



## **2025/2026 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.*

### **Campus Leadership**

**VP: EDUCATION/CHIEF ACADEMIC OFFICER: DR. COBY THOMPSON**

#### **Gulf Breeze K-12<sup>th</sup> Campus**

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

Master's Level: Executive Principal: *Dr. Coby Thompson*  
Administrative Principal: *Lakedra Coleman*  
Dean: *Everette Alford*

#### **Pensacola K-12<sup>th</sup> Campus**

1100 W. Scott Street, Pensacola, Florida  
850-542-7828

Master's Level: Executive Principal: *Pam Miller*  
Campus Director: *Tim Lovering*  
Dean: *Clifton Straughn*

#### **Milton VPK-12<sup>th</sup> Campus**

6163 Dogwood Lane, Milton, Florida 32569  
6225 Dixie Rd., Milton, FL 32583  
850-417-6380

Master's Level: Executive Principal (6<sup>th</sup>-12<sup>th</sup>): *Ricky Broxson*  
Master's Level: Administrative Principal (K-5<sup>th</sup>): *Nichole Blue*  
Counselor/Dean: *Zach Pendley*

# **Lighthouse Private Christian Academy**

[www.lighthousepca.com](http://www.lighthousepca.com)

## **Student Handbook (K-12<sup>th</sup>)**

**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!”

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## **Lighthouse Private Christian Academy Parent-Student Handbook**

### **Purpose of This Handbook**

This Handbook was developed to answer many of the commonly asked questions that students and their parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

LPCA reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Students who reach 18 years of age while enrolled in the school are also bound by all student and parent obligations in this Handbook. Such continued enrollment also evidence (1) student's agreement to permit student's parent(s)/guardians to sign and authorize any medical care, consents, or other authorizations as required by LPCA and (2) student's agreement for LPCA to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the school. Should a student have a concern about information being shared with their parents/legal guardians, the student should consult with the School Principal who will discuss it with the Head of School.

If you have any questions about the Handbook or any of its policies, please contact your campus Executive Principal.

### **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.

For our Academy, we accept students in grades k- 12<sup>th</sup> grade (and College Dual Enrollment). We also have a post-secondary college for those students seeking a bachelor's degree in business: Lighthouse Christian College – School of Business

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:**

- Established Christian curriculum combined with hands-on learning methods and integrated, age-appropriate technology for all grades
- Weekly enrichment classes: Grades K-6<sup>th</sup> include art/music, foreign language, zoology, marine biology, and physical education. Grades 7<sup>th</sup>-12<sup>th</sup> enrichment studies include PE/Organized athletics, art/music, Apologetics, student government/journalism, and marine biology/zoology. (May vary by semester).
- Online texting and grading communication system with parents (MySchoolworx)
- Pre-testing evaluations of students upon request. MAPS testing is routinely performed twice a year.
- Lighthouse is nationally and regionally accredited by the prestigious Christian Schools of Florida, Middle States Association, and the National Council for Private School Education.

***Security:***

- Secure, safe facilities (some with keypad entrance). All classrooms and common areas are under camera surveillance.
- Leaders trained in AS Guardian program. There are designated CPR certified personnel at each campus.
- Direct Supervision Policy Training.
- Each campus has designated security personnel.

***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.

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

LPCA's mission will be accomplished through the mutually supporting functions of spiritual growth, academic excellence, and efficient administration. Although spiritual growth and security is our 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). Communications between parents, teachers and administrators are the keys to ensuring that the above occurs.

# 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, LPCA 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 LPCA expects parents to direct and discipline their children if necessary. Lighthouse's philosophy of 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. 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, 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 20 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 try to bring about restoration of the child's relationship with God and the asking and receiving of forgiveness. We seek in every way to help our students realize that they need God.

Disciplinary matters, or incidents in violation of School rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed.
- Whether there was property damage or other loss of property.
- The level of any class or School disruption caused by the student's behavior.
- The number, if any, of prior infractions of School rules and regulations.
- Whether the student has been previously disciplined.
- Whether there were illegal or prohibited substances (for example, drugs, alcohol, tobacco, vaping products, etc.).
- Whether the student had been earlier warned about the same or similar conduct.
- Whether there was a weapon or other dangerous item involved.
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

The range of possible disciplinary consequences include one or more of the following:

**Disciplinary Report:** Written notice of the infraction. This document is to be communicated to the parent via text or document. A second disciplinary may require a parent-teacher conference. A third disciplinary report requires a conference with the parent, teacher, and principal. All infractions may result in suspension or expulsion.

**Detention:** The student must spend a period (typically 30-45 minutes) in the designated detention area. During detentions, students are required to read specific essays or stories and report or respond to them in writing. If the student is late or absent from detention, an additional detention will be assigned.

**Disciplinary Warning Status:** Students who have serious or repeat infractions may be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion.

**Probation:** A student on probation is in jeopardy of being expelled if the student commits a major offense. Probation may be categorized as zero tolerance or last for a full semester and may be extended at LPCA's discretion. Students on probation lose privileges (such as participating in extracurricular activities, holding office, participating in student council, athletics, etc.).

**In School Suspension:** Students required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete and timely submit all class work and to arrange to make up examinations. Suspension becomes a permanent part of a student's record.

**Out of School Suspension:** Students are banned from ALL school activities, including classes and athletics, and are to remain at home. Students still have the responsibility to complete and timely submit all class work and to arrange to

make up examinations. Suspension becomes a permanent part of a student's record.

**Expulsion:** Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the school or the educational mission of LPCA; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

- a. **Reporting of Serious Offenses to Authorities:** Lighthouse reserves the right to report serious offenses (those offenses may constitute or appear to constitute a violation of criminal laws) to the proper authorities.
- b. **Reporting Infractions to Colleges/Universities and Schools:** Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the colleges or university's reporting guidelines, and for athletes' obligations imposed by the NCAA. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and if applicable any NCAA obligations and must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that LPCA and/or the student's school counselor will also inform the college or university, and NCAA as applicable of such an incident.

**Lighthouse is a private School and reserves the right to suspend or expel a student for any misconduct whether the misconduct occurred on or off the school campus, as well as the actions, behaviors, or misconducts of parents/guardians in relation to LPCA or its staff.**

## **II. School Rules and Policies**

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. Parents are expected to reinforce these goals at home and are expected to support the efforts of LPCA. While reasonable disagreements may be discussed in private, it is important that parents support LPCA and its staff with respect to expectations and consequences for student behavior. **The list of rules and policies should be read carefully.** Violations will result in serious consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals, property, and/or the school community at large.

## **On and Off-Campus Behavior**

LPCA does not seek to unnecessarily involve itself in a student's off-campus behavior. However, LPCA reserves the right to act with respect to off-campus behavior, including social media posts and comments on posts by students and/or parents as it relates to LPCA, when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at school, impacts other students' or employees' ability to be comfortable at school, compromises the welfare of other students, or damages the reputation of the school.

The policies and standards apply at all times a student is enrolled at any Lighthouse campus, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a school-sponsored event on or off campus; any time a student is officially representing the school; any time a student is traveling on behalf of the school; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, Lighthouse regards any behavior prejudicial to the best interests of the school, its students, and its employees whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

LPCA's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the school's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these school values may result in disciplinary action. Students are expected to comply with LPCA standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the school community.

- a. Destructive Acts:** 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 financial responsibility of replacement such property by the student and/or his parents or legal guardian. Any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.
- 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 of 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. Bathroom and Locker Room/Changing Facilities Policy:** The School complies with the Safety in Private Spaces Act. Except for facilities designated for use by all genders (“unisex” facilities), the school’s bathroom and locker room/changing facilities are designated exclusively for use by females or males. Pursuant to this law, “male” and “female” are defined as referring to an individual’s biological sex at birth. Individuals may only enter a gender designated bathroom or locker room/changing facility if it corresponds with their biological sex at birth. Any student who willfully enters a school bathroom or locker room/changing facility designated for the opposite sex (as defined under the law) and refuses to depart when asked to do so by any instructional, administrative, or School security personnel, will be subject to disciplinary consequences as established by the Principal/Head of School, unless a specific statutory exception applies. This Handbook provision is considered a part of the school’s code of conduct.
- e.**
- f. Criminal Activities:** A student engaging in conduct that is defined under law as a civil infraction, a misdemeanor or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the school may require punishments to be served during the summer or the following fall. Transcripts and other reports pertaining to the student’s academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the division head.
- g. Displays of Affection & Other Forms of Inappropriate Student Interaction:** Students are prohibited from inappropriate displays of affection on campus or any School-related events, such as kissing, intimate hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on School buses, or at a School-related event is prohibited. Any unwanted or offensive sexual conduct occurring on School property, or a school event must be immediately reported in accordance with the Harassment Policy.
- h. Drugs and Alcohol:**

  - 1. General:** Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug

paraphernalia on or near school property or at school-related activities. “Mind-altering” substances include any type of substance ingested, snorted, smoked or inserted into one’s body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

**2. Testing:** Students may be required to submit to urinalysis or hair analysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student’s participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student’s parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion. This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

**3. Self-Reporting:** LPCA wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the school’s guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on

substance abuse; completing a rehabilitation program; testing for substance abuse within the school's discretion, and other similar processes.

4. **Consequences:** In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.
  - i. **Fighting or Horseplay:** Fighting, pushing, hitting, tripping, physical horseplay, or roughhousing of any kind are prohibited and may lead to disciplinary consequences for all of the individuals, including suspension or expulsion
  - j. **Food, Drink, Gum:** Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum in the school.
  - k. **Honesty and Dishonesty:** Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.
  - l. **Investigations:** The school will typically investigate issues and question students without a parent's presence. Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to act, including proceeding without a statement from the student, or to require the student to withdraw from School. A withdrawal from the school during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other Schools, colleges, and universities, as well as the NCAA if applicable.

- m. Language:** Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at School-sponsored events.
- n. Laptop Security:** Students should keep their laptops within their bookbags when not in use. Laptops can be checked out from the finance department. These laptops should not be taken home with the student. The laptops must be checked back end at the end of each day. Laptops should not be left anywhere on campus unattended. The school does not assume or accept any responsibility for loss or damage to laptops.
- o. Leaving School Campus:** It is a serious infraction to leave campus without authorization. Students who do so can jeopardize the senior privilege, may be required to submit to a drug or alcohol test, and may be subject to further discipline.
- p. Lockers and Cubbies:** Some students may have lockers and cubbies on the property of their campus. Students are to keep their locker or cubby clean. Lockers are not to be shared. Personal items should be taken home each evening. Administration reserves the right, in its discretion, to open and/or search for cubbies and lockers without prior notice or consent. All lockers, desks and cubbies are to be emptied by the last day of School. Any items or books left after that time will be given away or discarded as appropriate. The school assumes no financial responsibility for items taken from desks, lockers or cubbies.
- q. Pornography:** The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a serious violation of School rules. The school reserves the right to determine what material is pornographic and discipline accordingly.
- r. Property:** Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage School property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books and textbooks are furnished by LPCA and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out or assigned to them.
- s. Smoking/Vaping/Tobacco Products:** School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, and School-sponsored activities, including, without limitation, field trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices like cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.
- t. Telephone Use:** To maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Parents should not ask the Office to relay messages to their child. This should be

done prior to School. Students are not permitted to call home for homework, test papers, folders, or arrange playdates, etc. If a true emergency occurs, the Office should be notified immediately. The school telephone lines are very busy and are needed to conduct School business. Therefore, we request that **OUTGOING CALLS BY PARENTS AND STUDENTS BE LIMITED TO EMERGENCIES.**

- u. Truancy:** A student is truant if absent from School without the permission of a parent or guardian (regardless of age) or leaves LPCA grounds once the student has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately, and the student will be subject to disciplinary action. (See attendance policy)

### **III. Review of Student Progress**

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

Students’ 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**

<u>Campus</u>	<u>Hours</u>	<u>Days</u>
Lower Schools (K-6 <sup>th</sup> )	8:30a.m. – 2:30p.m.	M-F
Upper Schools (7 <sup>th</sup> -12 <sup>th</sup> )	8:30a.m. – 3:30p.m.	M-F
<i>Last hour of day is ACT prep/ study hall</i>		
<i>Core Studies (M-Th: Math/ Science/ Social Studies/ English)</i>		
<i>Enrichment Studies (F: Org. Ath/ Clubs/ Music/ MB/ Zoologies’, Field Trips)</i>		

#### **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 physical attendance and believe that absences create a gap in the educational experience, we do allow students to make up missed work through our Christian on-line program if the absences are related to a home School hybrid arrangement (PEP), a serious family matter, a health issue, emergency transportation issue, or during a disciplinary time. Attendance is recorded daily through SCHOOLWORX and is managed by each Administrative Principal. (See detailed attendance policy).

#### **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. Our dress code policy includes uniforms. The requirements are posted throughout the school and on our website.

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 2<sup>nd</sup> time, the parents or legal guardian may be called. The 3<sup>rd</sup> 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. Lighthouse uniform shirts are available at our LPCA store located at the Gulf Breeze campus. Milton and Pcola may order from the GB Finance Manager.

- 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 appliqué; 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.

3. LPCA reserves the right to determine what is acceptable and what is unacceptable.

- 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-5<sup>th</sup>) Someone from the office will make phone calls to parents as needed. Students will not be allowed to use cell phones on School campus.

(6<sup>th</sup>-12<sup>th</sup>) 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 are 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 comments or 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 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 (850-733-1017) stating that you have a complaint that has not been addressed. If an issue arises that leads to outside mediation or legal action, Lighthouse considers it a conflict of interest for the child to continue to attend the school.

## **VII. Program of Instruction**

Lighthouse requires a minimum of a bachelor's degree for all lead teachers instructing core subjects (Math/Science/Social Studies/English). LPCA will periodically have student or associate teachers under the direction of an experienced, bachelors level instructor. Most of our leaders have master level coursework or higher.

### **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 for 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 traditional 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 receive 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 PE, art, music, zoology, and marine biology will be given a Pass or Fail for grades K through 5<sup>th</sup> and a traditional grade for 7<sup>th</sup>-12<sup>th</sup>.
- 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 may pre-test students upon the request of the parent. However, we conduct routine testing twice a year using the MAPS Growth test. This test is performed to compare the student's progress on a national level as well as their academic progress. 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 12<sup>th</sup>.

**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 Abeka or Bob Jones for k-8th and Alpha Omega & BJU Press as the anchor curriculum for high School. Our Biblical enrichment supplement is 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.

2. **School Lunches:** Lighthouse offers breakfast and lunch through the National School Lunch Program for all students K through 12<sup>th</sup> grade.
3. **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.
4. **Library:** Lighthouse maintains classroom libraries for elementary students. Middle and high students will be provided with 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 are properly cared for, returned on time. Lighthouse students may also utilize School 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, Basketball, Soccer, Cheerleading, Baseball, Softball, and Golf have been our main sports. However, we have also had 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 provides student visas (F1) to qualified overseas students. International students seeking a quality education within the United States may contact our Director of Overseas student services, Colin Hendrickson (850-516-6408).

Dual Enrollment: Lighthouse is very active in providing dual enrollment college credits. LPCA professors can provide on-campus instruction or enroll students (9<sup>th</sup>-12<sup>th</sup>) grade onto the on-line SEU online learning portal. LPCA high School dual enrollment teachers are masters and doctorate level instructors. LPCA has articulation agreements with the University of West Florida, Pensacola State College, Southeastern University, Great Lakes Christian College, and Lighthouse Christian College.

## **F. Plagiarism and Cheating**

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonestly, or deception.

Situations involving cheating or plagiarism on Schoolwork (tests, quizzes, homework) will result in a zero, and further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. Cheating also includes, without limitation, dishonestly storing information on calculators, computers, and cell phones, as well as text messaging, emailing, or instant messaging information to others.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as their own.

## **G. Schedule and Teacher Changes**

Schedule and/or teacher changes will be initiated by the school when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. LPCA will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that LPCA and

administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

## **H. Parent/Teacher Conferences**

Parents may request a conference with their child's teacher at any time by making arrangements in advance with the teacher or School Office. In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class. Parents and students may not call teachers or the administrator at their home and should refrain from communicating with them on personal email addresses or cell phone numbers.

## **I. Re-enrollment**

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or parent or family member causing disruption to the School or the School's educational mission can jeopardize a student's continued or future enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

# **IX. Health**

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.

**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 designated 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. Whenever medication is administered or an 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:** Current emergency phone numbers of parents must be on file in the Campus office. In addition to a main phone number, the school requires 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. It is the parent's responsibility to inform the school of changes to phone numbers.

**E. Medical Release Form Required:** LPCA 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 students are not infected. Students 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. These students may return to class after they are fever-free for 24 hours.

If a medical emergency arises, parents will be responsible for the costs of emergency transportation and treatment if the child is sent to the hospital because 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. Bus changes:** If your child would like to go home with another student or get off at another 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 parents to verify the change before LPCA instructs the bus driver.

**M. Student Drivers:** Students are expected to follow local ordinances in the operation of their motor vehicles and obey on campus speed limits and driving rules. Students who are driving their own vehicle must complete a registration form, which can be obtained in the School Office. Upon completion of the required form, each student will be given a parking decal designating a parking space and/or area to park. Students are to park their cars in the parking area only. No student is to park their car in a manner that blocks another car or prevents a school bus or other vehicle from entering or exiting the parking lot. Students may not text or talk on their cell phones while driving on campus. Students may not return to their cars for any reason other than to leave the school grounds for dismissal at the end of the school day. Students may not drive other students on behalf of LPCA to or from any school-related event or activity. Students violating this policy or engaging in unsafe driving/parking practices will lose the privilege of driving to school and depending on the circumstances, may face disciplinary action.

**X. Transportation**

Transportation **is not** included in tuition. It is a free service provided by LPCA for those students/families that are in good standing. Any poor behavior by a student that occurs on the vans or buses will be reported to the Executive Principal. A bus referral will be given to the student and the right to ride the van/bus may be revoked. The safety of our students is at the forefront of our transportation policy. Thus, proper behavior is required.

**Ride Sharing:** LPCA **will not** allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from school or any school-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18.

## **X. Safety**

### **Child Abuse Reporting**

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

### **Student/Adult Interaction and Communication**

Our students and adults (teachers, coaches, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Texting a student without including the student's parent or a School Administrator in the text.
- Touching students or their clothing in non-professional ways or inappropriate places or touching a student with aggression or in frustration.

- Making comments that are too personal (about a student’s clothing, hair, personal habits, etc.).
- Giving gifts to a student or exchanging cards and letters.
- Inviting a student into their home.
- Taking students off school property other than for approved field trips and school activities.
- Flirting or asking a student on a date.
- Excessive attention shown toward a particular student or students or calling or referring to students by pet names or inappropriate nicknames.
- Visiting students to “hang out” in their hotel rooms when on field trips or performing arts or sporting events.
- Visiting a student in their home or another location.
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or School-sponsored events.
- Asking or allowing students to sit on a teacher’s lap.
- Telling secrets or telling the student not to tell something that’s a secret.
- Swearing or making inappropriate sexual, racial/or ethnic comments.
- Inviting students to visit the employee’s social networking profile or become a “friend” or “follower” on a social network.
- Telling off-color or other inappropriate jokes or stories or showing pornography to students.
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the conduct is appropriate, the family should contact the student’s guidance counselor or administrator of the student’s division.

### **Sexual Misconduct**

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (See School’s Student/Adult Interaction and Communication Policy).
- Any sexual activity between age-appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded.

- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired.
- Any act of sexual harassment, intimate partner violence, or stalking.
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

Sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our school values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head or the Head of School. In accordance with Florida law, the school reports suspected instances of sexual misconduct to the Department of Children and Families and may also report such instances to local law enforcement.

Upon a report of student-to-student sexual misconduct, including harassment, LPCA will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If LPCA determines at any stage that a student poses a threat of harm or disruption to the school community, the school may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, LPCA expects that students will treat all persons with dignity both at School and beyond. LPCA reserves the right to act if it learns that a student's actions violate the school's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

## **Volunteers**

All volunteers with access to our students (including, without limitation, all volunteers participating in any field trip) are required to undergo the school's criminal background check process. This process is for the protection of all

students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will willingly cooperate in this process.

## **Harassment and Bullying**

LPCA is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, LPCA will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt, intimidate, or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called “cyber-bullying” (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the school needs to know whenever anyone at school makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student’s “private parts,” to pull down another child’s pants, to look up someone’s dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: “Treat others at LPCA the same way you would like to be treated.”

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. Communication can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis or motivation for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Executive Principal. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise LPCA’s ability to appropriately investigate.

When the School Administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the school

for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the school's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## **Hazing**

Although we encourage students to participate in school-related athletics, clubs, associations, organizations and other groups, LPCA prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or school policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact the principal and ask.

A student violates this policy whenever the student engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the principal. The failure to make such a report is also a violation of this policy.

When the School Administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the school for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

## **Use of Surveillance Equipment**

LPCA utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, LPCA retains the right to

conduct video surveillance of any portion of the school's property, which includes all persons and property located anywhere on school property, including, without limitation, parking lots. Therefore, please be on notice that your (students' and parents') activities are being recorded and may be monitored. These video recordings are the property of LPCA and the school generally does not make these recordings available to parents or students. LPCA may, in its sole discretion, provide or be required to provide, the recordings to law enforcement or other governmental agencies.

Students are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including expulsion.

## **Visitors**

This is a closed campus. Outside visitors are not allowed to visit campus without prior permission from the administration. Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
2. **Check-in in the main office:** When you arrive on campus, please report directly to the main office for authorization. If you need to proceed from there to any other part of the campus you will be issued a visitor badge.
3. **I.D. Check:** If you are asking to see your child, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

**Please Note:** For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one or asked to leave campus.

## **Weapons and Threats**

LPCA takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the school. Students, parents, and third parties are strictly prohibited from having or bringing any type of ammunition or weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nunchucks, etc.) and toy weapons to school (including, without limitation, parking lots, athletic fields, and out buildings) or school-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocketknives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, bows and/or arrows, firecrackers, matches, lighters, smoke bombs, stink

bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the school, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the school. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the school deems appropriate. LPCA will cooperate with investigations by authorities and may also conduct its own investigation. With respect to such threats or acts by students, LPCA may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, LPCA may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

## **XI. Technology**

### **Cell Phones and Other Electronics**

To the extent that students bring any electronic devices to school or to school activities (smart/cell phones, smart watches, iPads, PlayStation, etc.), students do so at their own risk. LPCA will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school or school activities must comply with all rules and regulations regarding same.

All electronic devices must be turned off during class unless the teacher has specifically authorized the use of the device during that specific class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Otherwise, students may use electronic devices only before school, lunch period, and after school hours. In addition, if electronic devices are permitted on field trips, students must follow all instructions/rules regarding the use of electronic devices on the trip.

Students may not use electronic devices in any way that is inappropriate, harassing or disruptive to the educational environment. The visible/audible content stored on an electronic device such as images, wallpapers, and ringtones are to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take pictures or videos, videotape or record classes, send text messages to other students in class, or in ways that would otherwise violate a school rule. Students are not permitted to use electronic devices in restrooms, locker rooms, or the library.

Any student found to have an electronic device in their possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination and may be subject to additional disciplinary consequences.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, LPCA reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a School Administrator. Florida Statute 1006.09 gives school officials authority to seize and search electronic devices without consent. If a student has a device confiscated for breaking school rules, they will be required to give passwords, and all information needed for this search and seizure. Parents will be required to come to the School Office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

### **Computer and Systems Usage Policy**

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, laptops, cameras, iPhones, iPads or other tablet, smart watches or other wearable technology, smart/cellular phones, video cameras, etc.) on School property or at a School-related event or used at or away from School for Schoolwork on a regular or intermittent basis. Failure to abide by these rules will result in appropriate disciplinary action determined by the School Administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

**Purpose:** The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

**Privilege:** The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

**Internet Access:** The school community--students, faculty, administrators and staff-- have the privilege of full access to the Internet. The school encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the school's local or network hard drives. Students may not activate mobile hotspots/devices and/or enable these features on their personal devices while on campus because such features interfere with the school's wireless signals and communication network.

**Computer Filtering System:** Although providing a filtering system generally can eliminate access to offensive and pornographic materials, it also has the negative effect of filtering out genuine educational materials. In addition, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict all content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

**Internet Safety:** Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. LPCA is not liable in any way for irresponsible acts on the part of the student.

**Pirated Software:**The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. LPCA will not, in any way, be held responsible for a student's own software brought to school for personal use.

**Network Access/Passwords:** Accessing or attempting to gain access to passwords, accounts, and files of others is prohibited. Attempting to impair the school's network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the school's network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using or purporting to be using (i.e., spoofing), another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Inappropriate access, modification, or use of another student's account or work constitutes a serious breach of

school rules. **Guard your password. You will be responsible for any activity done on the school's system under your password.**

**School's Right To Inspect:** All accounts and files on the school's network are considered to be the property of LPCA. LPCA reserves the right to inspect user directories, profiles, clouds and browsing histories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. LPCA also reserves the right to inspect any personal electronic devices brought onto campus, to a school-related event, or used at or away from school for schoolwork on a regular or intermittent basis. In such case, LPCA reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a School Administrator. Do not assume that any messages or materials on your computer/electronic device or the school's systems are private. LPCA reserves the right to hold any user accountable for any content on any personal device regardless of whether content originated on or off campus. LPCA reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the school's computer network or a personal device brought to campus or school event. Evidence of illegal activity may be reported or turned over to appropriate authorities.

**Electronic Communication:** **Students are expected to use their school provided email for all school-related work and communication. Students are expected to check their email daily. Electronic communication, such as e-mail, instant messaging, and text messaging, may not be used to harass or threaten others.** LPCA reserves the right to randomly check electronic communication. Electronic communication must not include personal attacks or commentary that is inconsistent with the mission and values of the school and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a school meeting. Students should be made aware that deleted e-mails, messages, and browsing history can be retrieved. Students must respect the image, voice, and identities of community members by refraining from using software, such as AI tools, to manipulate or misrepresent them, whether on social media, in electronic communications or otherwise. Any person who believes that they have been harassed or threatened by any electronic communication should immediately report the concern in accordance with the School's Harassment and Bullying policy.

**Viruses and Other Risks:** Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. Further, students use the school's computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by the school's negligence or by a student's errors or omissions. All users should have contingency plans if the system is offline, and all users are responsible for backing up their own files. LPCA bears no responsibility for the accuracy or quality of information obtained

through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. LPCA will not be responsible for any damages or expenses students incur while using its computers or systems or for the transmission of any virus or for damage suffered from a virus.

**Care of School Computers:** Members of the LPCA community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment, use the computer or other technology-related equipment for other than appropriate work or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

**Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to a School Administrator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

### **Generative Artificial Intelligence (GenAI)**

Publicly available applications driven by GenAI, such as chatbots (ChatGPT, Google's Bard, and Meta's LLaMA), search engines (Microsoft Bing), or image generators (DALL-E, Midjourney) ("GenAI Programs"), are impressive and widely popular. This policy applies to the use of any third-party or publicly available GenAI Programs that mimic human intelligence to generate answers, work product, or perform certain tasks. Certain of our courses and curriculum may explore AI programs so students are aware of and understand these important tools. However, while these content-generating tools are important for students to be aware of and understand, there are a number of concerns associated with this new technology:

- GenAI Programs do not always produce accurate or complete information and results can include fictional people, places, facts, or events.
- The information entered into GenAI Programs is not confidential, is used by the GenAI Programs to continue to evolve, and are a potential target for hacking or other cyberattacks; and
- The results produced by these GenAI Programs do not cite to sources, so there is a serious risk of plagiarism

Most importantly, the purpose LPCA is to allow students to grow, to be challenged intellectually, and to think critically about the material they are

learning. As such, students **are not** allowed to use GenAI Programs, such as chatbots or image generators, either in school or at home in connection with any schoolwork, including, but not limited to: homework, projects, examinations, tests, quizzes, or as a substitute for reading assigned materials, unless expressly permitted by a teacher. Students found to have used GenAI Programs without express permission from their teacher will be subject to disciplinary action.

## **Online Learning Management Systems and COPPA Information**

LPCA is committed to high quality teaching and learning. We realize that part of 21<sup>st</sup> century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21<sup>st</sup> century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools, and our school uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, Zoom, Canvas, Code Monkey, and other similar educational programs.

In order for our students to use these programs and services, certain personal identifying information must be provided to the website operator. Please note that any personal information provided by LPCA is for educational purposes only and is used by the school solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under a federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child. Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and school-related information, such as school name, class, and teacher name. Your signature will

also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others, and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by LPCA, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify your school Principal.

## **Sexting**

“Sexting is the term used to describe a minor’s sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the school’s systems or using their own electronic devices regardless of where the student was when the sexting occurred. Any student receiving such a photo must immediately report the situation to an administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action but could lead to a report to law enforcement. LPCA will comply with all state and local laws regarding sexting.

## **Social Media and Social Networking Policies and Procedures**

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you LPCA’s position regarding a student’s use of social media or networking.

**Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on school property or at a school-related event, unless such use is on a school social media platform or school sanctioned site AND the use is for School related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you can access such sites on school property or at a school-related event, you should understand that your activities are in violation of school policy and may result in disciplinary action.

**Use Away from School Property:** It is not our goal to regulate a student’s personal online activities when not on school property or at a school-related event. Please understand, however, that certain activities might impact a student’s relationships with other students or school employees, impact the

school rights, or disrupt the school's mission or activities, and we do reserve the right to regulate those activities. All students should ensure that they are familiar with LPCA's conduct policies to avoid any online communications that might violate those policies, whether on or off campus.

**Guidelines:** You should ensure that your online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student, feel uncomfortable, your activity may result in an investigation and possible discipline. Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates the school conduct code by making disparaging or negative comments about the LPCA, administration, or faculty members in a manner that is disruptive to the school's educational mission or activities. **Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites.** Any violation of this prohibition must be reported to the administration immediately. In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited. **Students are not permitted to use LPCA's name, logos, trademarks, service marks or other similar school property in online activities.** Students are not permitted to post photographs of the school, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of LPCA, or otherwise disclose information online that LPCA would find offensive or inappropriate if posted in the school's newspaper. Finally, students are not permitted to disclose any confidential information of LPCA, employees, students, parents, or activities online.

**Social/Political Issues:** Students and parents who identify themselves as school students or parents on their personal social media account(s) or when posting on a school-affiliated account must not engage in political or social actions or commentary reflecting personal views. Political messages that may be associated with LPCA are not authorized. Students and parents must be moderate and professional when sharing social media posts, tagging the school's social media accounts, or when making any references to LPCA or our programs.

**Creation of Social Media Accounts:** Any school-affiliated groups, clubs, organizations, etc. are not permitted to create a social media account without written consent from the Head of School.

**Your Identity Online:** You are responsible for any of your online activity conducted with a Lighthouse email address, and/or which can be traced back to the school's domain, and/or which uses school assets. You are responsible for online activity contained on your personal devices and accounts. What you publish on such personal online sites should never be attributed to LPCA and should not appear to be endorsed by or originated from the school.

**School's Right to Inspect:** LPCA reserves the right to inspect all electronic data and usage occurring over the school's network or on school property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the school's attention, and to discipline students for any violation of these guidelines.

## **XII. Student Services**

We are committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and services on an equal basis. It supports the integration of all qualified individuals into its programs and is committed to full compliance with all applicable laws regarding equal opportunity for all students with a disability.

**General Policy:** In general, it is the school's policy to reasonably accommodate a student's disability if the accommodation will not result in a fundamental change to our educational environment or mission, impose an undue burden on LPCA, or create a direct threat of harm to the disabled student or to others. To the extent the accommodation requested would impose a financial undue hardship on LPCA, we may agree to provide the accommodation if the family agrees to share the cost of the accommodation to eliminate the undue hardship.

An accommodation refers to an adjustment or modification in the academic environment that enables an individual to enjoy equal access to the school's programs, services or activities. An example of an accommodation would be one that allows a student to complete the same assignment or test as other students, but with a change in the timing, formatting, setting, scheduling, response and/or presentation. The accommodation does not alter in any significant way what the test or assignment measures.

### **Procedures, Requests, and Accommodations:**

*Accommodations Unrelated to Testing and Academics:* For any type of accommodation unrelated to testing (including administration of medication at School), e. g., auxiliary aids and services, the parent must communicate the need for accommodation to the Lighthouse Nurse/Designated Medical. This person will then advise the parent of the medical information needed from the student's treatment provider, which generally will state whether the student has an impairment, how the impairment limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

*Testing, Academic and Learning Accommodations:* A student with a diagnosed learning disability or a diagnosed mental disability may be provided reasonable accommodations (e.g. extended time on tests in the classroom) related to testing and academics. The following types of documents can support a request for an accommodation:

- Recommendations of qualified professionals.

- Proof of past testing accommodation.
- Observations by educators.
- Results of psycho-educational or other professional evaluation.
- A student's history of diagnosis; and
- A parent or student's statement of student's history regarding testing accommodations.

Information regarding a student's disability provided must be in writing and provided by a qualified professional, most often a physician, educational diagnostician, learning disability specialist, or mental health professional who is not a blood relative.

Accommodations will be based on a documentation not more than three years old. Once LPCA has reviewed all information, which may include any or all of the above types of information, it will determine whether the accommodation[s] requested is reasonable. As stated above, suggested accommodations that require a fundamental alteration of our academic program or an elimination of an essential element of the course will not be granted. Further, LPCA will not grant an accommodation that interferes with the student's work in other classes. Because our school is a religiously controlled private school, we are not subject to federal disability rights, but we will still work with families, if practical, to provide accommodations for academic and testing accommodations that fall into this category and are considered generally reasonable:

- Extended time on tests and quizzes.
- Arranging seating away from distractions (other students, the door, window, etc.)
- Distributing tests one page at a time so that the student is not overwhelmed.
- Breaking a test into two parts – class time for first part; after School for the second part.
- Reading parts of a test or quiz aloud when possible.
- Making allowances for spelling and handwriting in cases where a disability has been diagnosed affecting these areas.
- Accepting assignments done on computer.
- Signing the Daily Planner either daily or weekly.
- Varying teaching techniques to allow for different styles of learning.

The following are examples of accommodations that will not be granted:

- Substantial modifications to academic standards,
- Personal aids/devices,
- Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement, or
- Modifications or adjustments that result in an undue burden, considering the nature, cost, and impact of the accommodation, and other factors.

**Release for Communications with Qualified Professional Provider:**

Sometimes, the documentation received from the qualified professional may raise questions, leave out necessary information, or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting LPCA to communicate with the professional treatment provider when necessary to clarify documentation or seek necessary additional information.

**Assessment of Request:** Once LPCA has received a request for accommodation and the required medical documentation, appropriate persons within the administration will meet with the parents to clarify information and to discuss the accommodation requested. Once LPCA determines the accommodations that are reasonable and that are not a fundamental alteration, undue burden, or direct threat of harm, the school will advise the parents in writing which requested accommodations have been granted. The principal will notify the student's teachers and provide appropriate documentation outlining the accommodation granted.

**Student/Parent Responsibility:** Students and parents are required to cooperate with LPCA in the process of providing information, discussing the needed accommodations, and in implementing whatever processes are necessary at home and working with teachers cooperatively at school. LPCA may deny a request for accommodation if either the student or the parents are uncooperative.

## **XVI. Other**

**School Closure or Modifications Due to a Force Majeure Event:**

Should events beyond the control of LPCA, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the school's control, occur, LPCA has the discretion to close the school and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of School day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver of liability for their children to participate in on-campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and LPCA shall not be liable for any such failure or delay in its performance. Should the school close, LPCA's duties and obligations shall be suspended immediately without notice until such time as the school, in its sole and reasonable discretion, may safely reopen. If LPCA cannot reopen due to a force majeure event, the school is under no obligation to refund any portion of tuition paid.

## **Principles and Expectations Relating to the Parent/School Relationship**

We have ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

(1) As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.

(2) Parents must cut the constant phone ties from their students. Let your student make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.

(3) Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student's advisor, mentor, or other person installed on campus.

(4) When parents contact the school without the student's knowledge ("John doesn't know I'm calling, but . . ."), LPCA will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.

(5) LPCA will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.

(6) Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.

(7) Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.

(8) LPCA will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.

(9) Neither the teachers nor LPCA will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.

(10) All communications between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

## **Parent/Family Cooperation**

As stated elsewhere, LPCA believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of LPCA's educational purpose and responsibilities to its students. If any family member of a student (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the school's policies, methods of instruction, or discipline, (ii) otherwise interferes or voices strong disagreement with the school's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or (iii) files a lawsuit or threatens litigation against LPCA for a perceived wrong by the school (including its officers, trustees, directors, Board members, employees, agents, and affiliates), LPCA reserves the right to place restrictions on the family member's involvement or activity at school, on school property, and/or at school-related events or to dismiss the family member from the community. LPCA may also place restrictions on a family member's involvement or activity at school, on school property, or at school-related events for other reasons that LPCA deems appropriate. LPCA also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be in LPCA's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Additionally, LPCA requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the school. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from LPCA or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

## **Use of School Name/Non-Sponsored Activities**

In order to, among other reasons, ensure that any implied association with the School is accurate and to protect the goodwill and value of LPCA's name, logos, trademarks, service marks, and other similar school property, parents and students are not authorized to use or cause to be used by others the school's name ("Lighthouse Private Christian Academy") any likeness or reference to the

school's name, and/or the school's crest, logos or mascot in any way ("School Property") without express prior written permission of the Head of School. This restriction on the use of school property, includes without limitation, online activities, use of school property on merchandise, and attaching school property (whether in print, online, or other medium) to a project, event, outing, club, sports team, group, or other activity ("Activity") or when describing such Activity that the student or parent may organize or lead or in which the student or parent may participate that is not school sponsored.

Parents and students should also understand that no activity is sponsored or endorsed by the school unless the parents and students receive written notice from the Head of School stating that the activity has been recognized by the school, even if the activity is utilizing school property, and even if the activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an activity is school sponsored, please contact the Head of School.

## **Fund Raising**

No class, individual, or organization is to begin any money raising activity without permission from the school administration and finance manager. No class, individual or organization may request money from any other class, individual, or organization within or outside the school without permission from the School Administration Office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

## **XIV. TRUANCY**

TRUANCY POLICY ADDENDUM (updated Sept 1, 2024- Per Step Up Requirements) Florida law (Section 1003.26, Florida Statutes) specifies steps for enforcement of regular school attendance. Lighthouse is required to enforce school attendance of all children who are subject to compulsory school age requirements. These STEP UP FOR STUDENTS policy and procedure clarifications are to ensure that all respond in a timely manner to each unexcused absence, or absence for which the reason is unknown. - - - - - Our administrative employees at each campus will contact the home for every unexcused absence or absence for which the reason is unknown, to obtain parent justification for the absence. This will be done via text. The school principal will determine whether the absence is excused or unexcused; if excused, allow the student to make up assigned work without academic penalty. All excused and unexcused absences will be tracked in our SchoolWorx system and within the daily attendance records. Any students who may be developing a pattern of nonattendance will be scheduled to have intervention services. This will include having a scheduled meeting with certain identified parents to discuss their child's attendance. If the truancy is continuous, this could involve prevention and intervention strategies to address their truancy and attendance

issues (as required for drivers' licenses and related requirements for habitual truants). The campus administrative principal will inform the superintendent of schools regarding patterns of nonattendance for specific students. If the habitual truancy issues are not resolved, the child and family may be referred to FC services if the parent believes that the student needs child-in-need- of-services. Florida law (Section 1003.436, Florida Statute) defines full credit as a minimum 135 hours of bona fide instruction in a designated course of study. This language, which is related to high school graduation, represents an instructional design and should not be interpreted to mean that a student who is in attendance for fewer than 135 actual hours of instruction should automatically be denied credit for a course.

## **XV. 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.

### **ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK**

The registration of a student is considered an acceptance, on the student's part and on the part of the student's parents or guardians, of all rules and regulations of our School, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which the student may find himself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all the information contained in this Student/Parent Handbook. Parents/guardians and students over age 18 must sign the form

