



2023-2024
Student Handbook

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General Information

Church Affiliation

Lighthouse Christian School shall be under the authority and governance of Lighthouse Baptist Church of Greater York, currently located at 5005 Carlisle Road, Dover, PA 17315, and recognized as a ministry of Lighthouse Baptist Church of Greater York and inseparable from said church.

Because of this, the Lighthouse Baptist Church of Greater York's doctrinal statement of faith is adopted by Lighthouse Christian School and shall be fully adhered to.

1. The statement of faith for Lighthouse Christian School is the same as that of Lighthouse Baptist Church of Greater York.
2. The Authorized King James Version of the Bible will be used as the final authority for doctrine, instruction, faith, and practice.

Mission Statement

Lighthouse Baptist Church of Greater York believes it to be the right and privilege of the church to provide educational services to its members and others willing to adhere to our statement of faith, specifically, the Christian and academic education of kindergarten through twelfth grade. Therefore, Lighthouse Christian School shall exist:

1. For the glory of God
2. For the propagation of the Gospel of Jesus Christ
3. To encourage a personal relationship with Jesus Christ
4. To build godly character
5. To aid the parent/guardian in the godly instruction of their children
6. To provide a safe, Christian environment (physically, morally, and spiritually) as a haven in which children and young adults can receive a well-rounded, spiritual and academic education that prepares them to lead godly lives and to be

profitable and beneficial contributors to society –
spiritually, morally, and financially

7. As a ministry of Lighthouse Baptist Church

Philosophy of Education

Lighthouse Christian School was designed to aid in the training process of students. We believe that the family is the primary mode of training for a child. We also believe that the church was founded to assist in that training. Lighthouse Christian School, as a ministry of Lighthouse Baptist Church, further assists in the process of helping parents train up their children for God.

Because of this close-knit relationship between the home, church, and school, it is vital that all three entities are complementary. Each of these influences must hold to the same foundational principles to help reinforce them in the student's mind. Any one of these entities teaching contrary to God's Word will confuse the student and bring dishonor to God.

LCS was founded for the purpose of being a safe haven for students. While our school is not perfect, LCS teaches discipline, Christ-like character, and a Biblical worldview that will help shape students into strong Christians. Along with these benefits, LCS also maintains high academic standards to help your child excel in future pursuits. The primary philosophy of LCS is to provide academic excellence on a spiritual foundation.

Faculty Information

All members of the Lighthouse Christian School staff, whether employed or volunteer, must have a clear testimony of salvation, must have been baptized by immersion since their salvation, must regularly attend either Lighthouse Baptist Church or another church of like-faith, and must clearly support the Doctrinal Statement of Faith of Lighthouse Baptist Church of Greater York.

All staff members, whether employed or volunteer, who have regular contact with the students must have criminal and child abuse background checks before employment to

determine them to be of no threat to the welfare of the students, staff, or institution.

All staff members, whether employed or volunteer, are expected to practice a separated, godly lifestyle at all times as a representative of the Lighthouse Christian School both while on and off duty.

1. Staff members, whether employed or volunteer, must adhere to Biblical principles as stated in the doctrinal statement of Lighthouse Baptist Church.
2. Staff members, whether employed or volunteer, must adhere to all standards and requirements included in the Lighthouse Christian School *Staff Handbook* including dress, personal behavior, and practices.
3. Failure to adhere to the Biblical principles as stated in the doctrinal statement of Lighthouse Baptist Church will result in reprimand and may lead to other disciplinary measures and even dismissal from the staff.

School Hours

Lighthouse Christian School hours are 8:30 to 3:30 daily for students in grades K-12. Half-day Kindergarten is available and dismisses at noon, but tuition cost remains the same as full-day. Students who receive after-school detention may be required to stay as late as 4:30 and must be picked up by 4:30 P.M. Students who arrive more than ten minutes early must go to before-school care and will not be charged unless they are more than thirty minutes early. Students are to be picked up between 3:30-3:45. Students not picked up by 3:45 will be placed into after-school care and will be billed accordingly (see “Extended Care” for more details). Please be aware that after-school care is not provided for half-day Kindergarten students who dismiss at noon.

Policies

Admission Policies

Enrollment for Lighthouse Christian School will be limited in order to maintain the spiritual environment established in the school's Mission Statement (see "Mission Statement" for more details).

1. Enrollment in Lighthouse Christian School is a privilege and not a right.
2. LCS reserves the right to refuse enrollment or dismiss a student at any time for any reason. If dismissal is warranted, prorated tuition funds will be returned.
3. Enrollment will be limited to those families and students who are willing to fully support the tenets of Lighthouse Baptist Church of Greater York both in doctrine and in practice.
 - a. **Every Student and Guardian will be required to sign a *Handbook Agreement Form* pledging to follow the policies of Lighthouse Christian School.**
 - b. Failure to comply with the *Student Handbook* will result in the appropriate consequence until compliance is met or eventual dismissal if compliance is refused.
4. Only those students who are able to maintain a Christian spirit and behavior will be allowed to continue to attend Lighthouse Christian School. Those students who become unable to maintain a godly Christian spirit or are otherwise hindering the mission statement of Lighthouse Christian School from being fulfilled will be dismissed from the school and will not be able to attend for the remainder of the semester or for a period of time deemed appropriate by the administrator, pastor, and/or the Lighthouse Baptist Church Deacon Board.
5. Enrollment of new students will only be allowed at the start of a new quarter.

6. **New students are admitted on academic and behavioral probation.** Such students will be reevaluated after a specific period of time, and a decision will be made on continued enrollment. Students that are admitted with a history of academic difficulties must make their own tutoring arrangements.
7. The administrator reserves the right to reconsider re-enrollment of a student who has been dismissed from LCS for disciplinary reasons.

Admission Procedure

1. Interview – An interview with the school administration is required before any new student is admitted.
2. Registration – An online application and enrollment must be completed before a new student can begin attending.
3. Evaluation – The administration will evaluate all the gathered information and will notify the family of its decision. Prospective students who withdraw their application before or after acceptance forfeit any refund of the registration fee.

Tuition

Lighthouse Christian School is committed to provide a quality, Christian education for your child at an affordable price. The following policies have been established to avoid misunderstanding:

1. All families will be enrolled in FACTS, our financial management system.
2. Each year a **\$50 non-refundable registration fee** is due with each student's re-enrollment application to hold the child's place in the school.
3. **Each year the parents of each student will be required to sign a Financial Contract** legally agreeing to pay the required tuition for the year. On this contract you will be given the choice on how you would like to pay your book fee and tuition: one

- payment (pay in full), two payments (semi-annual), four payments (quarterly), or ten payments (monthly).
- a. If you opt for the monthly or quarterly payments, there is a \$55 financial registration fee assigned by FACTS Management.
 - b. If you opt for the semiannual payments, there is a \$25 fee assigned by FACTS Management.
 - c. If you opt for the one-time payment, the \$25 fee is covered by LCS.
4. A **\$400 non-refundable book fee** for each K-12th grade student each year is due along with the first tuition installment, or you may opt to pay monthly along with your chosen tuition installments. This fee covers the cost of all the curriculum, supplies, annual standardized testing, and Christian School Association fees. Additional fees will be required for those participating in the Fine Arts Competition, along with some high-school elective classes (upon choosing elective classes, additional fees will be disclosed before enrollment.) **The kindergarten book fee includes a graduation fee.**
 5. **High school seniors will be assessed an additional \$125 graduation fee** to cover graduation materials.
 6. **Each student in grades 7-12 will be charged a technology fee of \$100 each year for purchase and maintenance of school computers.** These computers will be available to the students to use for classroom research and projects but must remain at school.
 7. The total tuition cost for grades K-12, excluding the previously listed fees, is \$3,400 for the school year.
 8. **There is a substantial discount available for multiple children in the same family enrolled at LCS.** Lighthouse Christian School uses the following discount rate: 2nd child – 20%, 3rd child – 40%, 4th child – 60%, 5th child – 80%, 6^{th+} child(ren) – 100%. The non-refundable \$50 re-enrollment fee is required for every child, to hold their place in the enrollment of the school. **The book fee is \$400.00 per child, with no family discount.**

9. **All tuition installments are to be paid by the 15th of each month.** The first tuition and book fee installments are due no later than August 15th. The final tuition and book fee installments are due no later than May 15th (for 10 payment plan).
10. **Payments received after the 20th of the month will incur a \$10 late fee. Additional \$10 late fees will be charged on the 20th of each succeeding month that the payment is late. Payments sent by way of the postal service must be postmarked by the 15th of the month.** If a payment is not fulfilled by the 20th of the following month, the school office will contact you to discuss your situation.
11. If balances are not paid to zero before the release of report cards, then report cards for all students in that family will be withheld until payment is received.
12. If you are seeking to withdraw your children, then balances must be paid to zero before transcripts will be sent forward to the receiving institution. Once payment is made, then we will forward all information.
13. Limited scholarship funds may be available for those who qualify. Members of Lighthouse Baptist Church are given priority for scholarships. Students who qualify for a scholarship must sign a “Scholarship Agreement Form” which details the requirements necessary in order to maintain the scholarship.
14. Summer school is available for those students who need additional instruction to achieve their appropriate grade level at a rate of \$20 per day (see “Summer School” for more details).

Attendance

Regular attendance is essential for successful education. Please do your best to avoid family days or vacation days during school time. Doing so tells your child that their education is not important. The curriculum is designed to work for students who are in class; however, if a student is genuinely ill with a contagious or debilitating illness, please do not send them to school.

Students must abide by Pennsylvania truancy laws.

1. Absences should be limited and only used for true emergencies. **If a student misses more than ten days (for whatever reason, whether excused or unexcused), he will have to make up the difference in summer school:** After ten total days of absences have been accrued (excused and unexcused), every absence from that point on must be excused by a doctor's note, or they will be added as summer school days.
 - a. Pennsylvania law broadly defines absences as **excused** when a student is prevented from attendance for mental, physical, or other urgent reasons. Such instances would include illness, family emergency, death of a family member, medical or dental appointments, and authorized school activities and educational travel with prior approval.
 - b. All other absences are considered **unexcused**.
2. **All absences (excused or unexcused) will be treated as unlawful until the school receives a written (or typed) excuse explaining the reason for the absence.** If your child is going to be absent from school, a written email/note should be sent to attendance@lighthousebap.org by 8:30 a.m. on the day of absence.
 - a. Undocumented absences become unexcused absences after 3 days and cannot be changed.
 - b. **After a student accumulates three days of unexcused absences**, LCS must report the student as "truant" to the student's home district who in turn can refer the student to the magisterial district judge. The judge may impose fines, educational classes, and/or suspend driver's license operating privileges.
3. **If a student misses more than two days in a row, a doctor's excuse is required.**

4. Pennsylvania law requires students to attend school all day, even if their required work is completed.
5. Exception to the above law is made for students at least sixteen years of age with a valid work permit **who are going to work**. In such cases, high school students who are at an appropriate academic level and have parental and administrative approval may be excused early for work without penalty (this information was gathered from the Pennsylvania Department of Education. Please visit their website for more information. www.education.pa.gov).
6. Students who wish to participate in extracurricular activities in their public school district must have approval from the LCS administration. Criteria considered would be regular attendance, GPA, and behavior.
7. **Students will be considered late if they are not in their assigned classroom at 8:30 a.m.**
8. **High school students will be considered late for a class period if they are not in the assigned classroom by the start time of that class.**
9. **Five accumulated partial-day absences (excused or unexcused) will equal one absence (excused or unexcused).** Partial day is defined as arriving late, leaving early, or being out in the middle of the day for an appointment. **To be counted present for a partial day, the student must be in the school for at least three hours. Anything less than 6 hours is a partial day.**

Excused Absence Policy

The following are circumstances that may be counted as excused absences:

- Illness - A doctor's note is required for symptoms such as fever, diarrhea, vomiting, etc. lasting over three days. If validity to miss school is in question, the school can request doctor's documentation.
- Death in the immediate family
- Emergency family matters
- Activities or work approved by the school
- Family vacation - **Only when approved in advance and based on previous absences and tardies not to exceed the school's maximum number of absences.** Please note, under "Unexcused Absences," family vacations are not considered excused but may be excused *on rare occasions* as determined by the administrator after submission of a Pre-Excused Absence request. Missing academic time is problematic for all involved, so it is best to plan vacations during school breaks (ex. Christmas, Easter, summer).
 - **A Pre-Excused Absence Request** must be submitted one week in advance to attendance@lighthousebap.org. Absences where a pre-excused request was not submitted will be counted as unexcused.
- Dental and medical appointments - Every attempt should be made to schedule appointments outside of school hours. Students should not repeatedly miss the same class for appointments.
- Personal court appearance (requires verification)
- Extended absence – an extended absence is defined as any situation that requires an extended amount of time of not more than five days, such as travel out of the city. Arrangement must be made no less than 1 week in advance by submitting a Pre-Excused Absence Request to attendance@lighthousebap.org. *The request does not mean that it will be approved.*

Pre-Excused Absences

Parents must complete a Pre-Excused Absence Request if they are aware that a student will be absent from classes. This form must include the reason and duration of absence. The form must have approval signature from the student's teacher and the administrator. The teacher and administrator will approve/disapprove the request and then notify the parents. Pre-planned absences will be considered the same as excused absences *if they were approved by the teacher and administrator*, and all work may be made up for credit before or after the absence. If a student misses school and it was not approved with a Pre-Excused Absence Form, it will be counted as an unexcused absence, and the student will receive a zero on their work for that day. This may include homework, tests, and quizzes.

It is the student's responsibility to meet with the teacher to make up for all missed work/exams. Unlimited time will not be allowed to make up assignments/exams. Contacting the teacher alone will not make the absence excused, however. The Pre-Excused Absence request must still be approved by the administrator in order for the missed time to be considered excused.

If an absence was not pre-approved, but is caused by illness, a doctor's note will be required.

Juniors and Seniors may go on college visits. A College Visit Pre-Approval form must be filled out and submitted to the administrator at least one week prior to the student being absent for the college visit. These forms may be obtained in the school office. *A Pre-Excused Absence request should be submitted to attendance@lighthouseap.org along with the College Visit Form.*

Excessive Absences/Tuancy (High School)

If a student's absences become excessive (more than 3 consecutive days, more than 5 days [nonconsecutive] in any nine-week period, or more than ten days for sickness in a school year), a doctor's note will be required.

Students found to be truant (excessive unexcused absences) will be subject to school discipline not limited to expulsion and may also be reported to district officials.

Unexcused Absences

An absence from school for any reason other than those listed under Excused Absences will not be excused by the school unless it is cleared in advance by the school. If there is any doubt about the absence being excused, call the school office. Examples of unexcused absences include:

- Babysitting a sibling
- Traveling on vacation
- Going to PennDOT to take a driver's test or update a document
- Sleeping in
- Spending time with family

Any student who receives an unexcused absence will receive zeros for all work for that day/time missed. This includes tests and quizzes.

Absence Notes

Absence notes, with the student's full name, grade, date of absence, and specific reason ("sick" is not acceptable), and parent/guardian signature, should be brought to the school office by the student on the morning of his/her return to school. If an excuse note is not presented by the student's third day back, the absence will become unexcused, the work cannot be made up, and any tests or quizzes will be recorded as a zero.

Make-Up Work

Students have one day for each day of absence to make up any work missed. Other arrangements can be made with the teacher's approval. It is the student's responsibility to get the missed assignments from the teacher or other students. Students who arrive late on test days must see the teacher concerning a missed test, or a penalty will be given.

Leaving Campus

Students are **not** allowed to leave the campus at any time during the school day without proper authorization from the administrator. Any unauthorized departure from the campus between 8:00 a.m. and 4:00 p.m. or while attending a school-sponsored event at any time or place will subject the student to school discipline. All students leaving the campus for any reason must sign out at the reception center before leaving campus. If a student returns to the campus, the student must also sign in at the reception center. It is important to remember that proper behavior is expected while off-campus. Students represent Lighthouse Christian School and should act in a way that portrays the school in a positive light to the surrounding community.

Students in 12th grade may receive permission to leave the campus for work. An Off-Campus Permission Form must be filled out and submitted in the office for administrator approval.

Discipline

Lighthouse Christian School stresses discipline as an important aspect of character development. LCS uses the demerit method of discipline to help train up a child in the way he should go (Prov. 22:6). We believe in both positive and negative reinforcement of the rules. Positive reinforcement is when students are rewarded for going above and beyond what is expected of them (i.e., 100% on test, picking up trash without being asked, etc.). Negative reinforcement is when students are corrected for disobeying the rules (i.e., improper language, dress code violation, etc.). LCS believes, however, that discipline is not just for the school, but should also be reinforced at home. **LCS will NOT incorporate corporal punishment for any reason.** Parents should be the primary disciplinarians in the student's life. The use of corporal punishment is left to parents' discretion.

Demerits

The following rules apply to all students and will be enforced with the corresponding number of minimum demerits. Demerits may be increased after the first offense.

1. Cell phone/electronic violation 1
2. Disturbing class or chapel 1
3. Dress code violation..... 1
4. Friday Folder not returned 1
5. Gum chewing 1
6. Habitually Tardy 1
7. Horseplay 1
8. Incomplete homework (at the teacher’s discretion)
9. Intentional poor manners 1
10. Running in the hallway 1
11. Unprepared for class 1

12. Bullying..... 3
13. Cheating 3
14. Inappropriate behavior or language 3
15. Inappropriate touching (staff determined) 3
16. Lying 3
17. Not working in class 3

18. Direct disobedience..... 5
19. Disrespect..... 5
20. Fighting 5
21. Obscene gesture or cursing 5

The following is a list of offences that could result in suspension and/or expulsion from the school. The pastor, administrator, and/or Lighthouse Christian School Board will review the infraction to determine if such actions pose a threat to the school environment.

1. Abuse of school property
2. Alcohol possession or use
3. Gambling
4. Involvement in crimes (other than traffic tickets)
5. Immorality

6. Possession, distribution, or use of un-prescribed drugs
7. Possession, distribution, or use of pornography
8. Possession, distribution, or use of tobacco
9. Possession or distribution of birth control devices
10. Possession or distribution of explosives, firearms, knives, or other fighting instruments
11. Stealing
12. Striking another student or staff member

Consequences for demerits will be fulfilled in the following ways:

1. If a student accumulates **3-5 demerits in one day, or fails to do homework from the previous day (at the teacher's discretion)**, he will be required to serve a lunch detention at the next lunch time.
 - a. Lunch detentions will not require the use of a Detention Slip.
 - b. During lunch detention, students will be separated from other students and monitored by a staff member.
2. If a student receives **6 or more demerits in a day or accumulates 5 lunch detentions in a semester**, the student will be automatically issued an after-school detention. The offending student's parent will be called or emailed in order to schedule the detention and inform them of the student's behavior.
 - a. After-School detentions begin at 3:30 PM and are from thirty minutes to one hour long, depending upon the infraction.
 - b. With severe infractions, administration may require tasks to be done as service to correct their actions (for example, if a student is fooling around and makes a mess, he may be required to clean it up).
3. If a student receives an after-school detention, a detention slip will be issued to the offending student to be signed by a parent and returned the following day to inform the staff that the parents are aware of the

discipline. After the detention slip has been signed and returned, the student will serve the detention.

4. If a student fails to return the signed detention slip the following day, an additional demerit will be assigned. **If the detention slip is not returned within 2 school days, the student's parents will be informed that the student is to serve the detention automatically the same day.** Detentions are not to be served on Mondays due to staff meeting or Wednesdays due to church.
5. Upon the accumulation of **50 demerits in a year**, the student will receive a suspension, whether at-home or in-school, the length of which to be determined in a parent-administrator conference.
6. Upon the accumulation of **75 demerits in a year**, the student will receive a suspension until the administrator, pastor, and school board meet to consider what actions need to be taken, including possible expulsion. A parent-administrator conference will be scheduled to discuss the offending student's actions and consequences.
7. Upon the accumulation of **100 demerits in a year**, the student will be immediately expelled. The administrator, pastor, and school board may make exceptions in rare cases.
8. Students who have been expelled may re-apply the following fall semester with approval from the administrator, pastor, and school board.

Extended Care

Lighthouse Christian School provides before- and after-school care for parents who begin work prior to the school's starting time or work late and have no other means of transportation for their child. Before-school care begins at 7:30 AM each day and ends at 8:00 AM. After-school care begins at 3:45 PM and ends at 4:30 PM each day. The cost for Before and After Care is \$3.00 an hour, and increases to \$10.00 an hour after 4:30 PM. Students arriving within thirty minutes (by 8:00 AM) prior to the school's start time or leaving within fifteen minutes (by 3:45 PM) after school dismissal will not be

charged for the service. Students who receive after-school detention will not be charged for the service during detention time (after detention time is over, after-care will be charged). During this time, students will work on homework, read, play quiet games, and do other activities. **Please fill out an extended care form in the school office for each child that needs this service.**

School Closings

Lighthouse Christian School believes that attendance is essential for successful education; however, from time to time, the school may need to close for inclement weather or other safety reasons. **LCS will follow the Dover Area School District for weather closings and delays unless otherwise notified. If a delay of 2 hours or more is necessary, half-day Kindergarten students should not report to school.**

In the event of an early dismissal due to inclement weather, **parents will be notified on the Remind app.** Text this message, @lcsdoverpa to this number, 81010, to be included in this notification group.

In the event of excessive closings due to weather or other unforeseen circumstances, LCS reserves the right to implement the Pennsylvania State Law concerning flex days. On such days, schoolwork will be required of students at home in order to avoid extending the school year.

Transportation

The following local school districts will provide transportation to Lighthouse Christian School for K5-12th grade as long as you live within 10 miles of LCS: Central York, Dallastown, Dover (no half-day pickup), Northeastern, Northern, Spring Grove, West York, and York Suburban. Please contact the school office if you are interested in taking advantage of this opportunity.

Parents who choose to transport their children to school should drop them off between 8:20 AM and 8:30 AM and pick them up at 3:30 PM from the north side door of the school. Please do not linger, as there will be other parents transporting their children. Parents must use approved pickup sign to pick

up children at the door. If a parent has approved another adult to pick up their child, the parent must call the office, and the adult must come to the front office with proof of pickup request and ID.

Traffic flow should not be impeded. Please park your car if an extended conversation with a staff member or other parent is needed. **All meetings with teachers must be scheduled ahead of time.** Drop-off and Pick-up is not a time for parent meetings.

Properly licensed students wishing to drive themselves to school will need to complete and submit a Vehicle Registration Form. This form requires a parent's signature and vehicle and insurance information. These students must park in the east parking lot by the athletic field.

Lockers

Lighthouse Christian school assigns a locker for each student enrolled in 3rd-12th grade. Lockers are school property and are therefore subject to search at any time. If a student wishes to lock his locker, he must supply his own lock. The combination or a duplicate key must be given to the school office. Lockers must be kept orderly at all times and are subject to inspection at any time. If lockers are found to be unacceptable and contain trash or spoiled food, students will be required to clean out the locker.

Students in K5, First, and Second Grade will be provided a cubby in the classroom in which to store their belongings.

Lunch and Snacks

Lighthouse Christian School students must bring their own lunch each day. Microwaves are available for student use. Students in K5-6th grade will be given 45 minutes each day to eat. Students in 7th-12th grade will be given 25 minutes each day to eat. If a student forgets his lunch, food must be purchased from snack shop, and the parents will be charged on their account.

Snacks may also be sent to be consumed at break times. Snacks must be kept in lockers at all other times. **Please do not send energy drinks (Monster, Red Bull, etc.) or overly caffeinated/sugary food items with your child for a snack.**

Coffee and caffeinated drinks at snack shop will not be sold to elementary students.

Electronics

Lighthouse Christian School is committed to providing academic excellence and a safe haven for your child. For this reason, personal electronics must be turned off and kept in student lockers from the time the students arrive at school until dismissal at 3:30 PM unless given special permission from the administrator for instructional or emergency purposes. This policy helps to keep distractions to a minimum and maximize learning. Personal electronics include, but are not limited to:

1. Cell phones
2. Computers
3. Tablets
4. Music Players
5. Smart watches

Failure to comply with the above electronics policy will result in demerits as well as confiscation of the device. Upon confiscation, phones will be turned off and kept in the office until the end of the day when it will be returned to the student.

All students in grades 7-12 can bring their own pair of headphones or wired earbuds to school for academic use. These are used for some special classes that require videos or CDs. No AirPods or wireless earbuds are to be used by students during class time unless given permission.

All students in grades 7-12 should have a scientific calculator, compass, and protractor for math. The use of these in class may be limited by the teacher.

Social Media

LCS neither encourages nor discourages the use of social media. This decision is the parents' responsibility. If social media is used, students are encouraged to post positive thoughts about their home, church, and school and to promote them in a Christ-honoring manner. Students should THINK (Is it True, Helpful, Inspiring, Necessary, and Kind?) before posting anything on social media.

Social networks can, however, be used for evil, which is why students are reminded that they are constantly a testimony of their home, church, and school; and that their social networks should reflect that testimony year-round. Carnal pictures; vulgar language; or language that is condemning of the home, church, or school on social networks may be used as evidence to determine if the student or his activities are a threat to the safe haven of Lighthouse Christian School.

LCS reserves the right to dismiss any student whose social media posts can be construed as being threatening to others. Bullying through social media will not be tolerated. Such posting will be taken seriously and will be considered cause for suspension or expulsion.

LCS strongly discourages students from being involved with any online dating sites or chat rooms.

Students and parents are also encouraged to follow Lighthouse Christian School on Facebook for news and updates. You can find us at www.facebook.com/lcsdover.

Language

Ephesians 4:29 states “Let no corrupt communication proceed out of your mouth.” This verse should be the basic premise for everything a Christian says or does. At Lighthouse Christian School, we are determined to keep the world out, and one of the primary ways the world gets in is through our speech. A Christian’s language should be noticeably Christ-like in character. **Bad-mouthing the home, church, school, or staff will not be accepted and will be appropriately disciplined.** While at school, students should not talk about books, movies, games, television, or other activities which promote worldly philosophies that LCS would not endorse. LCS is determined to keep the school a safe haven, but it cannot accomplish that goal effectively if the students are bringing the world into school.

At LCS, bullying will not be tolerated. Students are to be kind to each other (Ephesians 4:32) and treat each other as they would want to be treated. If a student is caught bullying, he will be issued an appropriate number of demerits, and parents

will be notified. Extreme or persistent bullying could be used as grounds for dismissal.

To help stress discipline and respect, students must address all staff members of Lighthouse Christian School and Lighthouse Baptist Church with respectful language such as sir or ma'am. Men should be addressed as either Pastor, Doctor, Mister, or Brother, and women should be addressed as either Doctor, Miss, or Misses. Failure to comply will result in demerits.

Appearance

Lighthouse Christian School maintains a modest dress code for both students and staff. LCS uses student uniforms outfitted by French Toast[®] which can be ordered online directly from French Toast[®]. When on their website, parents can search the school name, or use the code: QS5PKLH to find uniform information. If parents shop on the French Toast[®] website, the school receives a kickback for all items purchased on there.

Girls' skirts and all ties must match the French Toast[®] articles exactly. Shirts and pants may be ordered elsewhere, but please match the uniform as closely as possible. Uniforms are implemented by LCS to ensure modesty and to avoid unnecessary problems.

Students in grades 7-12 also have a physical education uniform that they are responsible to bring each day there is physical education class. At the beginning of the school year, students will be measured, and appropriately sized uniforms will be provided for purchase. Please submit payment for the number of PE uniform items you would like to purchase for your child, with the provided order form. Students in P.E. will be given 10 minutes to change into their uniform and may wear the P.E. uniform home if desired. P.E. class will begin after the 10-minute break to change, and failure to be on time will result in 1 demerit.

All Students

1. Uniforms must be worn each school day and on all trips or activities (unless otherwise notified) that take the place of school.
2. Uniforms should be neat at all times.
3. Good hygiene is a Biblical principle. Students should honor this by showering regularly to eliminate body odors, and by wearing deodorant as necessary.
4. Undershirts must be white and worn by all students in grades 5-12.
5. Sleeves must not be rolled up on long sleeve shirts unless given special permission. Short sleeve shirts are available for order for warm seasons.
6. Shirts must remain tucked in at all times.
7. Students may not wear sweatshirts, hoodies, or jackets of any kind in the classroom. Students may wear sweaters that are solid white, black, gray, or maroon, to match the uniform.
8. Students are not to wear hats during school hours unless given special permission
9. Appropriate uniform ties are to be worn by both boys and girls in grade 7-12, as per the French Toast uniform information.
10. Clothing must fit properly but not be form fitting.
11. Temporary or permanent tattoos or drawings on the body are not permitted.

Guys

1. Uniforms for male students in grades K5-6 consist of a white polo shirt, gray slacks with a black belt, and tennis shoes.
2. Uniforms for male students in grades 7-12 consist of a white dress shirt, burgundy tie, gray slacks with a black belt, black socks, and black dress shoes.
3. Shirts must be neatly tucked in, and pants worn at the waist for all grades.
4. Male students in grades 7-12 will wear black dress shoes; athletic shoes are permitted only during physical education class. Socks must cover the ankle and are to

be worn at all times. Athletic socks may be worn for P.E.

5. Hair must be kept clean and cut in a conservative fashion to be worn off the collar and ear. Hairstyles must be neat and kept orderly at all times. Improper length and style may be determined by the administration. Hair must not reach the eyes if it were to be combed forward. Hair must not be dyed, bleached, spiked, or partially shaved. Sideburns must not pass the middle of the ear. Hair checks will be conducted randomly throughout the school year.
6. Oversized buckles are not permitted.
7. Jewelry may not be worn unless it is for a medical reason and has been approved by the administrator. Simple rings are acceptable, but no more than one ring per hand may be worn.
8. For grades 7-12, ties must be worn tight around the neck so that neither the undershirt nor the top button can be seen. Regular men's ties are not available at French Toast[®] but can be obtained at Amazon or TieMart.com.
9. Guys must remain clean-shaven every day unless given special permission by a staff member.
10. During cold weather, sweatpants may be approved by administration to be worn for P.E. Sweatpants must be properly fitting, but not tight. Joggers are not permitted.

Girls

1. Uniforms for female students in grades K5-6 consist of a white polo shirt, gray pleated skirt, and tennis shoes. Shorts may be worn under skirts if desired but must not be visible.
2. Uniforms for female students in grades 7-12 consist of a white blouse with pointed collar, burgundy tie, gray skirt, and black dress shoes.
3. Skirts must cover the whole knee when sitting and standing.

4. Necklines of shirts worn on special days must be no more than three fingers below the collarbone, and undershirts must be worn with white shirts.
5. Female students in grades 7-12 will wear black dress shoes; athletic shoes are permitted only during physical education class. Heels should be 2 inches or less. Shoes must be closed toed and closed backed. Boots are only permitted during winter-weather months and must be removed before entering the classroom.
6. Socks, tights, or hose may be worn. Socks and tights may be black or white. Hose may be black, white, or natural colored. Uniforms must cover the knee with or without tights underneath. No leggings will be permitted in the classroom.
7. Hair must be feminine, clean, and neatly styled. Hair must not be partially shaved or cover the eyes. Unnatural dying is not permitted.
8. Only female students of the ages of 12 and older may wear make-up. They must have parental consent, and it must be natural looking.
9. No black or gothic style nail polish or make-up will be permitted.
10. Jewelry must be simple and not distracting. It also must not be gaudy and worldly in nature. No more than two bracelets at a time may be worn. Earrings must be worn on the ear lobe. No more than two earrings per ear, whether they are pierced or clip on, may be worn. Dangling or hoop earrings are not to be more than one inch in length. Gauges or earrings that appear to be gauges are not permitted.
11. Leggings or tights may be worn under P.E. uniforms during cold weather. Uniforms must cover the knee with or without leggings underneath.

Visitors/Security

Visitors of Lighthouse Christian School and Lighthouse Baptist Church must check in at the receptionist's window in the church/school office during school hours. Building doors remain locked and are monitored by security cameras during

school hours. Visitors and parents must check in at the office in order to gain access. **Visitors and parents are not permitted to walk back to the classrooms or lunch room unless given special permission by the teacher.** If a teacher is needed, the visitor/parent should inform the office staff, and they will call down to the teacher. Please call ahead to make an appointment if a parental visit is deemed necessary during the day.

In order to keep the school safe, **no pocketknives or other items deemed threatening will be permitted.**

Academics

Curriculum

The curriculum at Lighthouse Christian School has been chosen carefully to ensure a standard of academic excellence for our students. All of our curriculum has undergone rigorous testing to guarantee it falls in line with the core values of a Biblical foundation. Students will be challenged to think at a high academic level and to maintain a Christian perspective in all areas of life.

- **Character Development:** This is the most important work of a school. Teachers are constantly alert to opportunities for laying the foundation for a strong Biblical character in their students.
- **Textbook Policy:** The main textbook of LCS is the Bible, God's Word (II Tim. 3:16). In courses of study, which require additional material, every effort is made to select Bible-based, Christ-centered, Christian textbooks. When this type of textbook is not available, secular textbooks will be used.
 - LCS uses a combination of Abeka, BJU Press, and Positive Action for Christ curriculums.
- **Textbooks:** Students are responsible to return textbooks in good condition. A student will be required to pay for damages or for loss. Damages will be assessed at the value of the cost of the book that was damaged. All school-owned books must have a school-

supplied cover on them. Books returned without this cover will be charged the cost to replace the cover.

Grading Scale

Grading at Lighthouse Christian School is according to the following scale:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B.....	83-86
B-	80-82
C+	77-79
C.....	73-76
C-	70-72
D+	67-69
D	65-66
F.....	0-64

Some subjects may use the skills-based grading scale as follows:

1 – Below Proficiency	Little or no understanding or skill demonstrated yet.
2 – Approaching Proficiency	Though the student is occasionally demonstrating a working knowledge of the essential skills that encompass the standard, there is still much room for growth.
3 – Meets Proficiency	The student generally meets the standard and demonstrates basic knowledge of essential skills, some errors may be present, but the strengths are dominant.
4 – Advanced Quality of Work	The student consistently meets and sometimes exceeds the basic level and demonstrates a complete understanding of the standard.
5 – Mastery of Subject	Through extensive evidence, the student demonstrates superior academic performance, an in-depth understanding of the standard and an ability to apply knowledge and strategies to complex problems.

Homework

The homework load should be balanced and reasonable. Any homework given will have a purpose and should be able to be accomplished in a reasonable amount of time. Homework assignments should be clear and concise, clearly communicated by the teacher.

A zero for homework not turned in on the due date will be entered into FACTS on the due date. It will be at the teacher's discretion whether they accept late homework or not. Teachers will either grade homework for completion or grade homework for a specific grade. Each homework assignment does not have to be graded the same way.

Students must complete their own homework. They should not copy other student's answers, share work without the teacher's permission, or allow another student to copy their work. Students who are caught doing any of these will receive a zero on the assignment and a detention.

General homework amounts per night:

- Grades 1-3 30 minutes
- Grades 4-5 45 minutes
- Grades 6-8 60-70 minutes
- Grades 9-12 75-90 minutes

Late Projects

All long-term projects should be turned in on time. All work is due by class time on the assigned date. Late work will be graded according to the teacher's standards.

Honor Roll

Each quarter, students have the opportunity to be recognized on Honor Roll for their academic achievements. In order to receive Honor Roll, students must accomplish the following requirements:

- Pastor's Honor Roll: Students must have all A's on their Report Card for the grading period.

- Principal's Honor Roll: Students must have A's and B's on their Report Card for the grading period.

Graduation Requirements

<u>COURSES</u>	<u>CREDITS</u>
Bible	4
English	4
History	3.5
Math	3
Science	3
Language, Foreign	1
Physical Education	2
Health	0.5
Technology Education	0.5
Fine Arts	0.5
Electives	1
 TOTAL	 23

Types of Diplomas

Lighthouse Christian School is a registered school in the State of Pennsylvania and, as such, has the ability to issue diplomas. At this time, LCS is not an accredited school. LCS desires for every high school student to develop to their fullest potential academically. We encourage students to look beyond the minimum requirements for graduation and take a bigger challenge.

The LCS standards exceed the minimum state requirements. Therefore, meeting the LCS requirements will earn students a College Prep Diploma. In rare situations, the administrator may make an exception that meets the state standard but does not meet the LCS standard. In those cases, the student will receive a General Diploma.

Lighthouse Christian School offers students three different types of diplomas: Honors, College Preparatory, and General. **All students will be placed in the College Preparatory**

course of study until their course work indicates that they should be placed in a different course.

College Prep Diploma

To receive the College Prep Diploma:

- Minimum of 27 total credits.

Honors Diploma

To receive the Honors Diploma:

- Minimum of 27 credits including the following:
 - Math: Pre-Calculus
 - Science: Physics
- Minimum of 3.7 GPA

Graduation Honors Requirements

Students graduating from the Honors Course or College Preparatory Course are eligible for recognition at graduation with an honors stole under the following requirements:

1. Students must be earning either a College Preparatory Diploma or an Honors Diploma.
2. The student must not receive a suspension or have accumulated more than 20 character-related demerits in grades 9-12.

Having met those criteria, students can receive the following recognition based on their grades:

Cum Laude – 3.5-3.69 GPA

Magna Cum Laude – 3.7-3.89 GPA

Summa Cum Laude – 3.9-4.0 GPA

Senior Graduation

The selection of a valedictorian will be based on the student's accumulated GPA over the four years of high school—grades 9-12. Those who wish to be considered for these honors should consult the administrator for advice on which subjects to take. Students must have been enrolled at

LCS three full years to qualify for Valedictorian or Salutatorian.

In the event that the GPA is tied, the honor will be given to the student who has had a more rigorous schedule. If needed, the students' SAT/ACT scores may be considered to determine the Valedictorian or Salutatorian. Selection of Valedictorian and Salutatorian may be denied to a student who has received a number of behavioral demerits (misconduct, detention, suspensions) or if, in the opinion of the administration, this is warranted. Graduation speeches must be written and submitted to the administration for approval. In order to be considered for these honors, a student must have not missed more than 10 days of school in any school year or have missed the same class more than 15 times in a year.

Seniors must have completed all the requirements for graduation to receive their diploma. This includes having the required credits completed, no outstanding balance, and all textbooks turned in.

Summer School

Mandatory summer school is required for students who missed more than ten days in a school year and is also available for those who are behind and would like to catch up.

Students who missed more than ten days in a school year are required by the State of Pennsylvania to make up their excess absences in mandatory summer school and will report to school at 8:30AM on their scheduled summer school start date. Students in grades 1-12 must fulfill 7 hours (3:30pm dismissal) per extra day missed. The cost for mandatory summer school is \$20.00 per day, which covers the cost of paying the teacher monitoring the student and materials for the student to work on. Students who do not fulfill their mandatory summer school days will be reported to the school district who may revoke driving privileges, impose fines, and/or give other penalties to the parents and/or student (See "Attendance"). Seniors who must make up days in mandatory summer school will not receive their diploma until all the days have been fulfilled.

Staff Directory

Church Staff

Dr. Sterling Walsh, Jr.

Title Senior Pastor

Email pastor@lighthousebap.org

Pastor Tim Hewitt

Title Assistant Pastor

Email thewitt@lighthousebap.org

Pastor Nathan Walsh

Title Assistant Pastor

Email nwalsh@lighthousebap.org

Pastor Charles Meyer

Title Assistant Pastor

Email cmeyer@lighthousebap.org

Mrs. Janice Russell

Title Secretary

Email info@lighthousebap.org

Mrs. Deb Curry

Title Financial Secretary

Email finance@lighthousebap.org

Miss Kaity Hewitt

Title Church Secretary

School Staff

Administration

Mr. Timothy Hiti

Title Administrator

Email admin@lighthousebap.org

Mrs. Lexi Hiti

Title Administrative Assistant

Email attendance@lighthousebap.org

Dr. Janet Walsh

Title Administrative Consultant

Email jwalsh@lighthousebap.org

Faculty

Office Staff

Mrs. Deb Curry

Title Financial Secretary

Email finance@lighthousebap.org

Mrs. Janice Russell

Title Church Secretary

Miss Kaity Hewitt

Title Church Secretary

Elementary School

Mrs. Kim Woodring

Title Kindergarten Teacher

Email kwoodring@lighthousebap.org

Miss Jessica Kolet

Title 1st-2nd Grade Teacher

Email jkolet@lighthousebap.org

Dr. Janet Walsh

Title 3rd-4th Grade Teacher, Band, Orchestra

Email jwalsh@lighthousebap.org

Miss Rebekah Mendoza

Title 5th-6th Grade Teacher

Email rmendoza@lighthousebap.org

Mrs. Debbie Attick

Title Teacher's Aide/Lunchroom Monitor

Jr High & High School

Pastor Charles Meyer

Title 7th-8th Grade Math/Science Teacher

Email cmeyer@lighthousebap.org

Mrs. Samantha Walsh

Title 7th-8th Grade English/History Teacher

Email nwalsh@lighthousebap.org

Mrs. Lexi Hiti

Title High School Teacher

Email lhiti@lighthousebap.org

Mr. Timothy Hiti

Title High School Teacher

Email thiti@lighthousebap.org

Bible Teachers

Pastor Charles Meyer

Title 7th-8th Grade Bible Teacher

Email cmeyer@lighthousebap.org

Pastor Nathan Walsh

Title 9th-12th Grade Bible Teacher

Email nwalsh@lighthousebap.org



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