



## Section 5

### *Academic Policies*

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#### **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 administrator(s).
- 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 development 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
C+ = 78 - 79	C = 73-77	C - = 70-72
F = 59 and below		
INC = Incomplete		

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

- E = Exceeds Expectations
- 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.
5. 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 4<sup>th</sup> 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.

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