



## Section 6

### General School Policies

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#### 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](http://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 \$8.00, 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 Rebekah Miller, 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, no extended care is 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 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. Only single parents of the same gender may 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 Parents must be cautious concerning conversations and music played during traveling, making sure it is appropriate for all students and that they are representative of the mission of LCS.
7. Movies and video games may not be viewed on vehicle entertainment screens while traveling on school excursions.
8. Students may not use any other form of electronic equipment or devices (cell phones, iPad, tablets, etc.) while traveling in the vehicle.
9. Drivers may not make any additional stops while driving students to or from a field trip destination.
10. Non-compliance with these regulations may void future driving opportunities for class field trips.
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.

**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 must meet the school casual 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.

## **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.

#### **WEED CONTROL SPRAY**

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

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