

# Lighthouse Christian Academy



## Parent Handbook 2024-2025

Lighthouse Christian Academy  
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# **Introduction**

## **Affiliation**

Lighthouse Christian Academy is an independent regional Christian school that receives support from multiple area churches and community donors.

## **Mission**

The mission of Lighthouse Christian Academy is to partner with parents and community churches in the discipleship of children through a quality academic program infused with biblical truth.

## **Vision**

Our vision is to be an accredited program of academic excellence where students will learn, come to know Christ, and be equipped to fulfill God's purpose for their lives. With local pastoral support, Lighthouse Christian Academy will educate whole families by retaining students from preschool through 8th grade and maximizing their gifts and abilities through a challenging curriculum and a growing relationship with the Lord. Students will be guided by teachers who are Christian role models, serving with a heart to keep Christ at the center of all school activities, core subjects, art, music, technology, enrichment, and physical education.

# **PHILOSOPHY OF EDUCATION**

The educational philosophy of Lighthouse Christian Academy is dependent upon the Bible for interpreting any subject or school activity. The entire process of education is a means used by God to bring the student to a personal faith in Christ, and to develop a Christ-like mind in him so he can fulfill God's will for his life vocationally and personally. The purpose of Christian education is to reveal God and to bring students into conformity with His revealed will, realizing that education affects the whole child mentally, socially, physically, and spiritually.

## **WE AFFIRM THE FOLLOWING TRUTHS IN OUR PHILOSOPHY OF EDUCATION**

1. God is the Creator of all things and the source of all truth and wisdom.
2. God is sovereign, maintaining control over all His creation.
3. God has revealed Himself in a general way in creating and in a special way through Jesus Christ and the Bible.
4. The Bible is authoritative and without error.
5. God created man in His own image and consequently man is responsible to God for his actions.
6. Mankind is born with a sinful nature which creates a barrier between him and God.
7. Regeneration, the new birth, is by faith in Jesus Christ.
8. Personal knowledge of Jesus Christ and the practice of biblical truths is essential to proper spiritual, mental, social, and physical development.
9. The Holy Spirit indwells each Christian, convicts of sin, and guides each believer into all truth.
10. All truth and knowledge is from God, therefore, all truth is God's truth and is best taught by a discerning Christian teacher.

11. Prayer by parents, teachers, and students is a significant factor in affecting the lives of the students.
12. The family, the school, and the church are to be complementary in educating the student for a life of fellowship with God and of service to God and man.
13. The teacher represents the parent's authority during the school day but does not relieve parents of their primary responsibility for the education of their children.
14. God has created each student uniquely the person that he is with individual abilities and achievement levels.
15. Moral standards and a value system consistent with the Bible best prepare a student for fulfilling his responsibilities in society.
16. Man's purpose in life is to render glory to God in all things.

## **Transportation Contacts**

If your child will not be taking the bus when they are typically scheduled, parents must notify their child's transportation department. Transportation department phone numbers are listed below:

Barnegat Township	609-698-5816
Lacey Township	609-971-2038
Southern Regional (Stafford)	609-597-6759

## **Teacher/Staff Contacts**

Mrs. DiSalvo (Pre-K)	<a href="mailto:Adisalvo@lca-nj.org">Adisalvo@lca-nj.org</a>
Mrs. Haslam (K )	<a href="mailto:Phaslam@lca-nj.org">Phaslam@lca-nj.org</a>
Mrs. Kenney (1st)	<a href="mailto:dkenney@lca-nj.org">dkenney@lca-nj.org</a>
Ms. Ulaky (2nd)	<a href="mailto:culaky@lca-nj.org">culaky@lca-nj.org</a>
Mr. Toth (3rd)	<a href="mailto:jtoth@lca-nj.org">jtoth@lca-nj.org</a>
Ms. Castro (4th)	<a href="mailto:mcastro@lca-nj.org">mcastro@lca-nj.org</a>
Ms. McComb (5th)	<a href="mailto:tmccomb@lca-nj.org">tmccomb@lca-nj.org</a>
Mr. Romano (6-8th)	<a href="mailto:jromano@lca-nj.org">jromano@lca-nj.org</a>
Ms. Sgroi/Mrs. Ermel	<a href="mailto:nurses@lca-nj.org">nurses@lca-nj.org</a>
Mrs. Wenal (Office)	<a href="mailto:info@lca-nj.org">info@lca-nj.org</a>

## **Board Members**

President: Jon Torres  
Vice President: Don McCrea & Harold Roberts  
Mary Morse  
Crystal Matelski  
Yolande Murdock  
Anne Petresek  
Bob Sharp

## **PRESCHOOL**

Children enrolling in Preschool must be four years old by October 1 of the school year. All preschoolers must be potty trained (no “pull-ups” or training pants).

### **DAILY PROGRAM**

A carefully supervised and balanced program is offered to assist the child in his learning process. This includes varied activities of Bible, play, reading and math readiness, music appreciation, stories, creative arts, science and health. All of these provide an educational experience of lasting value in the spiritual, physical, mental and emotional development of the child.

The Bible is the cornerstone of the program. God’s truth is integrated into all areas of study. Bible lessons are shared each day with lessons that present God as our loving Father and Jesus as God’s Son and our Special Friend. Children are taught the importance of prayer and encouraged to talk to God themselves.

### **DRESS CODE**

A well-rounded education includes training in good health and dress. Neat and modest school attire has a definite place in providing an atmosphere which is conducive to learning.

### **GUIDELINES FOR PRESCHOOL STUDENTS’ DRESS**

- All outer clothing should be marked plainly with the child’s (3 letter) initials.
- Roomy, washable play clothes are best for school. Remember, children are discovering and exploring their environment which at this age includes, floors, lawns, running and leaping. Leggings, tights, or shorts are to be worn under dresses and skirts for modesty reasons. (Dresses, jumpers or skirts that are straight are not recommended as they make it very difficult for your daughter to sit and participate correctly and comfortably).
- Clothes should be easy for children to put on and remove so they can learn to take care of their own bathroom needs and outerwear for colder days.
- We request sneakers or rubber soled shoes as your child develops his coordination skills. Sandals, clogs, flip flops and shoes with high soles can be a point of frustration for your child and should not be worn to school.
- A change of clothes (all labeled with your child’s name) are to be put in a zip bag for us to have on hand, in case of accidents. As your child grows and the seasons change you may need to substitute this set of clothing. A complete change is requested: shirt, pants, underwear and socks/tights. This outfit will be kept in the classroom all year and will be returned at the end of the school year. Please put your child’s full name on the outside of the zip bag.
- Sunglasses and hats are to be worn outside only. As you drop off your child, please see that they are placed in your child’s backpack.

### **ARRIVAL AND DISMISSAL PROCEDURES**

#### **ARRIVAL**

Students should arrive no earlier than 8:45 AM. Please park your car in the marked parking spots on the blacktop, or on the gray stones, and enter through the front door. Please do not leave your car unattended at the curb.

K-8 begins their morning at 8:45 AM, so out of consideration, please use quiet voices.

For the sake of classroom efficiency, please make every effort to have your child in class on time.

## **DISMISSAL**

All children must be picked up promptly at their designated pick up time: Half Day Pre-K 1:00 PM, and Full Day Pre-K 3:30 PM. Pre-K will be dismissed through the front doors and led to their parent's vehicles with siblings in higher grades

Children will only be released to the recognized parent/guardian. Any changes in the routine must be made in writing to the teacher. Please instruct any other adult picking up your child to show their driver's license/valid ID at dismissal time. The school will not honor verbal messages via the student.

## **DISCIPLINE (PRE-K)**

### **CLASSROOM DISCIPLINE**

The basic behavior rules for all students are as follows:

1. Be kind to one another, tender-hearted and forgiving one another.
2. Be quick to follow directions.
3. Procedure: If the basic behavior rules are repeatedly disobeyed, the teacher will require the child to have a period of time out from the classroom activities after a discussion and prayer.

### **STANDARDS OF CONDUCT AND DISCIPLINE**

Lighthouse Christian Academy seeks to provide an atmosphere conducive to the spiritual, social, physical and academic growth of students. In this environment, positive Christian standards are incorporated in an effort to promote Godly character and attitudes.

The Bible teaches that the responsibility and authority of discipline comes from God.

**"Children, obey your parents in the Lord, for this is right. Honor your father and mother which is the first commandment with promise that it may be well with you and you may live long on the earth. And you fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord." Ephesians 6:1-4**

Both the error of firmness minus love (harshness) as well as love without firmness (sentimentality) must be avoided.

**"My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in." Proverbs 3:11-12**

Discipline is aimed at showing a child his rebellious will; leading him to repentance, and encouraging him to become a self-disciplined person, desiring the will of God for his or her own life. Discipline shall be handled at the lowest possible level, i.e. the classroom.

## OTHER IMPORTANT PRE-K INFORMATION:

**Lunch time:** Parents are to provide a nutritious, packed lunch for students. Please do not send items containing peanuts.

**Birthdays:** Your child may celebrate his or her birthday at school with friends. Please make arrangements ahead of time with the teacher. Teachers will ask for appropriate classroom snacks.

**Bible:** One of the ways your children are introduced to the Bible is through Bible verse memorization. One short verse each week is assigned for Pre-K. Please help them, they can do it!!! Do not underestimate your child; they can even memorize the reference.

**Change of Routine:** If there is a serious change in routine at home such as illness, death, divorce, etc., please let us know so that we can help your child through this difficult time.

**Backpacks:** Each child will need a backpack. Pre-K students will need a lunchbox. The backpack should be large enough to hold a large craft project.

**Practice, Practice, Practice:** These are important words in the life of a 4 year old. Parents help them in learning daily tasks such as zipping, buttoning and Bible memorization.

**“Train up a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6**

## ALL STUDENTS

### THE PARENT/TEACHER FELLOWSHIP (PTF)

The PTF shall foster, between parents and educators, united efforts to secure our children a truly Christian education. The PTF endeavors to build a community of committed school families by planning and conducting fellowship activities throughout the year. The PTF will also assist with school functions and fundraising projects. All activities and decisions of the PTF are subject to approval by the Principal. The term “parents” hereafter refers to a student’s parents as well as temporary or permanent legal guardians.

All members of the LCA faculty and parents of LCA pupils are considered members of the PTF unless they submit a letter to the PTF secretary declining membership. Associate membership is available to any person interested in the activities of the PTF, but carries no privilege of voting or holding office.

## TUITION

### PENALTIES

Tuition payments are due on the 10th of the month and a late fee will be charged after the 15th of the month. Delinquent accounts will be handled in accordance with the following procedures:

- 1<sup>st</sup> month: Accounts receivable will invoice 1 ½% on the past due invoice. A fee will be charged for returned checks.

## **FINANCIAL OBLIGATION UPON WITHDRAWING**

For students withdrawing early, a percentage of the total annual tuition obligation will be due:

- Withdrawal between July 1 and August 31: 25% of the annual tuition is due.
- Withdrawal between September 1 and October 31: 50% of the annual tuition is due.
- Withdrawal between November 1 and March 31: 75% of the annual tuition is due.
- Withdrawal after April 1: 100% of the annual tuition is due.

Withdrawing students who have prepaid tuition will receive a prorated refund according to the above guidelines.

When a student transfers to another school, the student records (academic records, testing data, report cards and health records, etc.) will only be forwarded if all indebtedness to LCA has been paid. This indebtedness may include, but is not limited to, tuition payments, fees, damage assessments and textbook/library book replacement fees.

## **FINANCIAL ASSISTANCE**

Financial assistance may be available to qualifying families (of students in K to 6<sup>th</sup> grade) to meet tuition obligations for their child(ren). The Financial Assistance Fund is supported through contributions, fundraisers and generous donors.

All requests for financial assistance are to be made through the school and must be re-filed each year following the registration of their child(ren). Applications are available in the school office and should be submitted by April 30 for the following school year. All forms must be filled out correctly and completely before assistance will be considered.

The Finance Committee will review all applications and make recommendations to the Board. Students receiving financial assistance must apply themselves in such a way that their behavior and academic progress meet an acceptable and measurable standard.

## **CONFIDENTIALITY STATEMENT**

LCA fully complies with the United States Government's Family Educational Rights and Privacy Act (FERPA). Any information supplied by a family that is pertinent to their financial aid application is kept in strict confidence, and is viewed only by those individuals responsible for making the award determination. We recognize that this is extremely sensitive information. Discussion of this information by school employees and committee members, outside of the context of the award discussion, is prohibited. If a family wishes to view this information, they may do so by appointment with a member of the Finance Committee.

## **NON-DISCRIMINATORY STATEMENT**

LCA does not discriminate on the basis of gender, race, and color, national, ethnic or religious origin in the award of any tuition assistance. However, Lighthouse Christian Academy maintains a Code of Conduct and Statement of Faith and all applicants must accept and comply with the same.



**END OF YEAR INDEBTEDNESS:**

If by the last day of school for students, all indebtedness to Lighthouse Christian Academy has not been paid, the report card and the standardized testing results will not be sent home with the student. These will be sent as soon as the account has been brought current.

**APPLICATION AND REGISTRATION PROCEDURES****NEW APPLICANTS**

Parents should indicate a sincere interest and desire for their child(ren) to have the benefits of the Christian atmosphere and Christian academic program of the school. Parents of all new applicants must meet with the Principal (or designee) for an interview to address the following:

- Nature, purpose, and program of the school
- Christian commitment of the parent(s) and their concern to maintain a Christian home
- Parents' motivation for applying for admission
- Understanding of financial obligations and payment schedule
- All new applicants must additionally provide a birth certificate and students in K-8 must take an entrance exam.
- New K-8 grade students will have up to a six week probationary period to be sure the student's needs can be accommodated by Lighthouse Christian Academy. The student will be evaluated at the completion of the probationary period. If the student's needs cannot be met, financial liabilities will be prorated by the LCA Board.

**ENROLLMENT**

Enrollment is subject to the Principal's discretion.

- Children must be 5 years of age by October 1 of the school year to be enrolled in Kindergarten. Grade placement thereafter is determined by the administration and child's teacher.
- Students transferring from another Christian or private school may not enroll until all indebtedness to the former school is satisfied. Returning students must carry no debt from a prior school year.
- First tuition payment must be received on or before July 10 to guarantee space in the classroom for a student.

**REGISTRATION**

- Lighthouse Christian Academy is a family school. The Board encourages parents to enroll all of their age-eligible children.
- All current LCA families will be allowed an early registration period, subsequent to which additional applications will be processed for the remaining openings based on the date of receipt of the application and fee.
- A completed Application for Enrollment and Emergency Contact Sheet must be submitted for each prospective student (new and returning) along with the required registration fee.
- Parents shall be expected to sign and abide by the Parent Commitment statement on the application form.

## **RESPONSIBILITIES OF THE PARENTS**

- Prayerfully support LCA
- Be well-acquainted with the LCA handbook and familiarize their children with it
- Attend all Parent/Teacher meetings
- Support school activities and programs, including outreach and fundraising projects that enrich the educational offerings of LCA and fellowship events with school families and patrons
- Enable their child(ren)'s participation in scheduled field trips and other school activities
- Volunteer for duties as opportunities arise within the school or involving extracurricular activities; Attend family workdays to accomplish maintenance tasks at LCA which significantly offset the real cost of education
- Understand that the Administration has full responsibility for placing students in the proper grades, so each student will be able to successfully meet his or her potential
- Agree that the teacher has full discretion in the classroom discipline of their children according to the Discipline Code
- Seek resolution when dissatisfied with the school in any respect with the person or persons involved, per the Matthew 18 principle (i.e., going to the individual with whom you have a disagreement instead of discussing it with anyone else)
- Agree that the school reserves the right to dismiss any student who does not respect its spiritual standards, cooperate in the educational process, or follow the discipline system
- Pay all financial obligations to Lighthouse Christian Academy on or before the due date; notify the Principal or Board in advance of any delay
- See that child(ren) are in attendance at school regularly, on time, and dressed in accordance with the uniform standards as set forth in the dress code policy

## **POLICY RELATING TO FAMILIES OF DIVORCE, SEPARATION AND CUSTODY CONFLICT**

In recent years, especially with rising divorce rates and the number of families in conflict over the parenting of their children, Lighthouse Christian Academy has been involved, unwillingly, in the divorce fray. Both parents must act in the interests of their child(ren) and take into account the effect their actions have on the faculty, staff and students.

In response to these ever-increasing issues facing the teachers and staff of Lighthouse Christian Academy, the following policies will be implemented immediately.

- I. Unless a court order specifically states something is to be done regarding custody or visitation issues, it will not be done. If the parents are unable to agree between themselves on the best visitation schedule with their children as it affects schooling, the teachers and staff of Lighthouse Christian Academy cannot and will not act as the arbitrator of the dispute.
  - A. If the parents come to an agreement absent a court order that requests certain pick-up and drop-off schedules, (e.g., father picks up children Monday-Wednesday, mother picks up children Thursday-Friday), the teachers and staff will take every reasonable step to comply with that agreement. However, the teachers and staff of Lighthouse Christian Academy will not be bound by any such agreement absent a court order

if a conflict arises between the parents. For example, if Monday is the mother's agreed day and the father appears at any time during the school day to take possession of the children, the school will comply with the father's request. If this act is worrisome to either parent, then the parents are required to obtain a court order directing the specific pick-up and drop-off actions by which the school must comply.

- II. Communication between parents and comments about parents from each other, through the use of the children's take-home work assignments and homework logs is expressly forbidden. The assignments are sent home for completion and the homework log is to be used for teacher communication to parents and parent communication to the teacher regarding the children.
- III. Lighthouse Christian Academy continues its policy that the children will be required to complete school assignments at home, (i.e. "homework"). Homework is to be completed every night it is sent home or on the schedule provided by the individual teacher. The school takes no position as to which parent in a custodial dispute is responsible for assisting with the completion of homework. It is the belief of Lighthouse Christian Academy that both parents should be actively involved in such nightly homework assignments.
- IV. Unless there is a court order specifically addressing extracurricular activities, no parent will be barred from attending any school event.
- V. No teacher or staff member of Lighthouse Christian Academy shall act as messenger or deliverer of information, comments, personal items, etc., between parents. Lighthouse Christian Academy maintains its policies regarding open communication to all parents regarding the educational needs of the children. Parents are encouraged to remember that it is their joint responsibility to ensure the children have all items necessary for attending school including assignments, materials, uniforms, etc. for the daily activities they enjoy at Lighthouse Christian Academy.
- VI. Should any parent violate the provisions of this or any other policy of Lighthouse Christian Academy, the Board reserves the right, at its sole discretion, to expel the child(ren) of said family for the safety and continuation of the mission and vision of Lighthouse Christian Academy for all other families.
- VII. The administrator and/or Board reserve the right to act within the spirit of the policy herein for any and all situations that arise not expressly referenced herein as the references to and examples of actions prohibited is not meant to be exhaustive of any and all instances of actions that are prohibited but are designed to provide examples of common actions.

### **NON-DISCRIMINATION**

Lighthouse Christian Academy admits students of any race, color, national or ethnic origin.

# **STUDENT HEALTH RECORDS**

## **EMERGENCY CARDS**

Emergency contact cards must be completed by parents and returned to school.

## **PHYSICALS & IMMUNIZATION**

Students new to LCA shall present a recent written health evaluation from a licensed physician. An immunization record must also be provided as required by law. The immunization record must document at least one of each required immunization for the child to be allowed to enter school.

## **ILLNESS**

### **• ILLNESS IN SCHOOL**

- Parents shall be called if their child becomes ill during school hours so the child can be taken home. If both parents are unavailable, the emergency contact person listed on the student application/emergency card will be called.
- In the event of a serious accident, LCA personnel shall call 911 to reach the Stafford First-Aid Squad (or other chartered first-aid responders) to provide transportation to the hospital, and then contact the parents/emergency contacts in the order specified on the student emergency card. If a parent/designee is not available at the time of transfer, a representative from the school will accompany the student to the hospital and school officials will permit attention to be given consistent with the instructions specified on the emergency card by the parents.

### **• MEDICATION**

- LCA complies with the N.J. State Department of Education regulations concerning students who require medication during school hours.
- A written statement from the prescribing physician identifying the name, dosage, frequency, and purpose of the medication must be provided.
- A written statement from the parent giving permission for the administration of the medication must be provided.
- Prescription medication must be in the original container with the pharmacist's label, the prescription number, child's name, and dose to be given, and doctor's name.
- The parent is responsible for the transport of any medication to the school nurse.
- Students may be approved to self-administer in certain life-threatening conditions, such as anaphylaxis, diabetes, and asthma. Written permission from the physician and parent must be obtained.
- The school nurse shall designate, in consultation with the principal, additional employees of the school who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the nurse is not physically present at the scene.
- The school nurse shall designate, in consultation with the principal, additional employees who volunteer to administer glucagon to a pupil with diabetes when the nurse is not physically present at the scene.
- These regulations apply to over-the-counter medications as well as prescription medications.

**The following individuals are authorized, by law, to administer medication to students in schools:**

1. A school physician
2. A certified or non-certified school nurse
3. A substitute school nurse (RN) employed by the school
4. The student's parent or guardian
5. A student who is approved to self-administer in certain life-threatening conditions in accordance with N.J. State Senate Bill #1372 (1R)

**IMMUNIZATION COMPLIANCE**

In compliance with the N.J. State Department of Health and Senior Services (NJSDHSS), LCA has adopted the N.J. immunization standards for all students. No child shall be admitted to school unless he or she has completed required immunizations or has been granted a provisional status in accordance with the rules and regulations implementing this policy. (N.J.S.A. 26:1A-7; N.J.S.A. 26:2-137.1b; N.J.A.C. 8:57-4)

• **MEDICAL CONTRAINDICATION**

- No child must be required to have any immunization that is medically contraindicated. Requests for medical exemption must state:
  - The reason the immunization is medically contraindicated (must be a valid contraindication)
  - The specific period of time for which immunization is medically contraindicated
  - The signature of a licensed physician or advanced practice nurse.

• **RELIGIOUS EXEMPTION**

- A student may be exempt from a required immunization if it conflicts with the family's religious beliefs or practices. The parent must request the religious exemption by writing a letter stating how the immunization conflicts with religious beliefs and submit it to the Board for review.

• **PROVISIONAL ADMISSION**

- A student may be given provisional admission to school if documentation is provided that at least one dose of each required immunization has been administered. NJSDHSS should be contacted for exceptions to provisional status. Parents of students requiring provisional admission to school will be notified in writing.

**COMMUNICABLE CONDITIONS**

A communicable condition is one that can be transmitted directly or indirectly from one individual to another. In the school setting, the risk of exposure can be unpredictable; therefore, control measures that are simple and uniform across all situations have the greatest likelihood of compliance and success.

In order to protect the health of the children and the staff in the school, all regulations of the state Department of Education, the state Department of Health, and the local Board of Health shall be observed with regard to communicable disease. Students seeking to enter school who have been identified as having a communicable condition will not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, and quarantine and reporting.

Some medical conditions may require accommodations or may disqualify a student from participation in school activities, including sports. Such medical conditions will be referred to parents and family physicians for medical intervention and follow-up relevant to school attendance or before participation in such activities is allowed.

- **COMMUNICABLE DISEASE EXCLUSIONS**

- A medical examiner's certificate of re-admittance to school is required for the following diagnoses:
  - Chicken pox: The student must remain out of school for a minimum of 7 days following the appearance of rash, and until all scabs are dry.
  - Conjunctivitis
  - Fifth's Disease: The student may be readmitted to school with a doctor's note even if the rash is still present.
  - German Measles
  - Hepatitis
  - Measles
  - Mononucleosis
  - Rash of unknown origin
  - Ringworm/Tinea Capitis
  - Scarlet Fever
  - Strep Throat
  - Mumps: The student must remain out of school for a minimum of 7 days after the swelling appears on the affected side. If the second side becomes involved, the student must remain out of school for a minimum of 7 days after swelling appears on the second side.
  - Pediculosis: The parent will be notified immediately to pick up the child for treatment. On the morning after the first treatment, the student may return to school once the school nurse verifies that he or she is nit free.

- **TUBERCULOSIS TESTING**

- N.J. schools may be required to perform tuberculosis tests on students using methods specifically directed by the NJSDHSS. Requirements for testing will be specified annually by the NJSDHSS depending on the incidence of tuberculosis or tuberculin reactor rates in the community. The school nurse will interpret and record the test results on the student permanent health record. (N.J.S.A. 18A:40-16)

## **UNIVERSAL PRECAUTIONS**

Use of universal precautions in the handling of human blood and certain bodily fluids in the school setting is intended to protect students and staff. Specific procedures are detailed in Appendix G.

## **EMERGENCY PROCEDURES**

**Fire/Security Drills:** Information is posted in each room concerning fire drill and evacuation procedures. No one should take these drills lightly or carelessly. Strict observance of listed procedures will be expected by all school personnel. An effort to conduct at least 2 drills will be made each month in compliance with NJ State requirements.

## **EMERGENCY MANAGEMENT/EVACUATION**

Lighthouse Christian Academy is dedicated to a safe, orderly learning environment. This set of guidelines is meant to be a practical guide that provides general procedures to follow in case of various emergencies. The purpose of this plan is to coordinate and implement an immediate, comprehensive response to an emergency. All LCA staff members will know these procedures. The procedures will be reviewed annually. Working together, all of us, will help make our school a very safe place to work and learn.

Lighthouse Christian Academy has a very specific chain of command to be followed during an emergency.

### **Chain of Command:**

1. Principal/administration or Principal Designee
2. Board of Education Designee

### **LCA has set specific command posts during an emergency.**

1. Designated by Principal/Administration or Principal Designee depending on emergency
2. Outside: Designated Fire Drill Locations

### **Community Emergency: during an emergency, members of the school office will ensure emergency personnel have been contacted via the 911 emergency system, or via radio direct:**

1. Stafford Police Department
2. Fire Department
3. First Aid

**Lighthouse Christian Academy does not exist by itself. The services of many different organizations throughout the community, county and state may be needed during an emergency. Logistical support will be provided by the Office of Emergency Management, Stafford Township, Southern Ocean Medical Center, State of New Jersey and Federal Government.**

The following plans will PROTECT Essential Items/Personnel:

1. LCA staff will be briefed about Emergencies/Disaster Drills with the start of each new school year and will review the school-specific emergency guidelines.
2. Fire proof cabinets will house student records including emergency cards.

The staff will discuss emergency procedures with students and provide support during drills to assist in employee and student understanding.

## **POLICIES APPLYING ONLY TO K-8 STUDENTS**

### **ATTENDANCE**

Attendance is required of all students enrolled in LCA whenever school is in session. Regular attendance is essential to successful class work and positive student performance. The educational programs offered at LCA are predicated upon the presence of the students and require continuity of instruction and classroom participation. While LCA is not mandated to follow the state regulations for public schools, the Board does follow the general guidelines in the state code regarding attendance.

### **SCHOOL HOURS**

Regular school hours are 8:45 AM to 3:25 PM. On early dismissal days, school is in session from 8:45 AM to 1 PM.

A K-8 student must be in school for 4 hours (even on early dismissal days) to be marked present for a full day.

At the start of school it will be assumed that all students will use bus transportation. If you plan to drive your children either to or from school, please notify the main office. Please include all persons authorized to pick up your child(ren). Persons not recognized by our staff will be asked to present photo identification.

**Arrival:** Parents enter the car line in front of Manahawkin Baptist Church (MBC). Students remain in the car until 8:30 AM when teachers begin letting them out. Students gather by the main doors of MBC and are escorted to the all-purpose room. Teachers will then take their class from the all-purpose room to the classroom to start the day.

**Dismissal:** Dismissal begins at 3:25 PM with afternoon announcements. Students are dismissed to the bus or car line, with siblings grouped together. Those in the car line are escorted by a teacher to Manahawkin Baptist Church (MBC) for dismissal to their designated pick-up person. A teacher will open the car door for the student to enter the vehicle.

Students must remain quiet, respectful, and attentive during dismissal. Failure to do so will result in a pink slip:

- **1st Offense:** Warning
- **2nd Offense:** Student must be picked up at the LCA office
- **3rd Offense:** Student/parent meeting with the Principal to determine if the student may rejoin the car line.

**Changes:** If your child is normally transported by bus and you plan to pick her/him up after school, send a note with your child indicating there has been a change in your normal schedule. It is important that the office receives notification of transportation changes as early in the day as possible. A child may not be permitted to verbally alter his or her normal routine. Any changes must be made in writing (preferable) or by contacting the main office directly.

**Last-minute:** If there is a last-minute change in your plans, CONTACT THE OFFICE AS SOON AS POSSIBLE. We ask that you keep last minute changes to a minimum. It



stretches our resources to have several last minute requests in a day, we want to ensure the safety of all our students.

**Bus Students:** Students cannot ride a different bus to a friend's house without prior written permission from the parent and prior notification to the bus transportation. Remember that students may not ride a bus to a different Township i.e., a Stafford Township student may never ride home with a Barnegat Township Resident.

**Carpool:** Carpool students will be dismissed from the car line.

Please observe all traffic rules while at LCA and MBC.

## **ABSENCES**

All absences are officially recorded in the school office. Absentee days, regardless of reason, will accumulate on a yearly basis. The procedures that are used in regard to pupil absences are as follows:

1. After 10 days of accumulated absences, a letter will be sent home reiterating school policy. This letter must be signed by the parent and returned to the school.
2. Upon 15 days of accumulated absences, a meeting between the teacher, Principal and parents will be requested.
3. Upon 20 days of accumulated absences, there will be an administrative review. This is a mandatory meeting with the parent, teacher, Principal and a Board member for the purpose of evaluating student performance for determination of promotion or retention.
4. Any student accumulating 30 absences may be retained unless extenuating circumstances exist. The Principal will individually evaluate each case.

The safety and health of our students are of paramount concern. Parents are instructed to call the school in the morning when a student will not be in school for that day. Homework may be requested at that time. Parents must provide a signed note for the teacher the day following an absence, stating the cause and date(s) of the absence.

## **EXTENDED ILLNESS**

Absences of three or more days due to illness require a doctor's note upon return to school.

## **FAMILY VACATIONS**

The Board has made purposeful decisions in scheduling vacations and breaks. Parents are strongly encouraged to use these times for family vacations so that the students do not have to miss school. Even though homework can be given, absences do affect grades. The student misses discussions, oral drills, initial instruction, and some activities that cannot be duplicated. A school calendar has been provided to each family prior to the start of the school year to assist with planning vacations.

If the student will be missing three or more days due to a planned absence, parents need to submit a "Request for Absence" form for Principal and Teacher approval. This should be completed at least 15 days prior to the intended absence. Teachers should be consulted as to the effect of an extended vacation on a student's grades. The vacation must be pre-approved by the Principal and/or the Board in order for the student to be allowed to make up missed work

## **UNEXCUSED ABSENCE**

All absences without a note from home are considered unexcused and no work may be made up until the Teacher receives a note.

## **TARDINESS**

It is expected that every effort will be made by the parents and students to be punctual. Any student not in their seat and ready to work by 8:45 AM is considered tardy. This does not apply to buses arriving late. Students are required to complete any work missed due to tardiness.

Tardiness will be assessed each marking period and addressed as follows:

- After the fourth tardy, the parent(s) and Principal will meet to discuss how the problem might be solved.
- Six tardies in one marking period will constitute ½-day absence.
- Seven or more tardies in one marking period will constitute one full day absence.

## **EARLY DISMISSAL**

- The LCA curriculum is very comprehensive; every minute of the day is used to implement those studies. Taking a child out of school early disrupts the entire class and the student misses the continuity of the day in lessons and class work.
- An early dismissal is disruptive to the class if the teacher has not been informed. Parents wishing to pick up a child early must send in a note with the child in the morning containing the reason for early dismissal, the name of the person to whom the child will be released, and the time the student is to be dismissed. Depending on the class schedule, make-up work may not be available until the next day.
- In case of emergency, parents may phone the school office to request an early dismissal.
- The parent must report directly to the office to sign a student out early. Office personnel will summon the child for dismissal. Parents are not to go directly to any classroom to pick up a student.
- Students should leave school early only when absolutely necessary. Parents are strongly encouraged to arrange any appointments (medical, dental, optometric, etc.) after school hours.
- Three early dismissals in one marking period will result in a letter being sent home stating the importance of classroom attendance. After a fourth early dismissal, the Principal may meet with the family to evaluate the circumstances necessitating the early dismissals.
- Students picked up from school prior to 3:15 PM will be marked as tardy. Time missed in school due to early dismissal will accumulate toward half or full day absences as in tardiness.

## **HOMEWORK REQUESTS**

Students are expected to make up all work missed during their absence.

## **SHORT-TERM ABSENCE**

Parents must call the office before 10:00 AM to request any homework for the day. Teachers may be unable to accommodate later requests. Work may be picked up in the office at the end of the school day. Students will have 1 day to do make up work for every day missed.

## **PROLONGED MEDICAL ABSENCE**

If the student will be incurring extended days of absence due to a medical condition, the parent should contact the teacher to discuss how best to arrange for tutoring materials and suggestions home. The cost of supplying a tutor will be upon the parent.

### **PLANNED ABSENCE DUE TO VACATION**

The burden of keeping up with schoolwork is on the student and family, not the teacher. It is NOT the policy of LCA to provide remedial instruction following planned absences. The burden of supplying a tutor will be upon the parent.

Parents must submit a Homework Request Form for an extended planned absence. All work will be due and tests will have to be made up upon return to school. Only teachers have Board approval for administering tests. Additional make-up work will be assigned by the teacher when the student returns and is due at the teacher's discretion.

## **STUDENT CONDUCT**

### **STUDENT CODE OF CONDUCT**

Students are expected to glorify God in word and deed in their daily behavior and attitude. The Standard of Conduct includes:

- Respecting staff and following rules
- Maintaining good peer relationships
- Respecting property of school and others
- Abstaining from alcohol, tobacco, drugs, and use of unwholesome language

### **BULLYING**

**“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:32**

Bullying is any behavior by an individual who takes away the rights of another person by physically or emotionally hurting, scaring (threatening), humiliating, or making a person feel uncomfortable. This behavior can include but is not limited to: hurtful words, name-calling, pushing, kicking, hitting, and being left out, humiliated, saying or doing things that make a person feel uncomfortable.

Teasing is less dramatic and is not repetitious. It is usually a one-time act, which hurts the feelings of an individual but is not basically malicious in nature. Usually the individual will apologize when he/she realizes they have hurt someone's feelings. When it becomes persistent, it is bullying.

### **RIGHTS OF EACH STUDENT**

Every student has the right to be safe and to not feel uncomfortable because of someone else's behavior toward them. Students have the right to tell someone in authority so that it does not continue. Being bullied is not a student's fault in any way.

### **CONSEQUENCES OF TEASING AND BULLYING**

Individual teachers can assign discipline based on the offense. This can include warnings, checks, minutes off recess, or being sent to the Principal. The teacher will record the incident to refer to if parents or others want an explanation.

A student accused of bullying comes directly to the Principal and is confronted with the behavior. The other student who was bullied will be talked with separately. The offending student will receive a detention ranging 15-60 minutes depending on the severity of the offense, the age of the student, and whether it is their first offense. If this is a repeat offense, the student may receive a suspension. In every case, the parents will be called. If the behavior continues, the student's behavior will be brought to the attention of the Board and a meeting will be scheduled with the parents for further disciplinary action.

## Discipline

### Standards of Conduct and Discipline

LCA seeks to provide an atmosphere conducive to the spiritual, social, physical, and academic growth of students. In this environment, positive Christian standards are incorporated in an effort to promote godly character and attitudes.

The school and home must be parallel to and supportive of one another in order for discipline to be effective. The following principles strengthen a proper approach to biblical discipline:

1. The Bible teaches that the responsibility and authority of discipline comes from God. **(Ephesians 6:1-4 - Children, obey your parents in the Lord, for this is right. "Honor your father and mother"—which is the first commandment with a promise— "so that it may go well with you and that you may enjoy long life on the earth. Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.)**
2. All discipline must be carried out in love. Correction and chastening in love are essential. The error of firmness minus love (harshness) as well as love without firmness (sentimentality) must be avoided **(Proverbs 3:11-12 My son, do not despise the Lord's discipline, and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in.)**
3. Discipline is aimed at showing a child his/her rebellious will, leading him to repentance and encouraging him/her to become a self-disciplined person desiring the will of God for his or her own life. **(Galatians 3:19-24 - Why, then, was the law given at all? It was added because of transgressions until the Seed to whom the promise referred had come. The law was given through angels and entrusted to a mediator. A mediator, however, implies more than one party; but God is one. Is the law, therefore, opposed to the promises of God? Absolutely not! For if a law had been given that could impart life, then righteousness would certainly have come by the law. But Scripture has locked up everything under the control of sin, so that what was promised, being given through faith in Jesus Christ, might be given to those who believe. Before the coming of this faith, we were held in custody under the law, locked up until the faith that was to come would be revealed. So the law was our guardian until Christ came that we might be justified by faith.)**

## Discipline Code

1. The Bible teaches that God requires discipline, including respect for authority.
2. Students are LCA's responsibility for the school day, yet it is our basic philosophy to involve the parent in the process of developing mature behavior patterns. When necessary a conference with the parents, student, and teacher helps to resolve any difficulty that is being experienced. Consistent parental support of the teachers and administration is of major importance in the joint effort of training children.
3. Discipline shall be handled at the lowest possible level, i.e. the classroom. If the problems persist after classroom discipline, the following steps will be followed:
  - Teacher counsels and prays with the student.
  - Teacher counsels the student and his/her parents.
  - Administrator counsels with student.
  - Administrator counsels with teacher, student, and his/her parents.
  - Administrator recommends probation of the student to the School Board.
  - The School Board expels the student.
4. The principal will oversee all school discipline with the authority to assign more severe consequences depending on the severity of the infraction

## Classroom Discipline

***"He who scorns instruction will pay for it, but he who respects a command is rewarded." Proverbs 13:13***

### **STUDENTS ARE EXPECTED TO FOLLOW THE BASIC BEHAVIOR RULES:**

1. Love your neighbor as yourself
2. Respect God's creation and the blessings He has given us.
3. Listen to and follow directions in obedience to God's will.

***"Just as you want others to do for you, do the same for them." Luke 6:31***

Although implementation and consequences may vary according to grade level, all students are to comply with the above expectations of behavior. The demerit system is outlined below, it may or may not be instituted each year, and teachers will also institute a reward system for good behavior in their classrooms.

## Detention

Students are expected to behave. Reoccurring misbehavior may involve in-school and/or out-of-school suspensions or expulsion. Periodic disciplinary progress reports may be sent home with students.

Student's assigned detention will serve it on Monday, unless otherwise noted on the detention form. The student must sit quietly during detention. Work will be permitted at the discretion of the detention monitor. A parent must come into the building to pick up their child after detention.

Prior to serving this detention, the teacher who assigned the detention will meet with the student for counseling and prayer. The teacher will send home a notice advising the parents of the detention. This notice must be signed and returned the following school day.

A parent-teacher conference will be initiated after a student reaches his or her second detention. After three detentions in a marking period, the next (4<sup>th</sup>) detention will result in a 1-day suspension. Once a child has reached the point of receiving a suspension, each succeeding detention will become another suspension. All work will receive a zero for the time the student is suspended. After each suspension has been served, both the parent and the student must meet with the principal before the student is readmitted to school. Further disciplinary offenses will be reported to the Board of Education by the Principal for probation or expulsion. The Principal may alter this policy after evaluating each specific case.

After three detentions in a marking period, the next (4<sup>th</sup>) detention will result in a 1-day suspension. Further disciplinary offenses will be reported to the Board of Education by the Principal for probation or expulsion. The Principal may alter this policy after evaluating the specific case.

## **Suspension**

Once a child has reached the point of receiving a suspension, each succeeding detention will become another suspension. Accumulation of such may result in probation or expulsion at the discretion of the principal and school board. After each suspension has been served, the parent and student must meet with the principal before being readmitted to school. All work will receive a zero for the time the student is suspended.

## **EXPULSION**

Circumstances may require that a student be permanently dismissed from the school. No child shall be expelled until the Principal, Board, teacher or teachers involved, parent and child have met to seek an alternative resolution. Following this meeting, the Board may choose to apply further disciplinary action or to dismiss the student.

Expulsion shall be at the discretion of the Board and may also be rescinded by them. The Board reserves the right to dismiss any student who does not respect the school's spiritual standard or cooperate in the educational process.

## **Inappropriate Age-related Behavior**

There may be times that a child's behavior may be inappropriate, with that being said young children develop differently concerning their bodily awareness. If this behavior involves more than 1 student it will be LCA's policy that each family involved will need to come to the same understanding of each of the children's behavior in order for the incident to be dismissed. If all parties do not come to the same understanding then each child involved will need to present LCA with a document from a reputable children's counselor stating that all behavior is due to the developmental stage unique to both children. During this time both children will be on a suspension. If the behavior becomes a pattern LCA has the right to terminate the student(s). Confidentiality will be a priority, each student/family will not be discussed with the other and any

correspondence will be performed through the Principal/Administration office. An incident report must be filled out by the teacher and given to the Principal/Administration.

## **REWARDS**

**“In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.” Matthew 5:16**

Each teacher may implement a reward system for his or her classroom.

## **Lighthouse Christian Academy 2024-2025 Dress Code**

**The uniform companies we use are *French Toast (Source code QS4C4J)* and *Lands' End (School #900064627)*. Items underlined must be French Toast or Lands' End.**

### **Boys K-8 Daily**

- Khaki or navy pants or shorts (until November 1 and after April 1), no cargo styles
- Navy, light blue or white polo shirt, long or short sleeves
- If Polo is Tucked in brown or black belt (reversible available on French Toast website)
- White or black low-top sneakers with minimal design with black, brown navy or white socks.

### **Boys Chapel Uniform**

- Khaki or navy pants
- White or light blue oxford dress shirt, short or long sleeves, tucked in
- Black or brown Belt (reversible available on French Toast website)
- Navy Blue tie, may be clip-on
- White or Black low top sneakers with minimal design
- Brown, black or navy crew socks
- Navy cardigan Sweater or Navy vest over dress Shirt

### **Girls K-8 Daily**

- Khaki/navy pants, pull on pants shorts (until Nov. 1 and after April 1)
- Navy, light blue or white polo shirt, long or short sleeves
- If Polo is tucked in black or brown belt
- Navy knit polo dress, short or long sleeve (only available Lands' End)
- Khaki or navy jumper with white or blue Peter Pan collar shirt (blouse). Sleeves may be long or short.
- Navy bike shorts or solid blue or white color leggings must be must be worn under all dresses or jumpers
- Khaki or navy knit skort with white or blue polo shirt or blouse short or long sleeves

- Black or white low-top sneakers with minimal design
- Navy cardigan sweater may be worn over polo shirt or blue or gray school approved sweatshirt may be worn.

#### **Sock Options:**

- White crew length socks
- Solid white knee socks
- Solid color tights (blue or white)
- Solid color leggings with white socks

#### **Girls K-4 Chapel Uniform**

- Khaki or navy jumper with navy blue bike shorts
- White or blue Peter Pan collared blouse
- White or black low top sneakers with minimal design
- Sock Options:
- White crew length socks
- Solid white knee socks
- Solid color tights (blue or white)
- Solid color leggings with white socks
- Navy cardigan\_sweater

#### **Girls 5-8 Chapel Uniform**

- Khaki or navy French Toast front-pleated skirt with tabs or 2 Tab skort
- White or blue Peter Pan collared blouse tucked in with long or short sleeves
- White or black sneakers with minimal design

#### **Sock Options:**

- White crew length socks
- Solid white knee socks
- Solid color tights (blue or white)
- Solid color leggings with white socks
- Navy cardigan sweater

#### **Additional Dress Code Requirements:**

- All hair is to be clean and neat. Both boys' and girls' bangs are to be cut above the eyebrows.
- The back of the boys' hair is to be cut short enough so it does not touch the collar.
- All girls' hair accessories are to be a solid color.
- For safety reasons, only medical bracelets may be worn.
- Girls may wear only small gold or silver stud earrings no hoops or dangling
- Leggings or tights should be worn under all dresses from Nov. 1 - April 1 due to the colder conditions of those months.
- The khaki and navy shorts can be worn until November 1 and after April 1.
- All khaki/navy pants and shorts are *not* to be the cargo style, and must be made by French Toast or Lands' End.
- Natural hair color only.
- No hats are to be worn.
- Please remember you may find used uniforms for your child in our school uniform closet.



- Parents, please take the time each day to make sure your child is well groomed, wearing clothing that is clean and in good condition.
- On Chapel days, boys are permitted to remove their ties after Chapel. Boys and girls are permitted to change out of their chapel shoes and into sneakers.

### **Boys & Girls Dress Down Days**

- Tops: Sports team T-shirt, LCA shirts, Christian shirts, plain solid colored shirt or uniform shirt. No Logo or writing other than mentioned above.
- Bottoms: Jeans, uniform pants or uniform shorts (Until Nov. 1 and after April 1)
- Shorts must be uniform length.
- Leggings must have a shirt that covers the girl's bottom.

**No hats are permitted in the classrooms.**

### **ATTIRE FOR FIELD TRIPS AND SPECIAL EVENTS**

The Principal will designate attire for performances, programs, and field trips according to what is appropriate for the occasion and activity. This may include the LCA Patriotic t-shirt which is provided to all new students.

## **EDUCATIONAL PROGRAM**

### **EXPECTED STUDENT OUTCOMES**

As we strive to attain our vision, we strive to develop programs, strategies, and methodologies within the context of biblical principles, in order to produce graduates with a Christian worldview who:

- Are well-prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking
- Are proficient in math and science
- Have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
- Appreciate literature and the arts and understand how they express and shape their beliefs and values
- Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality
- Know how to utilize resources including technology to find, analyze, and evaluate information
- Are committed to lifelong learning
- Have the skills to question, solve problems, and make wise decisions
- Understand the worth of every human being as created in the image of God
- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
- Understand and commit to a personal relationship with Jesus Christ
- Know, understand, and apply God's Word in daily life
- Are empowered by the Holy Spirit to pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness and love
- Treat their bodies as a temple of the Holy Spirit
- Are actively involved in a church community, serving God and others

- Understand, value, and engage in appropriate social (community) and civic (political) activities
- Embrace and practice justice, mercy, and peacemaking in family and society
- Value intellectual inquiry and are engaged in the open and honest exchange of ideas
- Respect and relate appropriately with integrity to the people with whom they work, play, and live
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation
- Are prepared to practice the principles of healthy, moral family living
- Are good stewards of their finances, time (including discretionary time), and all other resources
- Understand that work has dignity as an expression of the nature of God

## **GRADING SYSTEM**

In order to provide consistency and convenience for the students and their families at Lighthouse Christian Academy, we have put into practice the following grading system:

### **KINDERGARTEN**

Since the grade of kindergarten is unique within our school, the kindergarten teacher will explain the policies and grading system he/she uses.

### **GRADES 1-8**

At all grade levels, each individual teacher will determine their own grading percentages.

Each subject may have subheadings that are included within the percentages. This information will be communicated to each of you by your child's teacher at Back to School Night.

1. Daily assignments/class work
2. Quizzes
3. Tests and Projects

### **STUDENT EVALUATION**

Students should strive at all times to do the best work they can do. The Lord has commanded,

**"Whatever your hand finds to do, do it with all your might..." Eccl. 9:10 and  
"Whatever you do, whether in work or in deed, do it all in the name of the  
Lord Jesus." Col. 3:17**

### **PROGRESS REPORTS**

Progress reports are issued halfway through the marking period if a Kindergarten-eighth student is failing any subject.

### **REPORT CARDS**

#### **KINDERGARTEN**

The beginning months of Kindergarten continue to be a time of adjustment. The Kindergarten teacher will give the first marking period report orally during the fall Parent/Teacher Conference; formal report cards are issued at the end of the second,

third, and fourth marking periods. Kindergarten students will be evaluated in the areas of Bible, Phonics, Writing, Numbers, Music, Physical Education, Spanish, and Personal Growth.

## **GRADES 1-8**

Traditional report cards for students in grades 1-8 will be sent home at the end of each quarter. Students will be evaluated in Conduct, Work and Study Habits, Bible, Reading, Language, Spelling, Penmanship, Math, Social Studies, Science, Health, Music, Art, Physical Education, Spanish, and Computers.

## **STANDARDIZED TESTING**

The school conducts standardized testing annually and shares results with parents and the Board. The schedule for testing is noted on the academic calendar prior to the start of the new academic year.

## **TEXTBOOKS AND INSTRUCTIONAL EQUIPMENT**

Classroom textbooks will be provided by the school and sent home at the discretion of the teacher. Each student is required to cover their books as designated by their teacher. A charge will be assessed if books are defaced, damaged or lost. Workbooks are not to be damaged or defaced.

## **SPECIAL SERVICES TO NON-PUBLIC SCHOOLS**

### **RESOURCE ROOM**

Individualized supplemental instruction is available in the areas of Language Arts, Math, and Study Skills for students who are experiencing difficulty in the regular self-contained classroom setting. Please note that resource room instructors are not Lighthouse Christian Academy employees.

Resource Room may be given one to two times per week, each session lasting approximately 30 minutes. A copy of the Resource Room schedule will be given to the Principal. The instructor will receive direction from the regular classroom lesson plans affecting each enrolled student. The frequency and length of resource room visits is determined by the Service provider in compliance with NCLB Act.

### **COMMUNICATION PROCEDURES**

Student progress reports will be sent home to parents four times each year, attached to the report card. This report will detail the skill areas emphasized in the program and an evaluation of the student's overall performance. A written record will detail all parent communication.

### **RESOURCE PROGRAM PROCEDURES**

The resource room will operate during regular school hours throughout the school year. The resource room staff will:

- Compile student data consisting of standardized test scores, reading tests, and classroom referrals and recommendations
- Develop an individual program to meet the students' needs in concerned skill areas
- Select appropriate materials for instruction
- Design lessons that focus on strengthening deficient skill areas
- Maintain communication with the parents, the classroom teacher, and the Principal regarding student progress
- Continually evaluate to determine student progress
- Follow state regulations concerning the provision of special services to students in non-public schools

## **REFERRAL PROCEDURES**

Resource room eligibility is based upon standardized testing results, classroom performance, and Teacher/Parent recommendation. A final eligibility determination is made by the service provider in compliance with the NCLB Act. Classroom teachers are to complete a Needs Assessment Checklist and submit it to the resource room teacher.

## **DISMISSAL/WITHDRAWAL FROM RESOURCE ROOM**

A student is recommended for dismissal when he or she is successful and independent in the regular classroom on a consistent basis. Dismissal is approved by the Principal based upon the recommendation of the resource room and classroom teachers.

## **PROCEDURES**

### **Use of Cell Phones/Smartwatches**

Teachers may use their cell phones only when children are attending specials, during the lunch break or in an emergency. Carry cell phones with you during all drills, lunch and recess. Student's cell phones and smartwatches are to be placed in a backpack on silent each day, and are to only be used at the discretion of the teacher, per parent contract.

### **VISITORS**

All visitors including parents must report to the school office, sign in and obtain a visitors pass to proceed to any other room in the building.

### **LUNCH**

All students in Grades K-8 will be eating in the lunchroom. All students should bring a well-balanced lunch which includes a beverage. Please send a lunch box. Paper bags are not acceptable because items get crushed and leak. Please put your child's name on the outside of the lunch box and on their thermos. In the interest of our student's safety, glass containers are prohibited.

**Please do not send: soda, iced teas, candy or any other items that have no nutritional value.**

### **SNACK TIME**

K-8 Students are permitted to bring in only healthy snacks. Dessert style or sugar filled snacks have no nutritional value and have been proved to adversely affect children's health and behavior.

### **SUGGESTED HEALTHY SNACKS**

- Fruits: strawberries, blueberries, raspberries, grapefruit, melon, pears, peaches, tangerines, oranges, apples, grapes, kiwi or any other fruit your child likes
- Vegetables: celery, broccoli, carrots, cucumbers, peppers, tomatoes, or any other vegetable that your child enjoys
- Dairy: yogurt, cheese (cheese sticks, cottage cheese)
- Grains: whole grain crackers, plain popcorn, seeds or nuts (as allergies allow), especially walnuts and almonds

**Please include a protein with the meal as it will help to keep the blood sugar balanced.**

**SPECIAL DAYS:** For a birthday or other party or celebration, please plan ahead. Your teacher will ask for appropriate classroom treats.

## **RECESS**

Rules of behavior at recess are explained to students by their teachers. On most days throughout the year students in grades K-8 will go outside for recess. Please dress your child accordingly. Please send them in cold weather gear on colder days.

- Students may play games that do not jeopardize anyone's safety.
- No electronic devices are permitted in school (iPads, tablets, etc.)
- In case of inclement weather, recess will be in designated rooms or areas. Inside recess rules will be explained for each space.
- Sunglasses and Hats: Are to be worn outside only. Students must remove them before entering the building.

## **EXTRACURRICULAR ACTIVITIES**

Students attend LCA to help them mature academically, socially, and morally. The main focus of this learning is the regular classroom setting. Extracurricular activities are "privileges" rather than "rights." These activities, therefore, may be limited if behavior or achievement in the regular school setting is not acceptable.

A limitation placed on participation in extracurricular activities is meant to help the student realize the importance of practicing self-discipline and self-control, the necessity of adequate study time, and the consequences of anti-social actions and disrespectful behavior, both in and out of the classroom. The restriction is viewed as a deterrent for future academic and behavioral problems and as an example for other students. The Principal may impose limits upon recommendation of a classroom teacher or other staff member.

## **STEVENS MEMORIAL LIBRARY**

The name of the Library for Lighthouse Christian Academy shall be the *Stevens Memorial Library* in memory of Mr. and Mrs. Frank (Etta) Stevens whose trust fund was used to found the school in 1979.

## **USE OF THE LIBRARY**

- Access to the Library is available to LCA faculty, staff, and students.
- Items checked out by students circulate for one week and may be renewed one time.
- Students in Kindergarten through Grade 2 may check out one book. Students in Grades 3 and above may check out two books.
- Reference Materials are for in-library use only. All other materials must be checked out before they can be removed from the room.
- Students will not receive report cards for any marking period in which borrowed materials have not been returned. A fine of \$.10 per day will be charged for any item overdue. A replacement fee will be assessed for damaged or lost items.
- Although Lighthouse Christian Academy previews all materials for appropriateness, a final determination of the suitability of educational media for a child is a parental responsibility.