



Section 8

Conduct Expectations for Students, Parents/Guardians, and Employees

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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, 2025 for the 2025-2026 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.

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 schoolers and 3:00 p.m. for elementary students. 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. 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.