Parent-Student Handbook

2026-2027 School Year

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Parent-Student Handbook

2026-2027 School Year

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Section 1
About Lighthouse Christian School

In this section:

- **Introduction**
- **Mission**
- **Statement of Faith**
- **Core Values**
- **Philosophy of Education**
- **Educational Affiliations**
- **Non-Discrimination Statement**
- **Strategic Plan Summary of Goals**

INTRODUCTION

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.

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).

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." (I 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 active members of Cognia, the Association of Christian Schools International (ACSI), and 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.

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.

2026 STRATEGIC PLAN – SUMMARY OF GOALS

Over the 2025-2026 school year, Lighthouse Christian School prayerfully engaged in a strategic planning process to discern where God is leading our school. Through surveys, focus groups, interviews, and planning sessions involving parents, students, faculty, staff, alumni, and the Board, we developed a roadmap that will guide our decisions and priorities over the next five years. The following is a summary of our main strategic goals:

1. Bring greater specificity to LCS institutional identity and apply it consistently across the school.
2. Strengthen Governance Focus, Decision Discipline, and Leadership Capacity.
3. Strengthen Enrollment Stability Through Exceptional Student Experience, Mission Alignment, Family Partnership, Marketing, and Retention Focus.
4. Define and Strengthen a Distinctive Lighthouse Middle School Experience as the Culminating Stage of the PreK–8 Journey, Preparing Students Spiritually, Academically, Personally, and as Leaders for High School and Beyond.
5. Align Financial Stewardship, Planning, and Sustainability based on LCS Vision and Identity.
6. Ensure Facilities and Campus Planning Support Strategic Direction.
7. Discern and Sequence Grade Level & Campus Expansion Opportunities with Clear Readiness Criteria.

Published: 07.15.25
Updated: 07.15.26

Section 2
School Leadership, Faculty, and Staff

SCHOOL BOARD

The Lighthouse Christian School Board of Directors serves as the governing body of the school. The board meets regularly to discuss and lead 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, Variable Tuition, Facilities, High School Vision, and Outcomes.

School board members for the 2026-2027 school year include:

Executive Committee Members	Other Voting Members	Non-Voting Members
Ben Krauskopf, Chair Beau Kelley, Vice Chair Adam Knutz, Treasurer Jackie Mowery, Secretary	Heather Adams Forest Elander Erica Frank Heather Goffrier Brian Kerr Michelle Van Someren	Stephen Roddy Kate Bare

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
Head of School	Stephen Roddy
Director of Operations	Kate Bare
Director of Human Resources	Marc Heany
Director of Advancement	Brooke Finnigan
All School Principal	Andrew Cain
Assistant Principal	Tim Lorenz

Dept. Leadership/Management	Name
Admissions & Enrollment Coordinator	Amy Walker
Athletic Director	Michael Johnson
Spiritual Life Coordinator - Elementary	David Zetterberg
Spiritual Life Coordinator - Middle School	Michael Johnson
Counselor	Jodi Youngquist

Counselor	Lea Lozano
Development Officer	Manuela Schwab
Director of Technology/Facilities	Jon Ueland
Extended Care Manager	Tarika Wood
Facilities Manager	Chase Ridgway
Instructional Technology, Associate Director	Corey Ripley
Kitchen Manager	Charith Varga
School Resource Manager, PLP Coordinator	Lisa Creekmore

Staff	Name
Accounting/Admin. Assistant	Shannon Seipp
Administrative Project Coordinator	Ashley Arnette
Advancement Associate	Amy Ostrander
Advancement Admin Assistant	Kristen Johnson
Main Office Administrative Assistant	Jessi Markham
Middle School Office Coordinator	Shelly Zimmermann
Nurse	Gail Antilla
School Health Assistant	Erin Isenberg

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 or other relevant academic discipline. Many teachers have completed extensive graduate study. Our school administration seeks to hire teachers with strong personal character that evidences particular skills (gifting) to teach. The administration acknowledges 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
Kindergarten	Carrie Grey
Kindergarten	Madeline Lovrak
Kindergarten	Carrie Tatum
1st Grade	Kelly Gutierrez
1st Grade	Krissy Botteri
1st Grade	Andrea Sandquist
2nd Grade	Fiona Glass
2nd Grade	Jen Beaty
2nd Grade	Bridget Liberty
3rd Grade	Natalie Welk
3rd Grade	Faith Nestorek
3rd Grade	Julie Rockness
4th Grade	Greg Albert
4th Grade	Candace Cheney

4th Grade	Trisha Thornton
5th Grade	Stephanie Hagen
5th Grade	Kari Rodriguez
5th Grade	Heidi Stephens
6th Grade	Cynthia Longabaugh
6th Grade	Mary Phillips
Middle School Teacher	Dawn Eberhardt
Middle School English	Alina Messersmith
Middle School Teacher	Kathe Overland
Middle School Math, Science, STEM	Joel Payne
Middle School Bible	Teryl Isenberg
Middle School English	Dawn Jimenez
Middle School History	Ann Webb
Middle School Math	Steve Buchanan
Middle School Math, Health	Jill Sturrock
Middle School PE	Shawn Weigelt
Middle School Science	Elisa Friske
Middle School Thrive	Rebekah Ullom
Band	Hillary Spear
Elementary School Art K-1	Kelsey Maehler
Elementary School Art 2-5	Jani Miller
Elementary School Library	Jill Dabbs
Elementary School Science Lab	Susan Newman
Elementary School Technology	Shawn Weigelt
Elementary School PE	Annie Burleigh
Middle School Art	Gail Antilla
Ceramics	Teryl Isenberg
Leadership	Michael Johnson
Music	Heather De Pree
Spanish/World Languages	Iliana Nicholas
Thrive	Dawn Eberhardt
The Learning Center	Marissa McColgan

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Published: 07.15.25
Updated: 07.15.26

Section 3
Admissions and Enrollment

In this section:

- **Admissions Process**
- **Class Size Limits**
- **Confidentiality of Admissions Records**
- **Continuous Enrollment for the Following Year**
- **Withdrawal Policy**

ADMISSIONS PROCESS

New families may apply for student admission to LCS for the current school year through the end of third quarter of the given school year, provided class space is available. Please visit our website for the most up-to-date application, admissions, and enrollment steps for Lighthouse Christian School.

All applicants work with the admissions office through the application and enrollment process. These 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. LCS teaches all subjects through a biblical worldview, and parents of applicants must agree to biblical worldview teaching.

After completing the admissions process, parents and guardians will receive one of three admission 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.

Age Requirements for Kindergarten and 1st Grade Applicants:

- Kindergarten students must be 5 years of age on or before August 31, in accordance with Washington State law.
- First grade students must be 6 years of age on or before August 31.

Sibling Priority
During the admissions season, current families can receive priority processing when applying for the enrollment of a 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 vary from year to year. In general, priority processing is available through early to mid-January of the school year before the year of application (for example, January 2026 for the 2027-2028 school year). After admission season deadlines, sibling applications are processed along with all other applications.

CLASS SIZE LIMITS

Homeroom class sizes shall be maintained within the following limits:

- Kindergarten - 20 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 the numbers above 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. Administration may determine additional staffing assistance if necessary, depending on classroom needs.

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's 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 the identity of individual applicants when providing any agency with required statistical data.

CONTINUOUS ENROLLMENT FOR THE FOLLOWING YEAR

Continuous enrollment for current students occurs in January for the following school year. Current Lighthouse students in K-7th grade will automatically be enrolled for the next school year. This process, called continuous enrollment, begins in January and ends on February 28 each year.

Key Dates:

- January-February 28: Continuous enrollment window for current LCS students (K-7th grade).
- February 28: Deadline for written withdrawal notice for the next school year without incurring the non-refundable continuous enrollment fee.
- March 1: Continuous enrollment fees ($250 per student) will be invoiced to your FACT account.
- March 15: Continuous enrollment fees will auto-draft from your FACTS account.

If parents do not plan to have their student enrolled the following year, they must complete the Notice of Withdrawal form found on the website by the deadline. Families will avoid being charged the continuous enrollment fee if withdrawal notices are submitted by the deadline.

If parents withdraw for the following school year and subsequently decide they would like their student to return, the 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.

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 complete the Notice of Withdrawal form found on the website to formally withdraw their student and transfer records. All applicable fees and tuition will continue to be charged until written notice is received through the withdrawal form. 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 POLICY

Lighthouse bases its annual operating budget 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/students to leave before the start or end of the school year. To withdraw, families must complete the Notice of Withdrawal Form, located on the website. Tuition charges will apply based on the following withdrawal deadlines:

- **By February 28:** Family will be released from continued enrollment commitment.
- A**fter February 28:** Family will be released from enrollment, but continuous enrollment fee is non-refundable.
- **March 1 to May 31 for the coming year:** Family is responsible for 10% of the total annual tuition (paid in June of the current school year).
- **June 1 to the first day of school:** Family is responsible for 20% of the total annual tuition (due within 30 days of withdrawal notification).
- **After the first day of school:** Prorated tuition for days attended + 20% of total annual tuition.
- **Within second semester:** 100% of total annual tuition and will be billed in full upon withdrawal notification.

Unique circumstances may be considered upon written request to the Director of Operations.

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.

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Published: 07.15.25
Updated: 07.15.26

Section 4
Tuition and Financial Policies

In this section:

- **2026-2027 School Year Tuition and Fees**
- **Autopay Requirement**
- **Book Fines**
- **Delinquent Accounts**
- **Donations to Lighthouse**
- **Extended School Care Fees**
- **FACTS Maintenance Fee**
- **Late Payment Policy**
- **Returned Payment Fee**
- **Student Store Policies**
- **Tuition Payment Plans**
- **Variable Tuition**
- **Withdrawal Policy/Financial Obligation**

2026-2027 SCHOOL YEAR TUITION AND FEES

- Admissions Application Fee* - $100
- Enrollment Fee* - $350
- Continuous Enrollment Fee** - $250
- FACTS Maintenance fee (per family) - $50
- Elementary Tuition (Grades K-5) - $13,815
- Middle School Tuition (Grades 6-8) - $14,655

*These fees are non-refundable and are for new students only.
**This fee is non-refundable and for returning students only.

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.

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.

For a more detailed list of school fees, such as field trips, yearbook, lunches, etc., please review the Tuition and Fees Sheet found on the website.

DELINQUENT ACCOUNTS

Families are encouraged to contact the school and make arrangements if their accounts may be facing delinquency. The school may unenroll 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. Unpaid balances at the end of the school year may be referred to a third-party collection agency.

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.

There are several ways families can help to support the Lighthouse mission: Partners in Excellence, Legacy Annual Fund, the Lighthouse Annual Auction, Endowment, and Planned Giving. As a 501(c)(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.

EXTENDED SCHOOL CARE FEES

Families may utilize extended school care before and after school on a drop-in basis. No pre-registration is required. Billing is based on usage and is $9/hour, billed in 15-minute increments ($2.25 per each 15-minute increment beginning at 3:20 p.m.).

FACTS MAINTENANCE FEE

A $50 annual maintenance fee is charged for all FACTS accounts (one charge per family/FACTS customer).

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.

STUDENT STORE POLICIES

Accepted Payment Types

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

Student Purchasing Policy
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. If the store is open during driveline, students must have a parent with them to visit the student store.

Funds can be added to a student prepay account by logging into the 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 or less, 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.

For graduating 8th graders with a remaining balance on their prepay account:
- If the graduating student has a sibling that will be enrolled the following school year, the balance will be transferred to the sibling's account.
- If the graduating student does not have a sibling enrolled the following school year, all balances over $10 will be refunded via check. Check refunds will be issued within 60 days of the end of the school year.

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. Semi-annual payments: Due 8/20 and 1/20
3. Quarterly payments: Due 8/20, 11/20, 2/20, and 5/20
4. 10 monthly payments (August – May)
5. 20 payments – 2x/month (August – May)

VARIABLE TUITION

Lighthouse Christian School is committed to providing an accessible, high-quality education built on a Biblical worldview. We recognize not only the importance of a Christian education, but also the investment families make to secure that priceless gift for their children.

Our variable tuition program provides a customized tuition rate for students in grades K-8 for whom the full cost of education may otherwise be prohibitive. It is a system designed to make private education more accessible by providing variable tuition grants that adjust the total tuition cost based on the unique financial situation of each eligible family. It is not a "one-size-fits-all" tuition approach. Grants range from 5%-55% of the full annual tuition rate.

WITHDRAWAL POLICY/FINANCIAL OBLIGATION

Lighthouse bases its annual operating budget 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/students to leave before the start or end of the school year. To withdraw, families must complete the

Notice of Withdrawal Form, located on the website. Tuition charges will apply based on the following withdrawal deadlines:

- **By February 28:** Family will be released from continued enrollment commitment.
- A**fter February 28:** Family will be released from enrollment, but continuous enrollment fee is non-refundable.
- **March 1 to May 31 for the coming year:** Family is responsible for 10% of the total annual tuition (paid in June of the current school year).
- **June 1 to the first day of school:** Family is responsible for 20% of the total annual tuition (due within 30 days of withdrawal notification).
- **After the first day of school:** Prorated tuition for days attended + 20% of total annual tuition.
- **Within second semester:** 100% of total annual tuition and will be billed in full upon withdrawal notification.

Unique circumstances may be considered upon written request to the Director of Operations.

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Published: 07.15.25
Updated: 07.15.26

Section 5
Academic Policies

In this section:

- **Academic Dishonesty**
- **Academic Probation for Students in Grades 3-8**
- **Academic Requirements for Athletic Participation**
- **Curriculum**
- **Ethical use of AI-Generated Work**
- **Grading and Report Cards**
- **Homework**
- **Late Work**
- **Promotions, Skipping Grades, Retention**
- **Standardized Testing**
- **Student Awards/Honor Roll**

ACADEMIC DISHONESTY

Cheating, copying others' work, plagiarism, and other forms of academic dishonesty are prohibited. Students can earn a failing grade, or 0, on an assignment for academic dishonesty.

ACADEMIC PROBATION FOR STUDENTS IN GRADES 3-8

Students in grades 3-8 will be put on academic probation when they receive one F grade, 2 or more D grades, or have a GPA below 2.0. A school administrator will provide notification to the student's parents/guardians when academic probation is given.

- A school administrator can call a meeting between the teacher, parent, and members of our Student Care Team, which will include an administrator.
- Probationary status will end when a student's report card contains no F's, less than two Ds, and/or better than a 2.0 GPA.
- If the academic probation exceeds more than two consecutive quarters, or fails a subject at the end of a quarter while on probation, the student may be considered for unenrollment during the current or next school year.

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 can meet to discuss the evaluation and consider options for a personal learning plan (PLP), which may include independent study to make up for failing grades;
- An ongoing personal learning plan (PLP); and/or
- Progress will be regularly reviewed.

ACADEMIC REQUIREMENTS FOR ATHLETIC PARTICIPATION

Academic performance is reviewed by our athletic director and coaches on a regular basis. Student athletes must meet the standards in the academic probation policy and not be on academic probation to participate in athletics. Students can participate in athletic activities once the deficiencies are 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 review cycle to assess the present curriculum and review new materials to ensure that students receive the best education possible.

ETHICAL USE OF AI-GENERATED WORK

Purpose: The purpose of this policy is to guide Lighthouse students in the ethical use of AI-generated work. This policy aims to promote academic integrity, encourage creativity, and ensure a fair learning environment for all students.

Definition: AI-generated work refers to any content created with the assistance of artificial intelligence tools, including but not limited to text, images, code, and other digital outputs.

Guidelines:

1. **Understanding AI Tools:** Students should understand the purpose and functionality of AI tools before using them. These tools can assist in learning and creativity but should not replace the students' own efforts.

2. **Proper Attribution:** Any AI-generated content used in assignments or projects must be properly attributed. Students must indicate which parts of their work were created with the help of AI and cite the specific tool or software used.

3. **Original Work Requirement:** Students must produce original work for their assignments. Plagiarism, including submitting AI-generated work as one's own without proper attribution, will not be tolerated.

4. **Academic Integrity:** Students are expected to uphold the principles of academic integrity. Using AI tools to cheat or gain an unfair advantage is strictly prohibited. This includes using AI to complete assignments, quizzes, or exams intended to be completed independently.

5. **Use of AI for Learning:** AI tools can be used for educational purposes, as assigned by a teacher, such as research, idea generation, or learning assistance. However, students should use these tools responsibly and ensure that they are enhancing their learning experience rather than substituting it.

6. **Teacher Guidance:** Students should seek guidance from their teachers on acceptable uses of AI in their coursework. Teachers will provide clear instructions on when and how AI tools can be appropriately used.

7. **Consequences of Misuse:** Misuse of AI tools, including failure to attribute AI-generated content or using AI to cheat, will result in disciplinary action. Consequences may include receiving a zero on the

assignment, parental notification, and further disciplinary measures as outlined in the school's code of conduct.

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 families' financial accounts are 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
F = 59 and below		
INC = Incomplete		

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

- E = Exceeds Expectations
- M = Meets Expectations
- I = Improving/Developing
- I = Incomplete (middle school)
- P = Pass
- N = Needs Improvement
- U = Unknown or not evaluated

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.

Lighthouse typically assigns 10 minutes of homework per night per grade level. For example, third graders would have 30 minutes of homework per night. Middle schoolers should expect 60-90 minutes of homework per night. Exceptions, though infrequent, may occur.

LATE WORK

Late work is graded according to the teacher's discretion as aligned with overall school guidelines and PLP accommodations. See "Vacations/Planned Absences" in the attendance policy regarding rules about making up work for vacations or planned absences.

PROMOTIONS, SKIPPING GRADES, AND 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 multiple times each year using standardized testing. Testing results are used to assess the school's academic standing compared with national norms and evaluate individual student academic growth. It is required that all students 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 Personal Learning Plan (PLP) accommodations.

STUDENT AWARDS/HONOR ROLL

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 Academic Excellence** (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.
- **Middle School Navigator Award** (by semester): Awarded to students who exemplify the Lighthouse mission statement.

Published: 07.15.25
Revised: 11.03.25; 07.15.26

Section 6
General School Policies

In this section:

- **Birthdays/Party Invitations**
- **Chapel**
- **Class Parties**
- **Closed Campus Restrictions**
- **Delay of Opening or Closure of School**
- **Dress Code/Uniform Guidelines**
- **Doctrinal Issues**
- **Dogs and All Family Pets on Campus**
- **Emergency Procedures**
- **Extended School Care**
- **Extended Care Late Fees**
- **Field Trips**
- **Herbicide Control Spray**
- **Lockers**
- **Lost and Found**
- **Meal Deliveries**
- **PE Participation**
- **School Hours**
- **School Office Hours**
- **Servant Leadership and Supporting World Vision**
- **Sharing of Student Photos/Videos of Students on Social Media by Parents**
- **Student Publication Policy/Permission**

BIRTHDAYS/PARTY 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. Treats may only be provided to your child's entire class and have prior teacher approval. Treats may not be brought and/or shared in the lunchroom.

Parents 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. Friday folders cannot be used to send invitations.

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 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.

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.

DELAY OF 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 makes decisions regarding school delays and closures related to inclement weather according to state guidelines 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.

DRESS CODE/UNIFORM GUIDELINES

Dress code and uniform guidelines can be found on our website at lcschool.org/resources.

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 school 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 via ParentSquare.

EXTENDED SCHOOL CARE (CHILDCARE)

Extended school care is provided for enrolled students of Lighthouse when childcare is needed beyond normal school hours. Before-school extended care runs from 7:00-8:00 a.m. and after-school extended care runs from 3:15-5:30 p.m. The hourly cost is $9.00, 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 extended care, 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 extended 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 and Tarika Wood, the extended care manager, to notify them of the day's 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.

EXTENDED 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 extended care. School rules applying to student behavior govern the procedures and expectations in our extended care program.

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 extended care. Please note that on some half days, extended care is not provided.

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 before a student can 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.
9. Parents of students with life-threatening health concerns may be given priority to attend as field trip chaperones.
10. Students who need medication during a field trip or school retreat must first have Health Care Provider's Orders for Medication at School with Parent Permission on file checked by the school nurse.

Policies with Parent Chaperones:

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. It is strongly recommended that individual/solo parents of the same gender travel together in the same vehicle.
5. Chaperones may not purchase "treats" for children on trips or make unplanned stops unless instructed otherwise by the teacher.
6. Chaperones 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.

11. In compliance with state law, parents must send appropriate booster seats when their child is riding in a private vehicle on a field trip where the parent is not the driver. This applies to children ages 13 and below unless the child has reached the height of 4'9".

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 accompanying 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.

HERBICIDE 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.

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.

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 staff will ensure 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.

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 will be determined by the PE teacher under approval of school administration, and must meet the school modesty standards for dress guidelines.

SCHOOL HOURS

Grades K-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 extended school care and parents will be charged applicable fees. Middle school students will be dismissed to extended 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.

SERVANT LEADERSHIP AND SUPPORTING WORLD VISION

Teaching our students to be servant leaders is part of the mission of Lighthouse. It is how we impact our community for Jesus Christ.

One area of focus is giving to World Vision, supporting child sponsorship in Kenya. 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.

SHARING OF STUDENT PHOTOS/VIDEOS OF STUDENTS ON SOCIAL MEDIA BY PARENTS

Parents who choose to share photos of school events or activities on social media are asked to post only images of their own child or obtain permission from other parents before sharing group photos. This practice helps respect each family's preferences regarding their child's presence on social media.

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 and via ParentSquare.

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Published: 07.15.25
Updated: 07.15.26

Section 7
Attendance Policies

In this section:

- **Attendance**
- **What Constitutes an Absence?**
- **Process for Reporting Absences**
- **Absences and Attendance Contracts**
- **Vacations/Planned Absences**
- **Illness**
- **Tardiness**
- **Early Dismissals**

ATTENDANCE

Attendance is directly related to academic success and a positive school culture. 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. Regular attendance reports will be sent home to all Lighthouse families.

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 AND ATTENDANCE CONTRACTS

If a student is absent for **ten or more days** in a semester, a parent conference may occur and an attendance contract may be established. If the student is absent **20 days or more** within the school year, continuous 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 any planned 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.

MEDICAL APPOINTMENTS

Every effort should be made to schedule routine doctor, dentist, and orthodontist 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. 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 school day (3 hours).

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 may occur and an attendance contract may be established. If the student is tardy **20 days or more** within the school year, continuous 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 notice before school. Parents/guardians may also notify the main office by phone or email when a student needs to leave early.

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Published: 07.15.25
Updated: 07.15.26

Section 8

Conduct Expectations for Students, Parents/Guardians, and Employees

In this section:

- **Civility Policy**
- **Class Placement Process**
- **Conduct Expectations**
- **Conflict Resolution**
- **Sexual Harassment Policy**
- **Sharing of Teacher or Staff Correspondence**
- **Student Gifts from Employees**
- **Student Pick-Up and Drop-Off Expectations**
- **Student Pick-Up Restrictions**
- **Student Relationships**
- **Supervision of Children Required**
- **Weapons on Campus**

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

Policy Statement

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.

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 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:

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

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

1. Promote an environment that is safe, productive, and nurturing for students;
2. Provide students with appropriate models for civil and respectful communication and problem-solving; and
3. 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:

1. Using language, behavior, or tone of voice that is discriminatory, harassing, hostile, threatening, intimidating, malicious, derisive, disdainful, or degrading to another individual;
2. Directing vulgar, obscene, or profane gestures or words at another individual;
3. Taunting, jeering, or inciting others to taunt or jeer at another individual;
4. Yelling or screaming at another individual;
5. Repeatedly interrupting another individual who is speaking at an appropriate time and place;
6. Using personal epithets, slurs, or other references as terms of abuse, contempt, or hostility toward another individual;
7. Invading the personal space of another individual after being directed to move away;
8. Physically blocking another individual's exit from a room or location;
9. Remaining in a classroom or school area after a teacher or administrator in authority has directed the individual to leave; and/or
10. 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).

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.

CLASS PLACEMENT PROCESS

Lighthouse Christian School reserves the right to place students in classrooms fitting to the overall needs of balancing classes by criteria 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.

Forms will be provided in the main office for parents who would like to partner in the class placement process. Class placement input forms must be submitted to the main office by March 31, 2027 for the 2027-2028 school year and may not request teachers by name, but instead may highlight the attributes of a classroom environment that would best suit their child. Any email requests will not be honored. Lighthouse Christian School makes no promise nor guarantee of preferred class placement in either enrollment or continuous enrollment processes to parents or students.

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.

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.
7. Abstain from vandalism of school and private property, including use of gum or other potentially damaging materials to school property.
8. Abstain from inappropriate use of technology as outlined in our Technology and Acceptable Use agreements.

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.

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.

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. Lighthouse 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 chair 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.

SHARING OF TEACHER/STAFF CORRESPONDENCE

Parents and students are expected to respect the privacy and confidentiality of communications within the school community. Personal emails or other private correspondence with teachers and school staff members should not be shared publicly, including on social media platforms, without the explicit permission of the original sender. This policy is in place to promote trust, protect privacy, and maintain a respectful and supportive environment for all members of the school community.

STUDENT GIFTS FROM EMPLOYEES

Employees must inform parents prior to giving a gift to an individual or group of students. Exceptions include whole-class gifts, school event prizes, and gifts given as part of a classroom or department activity.

STUDENT PICK-UP AND DROP-OFF EXPECTATIONS

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. for middle school students; 2:50 p.m. for Kindergarten students, and 3:00 p.m. for grades 1-5. Children still on campus after 3:20 p.m. will automatically be enrolled in extended school care and parents will be charged applicable fees.

Parents and/or parties dropping-off or picking up students must adhere to the school's drop-off/dismissal policies:

- Each family is provided with a driveline pickup number and designated pickup time. Do not arrive early to help prevent overflow into surrounding streets.
- Enter/exit only at the designated areas.
- Follow the driveline staff instructions to pull up and/or park in designated areas. Students should not be dropped off directly in front of the entrance. Please proceed to the full open space to stop and drop off.

- Do not use the through lane to cut into the pickup line. You must enter from the south lot and proceed along loop road.
- There is no parking in the pickup lane. If you are exiting your vehicle, you must park in a normal parking spot.
- Please respect and observe reserved parking spaces. Some spaces have been purchased by families through the auction and are restricted to use by the purchaser only. Reserved spaces that are unoccupied at any part of the day are not available for use unless otherwise indicated by the purchaser.

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 inform 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 provide a copy of the custody agreement. 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 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.

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.

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.

1. "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.
2. 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 compresses 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.
3. 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.
4. 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.
5. 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. Administration reserves the right to determine what constitutes a weapon on campus. 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.

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Published: 07.15.25
Updated: 07:15.26

Section 9
Technology Use Policies

In this section:

- **Electronics on Campus**
- **Technology Policy**
- **Middle School iPad Use**
- **Telephone/Cell Phone Use**

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, smart glasses, Bluetooth connected devices, electronic games, etc.

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 the 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.

Electronic Resource Acceptable Use Policy
Lighthouse Christian School believes that our computer "network" (to include all local, internet and cloud assets), 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 fully 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 cloud and file server space utilization and content of files by students and assumes no responsibility or liability for files deleted due to violation of 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 from 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 the 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 conducted in support of educational and research objectives consistent with the mission and objectives of Lighthouse Christian School.
2. Proper codes of conduct in electronic communication must be used. Giving out personal information online is inappropriate. When communicating online, extreme caution must always be taken in revealing any information of a personal nature.
3. Network and cloud service 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.
- Any attempt to circumvent device management software or filtering software on LCS devices or authorized student devices (such as iPads, Chromebooks etc.) is strictly prohibited.
- Use of the network to create, 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

Students must have permission and a communication from their teacher to use the office telephone. Office phone use is limited to emergency use only. Office staff will determine if the need is an emergency.

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. Appropriate consequences will be given if this rule is violated.

1. Upon arrival at school, each student is responsible for turning off his or her cell phone and storing it in their locker.
2. If it becomes urgent to make a phone call, a student may go to the office and ask permission to use the front desk phone.
3. After-school use of cell phones on the school campus may be directed by a teacher or coach and should generally be limited to a quick checking of voice mail/text messages or a brief phone call. 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 network on their personal devices.
4. Appropriate consequences will be given if the cell phone rule is violated. Following a phone-related infraction, cell phones will be confiscated and sent to the main office to be picked up by a parent after school. Subsequent infractions will result in further consequences.

USE OF AI TECHNOLOGY FOR SAFETY AND SECURITY

To enhance the safety and security of our students, staff, and visitors, Lighthouse Christian School employs advanced security technologies on campus, including the use of artificial intelligence (AI) within surveillance systems and license plate recognition (LPR) tools.

These systems are utilized strictly for safety, security monitoring, and access control. AI-enabled security cameras may include features such as motion detection, object recognition, and behavioral pattern analysis. License plate readers are used to monitor vehicle access to school grounds and ensure only authorized vehicles are present.

All data collected through these systems is handled in accordance with applicable privacy laws and school policies. The information is securely stored and access is limited to authorized personnel only. These technologies are not generally intended to be used for disciplinary purposes, unless a clear safety or legal concern is identified.

By entering school premises, individuals acknowledge and consent to being recorded and monitored for security purposes.

Lighthouse Christian School is committed to maintaining a safe and respectful environment and takes all necessary precautions to protect individual privacy while using these tools responsibly and transparently.

For questions or more information regarding these systems or related privacy practices, please contact Stephen Roddy, Head of School.

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Published: 07.15.25
Updated: 07.15.26

Section 10
Discipline Policies

In this section:

- **Bullying**
- **Progressive Discipline Policy**
- **Student Respect and Response to School Authority**

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 the 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.

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 is 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, including:

- 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.

(Courtesy of Ronit Baras: Bullying Series)

Building Partnerships

Relationships that engage the whole school community and its parents promote a positive school environment and support the progressive discipline continuum. Protocols between the school and community agencies are effective ways to establish linkages, and to formalize the relationship between them. These protocols facilitate the delivery of prevention and response programs, the use of referral processes, and the provision of services and support for students and their parents and families.

To facilitate the building of partnerships, Lighthouse Christian School will maintain an up-to-date contact list of community agencies or organizations that have professional expertise to support the school's students, their parents, and families. Resources are also provided on our website to aid parents with different potential discipline incidents, including potential bullying.

Training Strategy for Administrators, Teachers, and Other School Staff
LCS will put in place a training strategy for all administrators, teachers, and other school staff (as needed) regarding the school's progressive discipline policy. The training will address the fact that building a supportive learning environment through appropriate interactions between all members of the school community is the responsibility of all staff.

LCS will support ongoing training for all staff, through such opportunities as new-teacher induction programs and e-learning to create and sustain a safe teaching and learning environment. The school will ensure that others are aware of the school's progressive discipline policy (e.g., facilities staff, contract workers, and parents).

Communication Strategy
For a progressive discipline approach to be effective, it is important that all members of the school community, including teachers, staff, students, and parents, understand and support the progressive discipline approach. LCS will actively communicate policies and procedures to all students, parents, staff members, and community members as applicable.

Monitoring and Review
The school will establish performance indicators for monitoring, reviewing, and evaluating the effectiveness of this policy and its procedures. These indicators will be developed in consultation with teachers, students, and parents. The school will also conduct a cyclical review of all policies and procedures in a timely manner.

PROGRESSIVE DISCIPLINE POLICY

Context and Guidelines
The discipline at Lighthouse Christian School does not emphasize punishment but rather focuses student growth through discipleship and restoration. A **progressive discipline policy** provides a framework to build, support, and maintain a positive school climate that focuses on progressive discipline and promotes positive student behavior, with the ultimate goal of students being conformed into the image of Christ (Romans 8:29). This policy should be read in context of the Parent Student Handbook, which outlines the LCS policies and procedures related to bullying, student conduct, conflict resolution, dress code/uniform, technology usage, sexual harassment, civility, and parent partnership. Other principal documents that guide disciplinary policy are the LCS Mission Statement, Statement of Faith, and Core Values.

Therefore, progressive discipline cannot exclude a restorative practice, which can be used to help bring about justice and restoration; nor can it ignore a responsive classroom practice, which can be used to help bring about mutual respect and proactive strategies towards self-discipline. Rules and expectations are in place so that learning and interaction can take place within a positive school climate that is God-honoring and upholds the following guidelines:

1. **Discipleship:** Discipline is a strong part of discipleship, just like it is a strong part of good parenting. (Matthew 28:19,20)
2. **Adherence to Biblical Principles:** Our discipline standards are based on God's Word. Honesty, kindness, self-control among other characteristics of the fruit of the Spirit (Galatians 5:23) is the goal. Words and behavior that are opposite to these standards will need to be addressed.
3. **Student's Sin Nature:** Like all of us, students will sin. Sin is doing the wrong thing based on selfish reasons. Kids will lie, cheat, steal, hurt others in word or deed, because they have a sin nature. This is why we need a discipline policy based on God's Word and a focus on discipleship in working to restore students. (Romans 3:23; I John 1:9)
4. **Student Growth:** Lighthouse is never going to expect perfection. That is impossible. Our goal is growth.
5. We want every student to grow in excellence not just in academics, but also in character development and leadership capacity. This requires spiritual growth reflected by a student's word and behavior choices that are aligned to biblical standards. (Colossians 1:10, I Timothy 4:15)

Definition

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.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behavior and to build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

Progressive discipline is a process designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline and that the previous disciplinary history of the student and all other relevant factors will be considered. In addition, progressive discipline must take into account the needs of individual students.

Policy Principles

Lighthouse Christian School (the "School") recognizes the goal of the policy is to support a safe and mission-focused learning environment in which every student can reach their full potential. All inappropriate student behavior, including bullying, is unwanted and must be addressed. Responses to behaviors that are contrary to the School's Code of Conduct and/or standards of behavior must be developmentally appropriate.

Progressive discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that build skills for healthy relationships and promote positive behaviors. The range of interventions, supports, and consequences used by the school must be clear and developmentally appropriate, and must include learning opportunities for students in order to reinforce positive behaviors and help students make good choices.

All discipline incidents must be investigated as thoroughly as possible and require partnership with parents in its implementation.

The school and its administrators must consider all mitigating and other factors, including using interventions, consequences, and supports for students with special education needs that shall be consistent with the expectations in the student's Personal Learning Plan.

Progressive Discipline Framework

A progressive discipline approach promotes positive student behavior through strategies that include:

- Using prevention programs and early and ongoing interventions and supports;
- Reporting incidents for which the principal will consider student discipline; and
- Responding to incidents of inappropriate and disrespectful behavior when they occur.

In some circumstances, short-term suspension may be a useful tool. In the case of a serious student incident, a suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required.

The school will actively engage parents in the progressive discipline approach and actively encourage stakeholders to report incidents that need attention.

Early and Ongoing Intervention Strategies
Early and ongoing interventions strategies will help prevent unsafe or inappropriate behaviors at school and school-related activities. Intervention strategies should provide students with appropriate supports that address inappropriate behavior and that would result in an improved school climate. For example, early interventions may include, but are not limited to the following:

- Preemptive educational opportunities (anti-bullying curriculum, chapel messages, Bible lessons);
- Consultation with parents and others;
- Restorative conversations;
- Restorative classroom conference;
- Verbal reminders;
- Review of expectations; and/or
- A written work assignment with a learning component that requires reflection.

In considering other responses to address inappropriate behavior, the following could be taken into consideration:

- Behavior contracts;
- Time out;
- Reflection sheet;
- Loss of privilege in specified school activities;
- Detention;
- School-related community service; and/or
- Restorative practices.

Where inappropriate behavior persists, ongoing interventions may be necessary to sustain and promote positive student behavior and/or address underlying causes of inappropriate behavior. For example, ongoing interventions may include, but are not limited to the following:

- Meeting with parents;
- Requiring the student to perform volunteer service to the school community;
- Conflict mediation;
- Peer mediation; and/or
- Referral to counseling, including group counseling.

In considering the most appropriate response to address inappropriate behavior, the following should be taken into consideration:

- The particular student and circumstances (e.g., mitigating or other factors);
- The nature and severity of the behavior; and
- The impact on the school climate (i.e., the relationships within the school community).

Responding to Incidents
The purpose of responding to incidents of inappropriate and disrespectful behavior is to stop and correct such behavior immediately so that students can learn that it is unacceptable.

Consistent with a Biblical worldview and significant to meaningful and enduring academic and socially balanced learning, employees will use "Love and Logic" as principles and guidelines for student interactions, student disagreements, and de-escalation matters 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 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.
- Relationships and trust are the foundation of a learning community.
- Great school employees 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)

School employees who work directly with students, including administrators, teachers, and non-teaching staff, must respond to any student behavior that is likely to have a negative impact on the school climate.

Such behavior includes all inappropriate and disrespectful behavior at any time at school and any school-related event (if, in the employee's opinion, it is safe to respond to it). Such behavior may involve swearing; insensitive or inappropriate jokes; and/or remarks or mockery related to race, ethnicity, sex, religion, physical appearance, ability, or family. Physical harm, threats of violence, theft, graffiti, vandalism, and defiance would all require an immediate disciplinary response. Responding may include:

- Asking a student to stop the inappropriate behavior;
- Naming the type of behavior and explaining why it is inappropriate and/or disrespectful; and
- Asking the student to correct the behavior (e.g., to apologize for or rephrase a hurtful comment and promise not to do it again).
- Bringing in an administrator for major infractions

By responding this way, employees immediately address inappropriate student behavior that may negatively impact the school climate.

In some circumstances, short-term suspension may be a useful tool. In the case of a serious student incident, a suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required. Any potential serious student discipline incident must be reported to school administration.

Reporting to School Administration
The purpose of reporting incidents of inappropriate and disrespectful behavior is to ensure that administration is aware of all activities taking place in the school for which student discipline must be taken.

A school employee who becomes aware that a student may have engaged in an activity for which student discipline must be considered will report the matter to administration as soon as reasonably possible. The employee must consider the safety of others and the urgency of the situation in reporting the incident, but, in any case, must report it to administration no later than the end of the school day.

In cases where immediate action is required, a verbal report to administration may be made. A written report may be made at an appropriate time.

Administrative Decision-making and Appeal Process
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.

STUDENT RESPECT AND RESPONSE TO SCHOOL AUTHORITY

Overview: At Lighthouse Christian School, we are committed to fostering a learning environment that reflects both academic excellence and biblical values. As a school that honors Christian principles, we believe that all students are created in the image of God and are called to treat others with respect, kindness, and humility. Our policy on student disrespect and defiance is grounded not only in promoting a safe and positive school environment, but also in teaching students to reflect Christ-like behavior in their interactions with authority figures and others.

Biblical Foundation: The Bible provides clear guidance on how we are to treat one another and how we are to conduct ourselves in the presence of authority. Our approach to managing disrespect and defiance is rooted in the following key biblical principles:

1. **The Call to Honor and Respect Authority**
    a. In Romans 13:1, the Bible teaches, *"Let everyone be subject to the governing authorities, for there is no authority except that which God has established."* This emphasizes that respect for authority, including teachers and school staff, is not just a matter of following rules, but a way of honoring God's design for order and leadership.
    b. Ephesians 6:1-3 also encourages children to "obey your parents in the Lord, for this is right. Honor your father and mother," which can be extended to honor and respect for all those in positions of authority.
2. **The Value of Kindness and Humility**
    a. The Bible calls us to treat others with love and kindness. In Colossians 3:12-13, it states, *"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive one another..."* Students are encouraged to show respect and kindness in their words and actions, not just to peers, but to all members of the school community.
    b. Proverbs 15:1 reminds us that, *"A gentle answer turns away wrath, but a harsh word stirs up anger."* We believe that addressing disrespectful or defiant behavior with patience and gentleness helps foster an environment where students can learn and grow in their relationships with others.
3. **Restorative Justice and Reconciliation**
    a. Matthew 18:15-17 provides a biblical model for reconciliation when conflicts arise. Jesus teaches that if someone sins against you, you should first approach them privately to resolve the matter. This principle of addressing issues directly and seeking peace is central to our approach to managing disrespect and defiance. Restorative practices, where students are encouraged to make amends and restore relationships, reflect this biblical value of reconciliation and forgiveness.

b. Galatians 6:1-2 reminds us to *"restore gently"* those who have gone astray and to *"carry each other's burdens"*—a call for compassion and care in addressing behavioral issues.

4. **Self-Control and Responsibility**
   a. Proverbs 16:32 highlights the importance of self-control: *"Better a patient person than a warrior, those with self-control than those who take a city."* This verse teaches that it is far greater to show patience and restraint than to act impulsively in anger or frustration. We believe that part of our responsibility as a school is to help students learn to manage their emotions and actions in accordance with God's wisdom.
   b. 2 Timothy 1:7 affirms that *"God gave us a spirit not of fear but of power and love and self-control."* Our school strives to help students develop self-control, recognizing that they have the capacity, with God's help, to choose how they respond to others, even in challenging situations.

Purpose of the Policy: The purpose of this policy is to ensure that all staff and students are treated with dignity and respect, and to encourage them to treat others in the same way. We believe that each student has inherent worth because they are created by God, and we are committed to helping students grow in their character by following the teachings of Scripture.

Our policy on student disrespect and defiance serves not only to maintain order but also to guide students toward becoming individuals who embody the values of love, respect, humility, and responsibility. Through biblical teaching and the application of restorative practices, we aim to foster an environment where students can learn not only academic subjects, but also how to live out their faith in practical, everyday interactions.

Definition of Disrespect and Defiance:

- **Disrespect** refers to any behavior that undermines the dignity of others, including but not limited to rude language, mocking, or disregarding the feelings of teachers, staff, or peers.
- **Defiance** involves the refusal to comply with reasonable requests or directions from school staff, intentionally disrupting the learning environment, or challenging authority in a disruptive manner.

These behaviors can include, but are not limited to:

- Speaking in a disrespectful tone or using inappropriate language.
- Ignoring instructions given by teachers or staff.
- Engaging in behavior that disrupts the classroom or school environment.
- Publicly challenging or arguing with staff members.
- Showing a lack of cooperation with school rules or procedures.

Expectations:

- Students are expected to show respect towards all members of the school community, including classmates, teachers, staff, and visitors.
- Students must follow all reasonable requests or directions given by school staff, even if they do not agree with them.
- Students are expected to maintain appropriate conduct in the classroom, hallways, and other school areas, and to refrain from any actions that disrupt the learning process.

Interventions and Consequences: Our approach to managing disrespect and defiance is based on restorative practices, consistent discipline, and a focus on understanding the underlying causes of behavior. We aim to address these behaviors constructively and help students learn how to better manage their emotions and actions in conjunction with our progressive discipline policy.

1. **Verbal Warning**: A staff member will provide a clear, calm reminder of expected behavior. If the student continues to display disrespectful or defiant behavior, further action will be taken.

2. **Classroom Consequence**: If the behavior continues, a more specific consequence may be applied, such as a temporary removal from the classroom or a meeting with the student to discuss their actions.
3. **Parent/Guardian Notification**: If the behavior persists, the school will notify the student's parent(s) or guardian(s) to discuss the situation and work together on a plan to improve behavior.
4. **Referral to Administration**: If the behavior is serious or if previous interventions have not led to improvement, the student may be referred to the school administration for further action. This may include additional meetings with the student, parents/guardians, and counseling staff.
5. **Restorative Practices**: In cases where appropriate, the school may implement restorative justice practices, such as facilitating a conversation between the student and those they have disrespected, to help repair relationships and encourage personal growth.
6. **Disciplinary Action**: In cases of severe or repeated disrespect and defiance, students may face further disciplinary actions, including in-school suspension (ISS), out-of-school suspension (OSS), or even expulsion, depending on the severity and frequency of the behavior.

Support for Students: We recognize that there may be underlying reasons for some students' behavior, such as personal challenges or unmet needs. The school is committed to providing support, including:

- **Counseling check-ins** for students who may be struggling with emotional or behavioral issues.
- **Conflict resolution training** that help students develop better communication and coping skills.
- **Behavioral interventions** and individualized support plans to address chronic issues with defiance or disrespect.

Conclusion: In addressing student disrespect and defiance, we uphold biblical principles that call us to respect authority, treat others with kindness, seek reconciliation, and exercise self-control. This policy is an expression of our commitment to creating a school community that reflects the love and teachings of Jesus Christ. By following these principles, we believe students will develop not only in their academic abilities, but also in their character and faith, preparing them to live lives that honor God and positively impact the world around them. Respect and cooperation are essential for a positive and productive school environment. This policy is designed to support students in understanding the impact of their actions and help them develop better ways to interact with others. Through consistent expectations, clear consequences, and ongoing support, we aim to foster a school culture where every student can succeed.

Summary Talking Points:

- All people are made in the image of God and have worth.
- All authority figures are to be given honor and respect.
- Honor and respect are given, taught, expected, and enforced.
- School leadership will uphold the policy and assess student growth in this area.

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Published: 07.15.25
Updated: 07.15.26

Section 11
Medical and Health Policies

In this section:

- **Allergies and Health Concerns**
- **Emergency Information on File**
- **Illness**
- **Immunization Certificate**
- **Injuries/Emergencies at School**
- **Medication at School**
- **Medical Requirements for After School**
- **Return to School Information for Parents**

ALLERGIES AND HEALTH CONCERNS

The health and safety of our students is a top priority. We are aware that some students may have serious and potentially life-threatening allergies to certain foods, insect stings, medications, or other substances.
To help create a healthy environment for all students:

- Parents/guardians must inform the school of any known allergies their child has, including the severity and any required emergency procedures or medications (e.g., EpiPen). The school nurse will reach out to discuss plans for allergy concerns during the school day.
- Staff will make reasonable efforts to promote allergy awareness for students with allergies, including practices to avoid exposure in classrooms, lunchrooms, and during school-sponsored events.
- While we aim to provide allergy-safe environments, we cannot guarantee an allergen-free school. Cross-contamination or inadvertent exposure may occur despite best efforts.
- Allergy awareness: We ask all families to be mindful that there may be a need to take extra care for classmates' allergies when sending snacks, lunches, or treats to school. In classrooms with identified allergy concerns, additional guidance may be provided.

If your child has significant health concerns, severe allergies or significant injury, please contact the school nurse to ensure a plan of care is developed and can be supported.

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. You may go in to FACTS to update your information, or please notify the school office immediately when changes occur.

ILLNESS

For the benefit of all students, any child who has a fever or other signs of illness must remain home. If a student becomes ill during the school day and cannot remain, the parent or other authorized contact person (listed by the parent on the student's application for admission and checked by parents for updates annually) 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 the student.

IMMUNIZATION CERTIFICATE

As required by Washington State law, all students must have a complete Certificate of Immunization on file. This form is available with a student's application for admission or re-enrollment and must be complete to fulfill the school's registration requirements. Questions or concerns can be emailed to the school nurse at gantilla@lcschool.org.

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 may be contacted. Repeated attempts will be made to notify the parents or other emergency contact persons in this situation.

MEDICATION AT SCHOOL

Although it is best that a student's medication be administered at home, the school recognizes exceptions when a student needs to have medicine during school.

Medication Guidelines: If a student needs to have medication during school, please follow these guidelines:

1. The parent must present to the school nurse a completed Health Care Provider Orders for Medication at School with Parent Permission for the school nurse to be able to give and delegate to trained school staff administering the student's medication during the school day and on school trips. This also applies to inhaled medications that the student may be able to self-administer. For a student to carry an inhaler, the Health Care Provider's orders need to specify "May self-carry and May self-administer" Permission for this needs to be approved by the student's parent, health care provider, and school staff. Non-prescription, over-the-counter medications also require Health Care Provider orders for medication at school. New forms must be submitted each school year.
2. Students with life-threatening health conditions need to have orders for any emergency medication, the emergency medicine, and a treatment plan on file before the student begins school attendance.
3. A parent must bring the medicine to the school nurse. No medicine, either prescription or over-the-counter, is to be sent with or brought in by a student, except for older students with approved self-carry orders.
4. Medications must be brought to school only after the Health Care Provider Orders are at the school. Medication must be in the original pharmacy-labeled containers that match the Health Care Provider's written orders. For field trips and travel, bring only the amount of medication needed during the school activity.
5. The school has the right to prohibit the administration of any drugs or procedures that may be beyond the ability of unlicensed personnel (e.g., injections).
6. The school will keep a record of administration of medication, following Health Care Provider's Orders for medication at school.
7. For overnight travel out of state, regulations for medication on these trips may be different, reflecting law in that state. Information about requirements for medication on a school sponsored trip will be communicated in ParentSquare and during meetings preparing for those trips.

8. Only the school nurse and staff persons trained and delegated by the school nurse may administer ordered medication.
9. At the end of the school year, parents are asked to pick up all unused medication, or it will need to be thrown away.

MEDICAL REQUIREMENTS FOR AFTER-SCHOOL ACTIVITIES

Students must have a physical examination, emergency release, warning, and insurance waiver form 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. Parents of students with health concerns and/or life-threatening health concerns are responsible for communicating the health concerns, emergency medication, and health and safety plans with the school nurse and after-school activity leaders. The school nurse may assist with communication. For summer camps, a health care provider's orders for any emergency medication and treatment plan will need to be written for participation during summer school-sponsored activities.

RETURN TO SCHOOL INFORMATION FOR PARENTS

Following illness, students need to be vomit-free and fever-free without fever-reducing medication such as Tylenol and Ibuprofen, with symptoms significantly reduced, for at least 24 hours before returning to school. Please consider that students may have good energy while they are home; energy requirements for a school day are greater. Recovery time can be set back when students return to school too quickly while recovering from illness.

Following injury, the school may need Health Care Provider guidance for accommodations that a student may need while recovering toward a return to full participation.

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Published: 07.15.25
Updated: 07.15.26

Section 12
Parent Partnership and School Involvement

In this section:

- **Background Check Requirements for Visitors and Volunteers**
- **Parent-Teacher Conferences**
- **Parents for Lighthouse (PfL)**
- **Visiting Classrooms**
- **Volunteering**

BACKGROUND CHECK REQUIREMENTS FOR VISITORS AND VOLUNTEERS

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 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.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for elementary students 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.

Middle school parent-teacher conferences are scheduled in the fall and 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.

PARENTS FOR LIGHTHOUSE VOLUNTEER (PFL)

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

PfL assists with the parent organization in support of Lighthouse activities and events, including:

- **Staff Appreciation Committee:** Participate in events throughout the year, either monthly or quarterly, to bless the LCS staff either on an individual or group basis.
- **Family Fun Nights**
- Working on ways to engage the Lighthouse family in fun community-building activities.
- **Field Day (June):** Supervising a station or providing materials for the event.

- **Gig Harbor Maritime Parade (June):** Volunteer - Help plan, coordinate, and decorate the LCS entry in the annual Gig Harbor maritime parade.
- **For the Greater Good:** Campus Maintenance – easy fix-it jobs, painting, landscaping, and gardening.
- **Prayer Support:** Participant in weekly parent prayer group.
- **Lighthouse Landing – Student Store: Volunteer** for weekly or monthly shifts.
- **Development:** Volunteer to help raise funds for LCS (Legacy Annual Fund, Annual Auction, etc.)
- **Marketing Team/Committee:** Provide support for LCS in the community and at events. Help at special events and throughout the year, such as an open house.
- **Library:** Assist our Librarian as a library aide, help with the Lighthouse Reads program (record keeping and "prize patrol").

VISITING CAMPUS

Parents
Parents wanting 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.

Parents are required to follow general school rules according to where they visit, including the lunchroom, playground, etc.

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 special activities like Chapel under parent supervision 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.

All former students who wish to volunteer at Lighthouse will be approved by the all school principal.

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Published: 07.15.25
Updated: 07.15.26