



PARENT-STUDENT HANDBOOK 2017-18

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WELCOME TO THE LIGHTHOUSE CHRISTIAN ACADEMY!

We look forward to the opportunity to partner with you in the Pursuit of Excellence

The Lighthouse Christian Academy's mission is to train up young men and women in the most excellent way – Love. We believe that true love is established by the Word of God and exemplified in the life of Jesus Christ. Understanding Biblical love and its many attributes equips students to live life and enjoy others the way God intended. Our approach to developing this understanding rests upon the characteristics of love as defined in 1 Corinthians 13:4-7. From that passage we have built our learning community on the following principles:

Love shows goodwill – First and foremost, we want school to be enjoyable. Jesus came to bring us abundant life, and although we will experience struggles, we are meant to triumph over those trials in joy.

Love rejoices in the truth – At LCA knowledge itself is not our end, but the appropriation of knowledge through faith to the attainment of true wisdom. Seeking truth is at the heart of a Christian education.

Love keeps no record of wrongs – In the classroom we aim to teach our students to reach individual goals of understanding. Too often daily classroom work simply becomes a means to passing a test. This attitude leads to teaching purely to the test, with an emphasis not on the joy of learning but the work of earning a grade. School should not be all about earning a score or credits, rather it should focus on whether useful and successful learning is actually being accomplished.

Love is not self-seeking – We want our students to remember that education is ultimately not about personal achievement but about learning how to serve others. Love is not proud, rude, or boastful, and although it is important for students to be independent, confident learners, satisfaction comes only when those abilities are used to serve those around them.

Love never fails – LCA's primary goal is to disciple young people in the love of Jesus Christ and to encourage them to walk with him for the rest of their lives. We are a ministry that wants students and families to experience the joy of salvation within themselves and within the relationships God has given them. No matter a student's background, past mistakes or financial situation, as long as he or she expresses a willingness to pursue God's most excellent way of love, LCA is committed to facilitating his or her success in every way possible, at any cost.

Sincerely,

Jack Mefford
Principal

1a. Mission Statement

Following the Biblical Hebrew tradition, the Lighthouse Christian Academy's mission is to disciple young men and women to follow in the way established by the word of God, as exemplified in the life of Jesus Christ. Graduates of this church ministry will be equipped to defend their faith and live a lifestyle exemplary in its imitation of true Biblical morality. The Lighthouse Christian Academy trains young men and women to develop godly character through the cleansing power of the word of God. This Christ-centered environment promotes the development of a sincere relationship with God the Father through Jesus Christ and the indwelling of the Holy Spirit to transform the heart and mind.

We believe that men and women of character will be equipped to work wholeheartedly at whatever task they are required to complete. This strong emphasis on character development enables the Lighthouse Christian Academy to educate its students successfully with an academically rigorous college preparatory curriculum.

1b. Statement of Purpose and Theology

The Lighthouse Christian Academy (LCA) is a non-profit Christian high school operated as a ministry of the Lighthouse Church.

The LCA serves students who indicate their desire to succeed in a truly Christian environment with a rigorous academic curriculum. Following a liberal arts tradition, the curriculum aims at preparing each student for admission to a four-year university while also providing co-educational opportunities for students interested in careers outside the traditional four-year path.

The LCA's curriculum emphasizes the need of person to have a personal relationship with Jesus Christ by focusing on Judeo-Christian values and teaching. The message of salvation and redemption through Christ alone permeates discussions in every academic discipline. Students are encouraged to devote themselves to a life of serving God through obedience to His Word and by the guidance of the Holy Spirit. The LCA emphasizes effective oral and written communication, study skills, critical and interpretive thinking, and the ability to make Godly, rational, and informed judgments by adhering to Biblical tenets when making decisions.

In an attempt to assist students in becoming functioning members of the body of Christ, the LCA provides specific religious instruction that is true to the doctrines of the International Church of the Foursquare Gospel and Christian Fellowship Ministries. The Academy strives to impart the vision of discipleship, world evangelism and church planting into all of its students, and to nurture the spiritual development of the young Christian and non-believer. Students are taught to understand that individuals are justified by the grace of God the Father, through faith in the atoning sacrifice made by Jesus Christ. They are encouraged to come to Christ as sinners, but to be transformed and turn from their life of sin and become Saints by the power of the Holy Spirit.

The LCA recognizes that, as indicated in the Bible, parents are the primary educators of their children. Therefore, the LCA expects the full cooperation of parents/guardians in their children's education. It is our hope that the guidance and discipline they receive through the various academic disciplines and extracurricular activities offered at the LCA will help to solidify the foundation of Biblical teaching the children have received at home.

2a. Statement of Philosophy of Christian Education

*“Train up a child in the way he should go:
and when he is old he shall not depart from it.”*

Proverbs 22:6

It is the aim of the Lighthouse Christian Academy to prepare each student for admission to a four-year university. We do so by emphasizing the need of every person to have a personal relationship with Jesus Christ by focusing on the Judeo-Christian values and teachings upon which our country was founded.

The message of salvation and redemption through Christ alone permeates discussions in every academic discipline, for it is this message that inflames hearts and minds to reach their fullest academic and moral potential.

The LCA attempts to assist students in becoming functioning members of the body of Christ by providing strong examples in our teachers and staff and partnering with families in their student’s education. It is the weaving together of this community network of teachers, students, and parents under the authority and grace of Jesus Christ that enables each party to reap the greatest benefits of education, namely to think, judge, and act in accordance with the teachings of Jesus Christ our Lord.

*“That the man of God may be complete,
thoroughly equipped for every good work.”*

Timothy 3:17

2b. Statement of Faith

WE BELIEVE the Bible to be the inspired, the only infallible, authoritative word of God.

WE BELIEVE that there is one God, eternally existent in three persons: Father, Son and Holy Spirit

WE BELIEVE in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

WE BELIEVE that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

WE BELIEVE in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly and miracle-filled life.

WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

WE BELIEVE that heaven and hell are definite places.

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ.

3. Statement of Non-Discrimination

The Lighthouse Christian Academy admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, loan programs, athletic programs or other school administered programs.

4a. Bible Class and Church Participation

Because the Lighthouse Christian Academy is a ministry of the Lighthouse Church, Bible teaching is an integral part of campus life. All LCA students are required to attend a daily morning Bible class each semester. Students must take a minimum of 5 Bible units per semester with a total of 40 units required for graduation. Throughout the semester students may be asked to participate in various Lighthouse Church activities as part of the Bible class.

4b. Academy Trips, Evangelism, and Activities

Students often build and strengthen their relationships with Jesus Christ through fellowship with other students, teachers and chaperones outside of the traditional educational experience. Experiences outside the four walls of the classroom build strong ties between teachers and students that facilitate the impartation of wisdom and knowledge in the classroom setting. As a result, events organized by the Lighthouse Christian Academy are an integral part of the curriculum and may be a required component of a student's Bible or elective class. These events may include local outreach, international evangelism, trips to Bible conferences, men's rallies and women's retreats, school ski trips, rafting excursions or other camping related adventures, fellowship at sporting events, and other extra-curricular activities. We strongly encourage students to strengthen their relationship with Christ by becoming involved in the greater school and church community. Classes may be canceled during school trips and students who do not participate may be marked absent.

5a. Admission Procedures

PLEASE BRING THE FOLLOWING ITEMS UPON REGISTRATION

1. Registration form
2. Appropriate, **non-refundable**, registration fee (first time enrolling students only)
3. Credit/Debit Card Payment Authorization form
4. Signed Authorization to Release School Records
5. Current health records, including Pre-participation Physical Examination form, Physical Examination form and Immunization Record
6. Sports Permission form
7. Copy of Birth Certificate
8. Parent-Student Handbook signature page

A complete registration packet can be downloaded from the admissions page on our website.

By admitting the student into Lighthouse Christian Academy, the student's parents give Lighthouse Christian Academy the right to use the student's photograph for reproduction in any medium for the purposes of publication, advertising, display, or editorial use. No personal information will be publicized.

5b. Withdrawal/Dismissal/Graduation Procedures

The official release of transcripts must be requested in writing. **Transcripts and other records will not be released until all outstanding tuition and fees have been paid and the student's account is current.**

If a student drops a class during **Week Two** of the semester, there will be no penalty. If a student drops a class during **Week Three** of the semester, he/she will receive a Withdraw (W) on his/her transcript. If a student drops a class **after Week Three** of the semester, he/she will receive a Fail (F) on his/her transcript.

6a. Attendance Policies and Procedures

Regular school attendance is essential to successful academic growth, and the fellowship of students in the classroom and participation in class and activities are irreplaceable components of the learning process. The continuity of the learning process is disrupted by absences, excused or unexcused.

Students who are absent will need to verify student absence by a signed note from parent/guardian. The note must include the date(s) and specific reason(s) for the absence. Students who arrive late without a legitimate excuse will be marked tardy or may be marked absent and not allowed in class. While students will be marked absent/tardy for recording purposes, they will be allowed to make up all missed work.

Absence: A student is absent when he/she is not present during a scheduled class period. Students will also be marked absent if they miss more than half a class period due to late arrival. Students without a signed note from a parent/guardian may not be allowed to make up missed assignments. See individual class syllabi for details.

Tardy: A student is tardy if he/she is not in his/her correct seat and prepared to begin class when it starts. Every three tardies are equal to one absence.

Required Course Hours: Students absent - excused or unexcused - for more than 12 school days/classes (or 12% of required course hours) in one semester will receive a grade of INCOMPLETE. If class hours are not made up by the end of the following summer session, they will receive a failing grade.

6b. Test and Homework Make-up Policy

Teachers have discretion when allowing students to make up tests or homework missed during unexcused or excused absences.

It is the student/parents' responsibility to obtain the necessary information to make up any missed tests, homework, or assignments.

Students who know in advance that they will be absent from school should obtain their assignments before their absence, so that they may complete them and turn them in on the day of their return to school.

Parents should make every effort to schedule doctor, dentist, or other appointments for their students after the final core period at 2:20 pm so as to avoid students missing core class periods.

7a. Core School Day

The core school day begins at 9:00 A.M. and ends at 2:20 P.M Monday through Friday. Each semester includes a 30-minute Bible class and two block class periods each lasting 90 minutes, and a 50-minute enrichment period. During these periods all students take their core subjects of mathematics, literature, science, and history.

7b. Elective Classes

Elective classes are held outside of the core school day. Depending on the classes students choose, they may have class anywhere from one (1) to five (5) days a week at varying times and locations. Classes are chosen before the start of each semester and can be dropped or added up through Week 2. Students must take 10 elective units per semester. Only 5 of the elective units may be from a P.E. elective. Contact the school office for an up-to-date catalogue of Bible and elective classes.

7c. Pick-Up/Drop-Off

All cars carrying Lighthouse Christian Academy students must travel from west to east through the alley. This means pulling into the alley from Harvard Street and out of the alley onto Yale Street – no exceptions.

Cars must pull up along the north side of the staff parking lot and then stop to let students out in the designated drop-off/pick-up area. When pulling up to the drop-off/pick-up area, cars should stay as far to the right of the alley as possible in order to allow cars traveling in the opposite direction to pass through unhindered.

Students must exit their cars in the designated drop-off/pick-up area only, from the right side of the vehicle. They should be ready to exit as quickly as possible to keep traffic flowing smoothly.

After leaving the designated drop-off/pick-up area, cars must make a **right turn only from the alley onto Yale Street.** Visibility from the alley is poor and making a left turn onto Yale Street is considered unsafe.

A member of the LCA staff will be assigned to supervise drop-off and pick-up each morning. Parents and students must obey all instructions from the traffic monitor.

A \$50 fine may be charged to anyone who violates the drop-off/pick-up policy.

7d. Access to the School Building

For security purposes the LCA school building will remain locked at all times during the school day except during the 5-min passing period after Bible, the 15-min morning break, and

the 40-min lunch period. A video/door bell system will provide supervised access to the building from 9am until closing (approximately 4:30pm). Students, parents, and visitors will be buzzed in by the office upon arrival.

Students returning late from breaks after the door has been shut will have to buzz for reentry. Tardy students will receive 2 warnings each semester. After the third infraction, violating students will receive a 1-day suspension on the day following the third tardy.

Any students who tamper with the reentry procedures will receive at least a 1-day suspension.

7e. Student Parking

Students are discouraged from driving to school and only limited student parking spaces are available. To park on campus a Conditional Student Parking Permit must be issued. All students who wish to obtain a Conditional Student Parking Permit will be required to 1) sign a statement of compliance regarding the conditions of the permit and 2) provide copies of his/her driver's license and car insurance. The permit will be revoked immediately if the student violates any of these conditions.

The school reserves the two tandem parking spots on the east end of the parking lot for student permit parking. Those spots are available to permit parking each day on a first come, first serve basis. All other parking spaces are reserved for teachers, staff, and visitors.

A \$50 fine may be charged to any student who drives to school without a Conditional Student Parking permit.

7f. School Property/Student Supervision

The Lighthouse Christian Academy attempts to allow students full use of its facilities whenever possible but does not have sufficient staff on campus to closely monitor the activities of students after school hours. As a result, students will not be supervised by LCA personnel after the official end of the core school day at 2:20 P.M. unless they are involved in a school-sponsored elective or activity.

7g. Delinquent items

The LCA aims to keep its facility clean and to teach students personal responsibility for their personal items. Student personal items left lying around campus after hours will be placed in a Lost and Found in the School Office. **Students may reclaim their lost item for \$1 each. Items not claimed after one month may be donated to a thrift store.**

8a. Textbooks

Students are responsible for purchasing all textbooks themselves. Book lists for online purchasing will be available by LCA at least 2 weeks prior to the start of classes. **Students are expected to have all textbooks by the first day of each semester.** Students may also be required to purchase additional reading materials (novels for English classes, etc.) individually throughout the year. In the event that a student loses or damages a book, he/she will be responsible to replace them by the next week.

At the end of the year students are welcome to resell any of their textbooks to other incoming students or textbook dealers or to donate them to the school.

8b. Computer Lab

The computers are utilized for varying purposes during specific class periods and may be open for student use during lunch and study hall periods depending on available supervision. The computer lab is available for student use only for necessary school or personal needs and when supervised. Students who use any computers inappropriately will be disciplined. Utilization of the Internet inappropriately will result in suspension with the possibility of expulsion.

BEHAVIOR POLICIES AND GENERAL EXPECTATIONS

9a. Student Conduct

In order to create an environment that exemplifies the attributes of Biblical love in which young men and women can be free to achieve their spiritual, academic, and athletic potential, it is necessary to maintain a disciplinary system that strives to develop godly character, not just good behavior. The character of an individual is what God knows to be true about that person; it is not the outward appearance of righteousness as seen by man. Lighthouse students are expected to live righteous and moral lives before, during, and after school. Therefore, any student involved in immoral or unrighteous behavior that violates conduct guidelines at any time while enrolled in the Lighthouse Christian Academy will be disciplined.

Conduct guidelines are designed to keep students from sinning against God, causing their brethren to stumble, and succumbing to the temptations of our society that lead to sin. Students who willfully choose to disregard these guidelines will be held responsible for their actions. The LCA has instituted high standards of morality for its students in accordance with Scripture. These Biblical standards have been adopted in order to train children in the way they should go (Proverbs 22:26). Discipline is not pleasant at the time of its administration, but it provides the opportunity for students to humbly accept the consequences of their actions. This process helps establish submission to authority, and to instill humility and the ability to repent from wrongful actions and motives. Parental involvement at all stages of the discipline process is also essential.

The LCA does not want students to be disobedient and rebellious, but it recognizes every conduct infraction as an opportunity for change in the character of the student being corrected. Through the process of discipline, maturity and Christian character are developed.

9b. Conduct At School Activities

School-sponsored activities (athletic contests, field trips, etc.), whether at school or off-campus and regardless of time, are under the jurisdiction of the LCA. Those attending such functions, or in the immediate proximity, will be expected to follow school regulations governing proper conduct. Violations of school regulations at school-sponsored events will result in disciplinary action.

9c. Dress and Grooming Code

The Lighthouse Christian Academy expects student attire to be worn in an attitude of love, meaning it projects a positive image of the school that is uniform, polite, and humble. The dress and grooming code is designed to eliminate students' ability to set themselves apart from other classmates strictly by their appearance and focus instead on forming inner character and identity. The dress code is casual. It reflects the weather and style of Southern California and places an emphasis on comfort, practicality, modesty, and neatness. The dress code takes effect any time students are on campus during regular school day hours, including students from the time they step onto campus in the morning until they leave campus at the end of the day. This includes before and after school.

General Expectations

Must be neat and clean, properly fitted, and not torn or missing buttons. Hoods or hats may not be worn in class, and sunglasses may only be worn outside. Haircuts and hairstyles must be in good taste and reflect a student's natural hair color. Hair cannot be cut or styles in an outstanding way. Tattoos and body piercings are prohibited.

BOYS

<u>Hair</u>	Cut above the eyebrows in the front, above the ears on the sides, and off the collar in the back. Braiding, ponytails, dyeing, and bleaching are prohibited. Facial hair should not be distracting or unkempt.
<u>Pants</u>	Navy blue or tan (khaki) trousers/dockers. No jeans or corduroys. A belt must be worn at all times.
<u>Shirt</u>	Soft-collared navy blue, white, or yellow polo shirt or white, button-down dress shirt (short or long sleeved). White undershirts without a noticeable print may be worn under uniform shirts. Shirts must be tucked in.
<u>Shoes</u>	Close-toed shoes or sneakers of subdued colors must be worn at all times. Shoes should not be distracting: no shoes with images or writing or colored laces. Sandals are not permitted.
<u>Outerwear</u>	Sweatshirts, sweaters, coats, and headwear must be solid navy blue, yellow or white, without any logo (other than the LCA logo) or print. Headwear must also be solid navy, yellow or white, and may only be worn outside.
<u>Accessories</u>	Boys must wear a belt at all times. Boys may not wear any jewelry at any school activity with the exception of a promise ring (which signifies their dedication to remain sexually pure until marriage.) Make-up and nail polish are prohibited.

GIRLS

Hair	Dyeing (other than natural color) and bleaching (other than natural looking highlights) are prohibited.
Pants	Navy blue or tan (khaki) trousers/dockers. No jeans, jeggings or corduroys. No low-rider or skinny styled pants or pants with stretch material may be worn. A belt must be worn at all times.
Skirt	LCA plaid or white, blue checkered or khaki or navy. Must reach to the top of the knee.
Shirt	Soft-collared navy blue, white polo, or yellow shirt or white, button-down blouse (short or long sleeved). Blouses must be worn with every button except the top one buttoned. Blouses and shirts must be tucked in. White undershirts without a noticeable print may be worn under uniform shirts.
Shoes	Close-toed shoes, sneakers, or boots of subdued colors and style must be worn at all times. Shoes should not be distracting: no shoes with images or writing or colored laces. Sandals are not permitted.
Outerwear	Sweatshirts, sweaters, coats, and headwear must be solid navy blue, yellow or white, without any logo (other than the LCA logo) or print. Headwear must also be solid navy, yellow or white, and may only be worn outside.
Accessories	Girls may wear one earring in each ear, one ring on each hand, one bracelet on each arm, and one necklace. Only make-up that is natural in color and accents the natural features may be worn. Only black, navy blue or white socks, hose (no fishnet, or other racy styles will be permitted), tights, or leggings may be worn under the school skirt.

Athletic & Game Day Attire

After school, students may change into appropriate athletic attire for participation in Lighthouse sports teams or Physical Education classes. If authorized by the coach of a Lighthouse team, students may wear athletic jerseys to school on game day on top of their polo.

Violations

Students wearing non-uniform items to school will have those items confiscated. Confiscated items can be redeemed at the end of the school day for \$1.00

Students wearing a uniform violation that cannot be remedied will have their parents notified and will be sent home.

Students with multiple repeat violations can be suspended from school.

9d. Elective Dress

For Elective classes students take off-campus and outside regular school hours the standard uniform is not required. Instead students should dress in a manner appropriate to their class as prescribed by their instructor. Outside of teacher direction, the overriding criteria is that attire and grooming should be polite and humble.

Students who do not dress appropriately for their Elective Classes will not be able to participate in their class and may receive lower marks for that class.

9e. Technology Code of Conduct

Lighthouse Christian Academy fully understands the importance of computer technology to the educational process and has incorporated technology into its curriculum. Technological resources are to be used according to LCA's mission and Christian philosophy of education. LCA is committed to embracing technology to enhance learning and to the responsible use of electronic devices and computers. The standards of use and consequences for misuse are outlined below.

Students may use their cell phones outside of the school building during breaks, and lunch for communication purposes only. Non-school related electronic communication (e-mail, social networking, electronic chatting, instant messaging, text messaging or video chatting) is prohibited. During any other times, including class time, office hours, labs, school events, or chapel, cell phones must be turned off and be out of view. In case of an emergency and during non-designated use times, incoming and outgoing cell phone calls/texts can be made with permission in the office.

During the school day *iPads and laptops* may be used for academic purposes only. Non-school related electronic communication (e-mail, social networking, electronic chatting, instant messaging, text messaging or video chatting) is prohibited. Laptops, iPads or similar devices may not be used to play music unless given express permission by the teacher.

At no time is a student to use a computer, iPad, cell phone or other electronic device to watch non-school related videos or play games.

At no time is a student to use a computer, iPad, cell phone or other electronic device to access pornography, illegal activity or for the purpose of gambling.

At no time is a student to make any attempt to circumvent the school's computer security settings or to visit blocked sites. Students who attempt to circumvent the school's security settings will be suspended from school and recommended for expulsion.

At no time is a student to use technology in ways that violate school-wide behavior standards (i.e. plagiarism).

At no time is a student to download applications onto a school owned computer.

At no time is a student to use the network/technology for financial or commercial gain.

At no time is a student to degrade or disrupt equipment or system performance.

At no time is a student to invade the privacy of other individuals by accessing and/or vandalizing their computerized data.

At no time is the student to utilize technology for unauthorized aid during an exam or quiz. Such activity will be a violation of both the honor code and the technology policy.

At no time is a student to record a teacher or another student in class without prior permission. Students who are given permission to record may not post recordings on any site. Recordings are for academic purposes only.

Students must not attempt to download or stream unauthorized copyrighted material. Students must not install or use “peer-to-peer” file sharing software or services.

Students may not use technology, on or off campus, to harass, bully, socially alienate, intimidate or tease other students, teachers or administrators.

Cyber-bullying is done by sending messages, pictures, or information using electronic media, computers (email, instant messages, social networking sites), or cell phones (text messaging and voicemail). It may include writing comments about a person on a website, via instant messaging, or through text messaging, posting pictures or videos of others without their permission, or tormenting, threatening, taunting, degrading, targeting, harassing, or humiliating a student or staff member using the internet, interactive and digital technologies, or mobile phones or inviting others to join in these acts. Students who engage in cyber-bullying, on or off campus, will face disciplinary action.

Technology needs to be utilized with the importance of social interaction and courtesy in mind. Students who utilize technology in a discourteous way or who disrupt social interaction will be asked to refrain from using technology on campus.

Current students and school staff may not be “friends” on social media sites.

Students:

- Are responsible for their own device(s).
- May not leave devices unattended. All electronic devices must remain in the student possession or locked in the student’s locker.
- May not lend their device to others. If a student lends a device to a peer and the device is misplaced, the student who owns the device will be held responsible.
- May not steal or borrow devices from others. Students who are caught stealing will be automatically suspended and will be recommended for expulsion.
- Who damage school computers/devices or student computer/devices are responsible for the replacement cost of the device.

Inappropriate use of any electronic device will result in the item being turned into the school office for five days. In the case that a cell phone rings or vibrates by mistake because the student forgets to turn it off, the phone will be turned into the office until the end of the school day. Repeated violations of the technology policy will result in the loss of all device privileges and further disciplinary actions.

The school reserves the right to regulate, review, investigate and discipline students for cyber-bullying, harassment, violation of the honor code, violation of the technology policy or for other disciplinary violations when such Internet statement, postings, or acts are made while on school campus, or while made off-campus and such statements, postings, or acts threaten violence against another student/staff member, or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

If an agent of the school becomes aware of possible alcohol, and/or drug use, or other inappropriate behavior through Internet postings, we will share this information with the parents and the appropriate authorities and reserve the right to take disciplinary action whenever proper.

9f. Sexual Harassment and Bullying

Sexual harassment or bullying of students is an extremely serious violation of the Code of Student Conduct, as well as a violation of criminal law. **It will not be tolerated at all, but especially in schools, school vehicles, or at school-sponsored activities. Any such offenses will result in severe disciplinary action.**

Examples of bullying:

1. **Physical bullying** includes any physical contact that would hurt or injure a person like hitting, kicking, punching, etc. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying.
2. **Verbal bullying** is name-calling, making offensive remarks, or joking about a person's religion, gender, sexual orientation, ethnicity, socioeconomic status, or the way they look. Verbal aggression is when a bully teases someone. It can also include a bully making verbal threats of violence or aggression against someone's personal property.
3. **Indirect bullying** includes spreading rumors or stories about someone, telling others about something that was told in private, and excluding others from groups.
4. **Social alienation** is when a bully excludes someone from a group on purpose. It also includes a bully spreading rumors, and also making fun of someone by pointing out their differences.
5. **Intimidation** is when a bully threatens someone else and frightens that person enough to make him or her do what the bully wants.
6. **Cyber bullying** is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), or cell phones (text messaging & voicemail). It may

include writing comments about a person on a website, via instant messaging, or through text messaging, posting pictures or videos of others without their permission, or tormenting, threatening, taunting, degrading, targeting, harassing, or humiliating a student or staff member using the Internet, interactive and digital technologies, or mobile phones, or inviting other to join in these acts.

Examples of sexual harassment:

7. **Physical assault**, including rape, or any coerced sexual relation.

8. **Pressure exerted on either an adult or a student for sexual activity** or for a relationship that takes on a sexual or romantic coloring which exceeds the limit of a friendly relationship; any demeaning or repeated unwanted sexual proposition, unwelcome touching, leering at or ogling a person's body.

9. **Sexually explicit or suggestive remarks** about a person's physical attributes, sexual orientation, clothing, or behavior, sexually stereotyped or sexually charge insults, humor, or verbal abuse, and inappropriate personal questions.

9g. Senior Pranks or Ditch Days

Senior pranks or ditch days are not condoned by the LCA administration. Students who enter the LCA school building without permission commit a criminal act and the police will be contacted. Senior ditch days will not be excused, even with a parent phone call. The absence will be recorded as truancy and a loss of opportunity to make any schoolwork missed.

10a. Academic Honesty Policy

Cheating is incompatible with the mission and philosophy of the Lighthouse Christian Academy. Cheating in any form is an unacceptable behavior. A student who uses the work of another person without acknowledging it through proper citation is acting in a dishonest and deceptive manner. They compromise their integrity and diminish what the LCA represents.

Cheating includes:

1. Copying Homework
2. Copying test or quiz answers, assignments, essays or projects.
3. Using another's words or ideas without providing appropriate citations.
4. Students providing inaccurate grade information to the teacher in an attempt to help a classmate or themselves.
5. Copying material from the internet or any other source without providing proper citations.

Neither pressure for good grades, inadequate time to complete an assignment, inadequate supervision during an examination, ignorance, nor unrealistic parental expectations justifies cheating. Cheating places the value of grades over learning.

Cheating will result in an automatic suspension from the Lighthouse Christian Academy, and possible expulsion if premeditation is involved.

Students cannot tolerate cheating by their classmates; they *must* privately report it to the teacher or another school authority. Students who choose to empower their classmates by ignoring the problem or assisting their deceptive activity by not getting involved will be disciplined for their passive involvement.

10b. Academic Probation

A Lighthouse student is placed on Academic Probation if one or more of the following is applicable during a semester grading period:

- A student accumulates two "D's" OR one "F"
- A semester GPA below 2.0

Parents will not necessarily receive a letter informing them of their child's probationary status. It is the responsibility of the parent to follow academic progress or regress and to recognize the academic needs of their child. If any of the above conditions are not remedied by the next grading period, the student will risk academic expulsion. The principal will make all final decisions, taking into consideration all available information.

ACADEMICS

11a. College Preparatory Course Sequence

Freshmen

Bible 9 *g*
Classical Literature *g*
Algebra I *g*
Conceptual Physics *g*
Language I
Classical History
Keyboarding & Health *g*
Elective *g*
P E/Varsity Athletics *g*

Sophomores

Bible 10 *g*
World Literature *g*
Algebra II *g*
Biology (lab) *g*
Language II
World History *g*
Elective *g*
P E/Varsity Athletics *g*

Juniors

Bible 11 *g*
U.S. Literature *g*
Geometry *g*
Language III
U.S. History *g*
Chemistry
Electives in the Fine Arts *g*

Seniors

Bible 12 *g*
English Literature *g*
Pre-Calculus
AP Science
U.S. Gov't/Economics *g*
Electives in the Fine Arts

g-Minimum Graduation Requirements

Minimum Graduation Requirements for the Class of 2017

Bible	40 credits
English	40 credits
Mathematics	30 credits
Science	30 credits
Social Science	30 credits
Fine Arts	20 credits
Physical Education	20 credits
Health	5 credits
Keyboarding	5 credits
Electives	20 credits
Total Credits	240 credits

11b. Course Prerequisites

Algebra 1: At least a “C” in 8th grade math, Pre-Algebra or Remedial Math.

Algebra 2: At least a “C” in Algebra I.

Chemistry: At least a “C” in Algebra I.

Advanced Math: At least a “C” in Algebra I, Geometry and Algebra II

Spanish 2: At least a “C” in Spanish I

Spanish 3: At least a “C” in Spanish II

The competition for admission into any four-year college or university program is growing. Students who merely satisfy the basic minimum requirements will likely have their college application rejected. Therefore, the LCA encourages parents/guardians support their child’s teachers and encourage their child to work diligently at their academic pursuits according to Colossians 3:23. The LCA strives sincerely for academic excellence as well as excellence in Christian character.

11c. Requirements for Seniors

Seniors must have a minimum of 5 semester classes each semester according to Education Code 46145, which reads: “Pupils in grade 12 shall be enrolled in at least 5 courses each semester.” The LCA enforces this code strictly; however, a senior may be enrolled in an ROP course or a community college course as their 5th class. Principal approval and written parental consent is necessary in all cases. Furthermore, seniors must have at least 200.0 credits or be short no more than 20.0 credits in required courses in order to participate in the graduation ceremony. All graduation requirements must be documented and completed in order for a graduate to receive a diploma.

11d. Standardized Testing

All students are required to take a standardized test once a year to help measure academic progress. Students in each grade level must complete the following standardized tests:

9th: PSAT

10th: PSAT

11th: PSAT

12th: SAT or ACT*

*The PSAT are given on-site once a year. The SAT or ACT must be taken off-site at the student's expense. Seniors will receive a provisional diploma until their official scores have been received.

11e. Homework

Homework is an essential part of the educational process, and LCA students will be expected to complete frequent homework assignments. The LCA believes that homework should be given in moderation, to promote excellence, and does not give homework merely as busy work. Homework is given as reinforcement of and for the purpose of practicing the various skills learned in school. Students are given individual homework assignments based on their academic needs. It has been found that the most successful students usually have active parental participation in homework and schoolwork. By doing academic work at home, the information becomes linked with both home and school, and this strengthens the importance of learning for the student. Generally, if the parent has an apathetic attitude toward homework, the student does also, and this attitude is carried over to the classroom. Learning requires hard work and perseverance. When a student feels that he/she can master a skill, he/she then feels motivated to tackle the next difficult step. Homework that is given specifically to meet the needs of the student helps to ensure success.

A student's home study environment is a very important factor in a productive homework time. The student's study area should be free from T.V., music and other distractions.

11f. Grading System

“A” Excellent (90-100% of the available points in the course)

The quality of work consistently demonstrates a superior comprehension of course content and far exceeds performance standards. The work exhibits exemplary creativity, imagination, initiative and application of material.

“B” Above Average (80-89% of the available points in the course)

The quality of work consistently demonstrates a superior comprehension of course content and exceeds performance standards. The work exhibits noteworthy creativity, imagination, initiative and application of material.

“C” Average (70-79% of the available points in the course)

The quality of work demonstrates an adequate comprehension of the course content and meets performance standards. The work exhibits satisfactory initiative and application of the material.

“D” Below Average (60-69% of the available points in the course)

The quality of the work demonstrates an unsatisfactory comprehension of course content and performance standards. The works exhibits insufficient initiative or application of the material. If a student receives a semester mark of a “D” in any course required for graduation, he/she must retake the course for the semester in which they earned the unsatisfactory grade.

“F” Failing (Below 60% of the available points in the course)

The quality of work demonstrates an inadequate comprehension of course content and does not meet performance standards. An “F” in any semester of any course must be retaken.

11g. Grade Reports

The Lighthouse Christian Academy grade point average (GPA) is based on the achievement of the student in the classroom. Grade reports are issued to students and parents at the completion of each semester. Progress reports are available by checking the online grade reporting system. Semester grades are the only grades reported on the permanent record.

It is the responsibility of the parent to follow the academic progress of their child and parents are strongly encouraged to monitor their students progress on a frequent basis. Teachers are not required, nor should they be expected, to inform parents of missing homework assignments or poor scores on tests.

Calculation of the grade point average is based on all graded courses. Each grade is given a specific number of points described below:

A	4.0 points
A-	3.7 points
B+	3.3 points
B	3.0 points
B-	2.7 points
C+	2.3 points
C	2.0 points
C-	1.7 points
D+	1.3 points
D	1.0 points
D-	0.7 points
F	0.0 points

In order to maintain eligibility for varsity athletic competition, the California Interscholastic Federation Southern Section (CIF-SS) requires student athletes to maintain a

GPA of 2.0 or better for the previous grading period. The day for establishing eligibility for the next quarterly period is the day following the official issuance of report cards. All other criteria for establishing academic eligibility will be found in the CIF-SS Blue Book.

11h. Repeating Classes

With the approval of the principal, a student may repeat a course in order to raise a failing grade. The LCA will keep a record of both grades, and both grades will be recorded on the student's final transcript.

Incomplete grades are issued for students who fail to complete a required element of a class whether it be a test, project or class hours. Correcting an Incomplete grade is not retaking a class, so students who complete these required element will receive a calculated grade that will be recorded once on their final transcript. Students who fail to correct their Incomplete grade by the end of the following summer school period will receive a final failing grade and the class will have to be retaken.

11i. Summer School

Any course taken during the summer or after school during the regular year must be approved by the principal for the course to be applied to the Lighthouse Christian Academy transcript. Permission must also be obtained by the regular teacher of the class. Any course that was initially taken and failed at the LCA must be retaken at the LCA. If a student wishes to enroll in a class not available to them at the LCA, they may only do so at one of the local community colleges.

All the LCA rules and regulations will be enforced during the summer session, including regulations for dress and appearance. Additional tuition fee applies. There are no scholarships available for summer school tuition fees.

11j. Semester / Final Exams

At the end of each semester, comprehensive semester exams are administered in each subject. Only students who have a note from a physician will be excused from school during scheduled semester exams. The weight of the various components of the semester grade are determined by individual teachers, but semester exams shall not exceed one third of the semester grade. A Semester Exam schedule will be followed during this testing with 120 minutes allotted for each test. On these days school will typically follow a half-day schedule and end at 12:50pm.

11k. Honor Roll/Principal's List

Each semester, students who excel in classroom performance are honored with placement on the LCA Honor Roll as follows: (GPA calculation is based on non-weighted grades.)

Honor Roll – 3.0 to 3.49 GPA on semester report card

High Honor Roll – 3.5 or higher GPA on semester report card.

Principal's List – Straight A's on semester report card. Student is presented with a certificate of achievement.

11l. Valedictorian and Salutatorian

Academic excellence is important at the Lighthouse Christian Academy. We want to celebrate all students who achieve excellence based upon the high standards that the school, along with our Board of Education and the State of California has set.

For the graduating class, Valedictorian and Salutatorian status is determined by the students' academic GPA. The single individual with the highest GPA will automatically become the Valedictorian, and the runner-up, the Salutatorian.

11m. End of Year Awards

At the conclusion of the school year three awards will be given each recognizing a different aspect of educational excellence. These emphases will be academic excellence, excellence in Christian character and service, and excellence in improvement. All students are eligible for these awards though preference may be given to seniors.

ATHLETICS

12a. Athletic Programs

The purpose of the Lighthouse athletics programs is to instill a physical discipline and determination in the students, as well as instructing them in the importance of teamwork so that they might be more adept at fulfilling the purposes of God amidst the trials of life.

The LCA competes against the private schools of the Harbor League and against other private schools under the banner and guidelines of the CIF-SS. The coaches of the respective sports and the athletic director are the primary sources of information concerning practice and game scheduling.

At present, students interested in participating in Varsity Level sports must pay a sports fee ranging from \$150-\$300 per sport. This money pays for travel expenses and facility and equipment needs for the athletes.

<i>Fall</i>	8-Man Football	\$300
	Girls Volleyball	\$150
	Boys Cross Country	\$150
<i>Winter</i>	Soccer	\$150
<i>Spring</i>	Swimming	\$150
	Track	\$150

12b. Weight Room

This facility is for the use of student athletes that represent the Lighthouse Saints sports program. Students involved in athletics independent of the LCA will not have access to the work out facility. The weight room is *not* co-ed. Male and female athletes must work out separately during designated times.

The training regimens for each specific sport are designed to enhance the ability of the athletes; they are not designed for the purpose of body sculpting.

Most of the sports at the Lighthouse offer interscholastic competition at the Varsity level. The Head Coach of each sport determines the individual team rosters and depth charts.

Student use of the weight room is predicated on their willingness to follow said policies and maintain its upkeep.

DISCIPLINE

13a. Minor Infractions/Chain of Consequences

The Lighthouse Christian Academy strives to provide a loving and excellent Christ-based learning environment. This environment can be described as one that is polite, humble, and selfless. LCA students are expected to show a loving and excellent attitude toward their teachers, school work, peers, and school. Students who violate the prescribed code of conduct will receive discipline.

1. Violating students will be placed in Individualized Study Program separate from the main classroom until they demonstrate repentance and a willingness to participate appropriately. They will be given a discipline paper to complete and parents will be notified of their child's behavior.

2. Overtime the student's ISP will be evaluated. If students show a positive response they will be allowed to return to the main classroom. If students fail to show a positive response the ISP may be further adjusted. Further adjustment of an ISP may include a student being placed on behavioral probation or working from home and only allowed to come on campus or participate in classes and school functions in a limited manner.

3. Continual failure to respond to an ISP will result in a student's expulsion from LCA.

13b. Major Infractions

Major infractions may result in immediate suspension and the placement of the student on behavioral probation or expulsion from school depending on the infraction and its severity. Students given a suspension may also be placed on an ISP until the necessary improvements are made.

The following infractions are grounds for immediate **suspension**:

Smoking; dating; hosting an unsupervised co-ed party; possession of any soft-core pornographic material; lying or forgery; getting a tattoo; extra-body piercings; physically aggressive behavior or fighting, threatening force or violence toward other students or staff; pranks; and disrespectful/ belligerent or defiant behavior.

The following infractions will result in the **expulsion** of a student:

Theft; the possession, use, or sale of narcotics or alcohol; tobacco products; the possession or sale of fireworks or any weapon on campus; membership in a gang or association with gang activities; regularly failing to pass classes; chronic lying or deceit; habitual or repeated violation of school rules; hazing; chronic attitude of rebellion; sexual immorality; possession of hardcore pornography; any major offense, behavior or attitude

considered detrimental to the mission of the Lighthouse Christian Academy and its ability to train students to serve the Lord.

****The paramount factors in deliberating student discipline is the student's response, namely do they act remorsefully, responsibly, and honestly towards their infraction.**

13c. Behavioral Probation

Students given an ISP or suspension will be considered on behavioral probation. Students on behavioral probation may be limited in their participation in school athletics, trips, and activities and can be immediately expelled if further violations continue.

13d. Dating v. Courting

At the LCA dating is prohibited as a behavior that is ultimately selfish and destructive. Courting, however, is permitted under careful guidelines. Courting involves the following elements: the permission of both party's parents/guardians, the setting of physical boundaries and prohibitions until marriage, accountability by remaining part of a larger group during outings and avoiding compromising situations; and most importantly making stated and ultimate goal of the relationship to seek out another's suitability for marriage.

13e. Off-Campus Incidents

The Lighthouse Christian Academy does not wish to supervise the lives of its students away from school. Nevertheless, ungodly behavior outside of the school clearly demonstrates ungodly character in a student, and needs to be disciplined. Off-campus incidents can directly affect other students or members of the administration, faculty or staff, or damage the reputation of the school. Involvement in this type of behavior will not be tolerated. Any student that behaves off-campus in a manner disapproved of by the Academy as set forth in the previously stated rules will be disciplined accordingly. This includes all conduct via electronic communication like Facebook, text messaging and e-mail.

13f. Cell Phones & Electronic Devices

Cell phones are prohibited during class unless expressly directed otherwise by the teacher. **Cells found in use during unauthorized periods will be confiscated by the teacher held in the office for 5 school days and until \$10.00 is paid.** Cell phones are allowed outside of class before and after school and during lunch and breaks unless used in an inappropriate manner or in conjunction with inappropriate media.

The use of electronic devices such as iPods, Mp3 players, or handheld game systems of any kind used in conjunction with inappropriate media is prohibited on campus at all times

including before or after school. The use of headphones is prohibited at all times before or after school. **Electronic items used inappropriately, including headphones, will be confiscated and held for 5 school days and until \$10.00 is paid.**

14. Student Safety

In case of an emergency, the emergency contact person(s) will be notified. Accidents requiring immediate medical care will be handled by the 911 Emergency Services.

The Lighthouse Christian Academy does not provide medical insurance coverage for school accidents. **Parent(s) and/or legal guardian(s) are fully responsible for medical bills if their child is hurt during school activities.**

15. Earthquake Procedures

We, as Californians, are aware of the ever-present possibility of an earthquake occurring and creating damage and dangerous conditions. The safety and welfare of our students is of the utmost concern to us. Public safety officials have stated that the school environment provides the safest possible protection during a time of general emergency. In line with this, we have devised specific procedures to follow in the event of a severe earthquake (7.0 or larger) or other life-threatening catastrophe.

Where to locate your child: In the event of a severe earthquake during school hours, students will remain at the school until parents or legal guardians or their authorized representatives have been successfully contacted.

Each student is to provide their own earthquake kit each year, which is to include the following:

- 1-2 small water bottles
- protein snack
- granola bar
- small flashlight
- emergency whistle
- small first aid kit
- emergency blanket
- hard candies
- hand sanitizer
- wipes

You may also purchase a pre-made kit online.

TUITION AND FEES

16a. Schedule of Tuition and Fees

REGISTRATION FEE (non-refundable, for first time enrolling students only)

\$250 (payable upon registration)

TUITION

Tuition is \$7,200. For convenience, LCA can charge \$600 per month for 12 months (Aug-July)

Students with outstanding balances will not receive report cards or have transcripts released.

ALL TUITION AND FEES MUST BE PAID BY DEBIT/CREDIT CARD. The only exception is for families that pay their tuition in advance.

16b. Scholarship Program

The Lighthouse Christian Academy does not offer financial aid to its students. However, each year some students will have the opportunity to participate in a pledge program for reduced tuition. The reduced tuition amount is determined by the principal. Interested families are required to complete an application. Students in the pledge program may be asked to help raise additional offsetting funds through various means including housing international students, participating in school and church fundraisers, joining a school custodial team and seeking personal sponsors.

Students interested in the scholarship program should schedule a meeting with Principal and complete the Financial Information Form upon registration.

The pledge program is a privilege and pledge students must demonstrate an excellent effort in behavior and academics to remain in the program.

17. School Library

At present, the Lighthouse Christian Academy does not have an in-house library. Each student has access to the local public library as well as supervised use of the internet to collect necessary materials.

The Santa Monica Public Library is located approximately two miles from the school, at 601 Santa Monica Blvd., and is easily accessible by the local Santa Monica Big Blue Bus, Line 1. The library is open Monday through Thursday from 10am to 9pm, Friday and Saturday from 10 am to 5:30 pm, and Sunday from 1 pm to 5 pm.

There are a variety of resources available to students through the Santa Monica Public Library, including:

- Access to books and audiovisual materials
- Access to computers with word processing and internet capabilities
- Access to a wide variety of online databases, including eLibrary and the Gale Student Resource Center
- Help from a Children's Librarian – in person, over the phone (310.458.8621) or via e-mail

At the beginning of each year, all students who are not acquainted with the library or do not have library cards will be taken on a field trip to the library, at which time they will be able to apply for library cards and will be given a library tour by a Santa Monica Public Library Children's Librarian.

18. Parent & Student Signatures

Parent:

I _____ verify that I have read the Parent/Student Handbook and agree to uphold the policies therein.

Parent Signature

Date

Student:

I _____ verify that I have read the Parent/Student Handbook and agree to uphold the policies therein.

Student Signature

Date

****Parents and students are responsible for reviewing the LCA handbook each year to remain informed about revisions to school policies.**