



Parent-Student Handbook

2023-2024 School Year



Lighthouse Christian School

3008 36th St NW, Gig Harbor, WA 98335
253-858-5962



lcschool.org



[LighthouseChristianSchool](https://www.facebook.com/LighthouseChristianSchool)



[@lighthousechristianschool](https://www.instagram.com/lighthousechristianschool)

Lighthouse Christian School | Parent-Student Handbook | Table of Contents

SECTION 1: ABOUT LIGHTHOUSE CHRISTIAN SCHOOL	4
WELCOME!	4
OUR MISSION	4
STATEMENT OF FAITH	4
OUR CORE VALUES	4
PHILOSOPHY OF EDUCATION	5
EDUCATIONAL AFFILIATIONS	5
SECTION 2: ADMISSIONS AND FINANCIAL POLICIES	6
ADMISSIONS TO LCS	6
ENROLLMENT PROCESS	6
2023-2024 SCHOOL YEAR TUITION AND FEES	7
ACCEPTED PAYMENT TYPES FOR STUDENT STORE	8
TUITION ASSISTANCE	8
WITHDRAWAL POLICY	8
CONTINUOUS ENROLLMENT FOR THE FOLLOWING YEAR	8
WITHDRAWAL AND RE-ENROLLMENT DURING SAME SCHOOL YEAR	9
DONATIONS TO LIGHTHOUSE	9
SECTION 3: ACADEMIC POLICIES	9
ACADEMIC PROBATION	9
ACADEMIC REQUIREMENTS FOR ATHLETIC PARTICIPATION	10
CURRICULUM	10
GRADING AND REPORT CARDS	10
HOMEWORK	10
LATE WORK	11
PROMOTIONS, SKIPPING GRADES, RETENTION	11
STANDARDIZED TESTING	11
SECTION 4: GENERAL SCHOOL POLICIES	11
BEFORE/AFTER SCHOOL CARE	11
ATTENDANCE POLICIES	12
BACKGROUND CHECK REQUIREMENTS	13
BIRTHDAYS/PARTIES INVITATIONS	14
BOOK FINES	14
CHAPEL	14
CLASS PARTIES	14
CLASS PLACEMENT	14
CLASS SIZE	15
CLOSED CAMPUS RESTRICTIONS	15
CONDUCT EXPECTATIONS	15
CIVILITY POLICY	16
CONFLICT RESOLUTION	17
DELAY OPENING OR CLOSURE OF SCHOOL	18
DISCIPLINE POLICY	18
DRESS CODE/UNIFORM GUIDELINES	21
DOCTRINAL ISSUES	25
DOGS (AND ALL FAMILY PETS) ON CAMPUS	25
EMERGENCY PROCEDURES	25
FIELD TRIPS	25
LOST AND FOUND	26
MEAL DELIVERIES	26
MEDICAL/HEALTH POLICIES	26
NON-DISCRIMINATION STATEMENT	27
PARENT-TEACHER CONFERENCES	27

STUDENT RELATIONSHIPS.....	27
PE PARTICIPATION.....	28
SCHOOL OFFICE HOURS.....	28
SEXUAL HARASSMENT POLICY.....	28
STUDENT AWARDS.....	29
STUDENT PICK-UP RESTRICTIONS.....	30
STUDENT PUBLICATION POLICY/PERMISSION.....	30
SUPERVISION OF CHILDREN REQUIRED.....	30
TECHNOLOGY POLICY.....	30
TELEPHONE/CELL PHONE USE.....	32
TRANSPORTATION AND PARKING.....	33
VISITING CLASSROOMS.....	33
VOLUNTEERING.....	33
WEAPONS ON CAMPUS.....	34
WEED CONTROL SPRAY.....	35
 SECTION 5: MIDDLE SCHOOL (GRADES 6-8) ONLY.....	 35
LOCKERS.....	35
IPAD USAGE.....	35
MIDDLE SCHOOL PARENT-TEACHER CONFERENCES.....	35
 SCHOOL LEADERSHIP, FACULTY, AND STAFF DIRECTORY.....	 36

SECTION 1: ABOUT LIGHTHOUSE CHRISTIAN SCHOOL

WELCOME!

Since 1994, Lighthouse has been providing quality, Christ-centered education. Our goal is to be a school of excellence. For us, “excellence” means well-pleasing to the Lord. Therefore, we endeavor to be a school that operates and instructs in complete harmony with Biblical truth. We desire for Lighthouse to be a ministry that consistently and accurately reflects God’s character.

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

Thank you for investing the time to read and understand this important resource. Please contact the Head of School with questions. Our school administration reserves full authority in interpreting and implementing the policies and procedures in this handbook.

OUR MISSION

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

STATEMENT OF FAITH

- **We believe** in the Bible alone as the inspired Word of God, the only unerring authority for our Christian faith and life (2 Timothy 3:15-17).
- **We believe** in one true God, our eternal Creator, an infinitely perfect being, existing in three persons: Father, Son, and Holy Spirit (Isaiah 40:28; 44:6-8; Matthew 28:19).
- **We believe** that marriage is instituted by God and is between one man and one woman (Genesis 2:24, Matthew 19:4-6).
- **We believe** that God created human beings as either male or female (Genesis 1:27, Mark 10:6-9).
- **We believe** in God the Father, the ruler of the universe and our heavenly Father (1 Timothy 1:2; 6:15, 16).
- **We believe** in Jesus Christ, the only begotten Son of God, true God, and true man, our crucified and risen Savior and Lord; in His virgin birth; His sinless life; His miracles; His vicarious and atoning death through His shed blood; His literal, bodily resurrection; His ascension to the right hand of the Father; and His personal, bodily return in power and glory (John 1:1-18; Isaiah 7:14, 9:6; Matthew 1; 2 Corinthians 5:21; 1 Corinthians 15; Hebrews 1, 9, 10).
- **We believe** in the Holy Spirit, who made us God’s children by the new birth when we trusted Jesus Christ, and who is at work in our hearts prompting obedience and love for God (Romans 5:5; 8:13-17).
- **We believe** that all people have sinned against our holy and righteous God and are therefore worthy of God’s judgment (Romans 3:23; 6:23).
- **We believe** in the good news, that Jesus Christ died, bearing the penalty for our sins, and was buried, that He rose again to provide forgiveness and eternal life for all who, by the grace of God, trust in Him alone (1 Corinthians 15:1-4; Romans 10:9-10).
- **We believe** in the grace of God, who has saved us, not because of who we are or what we have done, but as a gift received by faith alone (Titus 3:5-7; Ephesians 2:8-9).
- **We believe** in the universal church, invisibly uniting all true believers in our Lord Jesus Christ as brothers and sisters (1 Corinthians 12:12-13).
- **We believe** in local churches, visible gatherings of believers, for worship, fellowship, instruction, and service for Christ (Acts 2:42-47).
- **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29; 1 Corinthians 15).

OUR CORE VALUES

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

- Regard for the Bible as the inspired Word of God and the only inerrant authority for faith and practice
- Reliance on prayer

- Commitment to a lifelong study of the Bible in order to bring our lives into conformity to the image of Christ
- A Christian worldview – life viewed through the filter of God's Word

People:

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

Education:

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

PHILOSOPHY OF EDUCATION

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

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

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

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

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

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

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

EDUCATIONAL AFFILIATIONS

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

SECTION 2: ADMISSIONS AND FINANCIAL POLICIES

ADMISSIONS TO LCS

New families may apply for student admission to LCS for the current school year through the end of the second quarter of the given school year, provided class space is available. LCS gives preference to any students who are in the candidate pool (see definition below). Families wishing to apply early for the following school year will be allowed to do so approximately one year in advance, beginning in the fall.

Admissions Standards:

1. Kindergarten students must be 5 years of age on or before August 31.
2. First grade students must be 6 years of age on or before August 31.
3. Administration may grant exceptions on a case-by-case basis.

ENROLLMENT PROCESS

Please visit our website for the most up-to-date application and enrollment steps for Lighthouse Christian School. All applicants work with the admissions office through the application and enrollment process. The steps include, but are not limited to: completion of online application and payment of application fee; student assessment; parent/guardian interview; admissions committee review and decision; completion of online enrollment packet; and submission of required forms and documentation.

Admissions decisions are based on the strength of each applicant's overall application with a focus on four criteria aligned to the Lighthouse mission: spiritually minded, academically versed, socially balanced, and parent partnership.

Parents and guardians will receive one of three decision notifications:

- **Accepted:** Applicant meets the admission criteria of Lighthouse Christian School and enrollment will be offered.
- **Candidate Pool:** Applicant meets the admission criteria of Lighthouse Christian School, but the number of qualified applicants exceeds class capacity. If/when openings in the grade occur, a qualified applicant will be selected from the candidate pool and offered enrollment. Candidate pool positions are valid for the current school year and do not carry forward into the next school year. Candidate pool students not offered enrollment in the current school year are encouraged to apply for the following year.
- **Non-Acceptance:** Applicant does not meet Lighthouse's admission criteria and enrollment will not be offered.

Sibling Priority

During the admissions season, current families can receive priority processing when applying for the enrollment of an additional sibling. Siblings are required to complete the admissions process to qualify for enrollment individually. The admissions office will communicate the timing of priority processing and deadlines, which varies from year to year. In general, priority processing is available through early to mid-January of the school year prior to the year of application (for example, January 2023 for the 2023-2024 school year). After admission season deadlines, siblings are processed along with all other applicants.

Confidentiality of Admissions Records

The admissions office protects the privacy of all applicants by limiting access to application materials to only those officers and employees of Lighthouse Christian School officially concerned with the admissions process. All material submitted and acquired in connection with each student application will become part of our confidential admissions files. At no time will students, parents/guardians, or others not associated with school admissions have access to them. Admissions records will not become part of a student's permanent record even as an enrolled Lighthouse student. The school will not disclose individual applicants' identity when providing any agency with required statistical data.

2023-2024 SCHOOL YEAR TUITION AND FEES

	Oldest Student	2 nd Oldest Student	3 rd Oldest Student	4 th Oldest Student
Application Fee*	\$100	\$100	\$100	\$100
Enrollment Fee*	\$350	\$300	\$250	\$200
Continuous Enrollment Fee**	\$250	\$200	\$150	\$100
FACTS Maintenance Fee (per family)	\$45	-	-	-
Kindergarten	\$11,350	\$10,215	\$9,080	\$7,945
Elementary Tuition (Grades 1-5)	\$12,200	\$10,980	\$9,760	\$8,540
Middle School Tuition (Grades 6-8)	\$12,950	\$11,655	\$10,360	\$9,065

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

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

Discounts	
Multiple Students	10% discount for each additional student (see chart above)
Tuition Grants	Families can receive aid based on their financial need. Please see our website for more information at lcschool.org , including changes to application deadlines.

TUITION PAYMENT PLANS

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

1. One annual payment due on or before September 15.
2. Quarterly payments: Due 8/20, 11/20, 2/20, and 5/20
3. Semi-annual payments: Due 8/20 and 1/20
4. 10 monthly payments (August – May)
5. 20 payments – 2x/month (August – May)

Maintenance Fee

A \$45 annual maintenance fee is charged for all FACTS accounts (one charge per family).

Autopay Requirement

All financial accounts (aka FACTS accounts) must be set up on autopay for tuition and incidental accounts. Autopay can be set up for your account by logging into Family Portal (<https://LCS-WA.client.renweb.com/pw/>) and selecting the “financial” link. Within the section, you will have the ability to activate autopay. Any accounts not set up with autopay by August 30 of the new school year will automatically be opted into autopay by the LCS finance department.

Late Payment Policy

A \$35.00 late fee will be assessed if the full monthly tuition payment or incidental payment is not received by FACTS within five days of the payment due date. The late fee will double after the third past due payment in a school year.

Returned Payment Fee

FACTS charges a \$30.00 fee for non-sufficient funds or returned payments. FACTS will make three attempts to collect payment. Each returned payment will result in additional non-refundable charges of \$30.00 each.

Delinquent Accounts

Families are encouraged to contact the school and make arrangements if their accounts may be facing delinquency. The school may un-enroll students with delinquent accounts of 90 days or more. Once an account becomes 45 days delinquent, students will not be permitted to sign up for extra-curricular activities (e.g., after school clubs, camps, sports, musical clubs, etc.) until the past due balance is paid in full.

Refund Policy

See ‘WITHDRAWAL POLICY’ section for details on how final charges will be calculated.

ACCEPTED PAYMENT TYPES FOR STUDENT STORE

LCS offers uniform and spirit wear, snacks, and a variety of novelty items at the Lighthouse Landing Student Store. The store is open before school, after school, and sometimes during lunch breaks. The following payment types are accepted in the store:

- Cash
- Credit card
- Check
- FACTS account charge (parents only or student accompanied by parent)
- Student prepaid account

Students cannot charge purchases directly to their families' FACTS account. Student purchases will only be allowed to be paid with cash or charged to their prepaid account.

Funds can be added to a student prepay account by logging into FACTS Family Portal (<https://LCS-WA.client.renweb.com/pw/>) and selecting the "financial" link. In the 'Prepay Accounts' module, select to add funds and complete the required steps. A notification email will be sent when the account reaches \$5, should you wish to add additional prepay funds. Students shopping without a parent must have cash or a prepaid balance on their account to make purchases through the student store. Any negative balances at the end of the year will be charged to your incidental account.

TUITION ASSISTANCE

Lighthouse Christian School provides a tuition assistance program for families who cannot afford the total cost of Christian education. An *Application for Tuition Assistance* can be found on our website at lcschool.org. Completed applications will be considered after the student has completed the enrollment process and the registration fee has been paid.

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

Criteria: The applicant must demonstrate a clear need for assistance as revealed by a net available income level insufficient to support payment of LCS tuition and curriculum fees. Preference will be given to families with students currently enrolled in LCS. Academic and disciplinary standards as presented in the *Parent-Student Handbook* must be maintained. Also, your FACTS financial account must remain in good standing while you receive assistance.

WITHDRAWAL POLICY

LCS bases its annual operating and financial plans on the expectation that students will attend for the entire school year. However, we understand that circumstances may change unexpectedly, causing families and/or students to leave prior to the start or end of the school year.

Prior to the Start of the School Year

New families with confirmed enrollment or current families with continuous enrollment for the upcoming school year are subject to a withdrawal notification deadline by June 30. Notification must be submitted in writing to admissions@lcschool.org. Withdrawals after June 30 will incur a withdrawal fee of 10% of the total annual tuition plus the \$45 annual FACTS maintenance fee. This fee will be charged through FACTS and will be due within 30 days.

Early Withdrawal and Refund Policy (After School Year Has Begun)

For all early withdrawals, administration must receive advanced written notice 30 days prior to the anticipated last day of attendance. Withdrawal notices can be emailed to admissions@lcschool.org. For withdrawals that occur after the school year has commenced, tuition will be pro-rated and calculated daily for the enrolled period and will incur a withdrawal fee of 10% of the annual tuition. If a family is eligible for a refund, any outstanding balances will first be deducted before a refund is issued. If the student is in middle school and participating in the iPad purchase program, the full remaining amount due will be charged upon withdrawal, as per the iPad purchase program agreement.

CONTINUOUS ENROLLMENT FOR THE FOLLOWING YEAR

In general, continuous enrollment for current students occurs in January for the following school year. If you do not plan to have your student enrolled in the following year, please contact the admissions department at admissions@lcschool.org by the deadline communicated in our school newsletters. Families will avoid being charged the continuous enrollment fee if withdrawal notices are sent to our admission staff by the deadline. If you withdraw for the following school year, and subsequently decide you would like your student to return, your student may be subject to space available, and/or placement in the candidate pool.

The school reserves the right to refuse admission/continuous enrollment to any student or family. All financial accounts with the school must be current, for a family to have their student(s) enrolled for the following school year. The school may also un-enroll (withdraw) a student if the student account from the previous school year is not paid in full by June 15.

Paid continuous enrollment fees provide students with a spot for the following academic year. However, if you decide to withdraw your student after you have paid the continuous enrollment fee, you must do so by notifying the admissions office in writing to admissions@lcschool.org by the last day of the current school year. After that, you will be required to pay the \$45 FACTS Maintenance Fee and all applicable withdrawal fees (see 'Withdrawal Policy' for details).

If Lighthouse receives a request for transfer of student records/transcripts for the following school year, Lighthouse will consider this a family's intent to withdraw the student. The school will give families 10 business days to contact the admissions office in writing at admissions@lcschool.org to formally withdraw their student and transfer records. All applicable fees and tuition will continue to be charged until written notice is received by the admissions office. Please note, student records/transcripts will not be provided to another school without a withdrawal notification from the parent/guardian. Once the student's records/transcripts are transferred, Lighthouse will consider the student transferred as well.

WITHDRAWAL AND RE-ENROLLMENT DURING SAME SCHOOL YEAR

Students who re-enroll during the same academic year in which they earlier withdrew from Lighthouse Christian School may be required to complete the usual admission procedure of a new incoming student.

DONATIONS TO LIGHTHOUSE

As an independent private school, Lighthouse Christian School relies on the financial support of generous donors to help advance the mission of the school, sustain a robust learning environment, honor our faculty and staff with competitive compensation, and serve as wise stewards of our facility. Every gift to Lighthouse, regardless of size, makes a difference. We ask all our families to prayerfully consider participating in ways that are fitting for them, with a goal of 100% parent participation.

There are several ways families can help to support the Lighthouse mission: Partners in Excellence, Legacy Annual Fund, the Lighthouse Annual Auction and Dinner, Endowment, and Planned Giving. As a 501c(3) not-for-profit organization, gifts to Lighthouse are tax-deductible as allowable by law. For additional information regarding gifts, please contact our Development Officer.

SECTION 3: ACADEMIC POLICIES

ACADEMIC PROBATION

Elementary School

When a student in grades 3-5 drops below a 70% grade average in two (2) or more subject areas in the first, second, or third quarter report card reviews, the student will be placed on academic probation. Parents will be notified in writing by the teacher.

- A school administrator will call a meeting between the teacher, parent, and administrator(s).
- A Personal Learning Plan (PLP) may be designed to improve and monitor academic achievement over the next quarter.
- Probationary status will end when a 70% grade average is achieved on the next quarterly assessment.
- If the academic probation exceeds more than two consecutive quarters, the student may be considered for dismissal.

Middle School (Grades 6-8)

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

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

- Parents must have an educational/medical evaluation done for the child;
- Teachers will meet to discuss the evaluation and consider options for a short-term accommodation plan; and
- Progress will be regularly reviewed.

Middle school students must have a “C” (70%) and 2.0 grade point average to be promoted to the next grade level. A student may be required to make up failed classes during the summer (as independent study).

ACADEMIC REQUIREMENTS FOR ATHLETIC PARTICIPATION

If a student at the middle school level receives a failing grade or drops below a combined 70% with no more than two D's in any subject, that student is placed on academic athletic probation. Academic performance is assessed by our athletic director and coaches on a regular basis. The student can participate in athletic activities once the deficiency is corrected.

CURRICULUM

Lighthouse Christian School will most often select student worktexts that clearly express a Biblical worldview and follow a traditional approach to the educational process. Faculty and administration use the curriculum development cycle to assess present curriculum and review new materials to ensure that students receive the best education possible.

GRADING AND REPORT CARDS

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

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

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

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

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

Kindergarten Evaluation Key
M = Meets expectations
I = Improving/developing
N = Needs improvement
X = Not evaluated this quarter

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

HOMEWORK

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

- 1. **For preparation:** Assignments completed before class enhance a student's learning capacity and enable him/her to profit more from the explanation and discussion of subject matter during class time.
- 2. **For practice:** Following classroom explanations and illustrations, homework enables a student to master the material.
- 3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instructions may be given to overcome such difficulties.

4. **For special projects:** Book reports, compositions, special research assignments, and projects comprise some of the homework activities to develop crucial independent study skills.

LATE WORK

Late work is graded according to the teacher's discretion as aligned with overall school guidelines and PLP accommodations. A one-day extension for each excused day of absence is granted. Parents should communicate with their teachers about absences.

PROMOTIONS, SKIPPING GRADES, RETENTION

Promotion from grade to grade is based upon recommendation from the teacher directly responsible for the student. Factors including the child's academic achievement; age; and physical, social, emotional, and mental development are carefully considered.

Skipping grades is not recommended due to adverse socialization factors which sometimes occur in future years. When parents request that a student be considered for skipping a grade, a team consisting of classroom teachers involved, a school administrator, and/or Head of School will be assembled. The Head of School will decide on a case-by-case basis.

If grade retention is advised by the teacher, parents, administration, and the teacher will conference in reviewing all student achievement data. Administration will make the final decision after hearing feedback from teachers and parents.

STANDARDIZED TESTING

To give administration and faculty an objective understanding of each student's progress and students' achievement collectively, all students in grades K-8 will be tested three times each year using standardized testing. Testing results are used in assessing the school's academic standing in comparison with other regional schools and national norms, as well as evaluating individual student academic growth. It is expected all students will participate.

Lighthouse Christian School uses annual standardized testing to evaluate multiple factors in our educational process, including:

- Academic trends within our schoolwide system, classrooms, and individual students.
- Curricular proficiency.
- Need for student academic intervention.
- Readiness for academic advancement.

Standardized testing may be used as an indicator for student intervention. If students test more than one year behind their grade level, the school may request for the student to receive, and family to provide, outside medical or psychological evaluation and tutoring. In partnership, the school may be able to provide classroom accommodation to support the outside intervention.

Continued lack of academic progress or falling more than 1.5 years behind in standardized testing scores may result in unenrollment for the following academic year. School administration will take multiple factors into consideration while making this decision, including parent intervention, family partnership, and PLP accommodations.

SECTION 4: GENERAL SCHOOL POLICIES

BEFORE/AFTER SCHOOL CARE

Before and after school care is provided for enrolled students of Lighthouse when childcare is needed beyond normal school hours. Before-school care (BSC) runs from 7:00-8:00 a.m. and after-school care (ASC) runs from 3:20-5:30 p.m. The hourly cost is \$7.00, divided into 15-minute intervals. Middle school students will be dismissed to after-school care at 3:00 p.m., but will not be charged until 3:20 p.m.

To ensure our students' safety and security, students are checked in and out of after school care using a mobile kiosk. To pick up your child(ren) from ASC, you will need to know your parent/designated pickup ID number located in FACTS Family Portal.

- Any individual (i.e., grandparent, nanny, neighbor, family friend) who may pick up your child on a regular OR occasional basis will need to be registered as a designated pickup contact in FACTS Family Portal.
- Each parent and designated pickup contact will have an individual parent/contact ID and will need to know this ID when picking up your child(ren).
- Students will not be allowed to leave with anyone not designated as a pickup contact. This is for the safety of your child(ren).

- Parents can review their contacts in FACTS Family Portal by logging into FACTS and navigating to Family Home, Demographic Form, Transportation Form.
- If you need to make changes such as adding or removing pickup contacts, fill out the 'Designated Pickup Contact Update' form located in the LCS app.

These steps must be completed before the first day you intend to use after-school care.

We understand that sometimes plans change or things come up where you need someone who is not a regular contact to pick up your child(ren). In this event, you must email both Jessi Markham in the main office at jmarkham@lcschool.org and the after-school care manager, Lisa Grimes lgrimes@lcschool.org to notify them of the days' change. This is intended for one-off situations and should not be a regular occurrence. Anyone regularly picking up your child(ren) should be added as a pickup contact.

AFTER-SCHOOL CARE LATE FEES

If a student is not picked up by 5:30 p.m., the family will be charged \$2.00 for each additional minute. After three late pickups, the family will be charged \$5.00 for each additional minute after 5:30 p.m. If a problem continues in punctuality, the student may no longer be able to use after-school care. School rules applying to student behavior govern the procedures and expectations in before- and after-school care.

Students who are not picked up by 3:20 p.m. on regular days and 12:15 p.m. on half-days (or when driveline ends, will be escorted and signed in to after-school care. Please note that on some half days, no after-school care is provided.

ATTENDANCE POLICIES

Attendance is directly related to academic success and a positive school culture. With this in mind, the school calendar is published in advance to provide ample time for families to plan vacations and regularly scheduled doctor visits. Students are required to attend school and arrive on time.

What Constitutes an Absence?

Missing school for any reason is considered an absence. If a student misses more than half of a school day, the student is counted as absent for the entire day.

Process for Reporting Absences

All students absent from school for any portion of the day must have a parent or guardian report the absence on our LCS App or call the main office before the start of the school day at (253) 858-5962. If an absence is not reported before the start of the school day, the school will call for verification. If parents cannot be reached, a primary emergency contact person may be contacted.

Absences

If a student is absent for **ten or more days in a semester**, a parent conference will occur, and an attendance contract will be established. If the student is absent **20 days or more** within the school year, re-enrollment may be denied. Special or unusual circumstances may allow for a variance to the policy but must be approved by school administration.

Vacations/Planned Absences

Families are discouraged from planning vacations during the school year because of the burden it places on teachers and students. Teachers will not provide advance schoolwork or an alternative to their classroom preparation, class discussions, testing, etc. It will be the responsibility of the family to acquire outside tutoring when a student falls behind because of a planned absence.

Make-Up Work

Parents must contact the main office and teachers with sufficient notification of the absence. Students who miss school due to a family vacation must make up work based on the schedule of one (1) day make up day per missed day with a limit of five (5) days total. Example: 3 days missed = 3 days to make up work; 8 days missed = 5 days to make up work. Work not made up at the end of the allotted time will be given a grade of zero.

Illness

Every effort should be made to schedule routine doctor appointments to create the least amount of interference with the school day. Exceptions may be made for students with chronic illnesses. Medical documentation from a doctor is required.

Tardiness

Students are counted tardy if they are not in their classroom at the designated start time. Students who are late must stop at the main office to receive an office pass. If a student is tardy **10 or more** times in a semester, a parent conference will

occur, and an attendance contract will be established. If the student is tardy **20 days or more** within the school year, re-enrollment may be denied. Special or unusual circumstances may allow for a variance to the policy but must be approved by school administration.

Early Dismissals

Student safety is of utmost importance. Parents picking up their students early must give the teacher a notice before school. Parents/guardians may also notify the main office by phone or email when a student needs to leave early. Appointments during school hours should be kept to a minimum. Students are not counted absent for medical or dental appointments, provided they attend at least half the day (3 hours).

Attendance Reports

Regular attendance reports will be sent home to all Lighthouse families.

BACKGROUND CHECK REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

BIRTHDAYS/PARTIES INVITATIONS

If parents wish to bring or send a special treat for a child's class on his/her birthday, they must ask the child's teacher in advance. The parent must provide all needed utensils, plates, napkins, etc. To remain in compliance with the highest food safety and hygiene guidelines, the LCS kitchen cannot be accessed by students or parents for any parent-organized party or event preparation. The LCS kitchen is only accessible to LCS kitchen staff and does not loan out any utensils, plates, or other kitchen-related items.

Parents wishing to invite their child's classmates to birthday parties held after school hours should consider these guidelines:

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

BOOK FINES

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

CHAPEL

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

CLASS PARTIES

Special class parties will be announced in advance and coordinated by the parents and teachers. Special class-related activities are left to the discretion of the teacher. Classes should provide their own plates, utensils, napkins, etc. Foods with red coloring and red drinks are not allowed. A certified lifeguard must be provided if students will be wading, swimming, or skiing in the water. Each class is limited to one end-of-year party, which may take place on campus or off-campus.

CLASS PLACEMENT

Lighthouse Christian School reserves the right to place students in classrooms fitting to the overall needs of balancing classes by criterion determined by the school. Parents may hold to the expectation that all teachers are qualified and gifted to ensure meaningful and enduring learning at grade level benchmarks throughout the year with Christ-focused teaching, learning, and classroom management experiences. Class placement is approached prayerfully and thoughtfully with students' best interests in mind and in context of the greater good for balancing all learning needs within each grade level.

Parent Requests

Parent requests for preferred teachers or classmates or non-classmates are not encouraged, but will be received in writing to school administration with education-focused benefit rationale. Emailed requests will not be accepted; however, forms will be provided in the office for parents who would like to partner in the placement process. Request forms must be submitted back to the main office by March 31 and may not request teachers by name, but instead may highlight the attributes of a classroom environment that would best suit their child. All members of the class placement team (current

teachers, future teachers, specialist teachers, office staff, and administration) will review the request forms; therefore, forms should not contain highly confidential information. Teachers will refer all parents with requests to the main office to fill out a class placement form. Lighthouse Christian School makes no promise nor guarantee of preferred class placement in either enrollment or continuous enrollment processes to parents or students.

Student Placement with Family Members

Students will not be placed with general classroom teachers who are related as family members. Elementary students will most often not be placed with other students who are known family members at the same grade level; exceptions to this can be made with administrative approval.

CLASS SIZE

Homeroom class sizes shall be maintained within the following limits:

Grades	Class Limits
Kindergarten	16 students
First - Fifth Grade	20 students
Sixth - Eighth Grade	20 students

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

If necessary, homeroom class size limits may exceed by two students to accommodate siblings of enrolling students and children of staff members. The excess enrollment shall be brought back in line as soon as possible by normal attrition.

CLOSED CAMPUS RESTRICTIONS

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

CONDUCT EXPECTATIONS

Students:

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

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

Parents:

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

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

6. Demonstrate courtesy in communication to all LCS staff members whether by phone, email, or in-person interactions. Verbal or physical outbursts, threats, harsh words (written or spoken), and mistreatment of LCS staff members are not acceptable and will not be tolerated. See Civility Policy for detailed information.

CIVILITY POLICY

In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven. Matthew 5:16

Lighthouse is committed to modeling and fostering an environment of mutual respect and civility between and among all stakeholders including students, parents, staff and faculty, Board of Directors, service providers, and members of the community. We recognize a culture of civility is critical to the success and well-being of students, employees, and our LCS community members. It is a necessary first step to establishing and maintaining relationships and a culture that recognizes the worth and dignity of the individual.

When people who are working together agree, the partnership runs smoothly. But no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes, and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying “please” and “thank you.” It reflects our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comments. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

Policy Statement

Lighthouse Christian School believes that a safe, civil, and respectful environment is essential to the successful operation of our school. Conversely, uncivil conduct (see definition) interferes with students' ability to learn, a school's ability to educate its students, and an administrator's ability to manage and lead the school community.

Through participation in school activities and/or school sponsored activities, students, staff, parents, community members, and administrators shall be accountable for the promotion of and demonstration of civil conduct, communication, and problem-solving throughout the school campus or at locations of school-sponsored activities. We are committed to support this expectation and will not condone or accept uncivil conduct (see definition) on school grounds, at school-sponsored activities, or in verbal, written or electronic communications, or on social media, whether by students, staff, parents, community members, or administrators.

Conduct Expectations for All

Therefore, Lighthouse Christian School requires that students, faculty and staff, parents, guardians, and all other members of the community will:

- Treat each other with courtesy and respect at all times. (Colossians 3:12)
- Treat each other with kindness. (Galatians 5:22-23; Ephesians 4:32)
- Take responsibility for our own actions. (1 Peter 3:8-9)
- Cooperate with one another. (2 Corinthians 13:11)

The purpose of the Lighthouse Christian School Civility Policy is to:

- Promote an environment that is safe, productive, and nurturing for students;
- Provide students with appropriate models for civil and respectful communication and problem-solving; and
- Support respectful and civil interaction and communication among students, staff, parents, community members, and administrators.

Uncivil Conduct: Definition

Conducting oneself in a discourteous or disrespectful manner when communicating or interacting with others.

Uncivil Conduct includes, but is not limited to, behaviors such as: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; interrupting another individual repeatedly or yelling/screaming in anger at another person; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using derogatory epithets; gesturing in a manner that puts another in fear for his/her personal safety; invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or

administrator in authority has directed one to leave; violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws); or other similar disruptive conduct.

Uncivil conduct does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as: 1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and 2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

Implementation of the Civility Policy

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns promptly through direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from a school employee, administrator, or supervisor.

Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, LCS faculty and staff, parents, guardians, and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. The school board and administration do not condone a lack of civility by anyone.

Therefore:

A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate adult, teacher, or school administrator.

A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the employee's immediate supervisor.

An employee who believes that he or she has not been treated in a manner reflective of the Civility Policy should use the following guidelines:

- A. If personal harm is threatened, the employee may contact law enforcement.
- B. Anyone on school property without authorization may be directed to leave the premises by an administrator or security officer. Anyone who threatens or attempts to disrupt school or school operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer. a. If such person does not immediately and willingly leave, law enforcement shall be called.
- C. If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening, obscene, or does not follow the definition of civility, the employee is not obligated to respond.
 - a. If personal harm is threatened, the employee may contact law enforcement.
 - b. The employee shall save the message and contact his or her immediate supervisor or the Head of School.
- D. If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:
 - a. Calmly and politely ask the speaker to communicate civilly.
 - b. If the verbal abuse continues, give appropriate notice to the speaker, and terminate the meeting, conference, or telephone conversation.
 - c. If the meeting, conference, or activity is on the school premises or is school sponsored, request that an administrator or authorized person direct the speaker promptly to leave the premises.
 - d. If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.
- E. After full investigation by administration and a pattern of uncivil behavior persists by the parent or student, the student may be forced to withdraw from Lighthouse Christian School.
- F. Please report any incidences of uncivil behavior to administration.

CONFLICT RESOLUTION

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

Teachers at Lighthouse Christian School are genuinely interested in assisting parents with their concerns. The following procedure is based on simple Biblical principles which will assure that proper actions are taken toward the solution of a problem. All parents are encouraged to follow this procedure when attempting to communicate problems or concerns.

Steps to Take in Resolving Conflicts

1. A parent should take his/her problem or concern to the teacher who has firsthand experience and direct contact with the problem. The Bible provides these principles for reconciling or solving a problem:
 - Keep the matter confidential: *"A gossip betrays confidence, but a trustworthy man keeps secrets."* (Proverbs 11:13)
 - Keep the circle small: *"... if your brother sins against you, go and show him his fault, just between the two of you. . ."* (Matthew 18:15)
 - Be straightforward: *"Show him his fault. . ."* Matthew 18:15 Jesus tells us to be forthright and to love honestly. *"Wounds from a friend can be trusted. . ."* (Proverbs 27:6)
 - Be forgiving: *"... If he listens to you, you have won your brother over."* (Matthew 18:16) *"... If someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."* (Galatians 6:1)
2. If the conference between the parent and the teacher does not result in a satisfactory solution and reconciliation of the problem, then the parent and the teacher should agree to share the problem with the appropriate school administrator and/or the Head of School.
3. The parent and teacher should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter, including submission to reproof and correction, if needed.

DELAY OPENING OR CLOSURE OF SCHOOL

Due To Inclement Weather: When the weather brings snow and ice, the school's first concern is for the welfare and safety of the students. Should parents feel that conditions are too hazardous, they may keep their children at home and an excused absence will be recorded. School will be subject to closure one day at a time. LCS typically follows the Peninsula School District's decision regarding school delays and closure related to inclement weather and will communicate via ParentSquare.

Due to Power Outage: In the event of a power outage prior to school start time and is continuous thereafter, LCS will announce opening two hours late. If, after two hours, power has not been restored, LCS will be closed for the remainder of the day. If power is lost during the school day, and information available to us indicates the power will not be restored in a timely fashion, efforts will be made to contact school families to pick up their children for early release.

DISCIPLINE POLICY

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

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

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

- Each teacher will clearly communicate their expectations for classroom behavior to both students and parents at the beginning of the school year.
- Each individual teacher's classroom management policy is designed to ensure that it fits the general policies of the school and has in mind the students' best interests. Routine, daily discipline is the responsibility of the classroom teacher.
- When a student chooses to misbehave, natural consequences are incurred. Parents are expected to support the actions of the school.
- When a student is sent to the school administration for further discipline or counsel of expectations, it is a serious matter. Parents are contacted following the visit. Consequences are usually assigned.

Love and Logic

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

- Adults are responsible for setting limits in the school, in a respectful and empathetic way.

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

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

Discipline Procedures

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

Level 1:

1. Teacher and student will consult concerning the alleged incident in a timely manner following the general principles of Love and Logic.
2. Teacher will decide the natural consequence for behavior requiring correction that may or may not readily include communication with parent. Parent communication by phone call, email, or in-person visit will depend on the seriousness and urgency of the offense.
3. Repeated offenses require teacher documentation and parent communication.
4. The teacher may design and place a student on a behavior contract to help monitor their improvement.
5. Teacher or parent may request a conference to strengthen the partnership between home and school.

Level 2:

1. A school administrator will interview all students involved.
2. A school administrator will decide the natural consequence for the behavior following the principles of Love and Logic.
3. A school administrator, in partnership with the administrative team, will commit to understanding the heart of the student through a mentoring relationship.
4. Parents will be notified via RenWeb of the assigned consequence and will receive a follow-up phone call or email. Regarding serious consequences (i.e., detention, suspension), a school administrator will communicate with parents directly in a timely manner.
5. A parent conference may be required by administrative request and may involve the administrative team. The parent(s) will be notified as to who will be in attendance prior to the meeting.
6. Parents may request a conference with a school administrator or Head of School to discuss the course of action.

General Discipline Guidelines

A natural progression of consequences will occur between levels when student behavior does not evidence satisfactory improvement. Factors that determine the natural consequence include the severity of the offense, student response, history of offenses, and supervisory feedback.

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

Parents may only appeal a discipline situation based on an improper implementation of the school's discipline procedures. Administration is charged with the effective implementation of the school's methods and standards within the discipline policy. The Head of School retains the right as the final decision-maker in all matters regarding discipline.

Bullying

Lighthouse Christian School is committed to each student's success in learning within a Christ-centered, caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have opportunity and support to develop to their fullest potential. We commit to fostering learning environments and experiences that enable all students to share personal and meaningful bonds with people in the school community.

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

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

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

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

There are also some behaviors, which, although they might be unpleasant or distressing and may require disciplinary action, are *not* bullying (Courtesy of Ronit Baras: Bullying Series):

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

Suspension

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

Expulsion






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

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

DRESS CODE/UNIFORM GUIDELINES



2023-2024 Elementary Uniform Guidelines

APPEARANCE POLICY	
	<ul style="list-style-type: none"> Only approved attire may be worn on campus during school hours. Clothing must be modest, neat, clean, and without holes or thread patches. Student apparel should cover an area from the shoulders to 4 inches above the knee. Clothing must fit appropriately, avoiding overly loose or snug options. Attire must be free of questionable or inappropriate messages. Hair must be neat, clean, and out of the eyes, avoiding unnatural hair colorings. Grey uniform apparel is approved for middle school students only. There are occasional theme or Navigator Hype days throughout the school year. Attire must comply with the appearance policy.
PURCHASING	
	<ul style="list-style-type: none"> Lands' End is our preferred retailer; however, clothing may be purchased from any store if it follows the approved uniform/dress code guidelines and appearance policy. The LCS logo is available for embroidery only through Lands' End, but is optional. The Lighthouse Landing Student Store is available on the LCS website and on campus.
SPIRIT WEAR FRIDAYS	
	<ul style="list-style-type: none"> Each Friday prior to the last Friday of the month, elementary students may wear a school-spirit t-shirt or sweatshirt with uniform bottoms. Spirit wear is available from The Lighthouse Landing Student Store or uniform exchange events. Students may wear: <ul style="list-style-type: none"> Any of the daily uniform dress code in navy blue, yellow, white, and khaki Any new spirit wear items; mauve and green sweatshirts Any spirit wear items from last year; hot pink or Carolina blue sweatshirts Students may not wear: <ul style="list-style-type: none"> Bottoms: Leggings, athletic shorts, sweatpants, non-uniform skirts, or dresses Other: Hats, bandanas, scarves, open heel shoes, Crocs, or high heeled shoes
CASUAL DRESS DAYS – LAST SCHOOL-IN-SESSION FRIDAY OF EVERY MONTH	
	<ul style="list-style-type: none"> On the last Friday of each month that is a school day, students may wear casual clothing of their choice that complies with the appearance policy listed above. Students may wear: <ul style="list-style-type: none"> Bottoms: Uniform bottoms, jeans, skirts Tops: Any spirit-wear items, casual tops, sweatshirts, or sweaters Other: Dresses, casual shoes with closed heels Students may not wear: <ul style="list-style-type: none"> Bottoms: Leggings, athletic shorts, or sweatpants Other: Hats, bandanas, scarves, open heel shoes, Crocs, or high heeled shoes
CONSEQUENCES OF UNIFORM/DRESS CODE AND APPEARANCE POLICY VIOLATIONS	
	<ul style="list-style-type: none"> In accordance with signed agreements between LCS and enrolled families, students are expected to arrive at school properly dressed each day. Teachers will cite students who are not in compliance with dress codes. Students will be offered the opportunity to call home for appropriate clothing needs or provided available clothing on loan at school. Repeated uniform/dress code violations will be referred to school administration. Uniform/dress code violations will be tracked in FACTS/RenWeb and a notification will be sent home.

Updated: 9/29/23

2023-2024 ELEMENTARY SCHOOL UNIFORM/DRESS CODE GUIDELINES | GIRLS

JUMPERS	SHIRTS	SKIRTS/SKORTS/SHORTS
<ul style="list-style-type: none"> Custom plaid-knife or box pleat (available at Lands' End) Plain colored (khaki or navy) Marymount plaid-knife or box pleat (available at Dennis Uniforms) 	<ul style="list-style-type: none"> Long/short sleeve polo shirt (white, navy, or maize - maize available at Lands' End only) Long/short sleeve blouse (white or navy) LCS spirit wear shirts, sold through the Lighthouse Landing Student Store (blue, white - grey is for middle school students only) 	<ul style="list-style-type: none"> Straight or plain skirt, skort (khaki, navy, or Lands' End custom plaid) Uniform or cargo shorts (khaki or navy) Uniform or cargo pants (khaki or navy) Capris (khaki or navy) Pleated skirt (khaki, navy, or Lands' End custom plaid)
SWEATSHIRTS/ SWEATERS/VESTS	PANTS/CAPRIS	SOCKS/TIGHTS/SHOES/LEGGINGS
<ul style="list-style-type: none"> LCS uniform sweatshirt embroidered through Lands' End LCS uniform sweatshirt available at the Lighthouse Landing Student Store (navy or white) Plain, no logo sweatshirt (navy or white) Sweater (cardigan or pullover), sweater vest (navy, white, or maize - maize available at Lands' End only) Fleece vest (navy) 	<ul style="list-style-type: none"> Uniform pants (khaki or navy) Capris (khaki or navy) Cargo pants (khaki or navy) 	<ul style="list-style-type: none"> Socks may be of any non-distracting color or print. Leggings, socks, and/or tights must be worn with skirts, jumpers, and shorts (khaki, white, or navy) Flat or low-heeled (1-inch) or athletic shoes, with closed toe and back.





2023-2024 ELEMENTARY SCHOOL UNIFORM/DRESS CODE GUIDELINES | BOYS

PANTS/CARGO PANTS/SHORTS	SHIRTS	SWEATSHIRTS/ SWEATERS/VESTS	SOCKS/SHOES/ACCESSORIES
<ul style="list-style-type: none"> Uniform shorts and pants (khaki or navy) Cargo pants and shorts (khaki or navy) 	<ul style="list-style-type: none"> Long/short sleeve polo shirt (white, navy, or maize - maize available at Lands' End only) Oxford button down long/short sleeve shirt (white or navy) - Coordinating tie may be worn. LCS spirit wear shirts, sold through the Lighthouse Landing Student Store (blue, white - grey is for middle school students only) 	<ul style="list-style-type: none"> LCS uniform sweatshirt embroidered through Lands' End LCS uniform sweatshirt available at the Lighthouse Landing Student Store (navy or white) Plain, no logo sweatshirt (navy or white) Sweater (cardigan or pullover), sweater vest (navy, white, or maize - maize available at Lands' End only) Fleece vest (navy) 	<ul style="list-style-type: none"> Socks may be of any non-distracting color or print. Oxford-type or athletic shoes, with closed toe and back. No sunglasses or hoods may be worn indoors.

Updated: 9/29/23



2023-2024 Middle School Dress Code Guidelines

APPEARANCE POLICY	
	<ul style="list-style-type: none"> • Only approved attire may be worn on campus during school hours. • Clothing must be modest, neat, clean, and without holes or thread patches. • Student apparel should cover an area from the shoulders to 4 inches above the knee. • Clothing must fit appropriately, avoiding overly loose or snug options. • Attire must be free of questionable or inappropriate messages. • Hair must be neat, clean, and out of the eyes, avoiding unnatural hair colorings.
PURCHASING	
	<ul style="list-style-type: none"> • Lands' End is our preferred retailer; however, clothing may be purchased from any store if it follows the approved uniform/dress code guidelines and appearance policy. • The LCS logo is available for embroidery only through Lands' End, but is optional. • The Lighthouse Landing Student Store is available on the LCS website and on campus.
FRIDAY/CASUAL DRESS/THEME DAY POLICY	
	<ul style="list-style-type: none"> • Every Friday, students may wear casual clothing if they donate \$1 per Friday, or \$20 at the beginning of the school year. Donations will go to our sister school in Liberia. <ul style="list-style-type: none"> ○ Casual dress must comply with the appearance policy listed above. ○ Students may wear jeans and a casual top. ○ Students may not wear athletic pants or shorts, leggings, or sweatpants. • There are occasional theme days throughout the school year. Attire must comply with the appearance policy listed above.
CONSEQUENCES OF UNIFORM/DRESS CODE AND APPEARANCE POLICY VIOLATIONS	
	<ul style="list-style-type: none"> • In accordance with signed agreements between LCS and enrolled families, students are expected to arrive at school properly dressed each day. • Teachers will cite students who are not in compliance with dress codes. • Students will be offered the opportunity to call home for appropriate clothing needs or provided available clothing on loan at school. • Repeated uniform/dress code violations will be referred to school administration. • Uniform/dress code violations will be tracked in FACTS/RenWeb and a notification will be sent home.

2023-2024 MIDDLE SCHOOL UNIFORM/DRESS CODE GUIDELINES | GIRLS

JUMPERS	SHIRTS	SKIRTS/SKORTS/PANTS/SHORTS
<ul style="list-style-type: none"> Custom plaid-knife or box pleat (available at Lands' End) Plain colored (khaki or navy) Marymount plaid-knife or box pleat (available at Dennis Uniforms) 	<ul style="list-style-type: none"> Long/short sleeve polo shirt (white, navy or maize - maize available at Lands' End only) Long/short sleeve blouse (white or navy) LCS spirit wear shirts, sold through the Lighthouse Landing Student Store (blue, white, or grey) 	<ul style="list-style-type: none"> Straight or plain skirt, skort (khaki, navy, or Lands' End custom plaid) Uniform or cargo shorts (khaki or navy) Uniform or cargo pants (khaki or navy) Capris (khaki or navy)
SWEATSHIRTS/ SWEATERS/VESTS	SOCKS/TIGHTS/SHOES/LEGGINGS	SHOES/HATS/ACCESSORIES
<ul style="list-style-type: none"> LCS uniform sweatshirt embroidered through Lands' End (navy or white) LCS uniform sweatshirt available at the Lighthouse Landing Student Store (navy, white, or grey) Plain or Lighthouse sweatshirt (navy, white, or grey) Sweater, sweater vest (navy, white, grey, or maize – maize available at Lands' End only) Fleece jacket or vest (navy, white, or grey) 	<ul style="list-style-type: none"> Leggings, tights, or shorts must be worn with skirts or jumpers. 	<ul style="list-style-type: none"> Shoes must be closed toe and back with no more than a 2-inch heel height. No sunglasses or hoods may be worn indoors. Only LCS logo hats (sold through school) may be worn on casual dress days. Hats may not be worn on other days.

2023-2024 MIDDLE SCHOOL UNIFORM/DRESS CODE GUIDELINES | BOYS

PANTS/CARGO PANTS/SHORTS	SHIRTS	SWEATSHIRTS/ SWEATERS/VESTS	SOCKS/SHOES/ACCESSORIES
<ul style="list-style-type: none"> Uniform shorts and pants (khaki or navy) Cargo pants and shorts (khaki or navy) 	<ul style="list-style-type: none"> Long/short sleeve polo shirt (white, navy, grey, or maize - maize available at Lands' End only) Oxford button down long/short sleeve shirt (white or navy) - Coordinating tie may be worn. LCS spirit wear shirts, sold through the Lighthouse Landing Student Store (blue, white, or grey) 	<ul style="list-style-type: none"> LCS uniform sweatshirt embroidered through Lands' End (navy or white) LCS uniform sweatshirt available at the Lighthouse Landing Student Store (navy, white, or grey) Plain or Lighthouse sweatshirt (navy, white, or grey) Sweater, sweater vest (navy, white, grey, or maize – maize available at Lands' End only) Fleece jacket or vest (navy, white, or grey) 	<ul style="list-style-type: none"> Shoes must be closed toe and back. No sunglasses or hoods may be worn indoors. Only LCS logo hats (sold through school) may be worn on casual dress days. Hats may not be worn on other days.

DOCTRINAL ISSUES

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

DOGS (AND ALL FAMILY PETS) ON CAMPUS

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

EMERGENCY PROCEDURES

Lighthouse Christian School strives to follow best practices when developing emergency procedures and training in partnership with law enforcement agencies. The school will contact parents in case of emergency through ParentSquare that will include instructions on when and how to pick up their student. School closures will be communicated through ParentSquare and our website.

FIELD TRIPS

Field trips are scheduled by various classroom teachers throughout the year. The trips are generally scheduled to correlate with studies in which the class is involved. They are educational, informative, and fun. Students are expected to participate in these extended learning opportunities. Transportation to most field trip locations outside the Gig Harbor area will be by chartered bus services. The decision of bussing or parent drivers will be based on student safety, driver availability, and financial and logistical considerations.

General Field Trip Policies

1. Field trip permission forms must be completed, signed, and returned to the teacher prior to a student being allowed to participate in any field trip.
2. Siblings are not allowed to accompany the student on field trips.
3. Only parents with completed yearly background checks through Lighthouse Christian School can chaperone or accompany the class on field trips. This must be on file or completed five (5) days prior to the field trip in the main office.
4. All adults who help or accompany on field trips must refrain from use of legally restricted substances such as drug, alcohol, tobacco, etc.
5. Chaperones are required to stay with assigned groups and provide vigilant supervision at all times.
6. Some field trips require fees from each student in the class. These fees are non-refundable in the event a student is unable to attend.
7. Adult drivers and chaperones are also required to pay any associated fees to the field trip and may be non-refundable in the event of unavailability.
8. Parents may only post field trip photos of their own children on social media sites.

Policies with Parent Drivers

1. Before a parent may take students in his/her vehicle on school-sponsored outings, a driver insurance form and a WSP background check must be on file in the school office. These forms must be submitted to the main office five (5) days prior to the field trip for processing.
2. Students are expected to obey the driver, comply with Washington State law regarding safety restraint, and always maintain courtesy.
3. Students must stay with their assigned vehicle and chaperone.
4. Only single parents of the same gender may travel together in the same vehicle.
5. Parents may not purchase "treats" for children on trips or make unplanned stops unless instructed otherwise by the teacher.
6. Parents must be cautious concerning conversations and music played during traveling, making sure it is appropriate for all students and that they are representative of the mission of LCS.
7. Movies and video games may not be viewed on vehicle entertainment screens while traveling on school excursions.
8. Students may not use any other form of electronic equipment or devices (cell phones, iPad, tablets, etc.) while traveling in the vehicle.
9. Drivers may not make any additional stops while driving students to or from a field trip destination.

10. Non-compliance with these regulations may void future driving opportunities for class field trips.

POLICIES WITH BUS TRANSPORTATION

1. To improve safety and ease communication, all students and school-appointed parent chaperones are strongly encouraged to ride the bus with the class.
2. School-appointed chaperones are not charged for the bus ride; they may be charged for other field trip costs (such as admissions, etc.).
3. Parents attending the field trip (but not serving as a school-appointed chaperone) may ride the bus only if there is space available. There is no charge for the bus ride, but charges may be incurred for other field trip costs (such as admissions, etc.). If seats are not available on the bus, these parents will need to find their own transportation. Seating is prioritized for students and teachers.
4. If parents insist, they may drive themselves and may take their own child(ren) with them; parents choosing this option assume full liability.
5. A parent driving may take other students with them if those students' parents also ride in the car with their own children. The driving parents and all accompany parents assume full liability when choosing this option.
6. The cost of bus transportation will be included in the total cost of the field trip and will be shared equally by all students attending the field trip, even those being driven by parent chaperones.
7. Teachers must ride the bus with the emergency information/release forms for students.
8. Students may not use electronic equipment (cell phones, iPods, tablets, etc.) on the bus.

LOST AND FOUND

All lost and found articles are to be taken to the designated Lost and Found areas in the main building. Lunch boxes, however, are stored outside in a large container at the bottom of the lower playground stairwell. Any item not claimed by the end of each quarter of school is donated to a charitable organization. The child's first and last name should be written on all articles of outer clothing, backpacks, and lunch boxes to ensure their prompt return.

MEAL DELIVERIES

Parents are always welcome to bring a meal in for a student. Parents may drop the meal off in the office and the office staff will make sure it is given to the student. Deliveries from restaurants or delivery services will not be accepted at the school. Students who forget their lunch are encouraged to sign up for lunch from the LCS cafeteria.

MEDICAL/HEALTH POLICIES

Emergency Information on File

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

Immunization Certificate

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

Medication at School

Although it is best that a student's medication be administered at home, the school recognizes the need for exceptions when a student must bring medicine to school.

Medication Guidelines

If a student needs to have medication administered at school, please follow these guidelines:

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

7. Only trained personnel may administer medication. Teachers, when necessary, e.g., field trip, may administer medication.
8. At the end of the school year, parents must pick up unused medication or it will be thrown away.

Illness

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

Injuries/Emergencies at School

It is the responsibility of a student who becomes injured at school to notify his/her teacher immediately so that proper care can be given to students and appropriate reports can be made. If a child is seriously ill or injured, the school will attempt to notify the student's parents, or the person listed for emergency contact on the student's application for admission. Emergency medical assistance will be contacted. Repeated attempts will be made to notify the parents or other emergency contact persons in this situation.

Medical Requirements for After-School Sports

Students must have a completed registration form, physical exam form, and other required forms completed and on file before beginning any after school sports program. A complete physical is required every two years for participating students in grades 3-8. Only one permission form is necessary per year.

MISSIONS AT LCS

Teaching our students to be servant leaders is part of the mission of Lighthouse. It is how we impact our community for Jesus Christ. The Lighthouse family partners with World Vision in Kenya as its global mission agency. We encourage enthusiastic participation from the entire school community in our yearly outreach.

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

NON-DISCRIMINATION STATEMENT

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

PARENT-TEACHER CONFERENCES

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

STUDENT RELATIONSHIPS

One of the marks of the body of Christ is relating to one another as what the Bible calls "brothers and sisters" in Christ. The brother/sister principle is the foundation for all healthy, God-honoring relationships. These relationships are where we live out various commands we find in Scripture: be kind to one another (Ephesians 4:32); encourage one another (1 Thessalonians 5:11); pray for one another (James 5:16).

Brother-to-brother, sister-to-sister, and brother-to-sister realities have implications for living in community as students. For example, flaunting tight-knit friendships that exclude others, interacting with a member of the opposite sex in a flirtatious or romantic way, and gossiping result in damage to student relationships and group unity. Rather, hospitably inviting others into a circle of friends, guarding one another's purity, and building one another up are fitting ways for brothers and sisters to relate in a school community.

The most appropriate mindset for student relationships is that of brothers and sisters in Christ. Groups of friends are encouraged to look out for others who ought to be included in activities and conversations; exclusive conversations between members of the opposite sex are discouraged and will be addressed as such.

Public displays of affection, including handholding and kissing, are not permitted on school grounds or at school-sponsored events. Students whose parents allow them to date outside school may not relate as couples during the school days or at school events.

PE PARTICIPATION

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

PE Attire

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

SCHOOL HOURS

Kindergarten 8:30 a.m. – 3:00 p.m.	Monday through Friday
Grades 1-5: 8:30 a.m. – 3:00 p.m.	Monday through Friday
Grades 6-8: 8:10 a.m. – 2:45 p.m.	Monday through Friday

Elementary students may be dropped off no earlier than 8:00 a.m. and middle school students no earlier than 7:45 a.m. Students must be picked up by 3:20 p.m. Otherwise, they are automatically checked into before- or after-school care. Parents will be charged applicable fees. Middle school students will be dismissed to after school care at 3:00 p.m., but will not be charged until 3:20 p.m.

SCHOOL OFFICE HOURS

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

- Physical conduct such as touching, assaulting, impeding, or blocking movements.

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

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

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

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

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

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION:

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

STUDENT AWARDS

LCS recognizes students on a quarterly basis. The school will send awards home at the end of Quarters 1, 2, and 3. The 4th Quarter awards are available in the main office for pick-up or can be mailed home with report cards.

The following are criteria for the awards:

- **Honor Roll (6-8):** Students that average 90% or higher in **each** subject.
- **High Honors (6-8):** Students who average 93% or above in **each** subject.
- **Honor Roll (4-5):** Students who average 93% or above in **each** subject.
- **Middle School Navigator Award** (awarded by semester): Awarded to students who exemplify the Lighthouse mission statement.
- **Middle School Academic Excellence** (awarded at end of year): The recipient is receiving one of the highest grades in the class, willingly and positively participates in meeting the class goals, and shows talent in the subject area.

STUDENT PICK-UP RESTRICTIONS

For the safety of the children, the school will not allow any person to take a child other than the parent or a person designated by the parent to do so. **If for any reason someone else must pick up the child, the parent must send a signed note to the teacher in the morning or call and inform the school office of the change.**

Students removed from school during school hours must check out and back in, by their parents, through the main office.

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

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

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

STUDENT PUBLICATION POLICY/PERMISSION

Throughout the school year, photo and multi-media opportunities exist both in the classroom and during special events. These opportunities may include, but are not limited to: marketing materials (banner, brochures, flyers, ads, etc.), theater productions, activities covered by media, award assemblies, and pictures and/or videos posted on the school website, internal school media, and social media. Parents provide permission, or may opt-out, to have photos or videos of their child(ren) in Lighthouse communications in the FACTS family portal.

SUPERVISION OF CHILDREN REQUIRED

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

TECHNOLOGY POLICY

Student E-Mail, Student Homepages, and Class Homepages

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

Internet Use as an Extension of the Curriculum (Class Projects)

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

Electronics on Campus

Electronics must be stored safely out of sight and may not be used during school hours, including lunch and class breaks. Electronics in use during school hours will be confiscated. Electronics are defined as: cell phones, smart watches, electronic games, etc.

Electronic Resource Acceptable Use Policy

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

1. Accessing a wealth of resources available for reference and research.
2. Consulting with experts in a variety of fields.

3. Saving data for student projects and homework.
4. Using software programs to complete assignments and research.

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

1. To log network use and to monitor file server space utilization and content of files by students and assumes no responsibility or liability for files deleted due to violation of fileserver space allotments, questionable ethical content, inappropriate content, or other data that does not conform with the mission of the school.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to school-owned equipment and, specifically, to exclude those who do not abide by Lighthouse Christian School acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Lighthouse Christian School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train students in acceptable use and policies governing online communications.

Acceptable Use

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

Unacceptable Use

- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Lighthouse Christian School computers is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or Head of School), or files dangerous to the integrity of the local area network is prohibited.
- The Lighthouse Christian School network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Lighthouse Christian School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Lighthouse Christian School.

- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that are offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the Director of Information Technology.

Disclaimer

Lighthouse Christian School cannot be held accountable for the information that is retrieved via the network.

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

Middle School iPad Use Policy

As part of our Middle School program, Lighthouse utilizes iPads for classroom instruction. In keeping with our Mission Statement, LCS “manages” all iPads used by students, whether provided by students/parents or by LCS. We do so to ensure that the device has all the applicable apps needed for our programs. We also remove extraneous apps and features that can prove to be a distraction to the student, thereby making the iPad a “work” device.

Families may choose to provide their own device for their student or purchase one through the LCS iPad program. Regardless of which option you choose, you specifically assign to LCS the right to manage the content and configuration of the device during your student’s participation at LCS and you understand and agree that LCS will “supervise” the device using Apple Configurator, resulting in the removal of all content. LCS will add and manage (using our mobile device management software) only those applications that LCS, in its sole discretion, deems necessary for your child’s education. This configuration will remain intact for so long as your child is a student at LCS, including all school holidays, vacations, or other breaks. The initial device configuration will be done at no cost to the student/parent, however, LCS may charge a fee of \$50.00 to re-configure the device, if needed, due to loss of the initial configuration. Upon the student’s departure from LCS (because of graduation, transfer, etc.) LCS will remove the management software and reset the device to factory defaults.

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

TELEPHONE/CELL PHONE USE

Use of Main Office Phone

Students must have permission and a note from their teacher to use the main office telephone.

Reasons for Cell Phone Policy

- The increasing distraction of smartphones leads to less engaged students.
- Cell phone usage is a potential avenue for cyber bullying, as students can take photos, videos, and audio recordings of other students and/or staff to potentially create digital content and/or post to social media.
- Cell phones in classrooms provide an additional avenue for cheating.
- In the event of an emergency at the school, widespread cellphone use would be detrimental to emergency service response.

Cell Phone Use and Storage

Elementary Students

- Elementary students may not have smart devices (e.g., phones, watches, etc.) on campus.

Middle School Students

- Upon arrival at school, each student is responsible for turning off his or her cell phone and for storing it in their locker.
- Phones shall only be stored in lockers and may be removed from locker when students are dismissed.
- If it becomes urgent to make a phone call, a student may ask permission to use the main office phone.
- Cell phones are not to be visible or used during school hours, or while at school supervised activities, unless specific permission is given by a school supervisor.
- After-school use of cell phones on the school campus may be directed by a teacher or coach. Cell phones should not be used to listen to music, check websites, watch videos, play games, etc. Students may not access the internet through the school server on their phones, iPods, etc.

Consequences

Appropriate consequences will be given if the cell phone rule is violated.

- If phones are visible or used during the day they will be confiscated, to be picked up by the student's parent from the main office.
- Subsequent phone infractions may result in a meeting with a school administrator to determine next steps, which could include detention or suspension.

Parent/Student Communication During School Day

With student cell phones being turned off and in lockers during the school day, parents can contact their student directly during the day by contacting the main office or emailing their student's school email address.

TRANSPORTATION AND PARKING

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

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

School dismissal begins at 2:45 p.m. Children still on campus after 3:20 p.m. will automatically be enrolled in after-school care and parents will be charged applicable fees.

VISITING CLASSROOMS

Parents

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

Students

All student visitors to school must obtain permission through the appropriate school office prior to the visit. Prospective students are encouraged to visit classrooms. Other visitors, such as former students and friends, should limit visits to during lunch or special activities like Chapel to minimize distractions to the learning process.

VOLUNTEERING

Volunteering is an important part of what makes LCS special and creates a positive learning environment for every student. Parents may contact the main office to find out about the variety of volunteer opportunities. Both general and specialist classroom teachers appreciate and rely upon volunteers for maximizing student learning.

Parents for Lighthouse (PfL)

PfL (Parents for Lighthouse) is a volunteer group that exists to support a Christ-centered, nurturing community at LCS. PfL supports student activities and school events; builds parent community; and assists school leadership.

WEAPONS ON CAMPUS

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

- a. "Possession" includes, but is not limited to, having a weapon on school property or at school-sponsored events located: (1) in a space assigned to a student such as a locker or desk; (2) on the student's person or property (such as on the student's body, or in his/her clothing, purse, backpack, gym bag or vehicle); or (3) under the student's control or accessible or available, such as hidden by the student.
- b. A weapon includes but is not limited to: (1) firearm or destructive device (see 3. following); or an air gun, which includes any air pistol or air rifle designed to propel a BB, Pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas; or any items which appear to others to be realistic firearms or air guns; or (2) a bow and arrow or cross bow; (3) a sand club, sling shot, chains, or metal knuckles; or (4) a device commonly known as "throwing stars", multi-pointed metal objects designed to embed upon impact from any aspect; or (5) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle including, but not limited to, a spring blade knife; or any knife the blade of which is automatically released by a spring mechanism or other mechanical device; or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; or (6) a dirk, which is a type of dagger; or (7) any device commonly known as "nun-cha-ka-sticks" consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means; or (8) any explosive or incendiary devices, such as fireworks, which do not otherwise come within the definition of "destructive device" at c.(d) following ; and such other tangible item which may be designed to cause injury or intimidation or used to cause injury or intimidation to others.
- c. The term "firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device, including any explosive, incendiary, or poison gas, or a bomb, grenade, or rocket having a propellant charge of more than four ounces, or a missile having an explosive or incendiary charge of more than one-quarter ounce, or a mine or devices similar to any of the devices just described.
- d. It is unlawful for any person to carry, exhibit or display, any firearm, dagger, sword, knife, or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.
- e. A person possessing a weapon, or a firearm may be guilty of criminal misconduct. Possession of a firearm by a student constitutes grounds for expulsion from the state's schools in accordance with RCW 28A.600.010 and RCW 28A.600.420. Appropriate school authorities shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

Student Weapons Violations

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

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

- a. Successful completion of the guidelines for re-admission plan (see #1 above).
- b. Attitude and remorse of the student.
- c. Student behavior since the expulsion.
- d. Student's cooperation in designing a successful reintegration plan.
- e. Willingness of the student and parent to agree, as appropriate, to a reasonable behavior contract.

The burden shall be on the student and parent(s) to propose a plan for the student to return to school. The plan shall, to the extent possible, minimize future risk to students, staff, and the educational process.

WEED CONTROL SPRAY

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

SECTION 5: MIDDLE SCHOOL (GRADES 6-8) ONLY

LOCKERS

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

Locker Guidelines

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

IPAD USAGE

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

MIDDLE SCHOOL PARENT-TEACHER CONFERENCES

Middle school parent-teacher conferences are encouraged, but not required. Invitations are typically sent out by teachers who have specific concerns about students. However, all parents are welcome to schedule a middle school parent-teacher conference.

SCHOOL LEADERSHIP, FACULTY, AND STAFF DIRECTORY

SCHOOL BOARD

The Lighthouse Christian School Board of Directors serves as the governing body of the school. The board meets on a regular basis to discuss and lead in policy matters concerning the school's operation and direction. Board members are dedicated to Christian education and are committed to providing the highest quality education, both academically and spiritually. Members-at-large serve 3-year terms and are appointed by the current board.

The school board has various committees, each chaired by a board member, including the following: Development, Finance, Governance, Financial Assistance, Facilities, and Outcomes.

Executive Committee Members	Other Voting Members	Non-Voting Members
Dan Carpenter, Chair Erica Frank, Treasurer Peter Gonnason, Secretary	Kirk Andonian Ashton Dennis Mali Hawkins Andrew Moren Blake Perry Deb Robertson Ben Krauskopf	Stephen Roddy

ADMINISTRATION AND STAFF

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

Administration	Name	Email Address
Head of School	Stephen Roddy	sroddy@lcschool.org
Director of Operations	Kate Bare	kbare@lcschool.org
Director of Human Resources	Marc Heany	mheany@lcschool.org
Director of Education	Teresa Garcia	tgarcia@lcschool.org
Assistant Director of Education	Rachel Buchman	rbuchman@lcschool.org
Dept. Leadership/Management		
Before- and After-School Care Manager	Lisa Grimes	lgrimes@lcschool.org
Athletic Director	Michael Johnson	mjohnson@lcschool.org
Campus Pastor	David Zetterberg	dzetterberg@lcschool.org
Communications, Marketing, and Admissions Manager	Brooke Finnigan	bfinnigan@lcschool.org
Counselor	Jodi Youngquist	jyoungquist@lcschool.org
Development Officer	Carolyn Kulp	ckulp@lcschool.org
Director of Technology/Facilities	Jon Ueland	jueland@lcschool.org
Facilities Manager	Marco Toctaquiza	mtoctaquiza@lcschool.org
Instructional Technology, Associate Director	Corey Ripley	cripley@lcschool.org
Kitchen Manager	Charith Varga	cvarga@lcschool.org
Staff		
Accounting and Administrative Assistant	Christina Seipp	cseipp@lcschool.org
Administrative Project Coordinator	Ashley Arnette	aarnette@lcschool.org
Admissions and Enrollment Coordinator	Amy Walker	awalker@lcschool.org
Communications and Admissions Coordinator	Manuela Schwab	mschwab@lcschool.org
Development Office Coordinator	Amy Ostrander	aostrander@lcschool.org
School Resource Manager, PLP Coordinator	Lisa Creekmore	lkreekmore@lcschool.org
Main Office Administrative Assistant	Jessi Markham	jmarkham@lcschool.org
Middle School Office Coordinator	Shelly Zimmermann	szimmermann@lcschool.org
Nurse	Gail Antilla	gantilla@lcschool.org
Nurse	Erika Johnson	ejohnson@lcschool.org

FACULTY

Each full-time teacher is certified by the Washington State Office of Superintendent of Public Instruction (OSPI) and has minimally earned a bachelor's degree in education. Several teachers have completed extensive graduate study, including National Board certification. LCS administration seeks to hire teachers with strong personal character that evidences skills/gifting to teach, acknowledging that state certification alone does not confirm a teacher's quality as good or competent. Teachers consistently participate in continuing education, spiritual enrichment, and professional evaluation, both formally and informally, for continuous self-improvement and personal growth.

Grade/Subjects	Name	Email Address
Kindergarten	Carrie Grey	cgrey@lcschool.org
Kindergarten	Madeline Kvinsland	mkvinsland@lcschool.org
Kindergarten	Carrie Tatum	ctatum@lcschool.org
1 st Grade	Kelly Gutierrez	kgutierrez@lcschool.org
1 st Grade	Kristi Hannan	khannan@lcschool.org
1 st Grade	Andrea Sandquist	asandquist@lcschool.org
2 nd Grade	Quincy Biadog	qbiadog@lcschool.org
2 nd Grade	Fiona Glass	fglass@lcschool.org
2 nd Grade	Rachel Thomas	rthomas@lcschool.org
3 rd Grade	Emily Van Houte	evanhoute@lcschool.org
3 rd Grade	Faith Nestorek	fnestorek@lcschool.org
3 rd Grade	Julie Rockness	jrockness@lcschool.org
4 th Grade	Greg Albert	galbert@lcschool.org
4 th Grade	Candace Cheney	ccheney@lcschool.org
4 th Grade	Trisha Thornton	tthornton@lcschool.org
5 th Grade	Stephanie Hagen	shagen@lcschool.org
5 th Grade	Alison Taylor	ataylor@lcschool.org
5 th Grade	Heidi Stephens	hstephens@lcschool.org
6 th Grade	Cynthia Longabaugh	clongabaugh@lcschool.org
6 th Grade	Mary Phillips	mphillips@lcschool.org
Middle School Electives	Erin Carman	ecarman@lcschool.org
Middle School Electives	Kaitlyn Goodeve	kgoodeve@lcschool.org
Middle School Electives	Christine Spataro	cspataro@lcschool.org
Middle School Teacher	Alina Messersmith	amessersmith@lcschool.org
Middle School Teacher	Kathe Overland	koverland@lcschool.org
Middle School Teacher	Jill Sturrock	jsturrock@lcschool.org
Middle School Math, Science	Joel Payne	jpayne@lcschool.org
Middle School Bible	Teryl Isenberg	tisenberg@lcschool.org
Middle School English	Dawn Jimenez	djimenez@lcschool.org
Middle School History	Kristin Finnigan	kfinnigan@lcschool.org
Middle School Math	Steve Buchanan	sbuchanan@lcschool.org
Middle School PE	Michael Johnson	mjohnson@lcschool.org
Middle School PE	Jill Sturrock	jsturrock@lcschool.org
Middle School Science	Cyndi Zoolkoski	czoolkoski@lcschool.org
Middle School STEM	Corey Ripley	cripley@lcschool.org
Band	Becky Sharrett	bsharrett@lcschool.org
Elementary School Art	Jani Miller	jmillier@lcschool.org
Elementary School Library	Jill Geringer	jgeringer@lcschool.org
Elementary School Science Lab	Susan Larson	slarson@lcschool.org
Elementary School Technology	Lea Lozano	llozano@lcschool.org
Middle School Art	Gail Antilla	gantilla@lcschool.org
Middle School Art	Jody Coulston	jcoulston@lcschool.org
Music	Heather De Pree	hdepree@lcschool.org
Spanish/World Languages	Ilina Nicholas	inicholas@lcschool.org
Instructional Support Center	Dawn Eberhardt	deberhardt@lcschool.org
The Learning Center	Cathy Hodges	chodges@lcschool.org
	Marissa McColgan	mmccolgan@lcschool.org



Lighthouse Christian School

3008 36th St NW
Gig Harbor, WA 98335
253.858.5962



lcschool.org



[LighthouseChristianSchool](https://www.facebook.com/LighthouseChristianSchool)



[lighthousechristianschool](https://www.instagram.com/lighthousechristianschool)