



2022/23 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, Christ-centered education.*

Campuses

Gulf Breeze Campus (k-12th)

1530 New Hope Road Gulf Breeze, Florida
850-733-1017

Executive Principal: Michael Blue * Administrative Principal: Lakedra Coleman

Pensacola – Elementary/Middle Campus (k-8th)

904 E Jackson Street Pensacola, Florida
850-542-7914

Executive Principal: Colin Hendrickson * Executive Administrator: Jennifer Williamson

Pensacola – High School/College Prep Campus(9th-12)

625 N 9th Avenue Pensacola, Florida
840-542-7828

Executive Principal: Tim Lovering * Administrative Principal (CA0): Pam Miller

Mary Esther- Lighthouse East Campus (k-8th)

Florosa Baptist Church 102 Church Street
Mary Esther, Florida

Executive Principal: Lottie Humphries * Executive Administrator: Faith Ellisor

Lighthouse Stingray Gymnasium

925 E. Jackson Street
Pensacola, Florida

Marine Science Center

1010 Dove Rd
Key Largo, Florida

Lighthouse Private Christian Academy

www.lighthousepca.com

Student Handbook (K-12th)

School Scripture: “I can do all things through Christ who strengthens me.”

-Philippians 4:13

School Mascot: Lighthouse Stingrays

School Colors: Blue, Silver, and White

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

Table of Contents

- I. Discipline
- II. Review of General Policies
- III. Review of Student Progress
- IV. Attendance
- V. Dress Code
- VI. School Relations
- VII. Sexual Harassment Policy
- VIII. Program of Instruction
- IX. Health and Safety
- X. Extended Care Policies and Procedures
- XI. Cyber Bullying
- XII. Appendix A – Statement of Faith

Lighthouse Private Christian Academy Parent-Student Handbook

Lighthouse Philosophy

Our Lighthouse philosophy instills a love for Christ, exhibiting positive discipline, and integrating “hands-on” education into our curriculum. At LPCA, we provide a multi-faceted, exceptional education to our students while always partnering our parents/families in fostering their children’s spiritual development. We provide a safe, nurturing environment with loving, positive teachers who reinforce Christian principles.

We accept students of all grades K- 12th grade (and College Dual Enrollment).

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

LPCA Academic Points of Interest:

- Advanced Christian curriculum combined with hands-on learning methods for all grades
- Low teacher-student ratio
- Weekly enrichment classes: Grades K-6th include art, foreign language, zoology, marine biology, and physical education. Grades 7th-12th include art, debate, student government, marine biology, and agriculture. (May vary by semester)
- Positive, loving discipline only
- Customized Christian-based curriculum integrating age-appropriate technology
- Online texting and grading communication system with parents
- Pre-testing evaluations of students upon request. Testing performed quarterly and at the end of the academic year.
- Lighthouse is nationally accredited by the prestigious Christian Schools of Florida, Middle States Association, and the National Council for Private School Education

Security:

- Secure, safe facilities with keypad entrance. All classrooms and common areas are under camera surveillance.

- Leaders trained in AS Guardian program. Designated CPR certified personnel at each campus
- Strict Direct Supervision Policy
- On Site Security

Accredited by:

- Christian Schools of Florida
- Middle States Association
- National Council 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. Although spiritual growth and security is the school's top priority, LPCA has also become known for academic and athletic excellence. The focus at LPCA is on results, standards, and positive discipline performed with compassion. Student behavior and academic progress are all indications of academic excellence (Luke 12:48). 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 *only 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 expects parents to direct and discipline their children if necessary.

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 have found that as we respect our students, we gain their respect in return. This philosophy has worked for LPCA for over 18 years as students are replicable to being treated 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 Principal

Serious: In-School suspension administered by the Principal

Very Serious: Suspension/Expulsion administered by the Principal. Expulsion to be approved by Head of School.

Recurring student disciplinary actions will be handled in a ladder of consequences as follows:

Step 1: Disciplinary action is handled by a teacher. Parent notification by teacher. **(Mild)**

Step 2: Disciplinary action is referred by a teacher to school administration. Parent notification of disciplinary action by school administration. **(Moderate)**

Step 3: Disciplinary action referred by a teacher to school administration, **2nd** occurrence. School administration, parent and student conference to discuss disciplinary action (1-2 days ISS), and develop a improvement plan for student behavior. **(Serious)**

Step 4: Disciplinary action referred by a teacher to school administration, **3rd** occurrence. School administration, parent and student conference to discuss disciplinary action (2-5 days ISS), and develop a improvement plan for student behavior. **(Serious)**

Step 5: Disciplinary action referred by a teacher to school administration, **4th** occurrence. School administration, parent and student conference to discuss disciplinary action (1-3 days OSS), and develop a improvement plan for student behavior. **(Serious)**

Step 6: Disciplinary action referred by a teacher to school administration, **5th** occurrence. School administration, parent and student conference to discuss disciplinary action (3-5 days OSS), and develop a improvement plan for student behavior. **Discussion** of further referrals leading to removal from face-to-face instruction with an opportunity to continue enrollment through online curriculum for specified period. **(Very Serious)**

Step 7: Disciplinary action referred by a teacher to school administration, **6th** occurrence. School administration, parent, and student conference to discuss disciplinary action (3-5 days OSS), and develop an improvement plan for student behavior. Removal from face-to-face instruction with an opportunity to continue enrollment through online curriculum for specified period. **(Very Serious)**

Step 8: Disciplinary action referred by school administration. All efforts to improve student behavior have been exhausted, or the student behavior is listed in paragraph (e) below. At this step, the student will be recommended to the Head of school for expulsion. **(Expulsion)**

- 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. **(Step 1)**

- 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. **(Step 2)**
- 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 a consequence of in-school suspension, 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 hurtful gossip, intentional negative 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. **(Steps 3-4)**
- 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 removal from face-to-face instruction with an opportunity to continue enrollment online for a specified period or until the end of the school year. All suspensions will be administered by the principal or and Executive 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 during instruction time. **(Steps 5-7)**

Examples where a student might be expelled are as follows: Possession of nicotine or vape; 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. **(Step8)**

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/Executive 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:** At Lighthouse, our teachers are trained to respect students. Showing 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 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.

If there are outstanding invoices for tuition, this may delay the release of your child's report card.

IV. Attendance – General

a. School Hours

Campus	Hours	Days
Gulf Breeze Elementary	8:30a.m. – 2:30p.m.	M-F
Gulf Breeze Middle/High	8:30a.m. – 3:30p.m.	M-Th
Pensacola Elem/Middle	9:00a.m. – 3:00p.m.	M-F
Pensacola High School	8:30a.m. – 3:30p.m.	M-Th
Mary Esther (k-9 th)	8:30a.m. – 3:00p.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 can 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.

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 student will be issued a non-compliance notice. The 2nd time, the parents or legal guardian may be called. The 3rd time, the student may be sent home to make needed changes. 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.

- b. Dress Code and Acceptable Appearance of Students:** Students may wear “non-uniform clothes” on the last day of the week 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:** School mascot, soft drink names; athletic brand names; appropriate decorative appliques; novelty nature screen prints; Peanuts or other 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 miniskirts 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 use cell phones on school campus.

(6th-12th) Students may bring their cell phones onto campus. However, they must not take pictures or make videos while at school. The students will place their cell phone in their backpack, pocket, or designated area prior to lessons being administered. Cell phones may only be used when the lesson is complete, and the teacher gives the "ok" or permission to retrieve the phones.

- g. **Lost and Found:** Clothing, books, and personal articles will be collected by school staff each day and placed in a central depository in the Administrators office. 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. Laptops, Textbooks, Supplies, and Library Books:

- 1. Laptops will be provided to students to be used at school. These laptops belong to Lighthouse. They must never leave the school building unless the student has special permission to take the laptop home for on-line work. If a student takes a laptop without checking it out properly, this could result in serious disciplinary action.
- 2. 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.

3. 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. 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. If a student is on step up scholarships, when checks are received, they are sent back to step up with the withdrawal date listed on the check.
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 must 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 and their moral qualities to be strengthened while 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, always demonstrating proper respect for faculty

and staff, 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. This includes arranging (with their teachers) to make up all missed quizzes and tests as soon as possible following an absence.
2. Be in their seats, with their class materials, ready to learn at the beginning of their class time; Always following direction from their teacher/staff member.
3. Check out at the office when they must leave during school hours for any reason and check in upon their return.
4. Use good taste and judgment in their dress and adhere to the dress codes of Lighthouse Private Christian Academy.
5. Not video or record without administrative permission.
6. Not bring weapons, knives, and immoral or questionable reading material are not to be brought to school.
7. Use personal self-control with hands, feet, and mouths always at school.
8. Follow all the rules as previously set forth in this handbook, including no negative or disruptive social media posts.

Lighthouse reserves the right to ask a student to leave based on a parent or student making derogatory posts against Lighthouse students, teachers, staff, or the school in general. We consider all enrolled at Lighthouse as a part of our Stingray family. The Head of School and Board of Directors will not tolerate the misuse of any social media as a platform for expressing fleeting emotions. Any complaint about a teacher, administrator, another student, parent, or school should be made through the proper procedures, beginning with communication with the school principal. If the principal is unable to assist you, then you should contact the Head of School (850-542-7828) stating that you have a complaint that has not been addressed.

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 Head of School immediately. The Head of School 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 their assigned work assignments, homework is given on a limited or necessary basis. Each individual teacher may require his or her own 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. Students will either receive a hard copy of their report card or parents may receive them through the email we have on file for your student. 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 (4.0)

B – 80-89.9 (3.0)

C – 70-79.9 (2.0)

D – 60-69.9 (1.0)

F- below 60

Dual Enrollment students get one grade point higher for their credit. Ex: If the student gets an A, then they receive a 5.0 instead of standard 4.0.

- 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 for grades K through 8.
- 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 testing 30-45d after the student enters the school. Two additional times during the school year, the MAPS Growth test is performed to compare the student's progress on a national level as well as their academic progress. Covid has created necessary changes within testing. Please contact your child's Principal with any questions or special requests. Non-scholarship students may opt out of standardized testing with parent approval.

3. **Examinations:** Examinations will be announced at least two days in advance. They will be conducted regularly for grades k through 12th.
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 curriculum. We also supplement with Accelerated Christian. We may also supplement school 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.
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. To foster this spiritual growth, daily and 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/Principal. The high school 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:** Lighthouse offers breakfast and lunch through the National School Lunch Program for all students K through 12th grade.
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 the elementary students. Middle and high students will be provided ample opportunity to make use of the on-line library for both research and reading for pleasure. Parents are urged to help the school by seeing that any books borrowed from the school library are properly cared for, returned on time. Lighthouse also provides laptops for e-books. The laptops shall not leave the school premises at any time.

D. Sports:

Lighthouse provides a full-blown athletic program to ensure that students are provided with the access to explore all their talents.

FOOTBALL (Middle/Varsity); BASKETBALL (All ages); Cheerleading(K-8th: Peppers & Competitive Varsity); Volleyball; Baseball; Softball; Golf; Baseball; Track & Soccer are being developed. We also have a swim team

and cross-country partnership with other high schools.

There are many necessary forms associated with our sports program, including an annual physical. The Athletic director will provide the athletic package to each parent for completion prior to a student commencing a sport.

E. Auxiliary Programs

Homeschool Partnership Program: Lighthouse offers a homeschool partnership program for 2 days a week. We offer these families the opportunity to have their children enjoy enrichment subjects, physical education, sports participation, and 2 days a week of math/science instruction.

Overseas SEVIS Program: Lighthouse is one of 2 schools in the tri-county area that has passed a federal audit to provide Student Visa (F1) to overseas students. International students seeking a quality education within the United States may contact our Director of Overseas student services, Colin Hendrickson.

Southeastern University: Lighthouse is very active with providing dual enrollment college credits. As a satellite campus for SEU, LPCA professors can provide on-campus instruction or enroll students (9th-12th) grade onto the on-line SEU learning portal. LPCA high school teachers are masters and doctorate level instructors.

IX. Health and Safety

In accordance with Florida State Laws, each student must have an up-to-date immunization record as well as a school physical on file at Lighthouse. A copy of these forms may be obtained from the health department or from a doctor. Because of the new COVID-19 Virus, we have created a separate HEALTH PROCEDURE document that is associated with COVID only. See COVID PROCEDURES on the website, www.lighthousepca.com.

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, 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. Each campus has a nurse available on call. 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 who do not ride the bus, must be picked up at the end of the school day. They should be picked up no later than 15 minutes after the school day ends (unless they are in sports or after school clubs)

J. 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 decide 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.

K. 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.

L. Covid (Bus/Entry): If there is an unexpected re-appearance and/or elevation of Covid, the bus driver will check temperatures of all children that enter the bus. Principal or teacher will check child's temperature at entry. If it exceeds the degree outlined in the COVID Procedural package, your child will not be allowed to get on the bus or enter school. Please ensure that someone is home to allow your child back into your home in case this happens.

M. Bus changes: If your child would like to go home with another student or get off at another's student's bus stop, an email message to the principal is the best way to accomplish this. We will also accept a signed note from the parent. However, we must receive it at least 2 hours prior to departure or pick up. 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 1. Cyber Bully's parents; 1. Contact 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 _____