

# *Lighthouse Christian School*

## Student & Family Handbook

“You are the light of the world”... Matt. 5:14



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***Welcome to the Lighthouse Christian School for the  
2008- 2009 School year***

***On behalf of the Board of Directors, faculty and staff we would like to take this opportunity to thank you for choosing L.C.S. and to welcome your family to our school. We are honored to be a part of your child's educational experience and look forward to our time together.***

***It is our desire to partner with our families in training and instructing your children spiritually, socially, physically and academically. We pray that through this year your family will be challenged to grow spiritually as you see God at work.***

***Educating and training a child is a team effort which includes the students, family, teachers, staff, and the church. This handbook is designed to provide your family with the policies and procedures in place at L.C.S. We look forward to a blessed year together.***

***Let's have a great year!***

***Ms. Terri***

# *Spiritual Authority*

*God*

*Pastor/DCOG Council*

*School Board*

*Principal*

*Teacher*

*Parents*

*Students*

# *History of the Lighthouse Christian School*

**1997** The original vision for a Christian school as a ministry of the Dagsboro Church of God was established.

**Sept. 1997** Began a 4 year- old preschool program with 4 students and ended the year with a class of 10.

**1997** Added a 3 year- old program and Kindergarten class.

**2003** Registered with the Delaware Department of Education as a Preschool -8<sup>th</sup> grade school with plans to add a grade each year.

**1998** Added 1<sup>st</sup> grade.

**Jan. 1999** Building #1 was built.

**2000** Added 2<sup>nd</sup> grade.

**2000** The first Board of Trustees was chosen.

**2001** Added 3<sup>rd</sup> grade.

**2001** Added to Building #1 for increased classroom and school office space.

**2002** Building #2 was built to house 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and a computer lab.

**2002** Added 4<sup>th</sup> grade.

**2002** L.C.S became incorporated.

**2003** Added 5<sup>th</sup> grade.

**2004** Building #3 was built to house 5<sup>th</sup> – 8<sup>th</sup> grades.

**2004** Added 6<sup>th</sup> grade.

**2005** New playground area was established – soccer field, equipped with goals and official markings.

**2005** Basketball court added to playground area.

**2005** Added 7<sup>th</sup> grade.

**2005** Began Junior High Sports Program.

**2006** Added 8<sup>th</sup> Grade.

**2007** Celebrated 10<sup>th</sup> Year Anniversary

# STUDENT AND FAMILY HANDBOOK

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## **Preface:**

This manual gives the parents and students of Lighthouse Christian School (L.C.S.) information about our beliefs, guidelines and policies. The guidelines and policies in this manual may be amended and supplemented on occasion.

## **Membership/ Registration:**

Lighthouse Christian School is a member of the Association of Christian Schools International and is registered with the Delaware Department of Education in grades K-8.

The Lighthouse Christian School is a ministry of the Dagsboro Church of God.

## **Statement of Faith:**

### **We Believe:**

1. The Bible to be the final authority and divine inspiration of the Holy Word of God.
2. In one God eternally existing in three persons; the Father, Son and Holy Ghost.
3. That Jesus is the only Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the intercessor.
4. That all have sinned and come short of the glory of God, and that repentance is commanded of God for all and necessary for forgiveness of sins.
5. In the bodily resurrection, eternal life for the righteous and eternal punishment for the wicked.

## **Mission Statement:**

The Lighthouse Christian School seeks to build and equip children for a fruitful life through biblical, social and academic training in a hands-on active learning environment.

The classes seek to foster children's natural curiosity as they move ahead educationally to the utmost of their God given ability.

## **Purpose:**

Lighthouse Christian School:

- ❖ presents well prepared daily programs which establish Jesus Christ and His Word as the foundation for educating children.
- ❖ provides a loving Christian atmosphere where a positive self-concept is enhanced, and "self discipline" is learned.
- ❖ provides a secure atmosphere which encourages enthusiastic discussion and curiosity about the world, while maintaining Biblical integrity.
- ❖ provides a solid Christian academic education for children of concerned parents in our surrounding communities.
- ❖ offers the opportunity to provide or facilitate selected educational programs (non-credit) to meet various needs of adults and families in our county.

## **Objectives:**

*Spiritually*, the school endeavors to:

- ❖ present Jesus Christ and His view on every area of life through the content of our teaching Methods and curriculum materials.
- ❖ establish awareness that we are all God's children, each with talents and gifts to share with others.
- ❖ develop in each child an appreciation for God's creation.
- ❖ teach the Bible as the Divine inspiration of God.
- ❖ teach holiness to be God's standard of living for His people.
- ❖ guide the child towards a personal commitment to Jesus Christ as Savior and Lord.
- ❖ help the child know God and seek his will for their lives.

*Socially*, the school endeavors to:

- ❖ teach a child and develop respect, love & concern for authority in the home, church, school and state. The children shall be taught not to speak evil of those in authority, but rather to be subject to them and pray for them.
- ❖ develop the student's understanding of the need for membership in and service to the local church, family and community.
- ❖ develop in the student a strong moral character.
- ❖ teach the student to accept and appreciate cultural and generational diversity in those that are physically and mentally challenged by special needs.
- ❖ lay a foundation for leadership development, which equips the child with Godly reasoning and discernment.

*Physically*, the school endeavors to:

- ❖ provide ample opportunity for the use of large motor skills and coordination through physical activity, both indoors and out.
- ❖ teach respect for the human body as the temple of the Holy Spirit.

*Academically*, the school endeavors to:

- ❖ provide high academic standards, helping each student to realize their full potential.
- ❖ challenge the students to study to show themselves approved to God (2 Tim. 2:15).
- ❖ teach Bible, reading, writing, language, and arithmetic, as well as, science, history, current events, music, foreign language and physical education.
- ❖ develop in students good study habits.
- ❖ foster the child's natural curiosity and creativity.
- ❖ develop the student's ability to think critically and constructively.
- ❖ train students in the use of computer and current technological improvements.
- ❖ encourage a love of reading and creative writing.
- ❖ motivate students to continue the process of education as a life long learner.
- ❖ overlap the student's understanding and appreciation of the environment and the wise stewardship and use of our natural God given resources.

## **Policies and Procedures:**

### **Admission and Enrollment:**

The following requirements and guidelines have been established for admission to Lighthouse Christian School:

1. Submit a completed application form signed by the parent(s) or guardian(s), medical forms, and a non-refundable fee.
2. Read the Student Handbook, sign the Parent / Guardian Agreement, and agree to uphold these Christian principles.
3. Sign a Transportation Reimbursement Form (grades K-8).
5. Satisfactory completion of a formal or informal interview and entrance exam.

### **Order of Enrollment:**

1. Children who are currently enrolled in Lighthouse Christian School.
2. Siblings of children who are currently enrolled in L.C.S.
3. New applicants.

## **Continuing Enrollment:**

During the month of March, Lighthouse Christian School holds a registration period for those students presently enrolled. The re-registration fee is due at this time. After this period, no guarantee can be given for placement. The registration forms are distributed to the parents. The completed forms, along with the registration fee, must be mailed or turned into the school office during the re-enrollment period. After this procedure is completed your child's placement is reserved for the following year. If the situation arises necessitating the withdrawal of your student for the following year, please notify the office as soon as possible. Please note that the registration fee is non-refundable, and financial agreements must be current to re-enroll.

## **Parental Statement:**

Parents must agree with the following Parental Statement in the enrollment application. I/We understand that the teachers and Lighthouse Christian School staff are paid from tuition money and I/we agree to pay the tuition fee on time. Payments are due on the 1<sup>st</sup> of each month and are considered late after the 10<sup>th</sup>. Tuition is calculated for the entire school year, therefore no reduction or allowances in tuition are given for vacation, holidays or absences. Any deviation from this policy comes through personal discussion between parent/guardian and the director of the school or agents of the director. I/we agree that should I/we choose to withdraw my child during the school year, I/we are responsible for the tuition for the entire month in which the withdrawal is made. The school bill must be paid in full before records are released.

I promise to pay my financial obligations to the school on the date due and understand that it may be necessary to withdraw my child if prior arrangements are not made on a past due account.

I understand that the goals of Lighthouse Christian School are to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship, not to reform and rehabilitate. Lighthouse Christian School is a place where youth are free to pray, sing praises, and worship God without ridicule, humiliation, or embarrassment.

I agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and by giving my child encouragement in the completion of homework.

I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises. **I absolve the school from liability to my child or me because of any injury at school or during any school activity including sports and school sponsored trips.**

I/we believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give my permission for my child to be held to the guidelines of the discipline policy set forth in this manual.

I/we release Lighthouse Christian School and its representatives from liability in the event of an accident or injury except to the extent of the applicable insurance coverage available.

If you have a concern regarding your child's school year education, I encourage you to pray first, seek the Lord's heart on the matter, and then follow the Matthew 18 principal (complete text below). We want to honor God with all our communications. His word in Ps. 141:3 instructs us not to gossip.

## **Grievance and Complaint Procedure:**

In every school or institutional system, problems or disagreements are bound to appear. A procedure has been established for these situations. The Director or Board can adequately review only issues or complaints that follow this procedure. It is the desire of the teachers, administration, and Board to be open to suggestions and criticisms made in a proper manner and to answer the same in an efficient and clear manner. The school desires to see a unity of purpose even in the midst of a diversity of opinions. It is our desire that all things might be done decently and in order. As Christians our procedure is to follow the "Matthew 18 Principle"- go to the source of your concern only. Matthew 18:15-16 "If your brother sins against you, go and show him his fault, just between the two of you.

If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

Contact the Director as a witness after you have gone to the source of your concern.

### **Financial Policies:**

L.C.S. must maintain a regular cash flow for the express purpose of meeting operating expenses.

Therefore, this tuition payment policy is an agreement between school families and the members of the L.C.S. board.

1. Payments are due promptly on your assigned due date.
2. Payment of the registration fee is due at time of registration.
3. Curriculum fee is due by Aug. 1<sup>st</sup>.
4. Payments are deemed “late” ten days after the payment due date. A letter will be sent out from the school office as a reminder of your payment and a \$10.00 late fee will be charged to the account. When any student’s account becomes more than 35 days outstanding, the financial advisors for L.C.S. will contact you and set up a payment schedule.
5. If your child’s tuition is not current with prior payment arrangements, your child may not return to school until a payment based upon the arrangement has been paid.
6. In the event a check is returned to the school from the bank, we will notify you and a return check fee will be charged to your account. Should this happen, the administration reserves the right to ask that future payments be made in cash, certified check or money order.
7. Tuition may be paid in full, monthly or weekly.
8. No student may start a new school year if any prior year payments are due and no registrations will be accepted for students with delinquent accounts.
9. Financial aid is available. Applications are available from the school office. All information provided is kept strictly confidential.

### **Discounts:**

1. Paid in full discount 5%.
2. Multi family discounts will be given to students K-8<sup>th</sup>.

### **Outstanding Balances:**

Permanent records will not be forwarded to another school and final report cards will not be issued if there is an unpaid balance.

### **Discipline:**

The Lighthouse Christian School partners with the parents of our students to “*Train up a child in the way he should go, and when he is old he will not depart from it.*” Proverbs 22:6.

The school’s philosophy of discipline is designed to develop a spirit of obedience in each student. This spirit encourages love, respect and concern for both peers and those in authority. It provides an orderly environment conducive to learning and instills acceptable standards of social behavior. The precepts of the discipline code are based on the Biblical concepts of morality, neatness, orderliness, truthfulness, responsibility, maturity, and Christ-likeness.

All discipline matters will be handled in a loving but firm manner. Parental support and cooperation is expected. In addition, positive praise incentive methods will be used to encourage good behavior. Persistent or major problems will be communicated to the parents, and more severe measures will be taken (i.e. detention, suspension).

L.C.S. reserves the right to contact police and administer consequences when there has been a violation of the civil or criminal law.

## **Weapons Offenses:**

A weapon of any type poses a serious threat to the safety of school buildings and the students, staff, and visitors who occupy those buildings. Weapons and threats to use weapons must be taken seriously and dealt with seriously.

A weapon is defined as any object or item that is designed or otherwise used to threaten or inflict bodily harm or injury against another person or group of people. Weapons include, but are not limited to: guns knives (regardless of design or normal use), clubs, wire-mesh globes, chemical, sprays, laser pointers, and look-alike weapons. Items such as pens and pencils and other “everyday” items can also be considered weapons when used improperly.

Lighthouse Christian School strictly prohibits the possession of weapons in school buildings, on school campus, and at school-sponsored activities outside of school property. The school have a strict “zero tolerance” policy in regard to weapons at school.

## **Discipline System:**

The following actions will occur after the disciplinary steps that the teachers have in place in their classrooms have been attempted.

### **Preschool –K:**

Students will be disciplined by using a code of conduct system that is age-appropriate and based on behavior and attitude. Parental involvement is also essential.

### **Grades 1-4:**

A student in grades 1-4 who violates school or classroom policies will be issued a silent recess detention (SRD). Cumulative detentions follow the SLD consequences format.

### **Grades 5-8 Silent Lunch Detention:**

A student in grades 5-8 who violates school or classroom policies will be issued a Silent Lunch Detention (SLD). Each infraction will result in an SLD. A Silent Lunch will be conducted in the following manner: students will report to the SLD room at lunch time. Students will have a period of time to eat their lunch and the remainder must be spent silently. Students must sit up in their seats and will not be allowed to study or read during this time. Students who are disruptive, late or do not report to SLD will be issued another SLD.

The school will endeavor to communicate with parents concerning disciplinary matters. However, due to the possibility of rapid accumulation of SLDs, parental notification may not take place prior to consequence. The student however, will have received a detention slip for each infraction and is responsible to inform his/her parent.

## **Cumulative SLD Consequences:**

### **4<sup>th</sup> SLD or SRD-meet with administrator:**

This allows the child to learn accountability for the choices he/she has made. The meeting will focus on teaching Biblical truths by what the Bible says, prayer, and reconciliation among those offended.

### **5<sup>th</sup> SLD –After school detention, Parental notification and conference:**

A student in grades 5-8 who accumulates five SLDs must serve an After -School Detention.

After-School Detention is held from 3:00 pm. to 4:00 pm. and is supervised by one of the faculty or staff members.

During the detention period, students may perform work detail or complete a writing assignment. Students are not permitted to talk, eat, or drink during after-school detention and any misbehavior will result in a second After-School Detention.

Parents of the students will receive a detention slip indicating the date of the detention. If the detention needs to be served immediately a phone call will be made to the parents.

Parents of students serving detention are responsible for the student's transportation home. A \$5.00 fee will be added to the monthly billing to cover staffing costs.

If a child is required to serve an after school detention, all extra privileges (specials, field trips, etc.) will be suspended for the remainder of the marking period or semester, whichever applies.

Sometimes specific misbehavior will result in a student being sent home or serving an Out-Of-School Suspension. In either case, the student must make up work when he/she returns to school.

### **Probation:**

A student may be placed on disciplinary probation when their attitude or actions are not consistent with the purpose and standards of Lighthouse Christian School. Probation is necessary when a student has a serious academic, attitude or behavior problem. It is designed to give the student an opportunity to correct his/her problem. It is normally instituted after consultation with the student, parents and faculty. The administration will set the terms of probation. The probation statement must be signed by the student, parent, and administrator. Refusal to sign the probation statement will result in dismissal.

### **Expulsion:**

The school administration reserves the right to immediately suspend and expel a student who has grievously violated L.C.S. written and/or spoken school policies or principles.

- a.) Failure to abide by the terms of the probation as set by the Administration.
- b.) Possession of a weapon; student assault causing bodily harm to another student; use and/or possession of drugs or alcohol; extreme vandalism.

Any student that is expelled will not be eligible to re-apply for enrollment until the following school year. All students who re-apply to L.C.S. must attend a meeting with the director.

Parental support is very important in regards to discipline. We seek to instill in the children responsibility for their choices. If a disagreement arises in regard to the disciplinary action taken, the parent should contact the administrator/teacher and refrain from discussing the disagreement with the student or others.

## **Principles to live by:**

### **Complaining or Arguing:**

*Do everything without complaining or arguing. Phil 2:14*

### **Speak kindly and in turn:**

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it might benefit those who listen. Ephesians 4:29*

### **Be kind and respect ALL those in authority over you:**

*Live in harmony with one another. Romans 12:16*

### **Respect Other's Property:**

*Do not defraud your neighbor or rob him. Leviticus 19:13*

### **In all things, do your best! Study and be prepared!**

*For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10*

### **Serve one Another:**

Serve one another in Love. Galatians 5:13

## **Dress Code:**

The purpose of the dress code is to be modest as outlined in 1 Tim. 2:9, and to clarify a standard of appearance that will encourage our students to bring glory to God (1 Cor. 10:31). The dress is intended to create an atmosphere free from distractions. A STUDENT'S APPEARANCE IS A FAMILY'S RESPONSIBILITY.

The cooperation of the parent(s) is necessary in maintaining the dress code standard. This leaves the school free to focus on its primary task of teaching.

## **Girls:**

**Shirts:** L.C.S. (short or long sleeve) Shirts must be tucked in.

**Skirts and Jumpers:** No more than 3" above knee. **NO** velvet, velour or spandex. Biker shorts under skirts or dresses recommended for recess modesty.

**Color:** Navy or tan

**Pants/Capri's:** Traditional /Classic- plain or pleated front. Elastic waist and corduroy pants are acceptable. No low-rider's or form fitting materials.

**Color:** Navy or tan

**Belts:** Shirts must be **tucked** in and belts worn.

**Shorts:** Traditional/Classic- plain or pleated front. Elastic waist shorts are acceptable. **NO** short shorts, or form fitting material or spandex (to measure the shorts length- a girl should be able to stand with arms at her side and touch the bottom of her shorts with her fingers tips).

**Color:** Navy or tan

**Sweaters/Sweat Shirts:** Plain or L.C.S. worn over a L.C.S. shirt.

**Color:** Solid red, white, blue (navy or light blue)

**Shoes:** Tennis Shoes or casual shoes may be worn. **NO** open toe or chunky high heel (1 inch or less is appropriate for school).

**Accessories-** Please keep these items small and to a minimum. They can be a distraction during the school day. (Jewelry and hair items)

## **Boys:**

**Shirts:** L.C.S. (short or long sleeve) Shirts must be tucked in.

**Pants:** Traditional/Classic- plain or pleated front. Elastic waist and corduroy pants are acceptable.

**Color:** Navy or tan

**Shorts:** Traditional/Classic- plain or pleated front. Elastic waist and corduroy shorts are acceptable.

**Color:** Navy or tan

**Belts:** Shirts must be **tucked** in and belts worn.

**Sweaters/Sweatshirts:** Plain or L.C.S. worn over a L.C.S. shirt.

**Colors:** Red, white, blue (navy or light blue)

**Shoes:** Tennis shoes or casual shoes may be worn. No open toe.

\***Accessories:** Please keep these items to a minimum. No body piercing items should be worn to school or when participating in school related functions (field trips, performances, and or athletics).

\***Cell Phones/Pagers:** No cell phones are permitted in school. Students failing to comply will have their cell phone/pager confiscated for an extended period of time.

\***Gym Dress Attire** – Plain sweat pants (cotton, nylon or gym shorts) navy, black or gray can be brought to change into for Gym Class.

\***Preschool** – we would like to encourage you to wear shoes without laces and that have enclosed heel & toe.

## **Dress on Gym Days:**

All students need to wear the uniform **EVEN ON GYM DAYS**. Students may change for Gym (sweatpants or shorts) and then change back into dress code.

## **Violations of Dress Code:**

### Kindergarten through 4th:

1. 1<sup>st</sup> warning a note will be sent home.
2. 2<sup>nd</sup> warning will result in the student being removed from class, and the parents will be called to bring an acceptable dress code change of clothes. **Students will be required to make up any work missed, and the work will be due at the same time as those who were in class.**

### 5<sup>th</sup> Grade through 8<sup>th</sup>:

1. 1<sup>st</sup> warning a note will be sent home.
2. 2<sup>nd</sup> warning the student will be removed from class and parents will be called and requested to bring a change of clothes.

## **Curriculum:**

*Section I:* It shall be the object and duty of this school to aid the home and church in teaching children the biblical principles and knowledge necessary to prepare them for life and eternity.

*Section II:* The school shall provide the opportunity for the children to receive a solid academic education and to teach our children that the Bible is the Word of God and the guide for all areas of life. The curriculum is continually reviewed to ensure its effectiveness in the educational process in order to enhance the quality of all academics at L.C.S.:

Abeka- Reading, Phonics, History, Spelling, Handwriting, and Math

Bob Jones- Reading/ Positive Action- Bible

6 + 1 Writing Traits – Writing

Foss (Full option Science System) & Delta Science Modules- Science

When shopping for school supplies, please refrain from characters or violent themes that do not honor God. When in doubt, plain is best for school. If this presents a problem for your family, let us know how we can help.

## **Pledges to the American Flag, Christian Flag, and the Bible:**

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

**Christian Flag:** I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

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

## **Academic Levels:**

Upon testing or evaluation of a student, the instructor may find that the student is not on grade level, (above or below). The Administrator or instructor will notify the parents and a conference will be scheduled so that they may be fully informed of their child's academic status. An academic strategy will be planned at this meeting to best meet the needs of the child.

## **Music Lessons:**

Instrumental Music classes are available through a private provider for students interested for the following instruments: piano, guitar. All lessons are at parent's expense. The cost for lessons is established on a yearly basis, beginning in September and concluding in May. Instruments can be rented under a separate rental agreement with a local music store. Information regarding this instruction will be available at the beginning of the school year.

## **Eligibility- Leadership and Athletics:**

- 1). Extra curricular activities, both in school and after school, are an important part of the educational process. Eligibility requirements apply to all non-credit student activities such as athletic teams, cheerleaders, drama, trips, and all other school related clubs and/or activities.
- 2). Athletic opportunities are designed to promote Christian character, fitness, lifetime interest in sports, and school spirit. They are seen as an integral part of a student's experience while in school.
- 3). Eligibility- All students playing sports after school must maintain a 70% grade average in each subject per EACH marking period. Students with a D average in any class during a marking period must attend a ½ hour of tutoring after school each day until their grade average improves. If a student has a 69% grade average or lower they will not be eligible for after school sports during that sports season.
- 4). Conduct behavior- all students must maintain good behavior while on school property. All athletes (team members) will have good sportsmanship and team membership skills while representing L.C.S. at games. If students get in trouble while in school or at a game the athletic director needs to be contacted and advised of the situation as soon as possible, so the right disciplinary action be taken.
- 5). The athletic director is in charge of all sports program decisions and student athlete concerns during all athletic seasons.
- 6). At no time will coaches or parents practice with students before the season on school property.
- 7). If a student misses an unexcused ½ day of school they will not be able to participate in the scheduled game or practice of the same day.
- 8). L.C.S. offers school sports for boys and girls in season for grades 5<sup>th</sup> – 8<sup>th</sup>. Practices are held most weekdays after school. Parents must provide transportation home. Sports information is available in the office.
- 9). No player will be unattended after practices or games. Players must be picked up **promptly** after the game or practice, or student may sit out the next game.

## **Spectator Regulations:**

### **Apply to all sports:**

1. Booning, derogatory remarks and unsportsmanlike conduct are **NEVER PERMITTED**.
2. Slacks/Jeans/Shorts may be worn if they are in good taste.
3. Tops worn with jeans must be conservative-no words or pictures.
4. Sleeveless shirts must have at least 2" straps.
5. All other dress code regulations are in effect.
6. All L.C.S. staff members have the authority to enforce these rules.
7. Parents **must** monitor their children's behavior.
8. Seating is not available- bring a lawn chair or blanket.

## **After School Guidelines:**

Students are allowed to stay after school to watch home sports events only if these conditions are met:

1. Children in Pre-K-5<sup>th</sup> grades must be accompanied by a parent or guardian (18 yrs. or older).
2. Children in grades 6<sup>th</sup> – 8<sup>th</sup> must have a note from the parent/guardian giving permission prior to the beginning of school on the day of the game. If attending the game, students are to remain in the game area throughout the game. Playing on the playground or being around the school is not permitted and will result in a loss of permission to attend games.

## **Snack:**

Pre-school and Kindergarten classes are required to bring their own snack in daily, including a small drink and healthy food. (No candy or soda). All students in grades 1<sup>st</sup> – 8<sup>th</sup> may bring in a pull top *water* bottle filled with **water** to keep on their desk.

### **Lunch:**

Since responses to learning are directly related to food intake, sweets and snack “junk food” should be infrequent inclusions in your child’s lunch. We would like to recommend that no student bring a soda for lunch. All students are required to bring their own lunches especially if no prepared school lunch is available. When packing lunch please include a drink and all the supplies needed (**plastic fork, spoon, napkin, and bowl etc.**) in their lunch box. **Please don’t send your child with any food items that will need to be heated up or cooked, because microwaves are not available for heat-ups.** A list of lunch options will be made available at the beginning of the school year if you choose to purchase lunches.

### **Bible:**

The school desires that each student in grades 1-8<sup>th</sup> should have a NIV Bible for scripture study and devotion.

### **Chapel:**

A chapel service is held for all students on Wednesday morning at 8:30. Parents and family members are welcome to attend. An offering will be taken to benefit the L.A.P. (Learning Assistance Program) as well as other special projects.

### **School Office:**

Because of the size of L.C.S. we do benefit from a sense of “L.C.S family” fellowship. However, we ask that the school office not be a place of congregation in order for the staff to remain productive.

### **Attendance:**

Regular attendance is in the very best interest of the student’s academic progress. Therefore, the following policy will be enforced.

Students are responsible to be in class and ready to begin each day on time.

School hours are: 8:00 – 3:00

A ½ day is 8:00-11:00

Pre-school hours are: AM classes- 8:00 – 11:00 & All day 8:00-3:00

Kindergarten hours are: AM – 8:00 – 11:00 & All day – 8:00 – 3:00

1<sup>st</sup> – 8<sup>th</sup> grades hours are: 8:00 – 3:00

### **Tardiness:**

Any student in grades Pre-3 thru 8<sup>th</sup> grade who arrives after 8:15 am is considered tardy and must report to the office with a parent or guardian to sign the attendance log (**3 tardy days = 1 unexcused absence**).

The only tardiness excused will be for medical or dental appointments, however, please try to schedule appointments after school.

### **Excused Absences:**

Parents are to notify the school when students are absent.

A note from the parent or guardian explaining the reason for the absence must be submitted within **three** days of the student’s return to school or the absence will be recorded as un-excused.

1. Illness or injury prohibiting a child from coming to school.
2. Serious illness or death in the family.
3. Other cases reviewed on an individual basis.
4. In grades K-8 parent notes will be accepted for up to ten (**10**) days throughout the school year.
5. Students who accumulate 10 unexcused days absent during a full school year program may be denied credit for that school year.

## **Early Dismissal:**

1. A note is to be sent to the office the morning of the appointment.
2. The parent/guardian or designated person picking up the student **MUST** report to the office to sign the student out. No one is to go directly to a classroom to pick up a student – this is disruptive.

## **Illness:**

Parents should not send a sick child to school. A sick child is defined as; having a fever over 100 degrees, having a contagious illness, not on prescribed antibiotics for at least 24 hours, or a child experiencing nausea. If a child becomes ill during the day, a parent will be notified to come to school to pick up the child.

## **Make Up Work:**

Students who are absent will have the equivalent number of days to make up the work missed in class and for homework. For example: one day absent- one day to make up the missed work, etc. If your family takes a vacation during the school year while school is in session, the missed work must be handed in the day the student returns to school. In grades K-4, please consult with the teacher regarding consequences for tardy work. In the middle school, the policy will be to lower the grade of all tardy work two letter grades for each day late.

## **Grading Procedures:**

Grading key – used for 1<sup>st</sup> - 8<sup>th</sup>

A	93 -100	S – Satisfactory
B	85 - 92	U – Unsatisfactory
C	75 – 84	N – Needs Improvement
D	70 - 74	I - Incomplete
F	69 and below	

## **HONOR ROLL:**

To make Honor Roll your grades must be:

High Honor Roll	93-100 (A)	All A's in all subjects	Merit Roll	No more than one (C)
Honor Roll	85-100 (B)	A's & B's in all subjects		

## **Incomplete:**

An incomplete is given in those cases where illness or emergency occurs, pre-arrangements for absence have not been made, or the student is not able to finish assignments. All missing work becomes an “F” or zero after a two-week period. Make-up work is the sole responsibility of the student. A teacher may grant an extension but must submit a request to the Director.

## **Homework:**

Please encourage your child to complete all homework assigned in their agenda (assignment) book. The homework is designed to review and practice skills and concepts covered in the classroom. Homework is meaningful work given to reinforce what has been taught in the classroom. More time may be required in the upper grades to complete homework each night. To assist each child to take responsibility in this area, an assignment book is a necessity as it encourages organization and proper completion of work. We suggest you insist upon your child bringing home all returned papers, and that you look over them with your child.

Below are some suggestions of ways you can assist your child with his/her studies:

1. Check your child's agenda.
2. Be sure a quiet, secluded study place is provided.
3. Distraction of any kind should be kept at a minimum. TV and radio should be off; phone calls should be limited and minimized.
4. Parents should check periodically to see how much and what kind of work is being done.
5. Learning and appreciation, not marks or grades, should be emphasized.

### **Assignment Requests:**

The school office assists students and parents in contacting teachers when a student's illness or family travel requires a prolonged absence from school. When contacted by the parent, the office will notify the child's teacher regarding the time of absence. The teacher will send make up work to the office where it will be ready for pick up by the end of the following day. This time frame allows the teacher to gather materials and provide meaningful assignments.

### **Report Cards:**

The school year is divided into approximately four nine-week reporting periods. Students and parents should closely examine the report cards when they are issued. Report Cards must be **signed by a parent and returned to the school** approximately one week after being issued.

### **Report Card Replacement:**

If it becomes necessary to replace a report card for students in grades Kindergarten thru 8<sup>th</sup>, a fee of \$5.00 will be added to your monthly tuition bill.

### **Parent Teacher Conferences:**

Individual parent conferences for grades Pre- K thru 8 will be scheduled during the year. In addition to mid-quarterly progress reports and quarterly report cards, parent conferences are also scheduled. Please be prompt as many conferences are scheduled during this period. Additional conferences with teachers are to be scheduled when necessary. Parents should contact the teachers at school by calling at the end of the day or sending a note requesting phone contact.

### **Holidays:**

There are certain holidays and aspects of holidays that we will **Not** celebrate or highlight. We will **Not** celebrate Halloween but recognize Harvest time and its blessings. We will not highlight the Easter bunny during the celebration of the Resurrection of our Lord Jesus. Likewise, we will not highlight Santa Claus during the celebration of the birth of our Lord Jesus. Please do not send toys or holiday decorations into school, which support these holiday characters.

### **Weather Delays / Closing:**

To find out information concerning weather delays or cancellations, you may call the school at 732-6974. A phone message will be left regarding a school delay or closing. You may also listen to WBOC Channel 16, WMDT Channel 47, or the radio at WGMD 92.7, and Joy 102.5.

### **Health Regulations and Service:**

In accordance with Delaware State Law, staff members other than a nurse or doctor may not administer medications. Since we do not have a nurse on staff, L.C.S. may not dispense any medication to students during the school day. Parents are urged to plan accordingly; as a suggestion, if your child needs to take a medication 3x a day, consider giving one dose in the morning, after school, and before bed. If you need to give cough syrup, maybe you could choose an 8 hour brand.

For students in grades 1<sup>st</sup> – 8<sup>th</sup>

The school provides only the basic kind of first-aid for an accident. In case of extreme or particularly painful injury, the school will immediately call for an ambulance. The injured child will then be taken to a hospital by their personnel. Parents will be notified and asked to meet the ambulance at the hospital. Parent permission is necessary for hospital personnel to proceed with treatment.

Parents are asked to provide the school with all the home, work, and cell phone numbers so parents can be contacted immediately in case of emergency. Please notify the school office of any changes in emergency contact information through out the year.

**School Pictures:**

Individual pictures will be made during the fall season. Prices and times will be announced.

**School Calendar:**

Please refer to the school office for a copy of our school calendar.

**Newsletter:**

The school publishes a monthly newsletter which is sent home with the oldest child in each family. The newsletter contains interesting, timely, and important school news and updates.

**Fire Drills:**

Fire drills are held monthly throughout the school year. Immediately after hearing the bell, children should quickly vacate the building as directed by their teachers and walk to their designated area. Children should not run but should proceed quickly to the assigned areas without talking. We expect full student cooperation during the entire procedure.

**Visitors to School:**

All visitors coming into the school building must report to the office to sign in and receive a visitor badge before entering any other area. It is the desire of the administration and the faculty to be of service to our parents and students. Any questions or concerns need to be directed to the classroom teacher first. Teachers welcome a visit from any parent. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient time before or after school. Please do not walk into a class in session, as this is very disruptive. If further assistance is necessary, contact the director.

**Volunteer:**

We encourage all of our parents to volunteer at the school. Some projects will be posted in the Newsletter. Feel free to stop by anytime to lend a hand in your child's education.

**Fundraising:**

Your participation is greatly relied upon to support the school through its various fundraisers throughout the school year. L.C.S. holds one main fundraiser annually: the Race for Education Walk. This fundraiser not only assists our school, but also is a great way to be a part of L.C.S. family. Every parent is urged to be a part of this and any other events at the school.

**Staff Contact:**

Faculty members are not always available because of their teaching responsibilities. To contact a staff member during the day, call the school office and leave a message. Please refrain from calling faculty members at home unless an emergency arises.

**Parents of Prospective Student:**

Arrangements can be made through the director to visit a classroom to observe. When visiting, sign in at the school's office where you will receive a visitor badge.

**Special Programs:**

Special musicals are held in the Winter and Spring. There is no admission charge for these events. The school will receive an offering, however, to offset some of the expenses. Please review the school calendar for other special events.

## **Dismissal:**

Children must be picked up by 11:10 a.m. for morning classes and 3:10 p.m. for afternoon classes. If your child is going home with a person other than the one usually coming for him/her, you must send a written note giving us the person's name. If children are not picked up by this time, a late charge of \$1.00 per. minute will be charged. (After school care with homework help is available for Kindergarten - 8<sup>th</sup> Grade through the Boys and Girls Club, Mon. – Fri. 3-6 pm. Registration is required. For further information regarding the Boys and Girls Club, please contact Betty Harmon at (302)-732-6636.

## **Learning Accommodations:**

Lighthouse Christian School seeks to provide a Christ centered and appropriately challenging learning experience for each of our students. We fully expect that teachers and parents will work together to ensure the success of each student. Sometimes students require more help or a different way to access the information presented in the classroom, and sometimes a student will need a different means to “show what they know” about that information. Again, our heart is to challenge our students to “do your best to present yourself to God as one approved, a workman who does not need to be ashamed...” 2 Timothy 2:15. In keeping with the spirit of that principle, we have a very specific plan in place to aid those students and their parents who are diligent workers, but are finding something amiss in the acquiring of information, and or showing what they know. Our plan is as follows:

- a. Hold a parent/teacher conference. Either party may initiate this, and how often a meeting is scheduled is determined by both. The Special Needs Coordinator, Ms. Marianne will attend to help with suggestions for differentiating instruction. The goal of these meetings is to devise a plan of accommodation for the student.
- b. Implement the plan in the classroom and at home and monitor the results for an agreed upon period of time. If the student is successful, then we will document the accommodations, and continue with the program. Frequent parent/teacher communication will be maintained.
- c. If the student continues to experience difficulty, we will come together again to discuss additional means to help the student. We will at this point, invite a school psychologist from the Indian River School district to be present (this is called an IST meeting: Instructional Support Team) as we discuss other options that may be available through the district if the parents desire. Those options may include a different plan in the classroom, at home, or educational and or psychological testing.
- d. If testing is deemed necessary by our team (teachers, parents, administrator, and school psychologist), it will be completed by the district, followed by a meeting to discuss the results of testing.
- e. At that time, if the student qualifies for district services they will be offered. If not, then we will continue to work together to implement a plan to enable the student to move forward.

Our guiding precepts for our program will be from God's Word:

“Be kind and compassionate to one another” Ephesians 4:32a

“Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble”. 1 Peter 3:8

“We will trust in the Lord with all our hearts, and we won't be leaning on our own understanding. We will be acknowledging Him in all our ways and praying for His direction. (paraphrase of Proverbs 3:6)





