will be counted as present.
3. Excessive tardiness can result in additional absences and /or a student being **placed on probation.**

Behavioral Expectations/Discipline Policy

LCCL teachers set up guidelines and procedures for classroom management. Classroom rules and consequences are communicated and posted. Teachers, students and parents/guardians develop and implement behavioral modification plans as needed. LCCL also utilizes a stoplight discipline system as a form of communication between parent / guardian and school. Students who follow the LCCL rules receive blue or green each day and other recognitions. Students who do not follow these rules receive yellow as warnings and red for serious discipline problems.

1. **Classroom Expectations:** Reflecting our respect for God, and God’s respect for us, we expect students to exhibit respect for themselves, others, and property belonging to others. The teacher is responsible for classroom management. Teachers and students work together to problem solve when inappropriate behavioral and conflict situations arise. The teacher has the latitude to apply various disciplinary procedures, which may include private conferences with the student, taking away of special privileges, changing seats, time outs, and/or parent/guardian conferences. If a student does not respond to a teacher’s disciplinary procedures in a satisfactory manner, that student is issued a yellow or red.
2. **Blue/Green:** Lighthouse recognizes the fact that most students at LCCL are exemplary in their behavior. We consider it an honor to reward good behavior. When a student displays good behavior, the staff issues a blue. Good behavior is rewarded on a daily and weekly basis during school hours. Green is given when only one or two warnings were given during the day. Green is considered an “A” in conduct for the day. Blue is given when no warnings were given for the day. A blue represents an “A+” in conduct for the day.
3. **Yellow and Red:** This is an additional communication and

documentation system for behavioral difficulties. When a student receives a **RED**, the parent/guardian will be contacted *immediately* and will be required to come and pick up their child. Usually our discipline policy is progressive, meaning that with each reminder and second offense a child receives a warning and is moved to the appropriate colors. However, we have a zero tolerance policy towards violence, and when a child physically hurts another child or staff member, he/she can be placed on red immediately and sent home.

Yellow is simply a *warning* to slow down and shows the parent that disciplinary action was taken during the day to correct some minor behavioral problems. Yellow is considered to be a *bad* thing when several are accumulated within a short period of time.

- a. An accumulation of yellow results in a conference with the Principal, parent/guardian, teacher, and student. The purpose of this conference is to create a behavioral modification plan.

4. **Unacceptable Behavior:** Unacceptable behavior infractions are considered serious violations of the student covenant and are dealt with accordingly. Other actions not described here, but violating the Christian spirit of community at LCCL, and deemed inappropriate by the administration are also unacceptable and are subject to disciplinary measures. The following is a list of unacceptable behaviors:

- a. sexist or racist behavior, speech, or action, which demoralizes or hurts another student (harassment) or name calling of any sort,
- b. disrespect for faculty, staff, administration, or other students,
- c. disregard for faculty or administrative instructions,
- d. possession or use of tobacco, alcohol, illegal drugs, weapons (real or toy), or explosive devices,
- e. fighting, stealing, cheating, lying/dishonesty, profane or vulgar language, disrupting a class, property damage.

5. **Before School Rules:** Students may arrive at the school at 7:30 am. The following behavior is expected:

- a. Students are respectful to one another, parents, and teachers.
 - b. There is to be absolutely no running during this gathering time.
6. **Recess and Playground Rules:** LCCL recognizes the value of playground time. The following rules are to ensure student safety.
- a. No student is to be on the playground during school hours without a teacher present. Before or after school a parent/guardian must be present.
 - b. Students respect the teacher, follow all rules, remain in view of the teacher at all times, and ask permission to leave the playground.
 - c. Students are to stay within the playground boundaries. All fences and shrubbery are off limits.
 - d. Students are not permitted to climb trees.
 - e. Students are not to fight or exhibit rough behavior.
 - f. Students use playground equipment correctly.
 - 1) Students sit on the swing and move back and forth, not side to side.
 - 2) Equipment is returned to the proper classroom or storage space.
 - 3) Students share the playground equipment and remember that no part of it belongs to any one person.
 - 4) Students watch for swings when getting a ball that is in the swing area.
 - g. Games
 - 1) No football (tag or touch) is to be played.
 - 2) Follow all safety rules for each sport.
 - h. Students are to be alert for a signal from their teacher, which indicates the end of playground/recess time.

- i. Students must walk, and remain quiet and orderly.
7. **Probation and Expulsion:** After consultation with parents/guardians and appropriate school personnel, a student may be placed on probation by the Administration following a thorough investigation of the problem. *While on probation, a student may be restricted from participating in extracurricular activities, such as field trips.*

Following the first probationary period, the student may:

- a) be reinstated to regular status after determining that sufficient progress has been made in the area (s) of difficulty,
- b) be placed on a second probationary period if progress is not sufficient for regular status,
- c) elect to withdraw from LCCL, or
- d) be recommended by LCCL to begin the expulsion process.

After the second probationary period, the student must either:

- a) make sufficient progress to be reinstated to regular status,
- b) elect to withdraw from LCCL, or
- c) be recommended by LCCL to begin the expulsion process.

The Principal considers expulsion and makes recommendations to Administration. **Administration makes the final decision.**

A student who has been expelled by the LCCL Administration or withdrawn from the school may reapply for admission only:

- a) after a minimum period of six months has elapsed, and

b) when there is **overwhelming evidence** that help has been received and the problem alleviated.

A student may be placed on probation or expelled for one or more of the following reasons:

- a. **Continued, deliberate disobedience.**
- b. **An uncooperative spirit despite guidance from parents/guardians, teachers, and administration.**
- c. **A continued negative attitude and influence upon other students.**
- d. **Insufficient academic progress.**
- e. **A serious breach of conduct.**
- f. **Continued excessive tardiness and/or absences after written notification to parents.**
- f. **Failure of the parents/guardians to comply with or support the disciplinary procedures of the school.**
- g. **Failure of the parents/guardians to obtain recommended professional help for the student.**

Grievance Procedures

LCCL teachers seek to develop and maintain good working relationships with parents/guardians. When problems arise, it is **imperative** that they be dealt with ethically and in a spirit of cooperation. The principles suggested in Matthew 18:15-17 are clear guidelines to follow. All concerns should be registered in the following sequence:

1. Discuss your concern together with your student and your student's teacher, making an honest effort to work through the problem at this level.

2. If the problem remains unresolved, discuss it together with the student, the teacher, and the Principal.

It is extremely important that parents/guardians register their complaints individually as they arise. **Under no circumstances is it appropriate** to air complaints to other parents/guardians in an effort to gain support and thereby create dissension. Such practices can be damaging to the school community and thwart the overall goals and objectives of Christian education. **Grievances should always be settled by following proper procedures in a spirit of Christian community.**

Health and Safety

Health: Illness

The school maintains first aid supplies in the office for minor injuries. When the school cannot safely handle a student's illness, parents/guardians are contacted immediately. Student records are kept up-to-date with current telephone numbers for home, work places, physician, and other emergency numbers. **Parents/guardians, please notify the school of any changes that occur throughout the year.**

Health: Medications

Over the counter medications are not provided by LCCL. If a student needs to have medication(s)/treatment(s) given during the school day, state regulations and school policy require that the parent/guardian and the student's doctor provide written permission for administration of **both prescribed** and **over the counter medication** (s) or treatment (s). School personnel can administer only medications approved by the FDA.

Health: Accidents

For accidents occurring at school or during school activities, report forms are available through the office to be copied for insurance purposes. Parents are contacted

immediately when the situation requires it.

Safety: Adult Visitors

For the safety of everyone, especially our students, the following rules will apply to all adults who work at the school, volunteer, or visit.

1. **All** visitors must enter through the office area and state the nature of their visit to our staff.
2. **All** adults, either part time or full time at our school, will have full background checks.
3. **All** adults, whether they be parents of a student or otherwise, that wish to spend time at the school, other than the designated lunch times, shall supply to the school a complete state and nationwide background check. All adults who wish to “hang out” in the classroom, volunteer during field trips, or spend time at the school, other than the open and supervised lunchtime visitation, shall be considered a part time volunteer and must complete a full background check.
4. Please, understand that our school has an open door policy, where you can drop by at any time, eat lunch with your child, or call to see how they are doing. However, for the safety of the children, all adults, whether family or friend, who wish to spend time at the school at any length, outside of lunchtime, must have a background check. These background checks must be **updated yearly**. Instructions and forms are available in the office for these background checks. **All fees are the responsibility of the parent, unless you have been asked to become a part time volunteer.**
5. Anyone wishing to pick up a child from our school, other than the parent, must be approved by the parent and show the office staff a valid driver’s license.
6. In cases where parents are divorced or separated, the school will require copies of all legal papers pertaining to child custody and visitation, so as to know who has legal authority to pick up the child and when.

Safety: Environment

1. **Care of Classrooms:** Maintaining a clean, attractive environment is

important to successful learning. Students do their part by using the proper waste or recycling receptacles when disposing of trash. This helps keep the classroom clean. Restitution must be made for any damage done in a classroom by a student.

2. Care of Textbooks: Most textbooks are provided at LCCL through a yearly student service fee. Books are expected to be handled with care and not abused in any manner. A replacement charge must be paid for any book that is lost or damaged.

3. Care of Grounds: Maintaining a clean and attractive campus is important. Waste is disposed of properly and recycled. All persons are encouraged to care for the campus environment.

Safety: Procedures and Policies

1. Lunches: LCCL students bring their lunch each day or may purchase a warm lunch for \$2.50. Larger portioned lunches for older students are \$3.50. Lunches brought from home **must not require warming**. Parents/guardians, grandparents, and pastors are invited to eat lunch on campus with students. Snacks are provided for children in our aftercare program. Children with special diets or food allergies should bring a snack in their lunch box.

2. Use of Telephone: The only time students may use the office phone is a) when an emergency exists, or b) when the school is requiring the call. Parents may call at anytime, but please be sensitive to our class times. Phone calls for reason of illness must be made from the office.

3. Lost and Found: A lost and found area is located in the office area. Students should check this area first before reporting a loss to the office.

4. Electronic Devices: Portable radios, cassette recorders, CD players, cassettes, CD's, CD ROM's, cell phones, ipods, and electronic games, such as **game boy**, etc. are not permitted for use during the regular school day, or at any school sponsored activity, trip, or function. An electronic item found on a student on campus during the school day is confiscated immediately and without warning. *Any item confiscated a second time is held until the end of*

the school year.

5. **Sales:** Students are not allowed to bring onto campus any item or ticket to be sold for any organization outside LCCL.

Uniform Policy

Lighthouse uses a school uniform for students to promote simplicity of style, economy, modesty, school spirit, and identity. Students wear clothing and hairstyles that support the purpose of the LCCL uniform policy. The LCCL Administration makes final determinations regarding whether a student's dress or hairstyle supports the purpose of the LCCL uniform policy. Please obtain a uniform policy brochure for approved sources for buying uniforms.

General Guidelines for All Students: Violation of these policies may result in disciplinary action. Parents will be called to bring the correct item or pick up their child.

1. All students are required to wear the school uniform on regular school days. Uniform shirts must be purchased through Bealls Department store.
2. Certain days may be designated as non-uniform days and guidelines under the uniform policy must be followed.
3. Skirts, dresses, and jumpers must be at least mid-knee length. Mini skirts, mini dresses, and short shorts are not permitted. All pants and shorts shall be secured at the waist.
4. Uniform pants and shorts must have belt loops. No jogging or sweat pants. Pants/shorts with extra zippers or extra pockets, such as cargo pants are not considered uniform pants.
5. Boys are not permitted to wear earrings on campus or at school related activities.
6. Out of the ordinary haircuts or hair color will not be permitted on

campus.

7. LCCL does not approve of tattoos and/or body piercing (with the exception of girls one time piercing). These should not be visible anytime during the school day or at LCCL sponsored events.
8. Everyone must dress neatly and modestly. Midriff shirts or blouses shall not be worn. Clothing not properly fastened or with rips or holes shall not be worn. Please make sure that all uniform items are the appropriate size and clean. Faded or torn items should be replaced with new ones. Pants that are too long should be hemmed. Pants that are too short should be replaced with a longer pair.

Uniform Items Monday-Friday *Uniform items with the school logo **must** be purchased through Bealls Department store located in the Bloomingdale shopping center or may be ordered online. A link is available on the school website, Come2lighthouse.com.*

Garment	Colors
<u>Girls</u>	
Shorts	Solid Navy
Jumpers	Solid Navy
Pants	Solid Navy
Polo shirt, short and long sleeve w/ logo	Solid Light Blue
Blouse	Solid Light Blue
*Sweatshirts w/ logo or without logo	Solid Light Blue
*Jackets w/logo or without logo	Solid Navy or Solid Light Blue
<u>Boys</u>	
Shorts	Solid Navy
Pants	Solid Navy
Polo shirt, short and long sleeve w/ logo	Solid Light Blue
*Sweatshirts w/ logo or without logo	Solid Light Blue
*Jackets w/logo or without logo	Solid Navy or Solid Light Blue

***Sweatshirts and jackets must be a solid uniform color, without any emblems or writing other than school logo.**

All Students

Solid light blue long-sleeved shirts may be worn under short sleeve uniform shirts.

A brown or navy belt is acceptable.

Navy socks preferred but white is acceptable with pants.

Navy socks preferred but white is acceptable with shorts, jumper, and skirt.

***Due to Health Department regulations, all students must wear socks.**

Shoes: Navy or brown shoes are preferred, but any color that looks nice is acceptable. No sandals or boots of any kind are allowed. Flip-flops and skate shoes create a safety hazard on the playground and are not allowed.

Out-of-Uniform Days

Boys and girls may wear jeans and tee shirts. Shorts of mid-thigh length and tennis shoes may also be worn. Information that is more specific is listed under the general guidelines for uniforms.

Academics

The Academic section provides information concerning the academic life of Lighthouse. The section includes information on LCCL educational philosophy, day-to-day academic life.

Lighthouse Philosophy of Education

Lighthouse upholds high academic, spiritual, and behavioral standards that openly integrate a Biblical lifestyle of discipleship and education. LCCL defines discipleship as lives being transformed to the teaching and example of Jesus. The objective is that everyone at Lighthouse demonstrates this integration of discipleship and education. The basis for our standards is the Holy Bible.

LCCL has a curriculum that teaches our students to think critically and creatively, and to value the importance of their studies. This curriculum offers teachers the flexibility to instruct using each child's learning style.

The staff at Lighthouse views each child as an individual and recognizes their uniqueness and God given abilities. We desire to help develop each area of a child's life.

Lighthouse recognizes that education is not an end in itself, but relates to our larger purpose to convey "the grace and knowledge of our Lord and Savior Jesus Christ" (2 Peter 3:18). LCCL challenges students to personal faith and lives of purpose, peacemaking, and service in a diverse society.

Lighthouse Curriculum

Lighthouse's curriculum includes language arts, mathematics, science, health, social studies, Bible, art, music, library, and physical education. An important aspect of LCCL teaching is the integration of Biblical truth into all subject areas. The academic emphasis is on a well-rounded program, which stresses important skills in reading and math. The faculty combines creative teaching with loving concern for each child. This is accomplished in well-disciplined classes as a means to facilitate maximum student learning.

The total program is evaluated regularly by faculty and administration to ensure that the highest quality is maintained.

Student Progression and Promotion

The following student progression and promotion practices and policies are consistent with LCCL goals and philosophy, and comply with the appropriate state statutes. These practices and policies emphasize high performance basic skill standards as established by both the state and LCCL. All students are placed in instructional programs in which they can

achieve academically as well as develop spiritually, emotionally, socially, and physically.

For a variety of reasons, individuals may require somewhat less or more time to develop their educational potential. Teachers of a specific student meet with parents and the student regarding individual student performance. Together decisions are made to determine the most beneficial placement of students, including acceleration, tutoring, retention, or probation. If a student fails a subject, she/he may need to attend our Summer Educational Camp in order to progress to the next grade.

Grading Policies and Practices

Evaluation of the progress of students is conducted with appropriate assessments. The following grading system is in place for kindergarten through second grade:

Progressing very well (S+):	Your child's work is superior and he/she consistently does very good work.
Progressing Satisfactorily (S):	Your child is achieving at the level expected at this stage of his/her development.
Progressing Slowly (N):	Your child is progressing, but the progress is slow.
Needs Time and Help to Develop (U):	Your child needs additional practice to master this skill.
Learning (L):	Your child is developing the necessary skills.

The following grading system is in place for grades third through seventh:

A	(90 - 100)	The student is more than meeting the objectives of the course. The student's work is of superior quality, is done on time, and displays in-depth understanding of the subject matter.
B	(80 - 89)	The student is demonstrating quality in meeting the objectives of the course and displays work, which demonstrates understanding of the course objectives.
C	(70 - 79)	The student is meeting minimal course objectives, performing satisfactorily, and displays work which demonstrates basic understanding of the course.

- D (60 - 69)** The student is not meeting the minimal course objectives and is displaying work which demonstrates very little understanding of the course.
- F (below 60)** The student is performing unsatisfactorily and is failing.
- I (Incomplete)** Incomplete work which may be completed up to three weeks after the end of the quarter.

Testing Procedures

Lighthouse teachers wish to provide the optimum testing environment for all students. To that end, it is requested that all materials related to the test be put away before testing begins. Talking and noise may interfere with student's concentration on the test. There will be no talking from the time the teacher begins to pass out the test until the test time if completed. Talking will result in the confiscation of the test. The test must be completed after school on the same day with a grade reduction. (Students who engage in any form of cheating will be dealt with according to procedures explained in the Behavior Expectation Section.)

Progress Reports

Parents are notified when their student is making insufficient academic progress (D or F) approximately halfway through each grading period. This usually allows students time to improve their grades and does not become a part of their permanent record.

Report Cards

The academic calendar is divided into four quarters. Report cards are distributed to students approximately one week following the last day of the grading period. For exact dates, please consult the current school calendar. Report cards allow teachers the opportunity to inform parents of the academic performance of their student. Report cards are also used to inform parents and students of conduct and study skills.

Parent/Teacher Conferences

Communication concerning a student's spiritual, academic, physical, and behavioral growth is encouraged. A Parent-Teacher Conference Day is scheduled each fall. This is a

time for parents and teachers to gain a better understanding of each student's strengths, interests, and challenges. Other conferences may be arranged whenever the need arises. Conferences may be initiated by parents, teachers, counselors, Principal, or Administration. **Parents who have concerns about a student's performance in a specific subject should first talk with the teacher.** Please be considerate of the teacher's time. Schedule a conference if your concerns are going to take more than five (5) minutes to share. If the parent still has concerns, a conference may be scheduled that includes the parent, teacher, principal, and student (if appropriate).

Lighthouse After School Care

Lighthouse After School is designed as an educational childcare program for students of parents who desire after school care. Lighthouse After School Care is located on the LCCL Campus. Hours of operation are Monday through Friday, from 2:30 - 6:00 pm. Lighthouse After School Care is offered to all students who maintain satisfactory behavioral marks on their discipline sheet.

Electives are offered during this time to assist students in exploring their talents. A supervised homework time is available in order for students to complete assignments. This **should not** take the place of parental involvement. Parents are encouraged to look over completed homework and assist their child with studying for tests.

Tutoring

Tutoring is available to all students at LCCL, for a nominal fee per hour. Students may also receive assistance with assignments such as book reports or science projects. Please ask in the office for a list of degreed teachers on staff that are available to tutor, as well as the fee per hour.

Summer Educational Camp

Lighthouse offers an educational camp emphasizing reading and math skills. Students have the opportunity to increase their skill level with the basics, through fun, hands-on activities and structured instruction by degreed teachers. The camp begins promptly at

8:00 am and ends at 2:00 pm. Students may be dropped off as early as 7:30 am. An After Care program is available for an additional fee per week. The hours for After Care are 2:30 pm until 6:00 pm. Students who are not picked up from camp by 2:30 pm are automatically placed in the After Care program. Parents will be expected to pay the weekly fee. More information is available in the school office and on the school website, Come2lighthouse.com.

Awards

Many teachers have end of the year awards ceremonies in their classrooms. Awards may be given in recognition of student achievement in specific subjects, as well as overall academic achievement. Other awards may include attendance, character, and individual awards.

Back to School Day

Students and parents are invited to attend a Back to School Event the week before school starts. During this time, students and parents meet teachers, and learn about student schedules and room locations.

Classroom Parties/Treats

Time on task is a major focus for LCCL. Parties are scheduled only for Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the year. All parties must have the approval of the Administration. Room parents will usually be asked to assist with parties. Class treats are allowed **if** cleared with the teacher and minimal class time is taken.

Birthdays may be celebrated by sending in treats for a student's class, however, teachers need to be consulted about the best time to drop off the treat. Party invitations distributed at school **must include all students in a particular class or all students at LCCL**. Otherwise, invitations **must** be mailed.

Field Trips

Field trips are taken periodically in conjunction with different classes. Permission slips are sent home with students and are to be signed and returned the day before the trip. A small charge may be required for admission.

Attendance on field trips is mandatory. However, if there is a compelling reason that a student should not attend a field trip, the student may be required to attend school. Missing a field trip without a compelling reason, or missing school without a compelling reason will count as an unexcused absence.

General Information

There are many aspects to success in school. Please read the following sections carefully. Each section provides you with important information for the successful navigation of student life.

Employability Skills

At LCCL, we are concerned with each student gaining employability skills. Employability skills include students being on time to class and being prepared. Students are expected to have appropriate supplies for each class, at all times. Teachers send home a list of needed supplies for their classes at the beginning of the year. The supply list is also available on the school website.

Home Folder

The Home Folder helps students organize papers, tests, newsletters, etc., that go home each day. The discipline/homework sheet is located inside this folder. This is a *major communication tool* between school and home. Parents should check this folder nightly for homework assignments and tests that need a signature, the color their child is on for the day, as well as any comments from the teacher or therapist. Parents are encouraged to write notes on the sheet or place communications in the folder. **Parents should sign the homework sheet each night as an acknowledgment of having looked at the folder's contents.**

Homework Policy

All homework is to be done in pencil. Papers done in pen are not accepted (unless otherwise noted by the teacher). Pens may be used for checking papers. Students may be asked to redo messy papers. In some grade levels, various assignments must be completed in cursive.

Decisions regarding the amount of assigned homework for a church night are under the discretion of the teacher. Homework is mostly regarded as reading with your child and/or studying for a test. We understand that at the end of the day both parent and child are tired and homework at that time of day can be counterproductive. Therefore, homework is usually limited to reading, practicing math skills, and studying a little each night.

Late Work (No Absence)

Students have one day (twenty-four hours) to turn in a late homework assignment for fifty percent (50%) credit.

Makeup Work

It is the student's or parent's responsibility to ask the teacher for the assignments and tests which were missed during an absence. Sometimes the teacher will post assignments up on the board. It is important that the make up work be completed as soon as possible and within the time arranged with the teacher. It may need to be done at recess, after school, at home or other times, at the discretion of the teacher. In the case of a prearranged absence, the student may be required to work on assignments while he/she is gone from school and turn it in upon returning to the school, depending upon the requirements of the teacher.

Special Needs & Services

Our school is open to students who might have mild learning disabilities. Sometimes students need a little extra help, or a different approach to teaching subject matter, in order to learn. Our staff is dedicated to continuing their education concerning new teaching techniques, and we have a heart for any child who struggles in a traditional classroom setting.

However, please keep in mind that while our classrooms are smaller than traditional classrooms, there are still ten to fifteen students in each class, with one teacher. Teachers are not required to meet every request or demand of a parent. **The teacher's time must be equally shared with all students in the classroom.**

Therefore, if one child is found to require an excessive amount of the teacher's time, whether due to behavioral problems, parental expectations, or academic needs, other arrangements will be made. In extreme cases when the teacher feels that he/she is not able to give the student the attention needed in order for the student to be successful, he/she may request a parent conference to find an alternative way to meet the need. As a last resort, Administration may recommend placement of the student in a school better designed to meet the specific need, or placement in our special hands-on learning program may be recommended, in some instances. More information about this class may be requested through the office.

Therapy

LCCL offers speech and language therapy, as well as occupational therapy during the school year. All of our therapist are screened, certified, and hold a license in the specific field. LCCL will hold a special parent night each year, inviting you to come and meet the therapists. This meeting gives you an opportunity to learn more about what therapy can do for your child. Once the school year begins, parents have the opportunity to have their child evaluated by each therapist.

Lighthouse is in contract with specific therapists; therefore, it is not be possible for other therapists to work with students on campus. Fees, payment options, insurance coverage, and more are covered at our annual parent meeting.

Evaluations

LCCL is appreciative of all previous information regarding evaluations or testing. We recognize the importance and wisdom in reviewing the opinions of other professionals. However, we reserve the right to make final decisions about placement, curriculum changes, methods of teaching, etc., based upon the opinions of the professionals that are connected with our school. LCCL **does not** accept outside evaluations or placement testing in substitute of our own. Placement, curriculum workload, tutoring, the need for therapy, the type of therapy, and how often therapy occurs, will be determined by our own staff of professionals. We believe that collaboration results in a better outcome for the student and parents will always be advised of our staff's opinions.

Communicable Diseases

Lighthouse desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable disease. The term “communicable disease” shall mean an illness, which arises because of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host, infected person or animal, to another person.

Any instructor or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify school administration. The reportable diseases include the following: Anthrax, Animal bite of humans by a potential rabid animal, Acquired Immune Deficiency Syndrome, Aids Related Complex, Amebiasis, Botulism, Brucellosis, Chancroid, Dengue, Diphtheria, Encephalitis, Venereum, Malaria, Measles, Meningitis, Mumps, Plague, Poliomyelitis, Rabies, Rocky Mountain Spotted Fever, Salmonellosis, Smallpox, Syphilis, Tetanus, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Yellow Fever, Chicken Pox, Impetigo, and Scabies.

Any student or employee with a communicable disease, as listed above or similar to the above, shall be temporarily excluded from school while ill and during recognized periods of communicability. **A doctor’s note may be required in some cases, in order to return to school.**

Head Lice

As advised by the Health Department, our school has adopted a “**no nit policy**”. This means that any student or employee found to have head lice will be sent home from school and will not be permitted to return to school until the head is free from all lice **and** nits.

Sun Safety Policy

Due to the increasing awareness of the link between sun exposure and skin cancer, students are required to bring sunscreen (SP 30), sunglasses, and a sun hat to keep at school. Time will be given before students go outside to apply sunscreen and to put on their sun gear. Students who do not have their hat will be required to play in the shaded areas of the playground.

Inclement Weather

Lighthouse follows the Hillsborough Public Schools when inclement weather, such as hurricanes, is approaching. If Hillsborough County Schools close, LCCL will do the same. Parents can check stations such as *Bay News Channel 9* or *NBC Channel 8* for up-to-date information.

If it becomes necessary to close early during the school day, announcements would be available on television. Parents or emergency contacts will be notified of the need to close early. ***Please make sure your child's contact information is current.**

