



FAMILY HANDBOOK

Mission Statement

The mission of LPCA is to inspire children to have a love and joy for learning for a lifetime by providing a transformational education through seeking God's love and the goal of academic excellence for all children.

"I can do all things through Christ who strengthens me."
-Philippians 4:13

Gulf Breeze Campus
5613 Gulf Breeze Parkway
Gulf Breeze, Florida
850-934-0180

College Preparatory Academy
625 N 9th Avenue
Pensacola, Fl
840-542-7828

Pensacola Campus @Gadsden Street
904 E Jackson Street
Pensacola, Florida
850-542-7914

Pinewoods Campus
2198 HWY 297A
Cantonment, Florida
850-516-6408

Lighthouse Private Christian Academy

Student Handbook (K-12th)

School Mascot: Lighthouse Stingrays

School Colors: Blue and Silver

School Motto: “Where kids LOVE going to school!”

Lighthouse Private Christian Academy Student Handbook

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Lighthouse Private Christian Academy Parent-Student Handbook

Lighthouse Philosophy

Our Lighthouse philosophy involves love for Christ, exhibiting positive discipline, and integrating “hands-on” education into our curriculum. Beyond our Christian curriculum, we also integrate subject matter relating to learning more about God’s beautiful creation through hands-on project based lessons.

We at LPCA provide a multi-faceted, exceptional education to our students while assisting families in fostering their children’s spiritual development. We provide a safe, nurturing environment with loving, positive teachers who reinforce Christian principles.

We accept children ages 3- 12th grade.

The goal at Lighthouse Private Christian Academy is to provide a curriculum that will lead to academic excellence, while educating the students with a Biblical world view for life-long service to Christ.

We provide:

- 3 & 4 year old Preschool classes for families who are interested in attending LPCA for Kindergarten or who miss the age cut off for public school registration.
- High-quality VPK and elementary education in a warm, creative atmosphere
- Advanced Christian curriculum combined with hands-on methods for our K-12th grade
- Average 1 to 12 teacher-student ratio
- Before-and-after-school care
- Secure, safe facilities with keypad entrance. All classrooms and common areas are under camera surveillance
- Enrichment classes include arts, foreign language, zoology, marine biology and sports

- Positive, loving discipline
- Customized curriculum integrating age-appropriate technology
- Homeworknow.com communication with parents and students
- Pre-testing evaluations of students. IOWA testing performed at the end of the academic year.
- Accredited by the prestigious Christian Schools of Florida and Middle States Association. We also hold a National Accreditation for Private Schools.

Execution

Lighthouse provides its students with both wisdom and knowledge through a Christ-centered education, resulting in a lifestyle of character, leadership, service, stewardship, and worship, all leading to a Biblical worldview.

The school's educational process and commitment, both in and out of the classroom, will be directed to the development of Christian students enabling them to translate the different facets of their educational experience into Christian living.

The school's mission will be accomplished through the mutually supporting functions of spiritual growth, academic excellence, and efficient administration. Spiritual growth is the school's top priority. It is integrated into every aspect of learning (Matthew 22:37-38). The focus is on results, standards, and discipline tempered with compassion. Student behavior and academic progress are all indications of academic excellence (Luke 12:48). Efficient administration requires the staff, faculty, school board, administrator and parents to be good stewards of resources entrusted to them. Decisions will not be made that violate biblical principles (Matthew 7:24-27). Communications between parents, teachers and administrators are the keys to ensuring that the above occur.

ADMINISTRATIVE POLICIES

I. Discipline

The Bible clearly indicates that parents are responsible for the discipline (that is training or instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Therefore, Lighthouse seeks not to assume a task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process. In formulating a philosophy of education and discipline, the school has attempted to align itself as closely as possible with the Bible's instructions to parents. It is our goal to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit the school, likewise, expects parents to direct and discipline their children accordingly.

Lighthouse's philosophy of positive discipline in school exists to serve and further the ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness in spirit that should be present when they respond to their parent or guardian.

Lighthouse is committed to the philosophy and principles of Christian education. Although Lighthouse is a strong believer in positive discipline only, students conduct which works against school philosophy will not be condoned. The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

Methods of Discipline: In keeping with I John 1:9, "If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness." Our purpose in discipline is not to condemn a child but rather always to try to bring about restoration of the child's relationship to God and the asking and receiving of forgiveness. We seek in every way to help our students realize that they need God.

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

Mild: Administered by the teacher

Moderate: Administered by the teacher and/or the Administrator

Serious: In-School suspension administered by the

Administrator

Extreme: Suspension/Expulsion administered by the Administrator

- a. **Mild Disciplinary Procedures:** These cases will be handled by the individual teacher in harmony with his or her own methods and abilities consistent with the school policies. Mild discipline could range from reprimands to accomplishing minor tasks. These could include, but are not limited to: private discussion, reprimand, having time-out from an enrichment activity, or being sent to the Principal's office. A note home to parents may not always accompany cases involving mild discipline.
- b. **Moderate Disciplinary Procedures:** Moderate discipline procedures are usually administered after the teacher has exhausted other methods and involve a visit to the Principal's or Administrator's office. A completed Re focus Action Form will be sent home to the parents to be signed and returned. Examples of a consequence appropriate to the infraction may include: an additional assignment, walking laps at recess/PE, sitting by the Principal's chair during class. Younger students may be sent home for the day. A combination of these cases of moderated discipline may result in a one day suspension. A warning note may be written up and sent home for parent signature.
- c. **Serious Disciplinary Procedures:** Appropriate discipline will be imposed for serious infraction of school rules. Serious discipline involves a visit to the Administrator's office. A completed Disciplinary Action Form will be sent home to be signed by the parents and returned. It may involve in-school suspension as a consequence, generally taking place the day following written notification to parents. Students will complete all daily work in a location near the front office, but isolated from the other students. Examples for which in-school suspension may be given include: gossip or intentional verbal words used to hurt others, cheating on any test or assignment, flagrantly disrespectful conduct, abusive language, persistent disobedience or disregard for class/school rules.
- d. **Very Serious Disciplinary Procedures:** Very serious discipline involves suspension from school, which may be given for a period of one to five days, or expulsion. All suspensions will be administered by the Principal or Administrator. **Examples where a student might be suspended from school are as follows:** Skipping class or leaving school without permission; Hitting or fighting; Inappropriate display of affection; Internet misuse (inappropriate); Negative cyber communication; Intentional humiliation of another student; Using social media during school hours; Refusing to put a cell phone away when directed to do so. **Examples where a student might be expelled are as follows:** Possession of nicotine; Cyber bullying; Consumption, supplying or selling of alcohol on school property; Possession of pornography; Student pranks which disrupt any aspect of the school program or

cause any property damage (the parents will be responsible for any property damage); Assault or battery to a teacher or another student; Vulgarity in language; Stealing; Having a dangerous instrument; Sexual harassment.

- e. **Expulsion resulting in permanent dismissal may be given for any of the following:** Possession or use of un-prescribed drugs of any kind, on or off of school property; Selling or supplying un-prescribed drugs or any kind on or off school property; Possession, consumption, supplying, or selling of alcohol on school property or at school-sponsored events; Repeated violations of discipline that have resulted in suspensions or in-school suspensions; Failure of parents to cooperate with the school in the discipline of their children; Repeated abusive or profane language; Patterns of lying, stealing, or cheating; Other serious moral misconduct. Expulsion will be administered by the Head of School, with the advice and approval of the Advisory School Board. Appeal of the expulsion may be made in writing to the School Board within three (3) days of the expulsion. Such appeals will be considered by the Board. A student will not attend classes during the appeals process.
- f. **Reporting of Serious Offenses:** Lighthouse reserves the right to report serious offenses (those offenses may constitute violation of criminal laws established by the State of Florida) to the proper authorities and to press charges if the situation should warrant such action.
- g. **Receiving Information:** Information is always received and acted upon only when a thorough investigation has occurred. When parents are willing, they are encouraged to communicate the information to the parent of the student being accused. When the parents are unwilling to do this, it is the Head of School/Administrator's responsibility to investigate and possibly act upon the information given.
 1. No information is acted upon without a thorough investigation. Date, place, time, action, witnesses and affected parties are usually known before any meeting with students/parents occurs.
 2. Parents are contacted to attend a meeting where information will be presented. (Parents may or may not be aware of a problem.) Again, information presented will be thoroughly investigated.
 3. It is not necessary that the person who has given the information be presented or identified during the investigation or meetings.

Lighthouse reserves the right to suspend or expel a student for misconduct whether the misconduct occurred on or off the school campus.

II. School Rules and Policies

- a. **School Property:** School property shall be protected and treated with respect. Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardian.
- b. **Conduct:** Conduct and attitude shall be respectful to both adults and students. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
- c. **Respect for authority:** Respect for authority is expected for all students towards all staff members at any time – either in or out of school. This is to include Before Care, After Care, and during athletics as well. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.
- d. **Violation of Rules:** Any violation of school rules shall subject the student to one or more of the disciplinary actions noted below.

III. Review of Student Progress

At the end of each semester, each student's progress will be evaluated on Progress Reports and General Attitude.

Student's cases that have demonstrated, through progress reports and poor attitude, a lack of interest in being at Lighthouse, will be reviewed by the Instructional Leader or Head of School.

IV. Attendance – General

a. School Hours

<u>Campus</u>	<u>Hours</u>	<u>Days</u>
Gulf Breeze	8:30a.m. – 2:30p.m.	M-F
Pensacola(Gadsden St)	9:00a.m. – 3:00p.m.	M-F
College Prep Academy	9:00a.m. – 3:00p.m.	M-F
Pinewoods	8:45a.m. – 2:45p.m.	M-F

b. Attendance Policy Statement

We believe that regular class attendance is essential to the success of a student's academic experience. However, with technology, we understand that work may be completed at home or outside of the classroom if necessary. Although we encourage daily attendance and believe that absences create a gap in the educational experience, we do allow students to make up missed work if the absences are related to a home school hybrid arrangement, a family matter, a health issue, or transportation related issues. The school is able to provide on-line work if necessary.

Make-up or Missed Work

It is possible for missed work, including make-up tests, to be made up during recess, enrichment time, before school, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher.

In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late.

All work missed must be made up within two times the number of days the student was absent. If the homework or test was assigned prior to the absence, the student is responsible for the test or the homework upon returning to school.

V. Dress Code – General

- a. **Policy Statement:** Students must always be neatly and modestly dressed in their school uniform Monday-Thursday.

(White, Light Blue, or Navy polo with Khaki or Navy bottoms)

When a student is observed by the teacher or the Administrator to be in violation of the dress code as it is defined in this handbook, the parents or legal guardian may be called, and the student may be sent home to make needed alterations. If it is impossible for the student to go home to change, Lighthouse will provide a school top or bottom to go over their attire one time only.

Since this normally is a greater hardship to the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. It is the student alone and his/her parents or guardians who are responsible for proper dress consistent with the dress code.

- b. **Dress Code and Acceptable Appearance of Students:** Students may wear “non-uniform clothes” on FRIDAY only. Boxer shorts seen or worn on the outer garments are unacceptable. No midriff or spaghetti strap tops will be worn.

The following guidelines should be used for clothing that has pictures and other messages:

1. **Acceptable:** Soft drink names; Athletic brand names; Appropriate decorative appliqué; Novelty nature screen prints; Disney, Peanuts, and similar cartoon characters.
2. **Unacceptable:** Any negative or anti-Christian message; Any questionable picture, words, or product (e.g. tobacco, alcohol, drug, profanity, violence, horoscopes, double meanings, etc.) including demeaning words, phrases, or pictures; Any ugly, deformed, or disfigures illustration;

Anything conceivably related in any way to the occult;
Advertisements for highly questionable TV shows; Any
excessively baggy pants pulled below the waistline.

- c. **Girls' Appearance:** Extra-tight clothing of any kind, short shorts, and short mini-skirts are not acceptable. Hats may not be worn inside the buildings. Students need to understand that it is not clothing that makes the person but the heart.

Low-cut shirts, tank tops, shirts or blouses with spaghetti type straps or other blouses which might be deemed immodest are not to be worn. All shirts and blouses should be long enough to cover the midriff even with the arms in a raised position.

- d. **Boys' Appearance:** Principles of clothing (above) apply to boys as well as girls. No tank tops will be allowed. Hats of any kind may not be worn inside the building.
- e. **Student Pictures:** Each spring the school will schedule individual school pictures to be taken by an approved photographer. Also, class pictures and retakes will be scheduled during the second semester. Parents will have the option to purchase pictures.
- f. **Cell Phones:** (K-5th) Someone from the office will make phone calls to parents as needed. Students will not be allowed to have or use cell phones on school campus.

(6th-12th) Students may bring their cell phones onto campus. However, they must place their cell phone in the designated entry area in each classroom prior to lessons being administered. Cell phones will be returned once the lesson is complete and the teacher gives permission to retrieve.

- g. **Lost and Found:** Clothing, books, and personal articles will be collected by school staff each day and placed in a central depository. Students and their parents or guardians are asked to check and reclaim articles during time designated. The school assumes no responsibility for articles left at the school and then lost. Lost and found articles shall be open to general display. Articles which are not reclaimed after 6 months shall be forfeited by the owner and the article shall be donated to charity. Staff in the school office can advise student and parents about the location of "Found items".

- h. **Textbooks, Supplies, and Library Books:**

- 1. Textbooks and supplementary books will be provided for each student by Lighthouse. It must be emphasized that these books are the property of Lighthouse and must be

taken care of properly. Deliberate mutilation or defacing or loss of any of these materials will not be tolerated. In any of these cases the parent or legal guardian of the student will be billed for the full replacement cost.

2. Students will be permitted to check out books from the Library. The student must, in turn, return the book he/she checked out before he/she can check out another book. We encourage the parents to help instill in the students the importance of being responsible with these Library books and getting them back to our Library in the time frame they are given. Digital pictures are taken of the student holding the book. They will sign a log when they check the book back in. (Differs by location)

i. Withdrawals

1. If a student voluntarily withdraws during the school year, **the current month's tuition is due and payable**. No records or transcripts will be forwarded until this obligation is met in full.
2. No school records will be forwarded until all accounts are paid in full. Any request for special exemption to this policy may be submitted to the Administrator in writing. The request should detail a plan for paying on the account.
3. A letter signed by the parent or guardian explaining the withdrawal must be in Lighthouse's possession before any school records will be forwarded. The official records will be mailed directly to the school.
4. A student may not re-enroll until any outstanding balances are paid in full.

VI. School Relations

A. Expectations

1. **The Teacher:** Good schools are the result of good teachers – teachers who are thoroughly prepared and well-grounded in the material they have to teach the students. They possess the intellectual and moral qualifications required by their important office. We require our teachers to cherish a pure love for God and for the students entrusted to them. Lighthouse Private Christian Academy is committed to having nothing short of intelligent and dedicated teachers for your child.
2. **The Student:**
Our goal is for the Child's intellectual faculties to be developed as well as their moral qualities to be strengthened in school.

Children who attend Lighthouse Private Christian Academy should be marked by their courtesy and manners. This

conduct includes, but is not limited to, greeting visitors with ease, making introductions properly, using good table manners, demonstrating proper respect for faculty and staff at all times, deferring to other people, and extending thoughtful consideration to their companions. We will provide a manners class to assist in this process.

The school has the right to expect that students will:

1. Be responsible for all homework assigned, including during absences.
2. Arrange with their teachers to make up all missed quizzes and tests as soon as possible following an absence.
3. Be in their seats and ready to learn at the beginning of their class time.
4. Check out at the office when they must leave during school hours for any reason and check in upon their return.
5. Use good taste and judgment in their dress and adhere to the dress codes of Lighthouse Private Christian Academy.
6. Have in their possession and bring to class necessary class material.
7. Not bring video recorders and other electric or electronic equipment to school without administrative permission. Weapons, knives, and immoral or questionable reading material are not to be brought to school. "Show and Tell" items are permitted for designated times only.
8. Follow the directions of their classroom teacher or other school staff personnel at all times.
9. Use personal self-control with hands, feet, and mouths at all times at school.
10. Follow all the rules as previously set forth in this handbook.

VII. Sexual Harassment Policy (Employee-Student and Student-Student)

- A. Policy:** LPCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. LPCA 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.

B. Sexual Harassment: Un-welcomed 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:

1. Unwanted sexual advances
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objectives or pictures, cartoons or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
6. Physical conduct such as touching, assaulting, impeding or blocking movements.

***Employee-student and student-student harassment is prohibited.**

C. Steps to follow if you suspect or experience sexual harassment: Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Head of School or Principal.

Students who observe conducts of a sexually harassing nature are also encouraged to report the matter to the Head of School or Principal.

All complaints will be promptly investigated.

D. Where to report Sexual Harassment: The following individuals are specifically authorized to receive complaints and respond to questions regarding sexual harassment: Head of School 850-542-7828.

E. Confidentiality: Every effort will be made to protect the privacy of the parties involved in any complaint. However; the school reserves the right to fully investigate every complaint, and to notify a student's parents/guardians and appropriate government officials as the circumstances warrant.

F. Protection Against Retaliation: It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has

testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

- G. 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 inform the administrator immediately. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective action shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriated disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

VIII. Program of Instruction

A. Homework

1. Although it is the policy of Lighthouse to provide study hall time for students to complete all of their assigned work assignments, homework is given on a limited or necessary basis. Homework and/or lessons plans are listed on HOMEWORKNOW. Middle School grades are listed on ENGRADE. Each individual teacher may require his or her own particular format in homework. A teacher will expect each student to turn in assignments on time. If an assignment is not done, the following procedure will be used:
 - a. Failure to complete an assignment on time will result in a penalty of points off the grade.
 - b. Chronic failure to complete homework will be brought to the attention of the parent or legal guardian and the Administrator.
 - c. Students may be required to bring assignment verification each day to class to be initialed by parent.

B. Report Card and Grading Procedure

1. Report Card

- a. Report cards are distributed every nine (9) weeks for students in K – 12th grades. The purpose of the Report Cards and evaluations are to keep the parents informed of the student's progress. They are to be signed by the parents and returned to the school within three (3) days. Middle school and high students are given

“transcript” copies that do not need to be returned to Lighthouse. Parent/Teacher conferences may be scheduled at specific times throughout the year by calling the office.

b. All entries made by the teacher on a student’s report card are made after careful evaluation of classroom learning, attitudes, and effort. Please discuss each report with your child carefully. Remember; however, grades should be a guide in learning rather than goals for learning. Often, far too much emphasis is placed on grades. Parents should be reminded that grades are merely indications of present achievement and not indications of one’s overall ability to learn.

c. The following grading scales will be used at LPCA:

A – 90–100

B – 80-89.9

C – 70-79.9

D – 60-69.9

F- below 60

d. In addition to the standard grades, grades indicating conduct/character development or for enrichment subjects such as art, music, zoology, and marine biology will be given a Pass or Fail.

e. If a pupil has failed to make up daily work or tests by the end of the grading period, this student will receive an Incomplete (I) on his/her report card. Lighthouse will give every opportunity for the student to make up the work before administering an “F”.

2. Standardized Testing – Lighthouse conducts pre-testing when a child enters the school. At the end of the year, the IOWA basic skills test is performed to compare the student’s progress on a national level.

3. Examinations: Examinations will be announced at least two days in advance. They will be conducted regularly for grades k through 12th. Parents can review HOMEWORKNOW at any time and are therefore expected to know when exams are scheduled so that they can assist their child with their preparation.

4. Modified Evaluation and Grading

a. Our curriculum will allow a modified grading system to be prepared for students

- b. If there is no learning disability, the administrator will approve a workload modification established by the teacher, after a parent-teacher conference
- c. Curricula standards may be tailored for learning disabled children. In addition, children with IEPs will be given special accommodations whereby “pull out” sessions are provided and one on one tutoring when necessary.

C. Curriculum:

Lighthouse uses the Alpha Omega and BJU Press as the anchor curriculas. We also supplement with approved curriculum if the teacher presents it to administration as making a positive impact on the overall educational experience of the child. (Please see curriculum guide)

1. **Student Services and Extracurricular Activities:** A vital part of school life is its extracurricular activity program. In today’s world the opportunity that the school provides for social activities outside the normal school day plays an important role in the growth and development of the students. In Christian education, the primary concern is not only with the intellectual dimension of our students, but also with growth and development spiritually, socially, and physically. Lighthouse believes in scheduling hands-on study both inside and outside of the school grounds. Our marine biology and zoology program is administered by zoologists and marine biologists as well as very experienced field experts. We also provide a full blown athletic program to ensure that students are provided with the access to explore all of their talents.
2. **Field Trips:** These will be conducted in relation to classroom learning activities. All field trips must be requested in writing with specific objectives listed and approved by the Administrator.
 - a. School time: Most field trips will occur during the school day. Off-campus trips will use transportation approved by the Administrator. No field trips involving swimming will be permitted during school hours.
3. **Chapel:** The Spiritual Growth of each student is the primary concern for the staff of Lighthouse School. In

order to foster this spiritual growth, weekly chapel programs will be planned to encourage them to lead a Christian life, and to provide opportunity to praise God for His Great gift of Salvation. The topics of each chapel will be decided upon by the Pastor/Administrator. Parents are invited to attend chapel. The College Preparatory academy has daily bible class as part of their required curriculum.

4. **Student Clubs:** Under the direction of the faculty and approval of the Administrator, special interest clubs are formed each school year. Parents with special talents and interest in these types of activities are encouraged to make themselves available for leadership and consultation. Anyone involved with Children at Lighthouse must pass a level 2 screening and have proven experience in the Club topic.
5. **School Lunches:** Please do not send soft drinks as a lunch beverage in your child's lunch boxes. Parents are encouraged to provide healthy lunches or to purchase a healthy lunch for \$3 per day or \$15 per week. Lunch availability varies with each campus.
6. **Birthdays:** Birthdays may be celebrated at school. Please notify the teacher several days in advance. Cake, cupcakes or cookies may be served in the lunchroom after the children have had lunch. Gifts will not be brought to school. Invitations to parties will not be distributed in class unless all classmates are invited.
7. **Library:** Lighthouse maintains a library for student and faculty use. Students will be provided ample opportunity to make use of the library for both research and reading for pleasure. Parents are urged to help the school by seeing that books borrowed from the school library are properly cared for, returned on time. Lighthouse also provides Ipads for e-books. The Ipads shall not leave the school premises at any time.

IX. Health and Safety

In accordance with Florida State Laws, each student must have an up-to-date immunization record. A copy of this Form must be on record in the school office.

- A. Infectious Diseases:** In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier thereof the following will apply:

Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon behavior, neurological development, and the physical condition of the student. The expected types of interaction with others in the school environment and the probability of contraction will likewise be considered in this decision.

The parents or guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by the Administrator, so as to permit reliable assessment of any change in the student's condition which might affect the school's decision permitting enrollment or continued attendance.

B. Administration of Medicine

No medication will be given to students unless under special permission from the Head of School. Proper documentation from a Doctor and a proper log must be kept if an exception is made. Medication will be kept locked up.

C. First Aid: Designated faculty with proper training shall render first aid treatment. Students who become ill at school will be sent to the office to call a parent and will remain there until a ride home arrives. Parents should be prompt in picking up a sick child. Under no condition will a student be released without specific authorization of a parent or legal guardian. Whenever medication is administered or injury occurs, it is recorded on the medication log and noted if any adverse reaction occurs. A notice is sent home to the parent to notify them of the situation.

D. Emergency Phone Numbers of Parents Required:

Emergency phone numbers of parents (including cellular telephone numbers) must be on file in the school office. In addition to a home phone number, the school requires a cell number, a work phone number and the number of a close friend, neighbor or relative who could be contacted in the event of a serious problem.

E. Medical Release Form Required: The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals and doctors will treat a patient under eighteen without parental consent, and in a serious emergency it could save a life! This form will be used only by a school official when a parent or guardian cannot be contacted. In any event, every

effort will be promptly called if a medical emergency arises, and the student will be transported via an emergency services vehicle to the Medical Center Hospital or the hospital designated on the student's enrollment form.

- F. Sick Children/Emergencies:** If your child is sick, please keep them at home so that other children are not infected. Children will be sent home from school if they have a fever of 99.8 degrees or higher, exhibit symptoms such as vomiting, diarrhea, or sore throat, or in the judgment of the staff or faculty are too ill to concentrate in class. Parents must pick up their children within one hour of notification. Children may return to class after they are fever-free for 24 hours.

If a medical emergency arises, parents will be responsible for costs of emergency transportation and treatment if the child is sent to the hospital as a result of a chronic or preexisting condition, or an illness such as severe flu or virus.

- G. Doctor and Dental Appointment:** Please inform the office of your child's medical and dental appointments in advance if possible. A parent or guardian must sign the student out before they may leave school. Generally, appointments during school hours will be considered excused absences.

- H. Physical Education Excuses:** Every student taking part in Physical Education is expected to participate. Excused absences may include:

1. Medical Excuses

- a. Sickness which prevents attendance in any other class.
- b. Doctor's written excuse: these notes must state the cause and reason for excusing the student as well as the time the student will be able to return to normal activity.

2. Other Excuses

- a. Parents' written excuse: these notes should ask the instructor to take into consideration a student's condition.
- b. Instructor's prerogative: the instructor may excuse any student who he/she considers unable to participate.
- c. Teacher's option: in some cases teachers may not permit students to attend PE as a disciplinary or make-up measure. If the teacher chooses to keep the student out of PE this will not be counted against the student.

I. Students on Campus After School Hours

Students that do not ride the bus, must be picked up at the end of the school day or placed in After Care. A fifteen minute “grace period” will be offered prior to placing the child in After Care. All parents not picking their child up after the grace period will be charged for After Care. (\$3/hour)

J. After Care: This is a child care service offered by LPCA for staff, faculty, and parents who have children enrolled in the school. Children ages 3 – 12 will be cared for. It is not an open child care service and will not be used for any other purpose than to care for the children of those mentioned above. Extended Care hours are from 2:45-5:30 pm.

K. Before Care: This is an early morning care service for working parents, staff, and faculty members. Before Care is not intended to be a service for children who wish to arrive early to visit with friends, but is intended to be utilized only by parents whose jobs require their arrival prior to 8:30 am. Hours are from 8:00 – 9:00 am. Children must be enrolled in LPCA to use this service. Children will be dropped off at the designated morning care location by a parent or guardian. Children will not be accepted prior to 8:00 am unless it is arranged through a Director.

L. Inclement Weather: The closing of the school due to inclement weather or physical plant problems such as power failure will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of closing. The School Administration will endeavor to make a decision as early as possible. When school is closed for inclement weather, all events for that day will be canceled. Listen to local radio and television stations. When Escambia or Santa Rosa County schools are closed, Lighthouse Private Christian Academy will also be closed.

M. Head Lice:






1. Head Lice or nits will be treated as a highly contagious disease. Children found to have lice or nits will be removed from class. Parents will be called to pick up their child.
2. Children will not be permitted to return to school until they have been treated and checked.
3. Children who have been treated and return to school will be sent back to the Health Department or their family physician for further evaluation if more nits or lice are still found in the hair.

N. Bus: If your child is on our bus list and they would like to go home with another student or get off at another's student's bus stop, a phone call to the Principal is the best way to accomplish this. We will also accept a text message, form email, or a signed note from the parent. However, we must receive it prior to the end of the day. A call will be made to the parent to verify the change before LCPA instructs the bus driver.

X. Cyber Bullying Policy

Definition of Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

-  sending false, cruel, vicious messages
-  Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
-  Breaking into an email account and sending vicious or embarrassing materials to others.
-  Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
-  Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of our school's mission of keeping children safe and secure. Cyber Bullying and Harassment is strictly prohibited.

Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated at Lighthouse.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Consequences for Harassment and/or Cyber Bullying can result in suspension and even expulsion.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of

students to be secure, school administration may also impose consequences.

The Administration may also report the Cyber Bullying or Harassment to the police.

We are asking that you please report an incident of Cyber Bullying.

Action Steps to Respond to Cyber Bullying or Harassment

- ✚ Save the evidence. Print the online harassing.
- ✚ Identify the Cyber Bully.
- ✚ Clearly tell the Cyber Bully to stop.
- ✚ Ignore the bully by leaving the online environment and/or blocking communications.
- ✚ File a complaint with the Internet or cell phone company.
- ✚ Contact the Cyber Bully's parents.
- ✚ Contact the school administration.

ALL students will sign an internet usage agreement that will be kept in the Principal's file.

LPCA will also maintain a zero-tolerance policy on social media gossip for teachers, students, and parents.

Appendix A

Statement of Faith

We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

I have read and understood the above expectations, rules, and regulations. I concur with what has been set forth by Lighthouse Private Christian Academy and have discussed the entirety of this handbook with my child.

PARENT SIGNATURE

_____ Date _____

STUDENT SIGNATURE

_____ Date _____