

# Lighthouse Christian Academy 2025-26 Parent and Student Handbook



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# Lighthouse Christian Academy

Educating Godly Leaders

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Dear Parents and Guardians:

Congratulations on your decision to invest in the education of your child. It is with great anticipation and lots of prayers that we look forward to the 2025-2026 school year.

It is the desire of Lighthouse Christian Academy to create a premier educational experience for all of our students. Strong academics, a vibrant sports program, the fine arts, and chapel and Bible classes to develop a Biblical worldview with educators who are highly qualified will combine to create and foster a love for learning in your child that is unmatched. Students look forward to their day at Lighthouse because they feel safe in a family atmosphere where bullying is not permitted and learning is exciting.

In 1788, Noah Webster wrote, “The education of young people is a calling of more importance than making good law and preaching the gospel, because it lays the foundation upon which both the law and gospel rest.” Lighthouse Christian Academy exists not to keep our children from a secular culture but to give them a foundation upon which they can impact our culture through academia, law, politics, medicine, ministry, and business.

The Declaration of Independence states, “We hold these truths to be self-evident, that all men are created equal.” It is the desire of this institution that our students emerge with a Christian worldview that will provide them with a framework of self-evident truths. They will be able to articulate and adhere to the truths of creationism, Biblical morality, freedom and justice, and enclose it all with a passion to serve Jesus Christ who is himself the truth.

This handbook is designed by the school board and the administration to provide parents/guardians and students with the information they need to be successful at LCA. Please read it carefully and if you have any questions, please contact me. I would love to speak with you.

As we live out the 2025-2026 school year, let us pray our children grow in the grace and knowledge of our Lord Jesus Christ and that we walk before them as Godly examples of spiritual and professional excellence.

Sincerely,

Sheri Aspito, Ed.D.  
Administrator

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**Lighthouse Christian Academy**  
2020 Bedford St.  
Cumberland, MD 21502

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# **Vision, Mission, Core Values, Philosophy of Education, Statement of Faith**

## **Our Vision**

The vision at Lighthouse Christian Academy is to empower our students to impact our culture by identifying and fulfilling their God-given purpose as Christians with Godly character influencing their world.

## **Our Mission**

Lighthouse Christian Academy desires to partner with parents/guardians to provide children a positive and challenging academic experience in a truly Biblical environment administered by a well-trained loving Christian staff.

## **Core Values**

Lighthouse Christian Academy's core values include:

**Excellence** in academic pursuits  
**Integrity** in character development  
**Faith**, growing, vital, and life changing in Jesus Christ

## **Philosophy of Education**

- LCA believes the true goal of education is to know God because God is the source of all truth, wisdom, and knowledge.
- Since God is omniscient, all areas of life and learning are sacred.
- A Christian worldview places all learning within the parameters of Scripture, therefore all instructional areas will be taught from a Biblically based view. Curriculum is specifically designed and selected to challenge the student in internalizing a Christian worldview.
- Children are gifts from God, a sacred trust, to be raised in the nurture and admonition of God “to love the Lord your God and serve him with all your heart and with all your soul and with all your strength.” Deuteronomy instructs parents to “listen diligently to the Lord’s commands and to teach them to your children.” LCA exists to assist parents/guardians in fulfilling this Biblical obligation.
- Christian teachers are called by God, gifted by God, and guided by the Holy Spirit, in their personal and professional lives; and, demonstrate excellence in educational practice.
- The teacher guides and nurtures students toward a Christian worldview through the effective utilization of a variety of teaching methodologies appropriate to each child’s stage of development.
- Christian education occurs as the Holy Spirit works effectively in the hearts and minds of the students.
- Because God has created all students it is the purpose of the Christian school to direct all students to achieve their full potential with regards to their unique talents and developmental growth patterns.

## **Statement of Faith**

The faculty and staff of Lighthouse Christian Academy profess and promote the following basic statement of Christian beliefs:

1. We believe the Bible to be the inspired, infallible, authoritative Word of God (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21).
2. We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19; Luke 3:22).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He is now interceding for us as High Priest, Mediator, and Advocate, and we look for His promised, personal return for His Church (Matthew 1:23; Hebrews 7:26; Acts 2:22; Acts 10:38; 1 Corinthians 15:3; Matthew 28:6; Acts 1:9-11).
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord, through the experience referred to in the Scriptures as being “born again”, and not as a result of good works (Genesis 1:26-27; 2:17; Romans 5:12-19; Ephesians 2:8).
5. We believe in the present ministry of the Holy Spirit, by whose grace and indwelling the Christian is enabled to live a godly life (1 Peter 1:15,16; Romans 6).
6. We believe that heaven is a place of eternal life and joy with the Lord Jesus Christ, and that hell is a place of eternal torment and separation from God, and we believe in the resurrection of both the saved and the unsaved (1 Thessalonians 4:16-17; Revelation 21-22).
7. We believe in the spiritual unity of all believers under the lordship of Jesus Christ (Ephesians 4:11-16; Mark 16:15-20; John 4:23-24).
8. We believe the second coming of Christ includes the rapture of all Christians, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for 1000 years (Zechariah 14:5; Matthew 24:27,30; Revelation 1:7; 19:11-14; 20:1-6).
9. We believe divine healing from God is an integral part of the gospel, deliverance from sickness is provided in the atonement of Christ’s suffering and death for our reconciliation with God, and healing is a privilege of all believers (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16).

# **Administration**

## **Administrative Structure**

Lead Pastor  
*Douglas Seaman*

Board of Deacons  
*Central Assembly of God*

Administrator  
*Sheri Aspito*

School Board  
*Lighthouse Christian Academy*  
*(advisory to Administrator)*

The school is operated at Central Assembly of God, Allegany County.  
2020 Bedford Street, Cumberland, Maryland 21502

## **Accreditation**

Lighthouse Christian Academy is accredited with Association of Christian Teachers and Schools (ACTS), which is an international accreditation agency for Christian schools. Many of these schools are hosted by the Assemblies of God, which is the parent organization of ACTS. Lighthouse Christian Academy is accredited with Middle States.

## **Non-Discriminatory Statement**

It is the belief of the school board of LCA that all people are created in the image of God and placed on earth to serve Him and our fellow man. Therefore, in the admission of students and in the hiring of teachers and other employees, no individual will be discriminated against on the basis of race, color, gender, or national or ethnic origin.

# **The Parent Church**

Lighthouse Christian Academy is a ministry of the Central Assembly of God of Cumberland, Maryland. No student enrolled in LCA, nor the family of any student will be compelled to become a member of the Central Assembly of God, but it is our hope that students and their families regularly attend a church in which the Word of God is preached and taught.

## **General Statement of Purpose Governing the Use of the Property**

It is the consensus of the governing body of the Central Assembly of God that this property was entrusted into our care to bring glory to God and that every function and activity would be governed by the principles of the Holy Scriptures. In this spirit we conclude the following:

- A. All functions will be governed and regulated by the staff and personnel of both the school and church.
- B. Proper and orderly conduct will be required of all individuals at all times.
- C. Use or possession of alcohol, non-prescribed drugs, tobacco, or any other substance degrading to our purpose will not be permitted on the premises.
- D. Profanity or abusive language will not be permitted.
- E. Because some fashions are not pleasing to our Lord, we feel that dress should be modest for students when uniforms are not required.

# **Admission Policy**

Lighthouse Christian Academy teaches Christian values to students whose families accept and support those values.

## **Expectations**

### ***Lighthouse Christian Academy Agreement***

Lighthouse Christian Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school endorses in its Statement of Faith.

Lighthouse Christian Academy reserves the right to do a background check including but not limited to checking references from a church, pastor and/or other resources.

### ***Parent Agreement***

Parent/guardians who choose to apply to Lighthouse will sign off on the following Parent Commitment:

- I agree to support the educational philosophy as listed in the parent/student handbook and am aware that my child will be taught from that perspective.
- I agree to support the Statement of Faith as listed in the parent/student handbook and am aware that my child will be taught from the perspective.
- I agree to support the policies and terms in the parent/student handbook.
- I am willing that my child will participate in structured activities such as Bible class, Bible reading, worship, chapels, and scripture memory.
- I agree to support my child's education through regular communication with teachers and keeping aware of class work.
- I agree to support the school through attendance and participation in various activities.
- I agree to support the school's programs through the giving of time and financial gifts.
- I agree to avoid making doctrinal controversy and denominational points of contention.
- I agree to register necessary differences only with a teacher, administrator, or Board Chairman in a spirit of humility. I agree not to air grievances in a public forum including social media forums according to Matthew 18.

### ***Student Agreement***

Incoming students above fifth grade shall express in writing their personal desire to transfer to Lighthouse Christian Academy.



## **Academic Expectations**

Lighthouse Christian Academy must have transcripts from previous academic settings before final acceptance. This includes year-end transcripts for homeschool students.

All new students above kindergarten may be administered a placement test.

Any student who tests more than one grade level below the average may be accepted on academic probation and may be asked to secure a tutor or other assistance.

Students who enter the school with an IEP or a 504 Plan from another school must submit that with registration information and it will be used as a tool to create a unique action plan for that student with the Student Advocate and the Administrator.

Lighthouse Christian Academy reserves the right to refuse admission based on a determination that the needed educational resources may not be in place for the student.

## **Registration**

New families wishing to apply to Lighthouse Christian Academy may do so at any time during the school year for the current school year. New families wishing to apply to Lighthouse Christian Academy for the following school year may apply after March 1st.

Returning families must complete their application and submit their FACTS payment plan with the required registration fees to have a seat reserved for the next school year.

Returning students entering grades 9-12 must schedule a meeting with an administrator annually for course selection and assessment of graduation requirements.

### ***Registration Process***

#### ***New Students***

1. New student applications are completed and submitted on FACTS.
2. There is an initial review of the application by the application review board.
3. Information is entered into the school data system as pre-enrolled.
4. The family of the new student meets with a member of the administrative team in a tour and/or formal interview.
5. Records are requested from the last school. Records must be reviewed before the application process can be completed.
6. If there are academic concerns, the administration may request a placement exam be given.
7. Middle and high school students interview with the administrator and complete course selections.
8. If there is an area of concern, a second interview may be scheduled.
9. Based on the second interview and all gathered information, the administrative team will make a decision to accept or not accept the student's application.

10. The family must attend a new parent orientation.

### *Returning Students*

1. The parents must complete the re-enrollment on FACTS and the next school year's tuition payment plan must be activated.
2. Once enrollment packet and payment plan are active, registration fees must be paid to hold your child's spot for the school year.

### *Returning after Voluntary Withdrawal*

A student who is returning to Lighthouse Christian Academy after having voluntarily withdrawn will be expected to go through the same processes as any new student. Students returning may be placed on academic or behavior probation if there is concern about a lack of academic progress or appropriate decorum. The school administrator reserves the right to deny any re-enrollment request at his/her discretion. All outstanding bills must be paid in full before consideration for re-enrollment.

### *Siblings already enrolled*

A student who has siblings already enrolled at Lighthouse Christian Academy will be expected to go through the same processes as any new student. Parent information will not need to be re-submitted if it is current.

### *Student Reapplying after Involuntary Withdrawal (pending approval)*

A student who was expelled from Lighthouse Christian Academy or was not invited to return must be out for a calendar year before re-applying. The school administrator reserves the right to deny any re-enrollment request at his/her discretion. The student will be expected to go through the same processes as any new student with additional requirements:

- The student must submit a letter from an administrator of the school where he/she was enrolled for the year he/she was not at Lighthouse.
- The student must submit a letter from two (2) of his/her teachers where he/she was enrolled for the year he/she was not at Lighthouse.
- Discipline records from the previous school must be submitted to Lighthouse.
- If the student was homeschooled for that year, he/she must submit a letter from a pastor and another unrelated adult who knows him/her well.
- Consideration is based upon Lighthouse Christian Academy's administration team being fully apprised of the situation. The committee may choose to interview the student and his/her parents/guardians.
- The student is not a physical threat to current students.
- The student is not a threat to the spiritual and emotional culture of Lighthouse Christian Academy.
- The prospective student is willing to enter on probation that could include contingencies.

### *Student Expelled from Another School*

A student who applies after having been expelled from a previous school could be accepted under careful consideration that includes:

- A Lighthouse Christian Academy administrator has discussed the circumstances with personnel at the previous school.
- Lighthouse Christian Academy's administrative team has been fully apprised of the situation and has interviewed the student and his/her parents/guardians.
- The prospective student is not a physical threat to current students.
- The prospective student is not a threat to the spiritual and emotional culture of the school.
- The prospective student is willing to enter on probation that could include contingencies.
- The school administrator reserves the right to deny any re-enrollment request at his/her discretion.

# **Financial Policies**

The school's tuition schedule and registration fees are explained in an annual handout called "tuition and registration." This document will change as these charges change. Please contact the school office for the latest edition.

## **Family Tuition Discounts**

Family tuition discount schedule is as follows:

- 1<sup>st</sup> Child – Full Tuition Amount
- 2<sup>nd</sup> Child – 18% Discount
- 3<sup>rd</sup> Child – 18% Discount
- 4<sup>th</sup> Child – 26% Discount
- 5<sup>th</sup> Child – 40% Discount
- 6<sup>th</sup> Child – Free

All students using the family tuition discounts must live in the same household.

### **Active Members of Central Assembly of God – 5% Tuition Discount**

### **Pastoral Discount – 10% Tuition Discount**

Ministers must be credentialed by their denomination or fellowship, and be salaried by the church or parachurch organization they are serving. A copy of their current credential is required to be updated annually at LCA and placed in our file.

## **Scholarships**

- a. Based on availability of funds, participation in school-wide fundraisers, financial need of the family, support of the school, and other reductions available.
- b. No discrimination based on race, color, creed, and/or national origin.
- c. Requesting families shall be believers and active in a local church.
- d. Members of the Central Assembly of God shall be given first consideration.
- e. Applicant's questionnaire and financial information shall be kept confidential.
- f. Only one scholarship per family.

Funding percentages will be based upon the calculations made by the Independent School Management (ISM). See FACTS under Resource Documents for details.

Final recommendations of recipients shall be made by the application review board. (Limited to 40% reduction including tuition reductions and scholarship)

## **Fundraisers**

Lighthouse Christian Academy relies on fundraisers for around 30% of the school's operating budget. As such, the use of fundraisers keeps tuition costs low for everyone.

- It is mandatory for all families to participate in school-wide fundraisers.
- Any family choosing not to participate must pay the buyout fee for that particular fundraiser.

## **Refunds**

Tuition refunds are not available for absences due to illness, family travel, truancy, or any other reason, if the student is still officially enrolled in the school. No refunds will be given for registration fees.

## **Delinquent Payments/Late Charges**

Delinquent accounts may be assessed a late payment fee of \$35 per month through FACTS. If an account becomes more than 60 days past due, the family will be contacted by the administrator to work out an acceptable payment schedule. Failure to maintain the payment schedule will result in student's removal from enrollment. End-of-year report cards and/or cumulative records will not be released until all financial obligations (including tuition, fees, late charges, library expenses, lunches, etc.) are paid in full.

## **In the Event of a Returned Check**

If the bank returns your check because of "insufficient funds" or for any other reason does not honor it, a \$35.00 fee will be charged to your account. Please do not ask us to accept post-dated checks.

## **Raise Right**

Money earned by "parent accounts" may only be applied to your student's account, and is not available for any other purpose. LCA manages these accounts to help the parents pay their school bills, not for their personal use. Also, if the student is withdrawn from LCA/LCDC any credit left in the Raise Right account is considered to be a donation to LCA. Reimbursements will not be issued for credit.

## **Incidental Charges**

All overdue balances such as sports fees, missing textbooks, vandalized property, etc. may be applied to incidental charges on your account with notification and 30 days after invoice.

Past due lunch bills will be charged to incidental billing if not current within one week of the end of the school year.

## **Credit Card**

Due to increasing bank charges for the use of in-house credit cards, a fee will be attached to each transaction in the amount of 3%.

## **Lunch Accounts**

All lunch accounts are pre-pay. Please put money into your student's account to be withdrawn as lunches are purchased. You may go into your family portal to check your balances at any time and deposit additional funds as needed. Past due lunch bills will be charged to incidental billing if not current within one week of the end of the school year.

## **Student Withdrawals**

### ***Voluntary Withdrawal from Enrollment***

Students who withdraw in the first quarter of the school year will be liable for 25% of the full tuition. Students who withdraw in the second quarter of the school year will be liable for 50% of the full tuition. Students who withdraw in the third quarter of the school year will be liable for 75% of the full tuition. Students who withdraw in the fourth quarter will not receive a tuition refund.

### ***Compulsory Withdrawal from Enrollment***

In the case of compulsory withdrawal (such as expulsion) tuition refunds will follow the above policy.

# Academic Programs and Policies

## Curriculum

English 9	Honors English 9	Algebra I	Government	Biology I
English 10	Honors English 10	Algebra I Part I	Honors Government	Honors Biology I
English 11	Honors English 11	Algebra I Part II	US History	Biology II
English 12	Honors English 12	Algebra II	Honors US History	Honors Biology II
Foreign Language I	Foreign Language II	Geometry	World History	Chemistry
Foundations of Technology	Financial Literacy	Trigonometry	Honors World History	Honors Chemistry
Physical Education	Health	Business Math	Bible, I, II, III, IV	

### Electives

Photography	Yearbook	Music appreciation and lessons	Business Administration
Industrial Arts I & II	Spanish I & II	Digital Media	Keyboarding
American Sign Language I & II	Worship	Movie Critiques	Archery
Physical Conditioning	Sketching & Drawing	Robotics	

## **Honors Program**

Honors courses are offered for students who desire a deeper interaction with the content and skills of the course. Students with a GPA of 2.5 to 3.0 will be permitted to take one honors course per year and students with a GPA of 3.0 or higher will be permitted to enroll in two honors courses per year.

## **Graduation Requirements**

<b>Bible (4 Credits)</b>	Bible 9 Bible 10 Bible 11 Bible 12	<b>Social Studies (3 credits)</b>	US History World History Government
<b>English (4 Credits)</b>	English 9 English 10 English 11 English 12	<b>Fine Arts (1 Credit)</b> <b>Physical Education (1 Credits)</b> <b>Health Education (1 Credits)</b> <b>Technology Education (1 Credit)</b> <b>Foreign Language (2 Credits)</b> <b>Financial Literacy (0.5 Credits)</b>	
<b>Math (4 Credits)</b>	Algebra I Geometry Math - other Math- other	<b>Electives</b> - Students are encouraged to take as many electives as possible.	
<b>Science (3 Credits)</b>	Biology Laboratory Science Science- Other		

## **College Courses**

### **Dual Enrollment & Senior Bible/English Policy**

At Lighthouse Christian Academy, students are encouraged to begin dual-enrollment college courses once they turn 16, allowing them to earn college credit while still in high school. During their senior year, all students are required to take, at a minimum, Bible and English courses through LCA.

In certain circumstances, seniors may request to take English through an approved college dual-enrollment program. These requests will be considered on a case-by-case basis and must receive approval from the school administrator. Final decisions will take into account the course content, alignment with LCA's academic goals, and the student's overall academic standing.



## **Graduation Awards**

### ***Academic Awards***

- Math, English, & Science-Highest average for 9-12 grades
- Principal's Award- Senior graduate who has gone above and beyond what is expected to graduate.
  - This award is selected by the principal.
- Valedictorian- 3.90 average and above
  - Salutatorian- 3.75 average
  - Both must attend LCA for a minimum of 3 years.

### ***Christian Character Award***

The Christian Character Award is to be announced during the graduation ceremony using the 10 criteria listed below as a guide. The student receiving the award must exhibit these characteristics consistently.

#### ***Christian Character Award Criteria***

1. Shows a loving and respectful attitude toward fellow students and teachers.
2. Is willing to go the extra mile.
3. Has a servant's heart.
4. Has a positive attitude.
5. Is respectful of others' property.
6. Is a problem solver-works well with others to mediate controversial situations.
7. Shows concern for the spiritual well-being of other students at LCA.
8. Is concerned for the "lost" (Unsaved).
9. Is a leader in praying for others.
10. Demonstrates knowledge of the Word of God.

## **Academic Policies**

1. Students enrolled in Lighthouse Christian Academy are expected to make adequate academic progress. Adequate academic progress is defined as a 2.0 GPA for students in grades 6 and above.
2. Any student whose GPA falls below a 2.0 for the current school year will be placed on academic probation for one nine-week period. If the student is placed on academic probation the student and the parent will be informed in writing of the probation. The probation gives the students a nine-week period to improve their GPA.
3. If the student's GPA does not display adequate improvement in the second nine-week period, a conference with the administrator will be mandatory and the following actions may be taken:

- a. Mandatory after school tutoring
  - b. Loss of financial aid
  - c. Removal of school privileges
  - d. Restrictions from extra-curricular activities (See Athletic handbook for athletics)
4. If the student fails to display improved academic progress in the third nine-weeks, a conference with the administrator will be mandatory and the following actions may be taken:
- a. Retention in the grade
  - b. Referral to an appropriate agency for assistance.
  - c. Suspension and recommendations for removal from LCA for the remainder of the school year.
  - d. Request to consider an alternative educational program and/or summer school.

### ***Appeals Process***

Parents who wish to appeal academic violation decisions may contact the school board if the problem is not resolved to the parents' satisfaction at the school level. Appeals should be made in writing to the school board within 10 days of the school conference. The decision of the school board is final.

### **Grading Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
below 60	F

### ***Grade Promotion Policy***

Parents and teachers may request to have a student promoted to the next grade level during the school year due to special circumstances.

If a student is to be considered for promotion to the next grade level, the person or persons making the request must put the request in a written letter to the school administration.

A letter must be written by his/her teachers and one from the students' parents. Standardized Test Scores and copies of report cards should also be forwarded to the administration for consideration.

All information will be carefully examined and a determination will be made in writing by the school administrator to the individuals making a request.

## ***Homework***

Encouraging all of our students to read or be read to is critical to academic success. Time should be set aside every night for students to either be read to or assigned a specific number of minutes to read.

Parents should expect homework to be assigned during the school week. Homework is an extension and additional practice of what has been taught in the classroom. It should be meaningful and students should be given credit for completing it. The following is a guideline that our teachers will follow when assigning homework. It is strongly encouraged that teachers do not exceed the recommended time allotment.

Time Allotments:	Kindergarten	- 10 minutes
	First Grade	- 20 minutes
	Second Grade	- 20 minutes
	Third Grade	- 20 minutes
	Fourth Grade	- 20 minutes
	Fifth Grade	- 20 minutes

All teachers will limit or not assign homework on nights special activities have been scheduled or on Wednesday evenings when mid-week church services are conducted.

Teachers in middle and high school will also be asked to please be aware of the time and amount it takes to complete some homework assignments they assign their students to complete.

If an assignment is not completed during class, it is assumed it should be completed as homework and due the following day at the beginning of class. It is the student's responsibility to submit his/her homework.

Assignments not turned in on the due date will be considered late. Points will be deducted as per teacher grading policy.

Please do not call the school office and request missing assignments for a one or two day absence. Students will receive missed work upon return to school. You may check renweb to obtain your child's daily assignments.

# **Attendance and Absenteeism**

## **School Hours**

Our regular school day schedule is 8:30 a.m. to 3:00 p.m. Students should arrive between 8:15-8:25 a.m. to allow ample time to be prepared to start their day at 8:30 a.m. Dismissal begins at 2:55 p.m. All students should be picked up by 3:10 p.m. unless they are utilizing after school care.

## **Attendance**

Regular school attendance is expected of all students at LCA. School attendance is directly related to school achievement. In order to maximize academic achievement, there must be a unified effort by all school staff, parents, and students to maintain overall school attendance.

## **School-Sponsored Activities**

Any student who participates during the school day in a school-sponsored activity, which is approved by the administrator, shall be considered in attendance at school and is to be counted “present.”

## **Absences**

School administrators, teachers, and support staff are expected to make all reasonable attempts to assist students and parents in addressing those factors which cause students to be absent from school.

Students, who are to be out of school for a planned absence, may request up to 5 days of work in advance. This work may be provided no sooner than the day before the absence.

Please do not request student work if your child is out for one or two days. This places a burden upon the faculty. If your child is out for one or two days, please check RenWeb for their assignments or pick them up when your child returns to school.

## **Excused Absence**

Students are considered an “excused” absence from school, including absence for any portion of the day, under the following conditions:

- a. Death in the immediate family (parent/sibling/grandparent)
- b. Doctor’s note or documented illness
- c. Court summons
- d. Observance of a religious holiday
- e. Hazardous weather conditions

- f. State emergency
- g. Suspension

### **Unexcused Absence**

An absence, including absence for any portion of the day, for any reason other than those cited as “excused” are presumed as “unexcused” and may constitute truancy. The administration will in all cases make the final determination of the correct status for each absence. If you know in advance that your child may be absent from school, contact the administration in writing, explaining the reason for the proposed absence.

### **School Procedures**

Recognizing the administrators’ and teachers’ responsibilities for developing and maintaining a system to record and report student absences the following procedures will be followed:

- A. The office will maintain daily attendance records for all students and report tardiness and absence information as well as suspected trancies.
- B. All students’ report cards will report numbers of days absent from school.
- C. School personnel will contact the parent/guardian when a student is absent three consecutive days or when an instance of truancy from school or class is suspected.
- D. The school must receive a note from the parent/guardian/doctor explaining the absence/tardiness of a student within two school days following the student’s return or the absence/tardiness will be coded as unexcused.
- E. Students arriving after 10:00 a.m. or leaving before 1:30 p.m. and not returning to school will be considered absent for a half-day.
- F. Students who are under a quarantine order will be marked for “Not In School” instead of absence and the absence will not count against the student. Students who are under quarantine but are not ill should get their assignments through RenWeb.

## **Make-up Work**

All students are expected to make up all work missed when an absence occurs. One day will be given to make up work for each day missed. Make up will be given the day students return. Students tardy to class will be given the same opportunity to make up work. See FACTS for all assignments missed.

## **Consequences of Absenteeism**

The school administrator will be responsible for notifying parents/students of accumulated absences and possible actions as specified below.

1. When a student accumulates eight (8) days of absences, parents/students will be notified by written communication from the administrator. Should absences continue, parents are to be notified by the administrator in writing no later than immediately after the twelfth (12) day of absences.
2. The administrator will send written communication, by mail, requesting a parent conference, and the following possible actions:
  - a. Probationary period with verbal agreement
  - b. Written contract
  - c. After school detention
  - d. Removal of school privileges
  - e. Restrictions of extracurricular activities
  - f. Loss of financial aid
3. When a student accumulates fifteen (15) days of absences the parents/guardian will be notified in writing and a conference will be required. At that time the parents/students will be advised of the following actions as recommended by the school board and administrator. The results of the conference will be confirmed in writing.
  - a. A probationary period, if some justification can be provided by the student and/or his parents for the excessive number of absences.
  - b. Retention in the grade
  - c. Referral of the student or parent/guardian to the court.
  - d. Referral to an appropriate agency for assistance.
  - e. Suspension and recommendations for removal from LCA for the remainder of the school year.
  - f. Request to consider an alternative educational program and/or summer school.

## **Appeals Process**

Parents who wish to appeal attendance violation decisions may contact the school board if the problem is not resolved to the parents' satisfaction at the school level. Appeals should be made in writing to the school board within 10 days of the school conference. The decision of the school board is final.

## **Tardiness**

Tardiness is disruptive for the student, the teacher and the class. Eventually, it affects the student's performance. It is the parents' responsibility to see that their child arrives at school between 8:15 – 8:25 a.m. in order for their child to prepare for the day.

- Any student NOT in their homeroom at 8:30 a.m. will be considered tardy.

If children are tardy, they must first report to the office to sign in and pick up a tardy slip. Students will not be admitted late to class without a slip.

- a. Tardiness as a result of a medical, dental, (physicians note required), or education-related appointment will be excused.
- b. Students arriving after 10:00 a.m. or leaving before 1:30 p.m. will be considered absent for a half-day.
- c. Two or more tardies for school a week will result in detention.

Please see the disciplinary code regarding repeated tardiness. In all cases, the school administration reserves the right to decide whether a tardy is excused or unexcused.

# **Snow Days: Cancellations & Delays**

Each family will receive a “One Call Now” explaining the circumstances and decisions for delay/closing.

## **Cancellations**

### ***Lighthouse Christian Academy***

Lighthouse Christian Academy typically follows the Allegany County Public School system’s decisions regarding weather-related closures, delays, and early dismissals due to snow, ice, or other severe conditions.

However, in special circumstances, the school administrator reserves the right to make an independent decision that differs from the county’s schedule. Any such changes will be communicated promptly to parents and staff through official school channels.

### ***Lighthouse Christian Day Care Center***

The Daycare center may or may not be open during snow days. When Lighthouse Christian Academy is closed for bad weather, please remember to bring a packed lunch for your child. In all cases, except extreme weather conditions, and under the discretion of the Director, the day care center will be open on time Monday through Friday 6:30 a.m. until 5:30 p.m.

On all LCA snow/delay days, day care services will be provided only to currently enrolled day care students. LCA students, who are brought at the regular time on delay days, have nowhere to go and no supervision. Unless they are contracted to be in daycare, we cannot keep them legally.



# **Student Life**

## **Student Profile**

1. Parents who desire an excellent Christian education must support the student.
2. The student will adhere to Christian values and principles with an emphasis on respect for other students and authority.
3. Students should be active participants in the life of a local Christian church, in submission to that church's leadership, and regular in attendance.

## **Textbooks and Personal Belongings**

All personal belongings must be in the assigned locker/coat rack or in the possession of the student.

### **Lockers**

Students are expected to open and close their lockers quietly to avoid disrupting classes in session. All books, bags, and personal belongings must be stored **inside** the locker—not on the floor, on top of the locker, or underneath.

Students are required to use the **school-issued combination locks**. Lighthouse Christian Academy is not responsible for lost or stolen items.

### **Supplies**

A classroom supply list is provided at the beginning of the school year. Parents are required to purchase the items on the list. Other supplies may be needed as the year progresses.

### **Book Bags**

Students in middle and high school are not permitted to carry their book bags throughout the school day.

## **Cell Phones/Smart Watches**

Students in grades K–12 are not permitted to use or carry cell phones or smart watches during the school day. Upon entering their homeroom, all students must turn in their devices to their homeroom teacher, where they will be securely stored until dismissal.

If a student brings a phone or smart watch to school for after-school use, it must still be turned in during the school day.

In specific classes where cell phone use is required for instructional purposes, teachers will distribute devices as needed and supervise their use.

Failure to follow this policy may result in the confiscation of the device and disciplinary action in accordance with the school's code of conduct.

### **Disciplinary Action for Policy Violations**

- **First Offense:**

- Device is confiscated and turned in to the office
- Parent is notified and must retrieve the device
- **One-day out-of-school suspension**

- **Second Offense:**

- Device is confiscated
- **Three-day out-of-school suspension**
- Parent meeting with administration

- **Third Offense:**

- Device is confiscated
- **Five-day out-of-school suspension**
- Student placed on disciplinary probation
- Possible loss of device privileges for the remainder of the school year

Lighthouse Christian Academy reserves the right to modify disciplinary actions depending on the severity of the offense or pattern of behavior.

## **Vaping Policy and Disciplinary Action**

Lighthouse Christian Academy maintains a zero-tolerance policy regarding vaping and related substances on school property or at any school-sponsored event. This includes e-cigarettes, vape pens, cartridges, or any paraphernalia.

### **Students Caught Vaping**

Students found vaping, in possession of a vape, or using vape-related products will face the following disciplinary actions:

- **First Offense:**
  - Confiscation of device
  - Parent notification
  - One-day in-school suspension
  - Required meeting with administrator and parent
  - Educational component on the dangers of vaping
- **Second Offense:**
  - Three-day out-of-school suspension
  - Disciplinary probation
  - Follow-up counseling or accountability meeting
- **Third Offense:**
  - Possible expulsion or recommendation for withdrawal

### **Students Caught Supplying or Distributing Vapes**

Supplying, selling, or distributing vapes or vape-related substances is considered a severe offense and will result in immediate disciplinary action:

- **First Offense:**

- Five-day out-of-school suspension
- Recommendation for expulsion
- Law enforcement may be notified if necessary

Lighthouse Christian Academy reserves the right to modify disciplinary actions based on the circumstances and severity of the offense.

### **Lost and Found**

*All items of clothing, book bags, coats, etc. should be labeled with the student's name.* Please check with the office if you have lost an important item. Items left in the halls will be collected by the cleaning staff and may be disposed of if not claimed within 30 days. At the end of the school year all unclaimed items will be discarded.

### **Lunch**

School lunches may consist of home-packed lunches, catered and hot lunches. All students will eat in the gym area. Prayer will be offered in the classroom prior to lunch. During the lunch period, adult supervision will be provided, quiet talking will be permitted, and good conduct will be required. Students at each table will be responsible for cleaning up their table and the surrounding area. Payments for lunch can be made at any time through Ren Web. All lunches are pre-paid.

Middle/High School students are not permitted to leave the gym area during lunch to get something to eat for lunch. All middle/high school students must immediately report to the gym after first dropping their books off at their lockers.

### **Student Parking**

Students are not to park in any designated/reserved parking spots, (such as, but not limited to: reserved for pastoral staff, handicapped, and elderly parking).

Any student observed driving over 10 MPH or in a reckless manner while on the church property, or illegally parked, will have their driving privileges suspended from church/school property during school hours.

## **Student After-School Pick-Up**

Students must be picked up within the first 10 minutes after school dismissal (by 3:10 on a full day) and leave the school premises. If parents are delayed, they should notify the office before 3:00 p.m. and the child will be taken to *after school care* at the daycare center. (You must register in advance for this service.) The first time a child is not picked up on time, the *after school care* registration paperwork will be sent home. If it occurs again without *after care* registration, the family will be charged \$1.00 per minute as an incidental charge until the parents pick up the child in the school's office. (Please don't let this happen.) After school care cost is \$9.50 per usage, for any amount of time between 3:10 p.m. and 5:30 p.m.

## **Field Trips**

Trips away from LCA campus can be among the highlights of the school year. Teachers will have information about what is scheduled and when. There are several rules that will be followed on all field trips.

1. Elementary students will never be alone on a school trip. Chaperones will always be responsible for student safety. Students will be assigned to be in small groups with their chaperone present at all times.
2. The school dress code will be followed as it refers to off-campus activities. We will emphasize modesty in dress at all times, and will tailor the dress code to the purpose of each specific trip. Some trips may require "dress up" instructions and for others more casual clothes will be appropriate. The teacher organizing the trip will let you know.
3. Students must remember that they are representing the school, their family, their class, and most importantly our Lord Jesus when attending an LCA field trip. Our conduct must be above reproach. High standards of personal behavior will be expected!
4. Rules for riding the school bus will be issued. All students must follow them carefully. Students will sit as assigned, and obey all instructions from chaperones and the driver.
5. Attending school age children must be current students at LCA or home school students who participate with LCA. All permission slips must be filled out in advance and approved by staff.
6. Students may not travel home in an individual vehicle unless it is with their parent.

## **Emergency Drills**

Lighthouse Christian Academy holds regular emergency drills to prepare students and staff for a multitude of situations. Drills include fire drills, lockdown drills, shelter-in-place drills, lock-in drills, and reverse evacuations.

# Code of Student Conduct

“...whatsoever you do, do all to the glory of God.” (1 Corinthians 10: 31)

## **Standards of Behavior**

Students at Lighthouse Christian Academy are expected to exhibit the highest standards of Christian morality and decency in appearance, actions, speech and attitude. In addition to displaying a Christ-like lifestyle, they must live in such a way as to encourage others to follow Christ. Rules are not made to stifle students but rather as guides in developing the right attitudes and behavior, those of which God and their parents approve.

There may be differences in each home about the interpretation of God’s rules, commands, and expectations. Nevertheless, we require that all students respect and follow (and all parents agree to support) the following LCA standards of behavior.

### ***Class A Violation***

#### (1) Demerit per violation

- Uniform violation
- Chewing gum
- Unprepared for class (Grades 6-12)
- Tardy to class

#### (2) Demerit per violation

- Classroom or school disruption
- Playground altercation
- Teasing or bullying
- Unexcused tardy to school
- Horseplay

#### (3) Demerit per violation

- Willful defiance of rules or authority
- Destruction of property
- Physical altercation of hitting, kicking, slapping, etc.
- Personal display of affection
- Disrespect
- Inappropriate language/behavior

### ***Class B Violation***

(10) Demerits per violation

- Cheating
- Skipping school or class
- Harassment
- Sexual gestures or conduct
- Lying
- Habitual Bullying

### ***Class C Violation***

(25) Demerits per Violation

- Using artificial intelligence (AI) tools, software, or online content generators to complete assignments or tests without direct teacher permission is considered plagiarism and academic dishonesty.
- Caused, or attempted to cause, or threatened to cause physical injury in another person.
- Possession or use of tobacco, or any products containing tobacco or nicotine.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or an intoxicant of any kind and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- Unlawfully possessed or offered, arranged or negotiated to sell any drugs or drug paraphernalia.
- Possessed, sold, or otherwise furnished a firearm, explosive or other dangerous object at school or at a school sponsored activity on or off campus.
- Stole or attempted to steal school or private property; knowingly received stolen property.
- Committed or attempted to commit robbery or extortion.
- Leaving the building during the school day without written consent from parent and notification of appropriate school personnel.

## **Results of Demerits**

### ***Class A Violations***

(Grades 6-12)

- 3-5 demerits in 1 week: 1 hour detention
- 6-8 demerits in 1 week: 2 hour detention
- 9 demerits in 1 week: half day In-school suspension

(Grades K-5)

- 3 demerits in 1 week: lunch room detention
- 4-5 demerits in 1 week: 1 hour detention
- 6-8 demerits in 1 week: 2 hour detention
- 9 demerit in 1 week: half day In-school suspension

In addition to demerits, students will be given logical consequences for their behaviors. For example, if they were given demerits for bullying, they may be asked to write a detailed explanation of why their behavior was wrong. If they wrote on school property, they may be asked to clean the markings they made as well as other chores around the facility. Students may also lose playtime and privileges.

Students with an accumulation of demerits may not be permitted to participate in school field trips, athletic events, clubs, chapel, or other special activities.

### ***Class B Violations***

First offense: 1 to 5 days of ISS (Unless otherwise noted)

Second offense: 1 to 5 days of OSS (Unless otherwise noted)

Third offense: 5 days of OSS or possible Expulsion (Unless otherwise noted)

Fourth offense: Expulsion

### ***Class C Violations***

- Any offense: Suspension, probable expulsion, police notification
- Any student who accumulates a total of more than 50 demerits in 1 quarter, 100 in any consecutive quarters, will be considered for expulsion.
- Parents will be notified of Class C violations with an email.
- All detention and suspensions will require a conference, (by phone or in person).

**After School Detentions** are to be served from 3:05-4:00 p.m. in the presence of a staff member. A variety of tasks may be assigned during that time.

**Lunch Room Detentions** are served during the student's lunch and/or recess time.

**Repeated unacceptable behaviors may result in probation:** The academy's probation policy is structured so that school administration and staff can work closely with parents/guardians and the student. When persistent problems occur in the areas noted above, any teacher of the student in question may request a meeting of all involved teachers, parents, and the administrator.

Each member of this group will have his say, giving specific evidence of offenses. After each member has shared, a vote will be taken to determine if the student goes on probation for a designated period of time. Usually this period is for nine weeks, but can be made shorter or longer upon the decision of the group. To be placed on probation, two-thirds of the group must indicate "yes." If the student is placed on probation, the parent will be notified and a teacher will be designated as the contact person.

During the probation period, the student must show observable evidence of improvement. Each week the parent shall call the contact for a weekly report. During each week, the contact person will gather each teacher's input.

After the designated time period is over, teachers who are involved will meet to discuss the student and his/her progress. Each teacher will vote on whether or not to remove him from probation. To be removed from probation, two-thirds of the group must indicate "yes." If the



student is removed from probation, he simply continues his studies. If the student is not removed from probation, he is then dismissed from the school.

A student may not be put on probation for two consecutive semesters. If there is a second such consecutive occurrence (i.e. a second faculty vote in favor of probation), the student will be recommended for expulsion from school.

**The following behaviors will result in suspension/expulsion:**

- Use of drugs, alcohol, tobacco, and other controlled or dangerous substances
- Possession of any type of weapon, ammunition
- Possession of pornographic materials
- Violent fighting assault or intimidations
- Repetitive use of profane, vulgar, or obscene language, symbols or gestures

**Suspensions** may vary from 1-10 days. Suspensions longer than 3 days will require board approval. Suspension from school, though a lawful absence, carries certain academic penalties. A grade of zero will be given for all work missed during the suspension with no makeup opportunity.

**Expulsion** consideration requires a hearing before the school board involving the student, parent, and any involved parties. Any student recommended for expulsion will automatically be placed on suspension until the expulsion hearing takes place.

The administration realizes that the above rules and penalties do not necessarily cover every type of behavior that may be disruptive or injurious to the smooth, efficient running of the school. The administration reserves the right to modify the rules to meet any such situations for the health, safety, and the well-being of all students and staff members involved.

**Conduct Unbecoming of a Christian / Student of Lighthouse Christian Academy**

As a Christ-centered institution, Lighthouse Christian Academy holds its students to a high standard of personal conduct—both in and out of the classroom. Students are expected to reflect the character of Christ in their words, actions, attitudes, and relationships. Behavior that is inconsistent with the teachings of Scripture or the values of our school is considered **conduct unbecoming of a Christian and a student of Lighthouse Christian Academy**.

This includes, but is not limited to:

- Dishonesty (lying, cheating, plagiarism)
- Disrespect toward staff, students, or authority
- Use of profane, vulgar, or inappropriate language
- Gossip, slander, or bullying (including online behavior)
- Sexual immorality or inappropriate physical conduct

- Possession or use of drugs, alcohol, tobacco, vapes, or similar substances
- Willful disobedience or defiance
- Behavior that damages the reputation or testimony of the school or the Christian faith

Violations may result in disciplinary action ranging from detention or suspension to expulsion, depending on the nature and severity of the offense. The school administration reserves the right to address any conduct that is deemed contrary to the spirit and mission of Lighthouse Christian Academy.

# Standardized Dress Code

The school board, administration, and staff believe in Biblical standards of modesty at school and all school-sponsored events. Additionally, it is our conviction that school spirit is enhanced when there is a uniformity of dress that identifies a student as part of Lighthouse Christian Academy.

While clothing does not make the person, it does make a profound statement about how we see ourselves and has an equally profound effect on how others see us. It has been demonstrated repeatedly that dress significantly impacts one's conduct and academic performance. Therefore, students are required to follow the school's clothing standard each day. Administration and staff will actively monitor and enforce these expectations.

Sweatshirts without markings may be worn by all students as appropriate; however, a school-approved polo must still be worn underneath.

## Dress Code Enforcement

Students who arrive at school out of dress code will be required to **change into appropriate clothing immediately**.

- **Parents/guardians will be notified.**
- If proper clothing is not available, the school may provide a temporary alternative or request that the parent bring a change of clothes.
- **Repeated violations** may result in disciplinary action, including detention or suspension for defiance of school policy.

This clothing may be seen and purchased through the French Toast (<https://www.frenchtoast.com/>), Wal-mart Uniforms or Children's Place (<https://www.childrensplace.com/us/c/kids-school-uniform-shop>).

## Kindergarten

There is no specific dress code for kindergarten. Lighthouse Christian Academy does expect the parents of these students to use proper judgment to dress their children in appropriate clothes for the child's school day. Non-marking tennis shoes are required (no flip flops or crocs).

## **Grades 1-5**

**Boys:** Solid navy blue, white, gold polo shirt, khaki or navy pants or shorts, non-marking shoes, closed toed shoes (no flip flops or crocs). Sweatshirts must be LCA blue and may be purchased with or without the LCA logo. No hoodies. No extreme hair styles.

**Girls:** Solid navy blue, white, or gold polo shirt, khaki or navy pants, shorts, Capri's, skirt, or jumper (must be fingertip length), non-marking close- toed shoes (no flip flops or crocs). Sweatshirts must be LCA blue and may be purchased with or without the LCA logo. No hoodies. No extreme hair styles. No piercings other than basic earrings.

*\*Clothes that have holes or appear sloppy are not permitted at any time (this includes crop tops), yoga stretch, and/or tight-fitting pants. Extreme hairstyles, piercings (except basic earrings), and tattoos are also prohibited. Outerwear (jackets and coats) may not be worn in class.*

## **Grades 6-8**

**Boys:** Solid color polo, khaki or navy pants or knee-length shorts, and non-marking shoes (no flip flops or crocs, slides, slippers, or sandals). School-colored (navy, gold, white) or neutral-colored (such as beige, cream, gray) sweaters may be worn **over the polo**, but no hoodies or sweatpants are permitted.

**Girls:** Solid color polo, khaki, or navy pants or knee-length shorts, capris or skirts (no yoga/stretch/or tight fitting pants/shorts allowed), may not be shorter than 4 inches above the knee), non-marking shoes (no flip flop, crocs, slides, slippers, or sandals). School-colored (navy, gold, and white) or neutral-colored (such as beige, cream, or gray) sweaters or sweatshirts may be worn **over the polo**, but no hoodies, sweatpants or jeggings are permitted.

## **Grades 9-12**

**Boys:** Solid colored polo, khaki, or navy pants or knee-length shorts; blue jeans may be worn on dress down Fridays, non-marking tennis shoes (no flip flops, crocs, slides, slippers, or sandals). School-colored (navy, gold, and white) or neutral-colored (such as beige, cream, or gray) sweaters or sweatshirts may be worn **over the polo**, but **no hoodies or sweatpants are permitted.**

**Girls:** Solid color polo, khaki or navy pants or knee-length shorts, capris, skirts, or dresses (no yoga/stretch/or tight fitting pants/shorts allowed, may not be shorter than 4 inches above the knee), non-marking tennis shoes (no flip flops, crocs, slides, slippers, or sandals). Blue jeans may be worn on dress down days with the appropriate dress code top or another top. School-colored (navy, gold, and white), neutral-colored (such as beige, cream, or gray) sweaters or sweatshirts may be worn **over the polo**, but **no hoodies, sweatpants, or jeggings are permitted (in uniform or out).**

**Jewelry:** Only watches (no smart watches), medical bracelets, religious necklaces, or a small, modest one-strand necklace or bracelet is permitted. Girls may wear pierced earrings, and if

worn, they may be no longer than 2 inches. No more than 2 earrings may be worn in each ear at a time. No earrings are permitted for boys.

**Body/Face Piercing and Tattoos:** No visible piercing of any kind is allowed. No permanent, washable, or any other variety of tattoos is permitted, including stick-on ornamentation.

### **Gym Class Attire**

**Grades 6-12:** Gym uniforms are mandatory to participate in gym class, and must be purchased through the school. Tennis shoes must be worn during gym class.

### **Dress Down Days**

Students are permitted to dress down every Friday for a cost of \$1.00 per student. Plain, appropriate, and/or Christian t-shirts and jeans are allowed; however, the following are not: crop tops, yoga/stretch/tight-fitting pants, flip-flops, slides, slippers, hoodies, hats, etc. Appropriateness of student attire is at the discretion of the faculty and staff.

# **Medical Policies**

## **Medicine**

It is important that every student understand LCA policies concerning medicine and drugs. Please make sure these guidelines are followed:

1. All prescription and nonprescription medication must be brought to the school or day care office by a parent/guardian to be stored in a locked cabinet. Under no circumstances may any student carry prescription or over-the-counter medication with them during the school day. This includes tylenol, ibuprofen and cough drops.
2. A physician's order must accompany all medication to be dispensed during school hours. Only approved school staff will dispense medication. At no time will the school staff dispense medication other than what is listed on the physician's order and container, to include medication name, dosage and time given. All prescription medication will be dispensed by certified office staff and recorded in the medical log. Medication will never be given to anyone other than the person for whom it was prescribed.
3. Medication will be destroyed at the end of the school year if not reclaimed by parents within 2 weeks of the last day of school.
4. LCA will not dispense any over the counter drugs/cough drops without a written physician's order, medication, times and amounts. This can be done daily up to a week at a time or as a standing order by the physician. All over-the-counter medications must be provided by the parents. LCA will not provide medications to fill over-the-counter physician's orders.

## **Student Sickness**

1. Please refer to the attendance section of this handbook for procedures to follow when a student is sick and cannot come to school. Remember, following an absence, a note from parent/guardian or doctor must accompany the student upon return to school.
2. If a student becomes ill while at school, the student should notify the teacher at once. If necessary, the office can contact the parents to arrange early dismissal.
3. Any child with one or more of the following symptoms should not be sent to school:
  - a. fever (100 degrees +)
  - b. vomiting anytime within the previous 24 hours
  - c. diarrhea within the previous 24 hours
  - d. listlessness or abnormal behavior
  - e. severe sore throat
  - f. swollen glands
  - g. redness in eyes, accompanied by any discharge
  - h. persistent or productive cough

- i. head lice
  - j. open sore or suspicious rash
- 4. If a student is ill and cannot attend school:
  - a. Please phone the school and let the office know not to expect the child that day.
  - b. If your child has any illness requiring antibiotics, he/she should have taken the antibiotics for at least 24 hours before returning to school.
  - c. Any child who has been exposed to a communicable disease should be kept home during the incubation and communicable period.

The school reserves the right to cancel the enrollment contract at any time it is determined that any child has been infected with a disease which, once contracted, is likely to cause death or grievous bodily harm, irrespective of how such disease is believed to be transmitted or how remote a likelihood its transmission might be. The school further reserves the right to cancel the enrollment contract should the parent fail to assist the school in making this determination by not testing the child upon the school's request. Tuition refund in such a case follows the guidelines for compulsory withdrawal.

### **Communicable Disease Policy**

While it is not the desire of Lighthouse Christian Academy to discriminate against any student, LCA recognizes that certain life-threatening diseases can afflict children. For those students who are innocently afflicted, LCA has great compassion and sympathy. Still, we are faced with the challenge of providing a safe haven for those students entrusted to our care. Our purpose is to protect students from exposure to mortal illness. We recognize also that LCA with its limited finances and staff may not be equipped to physically care for the needs of very ill students or students with a communicable disease. Children who seek to enroll at LCA, who are diagnosed with a communicable or potentially lethal disease, will need to be evaluated by the nurse and administrative staff before being admitted.

This policy is to apply to diseases such as, but not limited to, the following: Aids, Aids related complex, Anthrax, Botulism, Diphtheria, Encephalitis, Gonorrhea, Hepatitis, HIV, Legionnaires Disease, Malaria, Measles, Meningitis, Mumps, Rubella, Salmonellas, Smallpox, Syphilis, Tetanus, Trichinosis, Toxoplasmosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholerae, or Yellow Fever.

All records are confidential, except when Maryland state law requires inspection by specific authorities. Disclosures of information regarding students' developmental progress, physical or mental conditions, or family circumstances are treated carefully and confidentially, shared only with those who have a need to know in order to provide care for the child.

## **Head Lice Policy**

If head lice are detected while a student is in school, the parent/guardian will be called and the student must be picked up immediately for treatment at home. Students that were sent from school with head lice may return to school the next day with proof (box top) they were treated and brought back to school with their parent/guardian. With the parent/guardian present with the student, the student will be rechecked by the administrator or designee to determine if the student is nit or lice free. If the administrator or designee has determined that the student needs to be retreated for nits or lice, the student will be sent home and will need to be retreated.

The process will continue until all nits and lice have been removed from the student. A telephone call to the school is greatly appreciated if a child has been treated outside the school so the school can be on the lookout for possible other cases. Cooperation and communication between the home and school can help eliminate the spread of head lice in our school.

## **Vaccinations**

All vaccination records must be current for continued enrollment in LCA. Updated records must be sent to LCA no later than September 30th or 30 days from the date of registration. Records can be faxed to 301-777-3497. Failure to provide updated vaccinations or a completed religious exemption form will result in a student dismissal until those records are provided.



# **General Information**

## **Visitors**

For the safety and security of our students and staff, **all visitors—without exception—must report to the school office immediately upon arrival and sign in.** Visitors will be required to provide their name, purpose for visiting, and the specific activity or location they will be attending on campus.

The school administrator reserves the right to **deny access or remove any visitor** who does not have a legitimate reason to be on campus, is deemed disruptive, or fails to comply with school procedures.

Parents, volunteers, and other guests are welcome and appreciated, but must follow all sign-in procedures and receive approval before entering classrooms or other student areas.

## **Parent/Teacher Conferences**

Please refer to the school calendar at the end of this handbook for dates and times of conferences for the school year. Parents may request conferences at any other time by contacting the school office or the teacher. Please do not attempt to have informal conference time with your child's teacher(s) before or after school without scheduling an appointment. He or she needs to devote full attention to before and after-school duties.

## **Kitchen Area**

The kitchen area is off limits to all students for their safety and health reasons. Only students with direct adult supervision and permission are permitted in the kitchen area for instructional purposes.

## **Messages to Students**

All telephone calls and messages to students must be directed to the school office. No student will be called out of class except in case of emergency. Student use of the office telephone will be limited to emergency calls only.

## **Complaints & Concerns**

From time to time, you may have a question or concern about activities at Lighthouse Christian Academy that you wish to address. If the issue relates to school rules, policies, procedures, or their interpretation or application, you should share your concern in accordance with the **administrative structure guidelines (see page 9)—beginning with the Student Advocate.**

Please do **not spread discontent or bitterness** by complaining to others who are not part of the solution. Instead, go directly to the source of the concern and seek resolution. This is the **biblical approach to conflict** as outlined in *Matthew 18:15–17*.

If your concern involves a teacher, coach, staff member, student, or administrator, you should first speak with the **Student Advocate**, who will listen, offer guidance, and help determine the best path forward. In some cases, this may include facilitating a private, respectful meeting with the person involved. If the matter cannot be resolved at that level, it may then be brought to the administrator.

Students and parents are expected to **show respect for those in authority**, speak the truth in love, and approach concerns with humility and clarity. Even when the outcome isn't what one hoped for, trusting the leadership God has placed over us reflects spiritual maturity: "*Humble yourselves in the sight of the Lord, and He shall lift you up.*" (James 4:10)

## **One Call Communications**

The One Call system is the school's way of communicating with all school parents, students, and faculty in a very quick manner. It allows us to send out a message by phone to everyone at the same time in regard to school cancellations, upcoming events, and other important information. Please make sure your information is always accurate and updated as necessary.

# **Lighthouse Christian Academy Anti-Bullying Policy**

Lighthouse Christian Academy is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying, harassment, or intimidation of any kind.

**Definition:** In its simplest terms bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose, etc.

Bullying behaviors include, but are not limited to the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing, and so forth
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful or harmful way
- Using put-downs, such as insulting someone's race, color, creed, national origin or making fun of someone for being a boy or a girl, and other such actions
- Touching private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

Students at Lighthouse Christian Academy will do the following things to prevent bullying:

- Treat each other respectfully
- Intentionally refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to a teacher or other adult nearby.

Teachers and staff at Lighthouse Christian Academy will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school, both in and outside of the building.
- Watch for signs of bullying and stop it when it happens.
- Look into all reported bullying incidents.

## **Consequences for Violation of the Anti-Bullying Policy**

Depending on the severity and nature of the incident, Lighthouse Christian Academy will take one or more of the following steps when bullying occurs:

## **Intervention, Warning, and Redirection**

A teacher, administrator, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.

## **Notification of Parents**

School staff will notify the parents if their child is involved. The parents might be asked to meet with the administrator or other members of the school staff, including the student's teacher.

## **Resolution with the Target of the Bullying**

The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.

## **Referral to Administrator**

The student may meet with the administrator, if the teacher is unable to resolve the situation, to help prevent future violations.

## **Consequences**

The student may serve one or more days of detention during recess, or lose school privileges.

## **Suspension**

In cases of severe or repeated bullying, the student may be suspended under school board policies.

## **Athletics**

Please see the LCA Athletic handbook.