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## WELCOME

Welcome to Lighthouse Baptist Academy! It is our prayer that the Lord will use LBA to be a blessing to your family this year. We are proud to have you as our student body. Please read this handbook in its entirety, for we have written it as a guideline for all parents, students, and staff members to follow. It contains important information that both parents and students will need to know. If you have a question about a specific matter, you may address it to your teacher first, then to the administration. Please pray with us this year that the Lord will bless each of our students and teachers with a productive and enjoyable school year!

## HISTORY

Lighthouse Baptist Academy (originally known as Rosedale Christian Academy) began in 1977 as a ministry of the Lighthouse Baptist Church and as an act of obedience to God's Word. The scriptures state:

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

*“And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.”* (Deuteronomy 6:5-7)

*“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*  
(II Timothy 2:15)

We began with a multi-level building originally designed to accommodate a home for boys and girls needing full-time care. Over the years, the ministry changed into a day school, operating classes for K5-12th grades during normal school hours. The original building was renovated in the 80's, and in the late 90's a full size gymnasium was completed that included 5 classrooms on the upper level. In 2005, a 3-story building was added to the Academy, giving us needed classroom space, a large auditorium, a computer lab, and other facilities.

Today, LBA continues as a ministry of Lighthouse Baptist Church, operating a K5-12th grade educational program that is serving parents of our church and Christian parents in our community.

## PURPOSE

The purpose of Lighthouse Baptist Academy is to assist Christian parents in training Christian students to serve the Lord. According to Luke 2:52, we desire to see our students mature spiritually like unto Christ. We believe that the by-products of proper spiritual training are the physical, academic, and social maturity of children. As Christian

parents enroll their children, we strive to see each of them establish a personal relationship with God by means of Biblical salvation. Beyond salvation, the administration encourages each student to have a personal walk with God each day. Each class, whether history, science, Bible, English, math, chapel, etc, is defined and filtered according to God's Word. Ultimately, we seek to train our students to exemplify Christ in every walk of life. The entire program of LBA is based on Biblical standards which will help our students to develop Godly character, morality, respect, and responsibility. We promote excellence in all things that we may glorify God.

## ARTICLES OF FAITH

### **The Scriptures**

We believe the Holy Scriptures of the Old and New Testaments to be the Bible, "as it is in truth, the Word of God..." (I Thessalonians 2:13). We believe in verbal, plenary inspiration in the original writings, and God's preservation of His pure words to every generation (II Timothy 3:16, Psalms 12:6-8).

The Masoretic Text of the Old Testament and the Received Text of the New Testament (Textus Receptus) are those texts of the original languages we accept and use. The King James Version of the Bible is the only English version we accept and use. The Bible is our sole authority for faith and practice.

### **The Return of Christ**

We believe the "Blessed Hope" of our Lord's return is literal, personal, visible, imminent, premillennial, and pretribulational. Believers will be caught up to be with the Lord prior to the seven years of tribulation, and at the end of the tribulation Christ will return with His saints to establish His thousand-year reign on the earth (I Thessalonians 4:13-18; Titus 2:13; I Thessalonians 1:10; Revelation 3:10; Zechariah 14:4-11; Revelation 19:11-16, 20:1-6; Psalm 89:3-4).

### **Our Eternal State**

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29, 11:25-26; Revelation 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss, they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; Revelation 20:4-6; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians 4:16-17).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Luke 16:19-26; Matthew 25:41-46;

II Thessalonians 1:7-9; Jude 6-7; Mark 9:43-48; Revelation 20:11-15)

### **The Godhead**

We believe in one Triune God, eternally existing in three persons—Father, Son, and Holy Spirit, co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14).

### **The Person & Work of Jesus Christ**

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (John 1:1-2, 14; Luke 1:35; Isaiah 9:6; 7:14; Philippians 2:5-8; Galatians 4:4-5).

We believe that the Lord Jesus Christ accomplished our redemption through His finished work on the cross as a representative, vicarious, substitutionary sacrifice and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).

We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 9:24, 7:25; Romans 8:34; I John 2:1-2).

### **The Person & Work of The Holy Spirit**

We believe that the Holy Spirit is the Person who reproves the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration, indwelling all believers and sealing them unto the day of redemption (John 16:8-11; II Corinthians 3:6; Romans 8:9; Ephesians 1:13-14).

We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit, and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayer of believers for physical healing (II Corinthians 12:12; I Corinthians 13:8; Hebrews 2:3-4; Mark 16:17-20; I Corinthians 1:22, 14:21-22).

### **Man**

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and that man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12).

The sacredness of human personality is evident in that God created man

in His own image and is mindful of him, and in that Christ died for man; therefore every individual possesses dignity and is worthy of respect and Christian love (Psalm 8:4-9; Colossians 3:9-11).

### **The Church**

We believe that the New Testament church is a local assembly of baptized believers who have voluntarily joined themselves together to carry out the Great Commission. The Lord is doing His work in this world through local churches. The establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church free of any external authority or control. Christ is the only head of the church (Acts 13:1-4, 15:19-31, 20:28; Romans 16:1, 4; I Corinthians 3:9,16; 5:4-7,13; I Peter 5:1-4).

### **The Ordinances of The Church**

We recognize the ordinances of baptism by immersion in water and the Lord's Supper as a Scriptural means of testimony for local churches in this age (Matthew 28:19-20; Acts 2:41-42, 18:18; I Corinthians 11:23-26).

### **Biblical Separation**

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God (II Timothy 3:1-5; Romans 12:1, 2, 14:13; I John 2:15-17; II John 9-11; II Corinthians 6:14-7:1)

## **ADMISSION REQUIREMENTS**

We admit students of any race, color, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the academy. We do not discriminate on the basis of race, color, or national/ethnic origin in the administration of its educational policies, admissions policies, athletics, and other programs.

Parents must apply for their child's enrollment understanding that we are a church academy, partnering with Christian fathers and mothers in the spiritual and academic education of each child. Students who attend LBA must exhibit a desire to do so and count it as a privilege. Students will not be admitted to LBA in the same academic year that they were dismissed from any other school. Lighthouse Baptist Academy is not a reform school. Students with disciplinary records will be considered for enrollment on a case-by-case basis and require approval by the administration or pastor/deacons of Lighthouse Baptist Church.

- All students entering kindergarten must have had a complete physical examination within 12 months prior to entering LBA.
- A kindergartener must be five years old by December 31st.
- An official state immunization/physical examination record must accompany your child's enrollment forms.
- Students entering 6th grade must have received the Hepatitis B vaccination prior to entering school. Your doctor will gladly complete this form for you at the time of your child's physical examination.
- Students transferring from another school district or out of state must provide complete immunization information and proof of an examination prior to enrollment.
- A copy of your child's birth certificate must accompany enrollment forms.
- Re-enrollment begins in the 3rd quarter of each year. In order to guarantee consideration, all applications must be returned by the re-enrollment deadline. No student has the right to enroll, and all applications for re-enrollment will be accepted at the discretion of the administration.

Lighthouse Baptist Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Lighthouse Baptist Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Lighthouse Baptist Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Lighthouse Baptist Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Lighthouse Baptist Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the

marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. (Leviticus 18:1-30, Romans 1:26-29, 1 Thessalonians 4:1-8)

### **SAFETY AND SECURITY**

The Safety and Security of all students and staff at the Academy is important. The following procedures will be followed throughout the school year.

- \* All entry doors are kept locked at all times. No entry doors are to be propped open at any time; entry doors are to latch when closed.
- \* During the school day, all visitors to the Academy, whether family members, visitors, businesses, etc, must enter through the main Academy office entry doors. All visitors must sign-in and receive a visitor badge before proceeding through the academy building.
- \* Pick-up of any students by individuals not listed on the students' contact list will not be allowed unless approval is given by a guardian and positive identification is procured. A record of approved pick-up individuals must be delivered to the school office at the beginning of the year (usually completed on the annually scheduled registration day). Any changes to the record can only be made by parents/legal guardians.
- \* During arrival and departure times, school and church staff will remain vigilant and watchful as parents and other adults arrive to pick up their children. Parents and students are requested to report any suspicious activity to a staff member or the school office immediately.
- \* For dismissals, all individuals must use the main Academy office entry doors or wait for a staff member to open the Elementary Hallway entry door.
- \* Routine Safety and Security drills will be practiced throughout the school year.
- \* During the course of a normal school year, different police officers use our property for training exercises. Most of these are not announced, but when students are asked to be involved prior notice will be given to parents. Throughout each week of school, different law enforcement officers working for Frederick County and the city of Winchester make visits to the school property during on-duty and off-duty hours.

## **HEADMASTER**

Headmaster is the online program the academy uses that enables parents to access grades, attendance, and other messages from the school office or teachers. Every parent and student has a unique login name and password. The academy office can provide you your login name and password. Parents have the capability to update their contact information at any time through the Headmaster website, [www.headmasteronline.com](http://www.headmasteronline.com).

## **EDUCATIONAL ASSISTANCE**

Students who may not have the academic ability necessary to maintain acceptable grades may be given an opportunity to work in a “modified” program provided they have a good attitude, work diligently, and desire to be at the academy (examples-A Beka DVDs, ACE Paces, etc.). However, the academy is very limited in these modified programs, and many times a tutoring program may be suggested by the administration. Parents must remember that often these modified programs will include extra charges for materials, etc. Tutoring should be arranged through the parents and the private tutor of their choice. On-site tutoring may be available through a third party - please check with the academy office for availability. If the administration finds that the student is not progressing enough, or shows learning disabilities beyond the capability of the faculty and staff, home schooling will be recommended to the family.

## **CURRICULUM**

LBA uses the A Beka Book Curriculum for all grades K-6th. Grades 7th-12th use a combination of A Beka Book, Precept Marketing, and other materials as needed. Check with the school office staff to view a copy of the Scope and Sequence for the K5-12th grades. For the 7th-12th grades, due to the nature of varying enrollment numbers each year, some courses may not be available. Each year in the month of May an assessment of the following year's enrollment, class size, and subjects available is made.

## **SENIOR HIGH ACADEMIC PROGRAM**

Every LBA student in grades 9th-12th will be placed in a college preparatory course of study which requires 26 credits to graduate.

Requirements: The following course load must be completed maintaining a “C” or better average.

Bible	4 credits
English	4 credits
Math	4 credits
Lab Sciences	4 credits
History/Social Studies	4 credits
Foreign Language	3 credits
PE/Health	2 credits
Personal Finance	1 credit
Career & Technical	<u>1 credit</u>
	26 minimum total

Grades 7th-12th will change classes for seven periods each day. Seventh and eighth graders will only be allowed to take electives by special permission of the administrator based on exceptional academic performance.

Students may choose electives each year as they are available and as their schedule permits. Parents should keep in mind that these electives will vary from year to year due to enrollment numbers, interest from enrolled students, and faculty availability.

If necessary, a student may graduate with a general studies diploma; however, this is at the sole discretion of the administration and will not be widely available to everyone.

### Commonly Offered Courses and Electives

- Bible I, II, III, IV
- English I, II, III, IV
- Algebra I, Algebra II, Geometry, Pre-Calculus
- Physical Science, Biology, Chemistry, Physics
- Geography, US History, World History, Government and Economics
- Foreign Languages
- Koine Greek
- Physical Education
- Health (this includes Life Management)

Possible Electives: Keyboarding and Word Processing, Consumer Math, Business Math, Personal Finance, Shop, Home Economics, Speech/Drama, Fine Arts, and Publishing Technology.

### ACADEMIC CLASSIFICATION

Students in grades 9th-12th must achieve the number of credits listed below in order to be classified as the following:

Freshman	0 credits minimum
Sophomore	6 credits minimum
Junior	12 credits minimum
Senior	18 credits minimum

### LBA GRADING SCALE

<b>100-94</b>	<b>A</b>	<b>4.0</b>
<b>93-86</b>	<b>B</b>	<b>3.0</b>
<b>85-77</b>	<b>C</b>	<b>2.0</b>
<b>76-70</b>	<b>D</b>	<b>1.0</b>
<b>69-0</b>	<b>F</b>	<b>0.0</b>

## **REPORT CARDS & PROGRESS REPORTS**

LBA operates on the basis of four 9-week quarters. Report cards are issued within the week following the end of each quarter. Parents or legal guardians can arrange for meetings with teachers to discuss report card grades. The Headmaster Online program allows families to view weekly grades.

Report card envelopes are to be signed by a parent/guardian and returned to the homeroom or classroom teacher within 5 days. The parents are to keep the report card.

## **ACADEMIC PROBATION**

Students who receive an “F” in any subject (as noted by the quarterly report card), will be placed on academic probation. Students placed on academic probation must meet with the teacher and/or administrator to determine the conditions of probation. Students placed on academic probation may lose the privilege of participating in all extracurricular activities for at least three weeks. Students with more than one “F” in a quarter will automatically lose all extracurricular privileges. Academic probation lasts for the next three weeks, or until the average grade has improved. If the grades improve, the student will be removed from academic probation. If the grades remain below passing, the student will remain on academic probation until the next report card is issued.

**Please Note:** For any student on academic probation for two consecutive quarters, a meeting with the administrator and the student's parents will be required. The student will be evaluated to determine whether the academy program is suited to meet his/her academic needs.

If the program is too difficult and the availability of another solution is not present, the parents may be asked to withdraw the student from the school, or they may not be allowed to re-enroll their child.

Students whose overall academic performance for the year falls between 70%-76% and who, in the opinion of the administration and faculty, could do better may be asked to withdraw. The student may not be allowed to return to the academy for the following year.

## **RETENTION**

K5-8th grade students will be retained in their current grade if they fail English class and any other subject, or if they fail Math and any other subject. Kindergarten, 1st, and 2nd grade students may be retained if they fail Reading and/or Phonics.

9th-12th grade students who fail individual subjects must repeat those subjects in order to receive credit toward graduation. Any student may be retained or required to repeat a subject at the request of their parents once they have had a conference with the administrator. This may prove valuable for the child who is too immature for the grade or who wishes to improve their grade point average in high school.

Students may also be retained for absences of 30 days or more.

## **CLASSROOM EXPECTATIONS FOR STUDENTS**

1. Be in your seat when the tardy bell finishes ringing to begin

- school or to begin any class period.
2. Receive permission from your teacher before leaving your desk or classroom.
  3. Make ready all your supplies and materials needed for class. Students are not to write on the covers of their textbooks or to write in their textbooks apart from taking notes.
  4. Raise your hand for permission to speak. Give attention to the teacher or the task at hand.
  5. Show respect for the school and classroom property, never allowing misuse.
  6. When running errands to other rooms, enter without knocking and quietly stand until recognized by the teacher.

### HOMWORK

Homework is assigned as reinforcement to classroom learning. Elementary teachers will provide guidelines about the completion of homework for their classroom.

Secondary students should follow the guidelines as given for each class. Collectively, the following policy will apply to 7th-12th grade students:

1. Failure to complete 3 homework assignments in a 3-week period will result in an office referral with the administrator and contact to the parents.

2. Failure to complete 6 homework assignments in a 3-week period will result in an automatic suspension with academic penalty.

This expectation includes all subjects combined, not just 3 or 6 in one subject. Teachers turn in a homework report to the administration each week.

If a student, who is in attendance at school, does not turn in their homework and it is a graded assignment, they will receive a 0%. Tardy homework will not be accepted for a grade.

Students are not permitted to use study tools that have been known to have answers to tests and quizzes on them such as [www.quizlet.com](http://www.quizlet.com). This type of study proves to be detrimental to the long-term academic progress of the students. Use of such will be considered a cheating offense if a student is found to be using it.

### ABSENCES & TARDIES

Regular attendance is a key to academic success. The following guidelines and policies have been instituted to help assure fair treatment of all students regarding absences and tardies. These policies are also designed to encourage regular attendance and discourage irregular attendance that might affect academic performance.

**Excused absences and tardies** will be given for *illnesses, injuries, doctor's appointments, road conditions, church activities, or deaths* in families.

**Unexcused absences and tardies** will be given for any reason other than the above.

## PROCEDURE FOR ABSENCES

1. Students returning to school after having been absent must bring a dated note, or contact the office by phone or e-mail. The information should include the student's first and last name, the grade/teacher, the date of the absence, and the reason for the absence. Elementary students are to take the note to their teacher. High school students are required to go to the office before homeroom and obtain a pass before entering class.
2. All absences will be treated as unexcused until a written excuse from the parent/guardian is provided to the office.
3. Students must be present for at least five hours in order to be counted as in attendance for a full day of school. They must be present at least 3 hours to be counted as in attendance for half-day. Anything less than 3 hours would be a full day's absence. Part-time students will be counted absent when they miss half of their scheduled periods.
4. It is the student's and family's responsibility to see the teacher regarding make-up work missed because of the absence. Assignments that have been given in advance and that have a specific due date (i.e. – term papers and large projects) will be required of the student whether the student is present or absent from school on the due date. Please make arrangements to have the assignment delivered to school by the assigned class period.
5. A junior high or high school student (grades 7th-12th) who is absent for the day or the class in which a test is given shall be expected to take the test during class, in a study hall, or after school on the day they return providing the test was announced prior to the date of the absence.
6. Any student who receives three unexcused absences in one quarter will be suspended with academic penalty for one day. Tests missed on the suspension day may be made up at a later time. All other work will receive a grade percentage of zero.
7. Any graded work missed due to an unexcused absence or tardy may not be made up. All homework and quizzes missed during an unexcused absence will be entered into the gradebook as a 0%.
8. Teachers may determine the amount of time allowed for students to make up work due to their excused absence.
9. Total absences from school, whether excused or unexcused, of 30 days or more will result in automatic failure or retention. Special arrangements may be made with the school administration if extenuating circumstances caused many of the absences.

**NOTE:** Virginia state law prohibits the absence of students for the purpose of work during regularly scheduled days. Virginia state law also requires that the school report to the juvenile courts if a student:

1. Misses three days in a row without notification.
2. Misses five days in a month for no justifiable reason.
3. Misses seven days in a quarter for no justifiable reason.

10. Pre-Approved Absences: There are times when circumstances make it necessary for a student to be out of school, i.e. a funeral, family business out of town, family vacation, etc. Because of the time missed by the student and the difficulty involved with make-up work, pre-approved absences should be kept to a maximum of 5 days during the school year. The procedure for obtaining and using the pre-approved absence is as follows:
- A. A request explaining the reason for a pre-approved absence should be made in writing by the parent/guardian and given to the office no less than one week prior to the date(s) requested.
  - B. If the absence is approved by the administration, then a *Pre-Approved Absence* form will be given to the student so that it can be signed by the teacher(s). This form requests the teacher to assign the class work in advance (which is to be done when time permits or during the absence if it is feasible to do so). Students who do not give the pre-approved absence form in advance to a teacher will be considered unexcused for the days absent and all work will be assigned a zero.
  - C. If assigned work is completed on time as given by each teacher's instructions, the absence(s) will be excused. If the work is late or incomplete, the absence(s) will be considered excused, but a "0" will be assigned for tests and quizzes missed during the absence.

### TARDINESS

By definition, there are two different types of "tardies." The first tardy is titled an "arrival" tardy. "Arrival tardies" are when the student is not at their classroom desk before the 8:00 a.m. bell. "Class tardies" are for students in the 7th - 12th grades that change classes. Corrective action for a tardy (those that are unexcused) depends upon the type of tardy received and whether or not the tardy is excusable.

Tardiness prohibits the student's capability of learning, and it also affects the entire class once a student is late to class or late to school. The following guidelines must be adhered to if parents are to assume the best academic performance from their child.

#### **For Arrival Tardies:**

1. All students that are not in their seat/desk after the 8:00 a.m. bell has rung must report to the office to receive a tardy slip.
2. Viable reasons will be considered in determining excused tardies. Contact from the parent is necessary in order to be considered for an excused tardy. Parents may visit the office to explain the tardy in lieu of a note. Any student that is tardy without a contact will be listed unexcused until the office is contacted. A contact must be made within one week from the

date of the tardy. The contact must include the student's name, grade, tardy date, and the reason for being late. The unexcused tardy may be changed to excused at that time if the excuse is acceptable.

3. *Excused* tardies will be given for car trouble, extreme traffic delays, family emergencies, illnesses, dangerous road conditions, and other unavoidable delays.
4. *Unexcused* tardies will be given for alarm clock malfunctions, late carpools, slowness of other family members, uniforms not clean or dry, and all other reasons that could be avoided.
5. Upon receipt of the 3rd unexcused tardy within a quarter, the offenses in total will be looked at as an unexcused absence and will be placed on the student's academic record.
6. Any student who receives 3 unexcused tardies in a quarter will be sent to the office to speak with the administrator. A phone call to the parents may be made to determine the reason(s) for tardiness and to find out what corrective action should be taken.

#### **For Class Tardies:**

1. All 7th-12th grade students who are not in their seat/desk and ready for class when the bell rings will be counted as tardy.
2. *Excused* tardies will be given for teacher/administration meetings (the student must have a written note from the teacher or administrator), emergency medical situations, class meetings that extend over the period bell, emergency maintenance situations, etc.
3. *Unexcused* tardies will be given for reasons such as talking in the hallway, failure to find homework assignments or class books, taking too much time to walk from classroom to classroom, lingering in the restroom, etc.
4. All tardies will be handled at the discretion of each teacher and the corrective action will be limited to that particular class.

#### **LEAVING EARLY**

Students with medical appointments must bring in a note stating the time they will leave for the appointment. This note must be delivered to the school office at least one day prior to the appointment. Parents must come to the office and sign their child out. Only high school students in the 12th grade may leave early for the following reasons:

1. They are finished with all of their scheduled classes and have a part-time job.
2. They are attending classes at a community college.
3. They are involved in a mentoring position of a local business.

Students will not be allowed to leave the academy except for the above reasons and scheduled appointments. Students who drive may sign out only if they have brought a note from their parent, or if they are

leaving according to a pre-determined schedule. Any student who leaves school property without signing out or without having permission is considered to be skipping school. All students who return to the school property for class, extended care, or sporting events must abide by the school rules, be placed in the immediate care of a staff member, and must follow the dress code.

### **GUIDELINES FOR KEEPING YOUR CHILD HOME**

1. Fever above 100 degrees
2. Severe coughing
3. Difficulty breathing
4. Stiff neck
5. Diarrhea (more than 1 abnormally loose stool within 24 hours)
6. Vomiting
7. Conjunctivitis (pink eye)
8. Untreated infected skin patches
9. Head lice or scabies (must be treated before returning to school)
10. Sore throat associated with fever
11. Skin rashes associated with fever
12. Chicken pox or other childhood diseases (All traces of pox must be scabbed over before returning to school)

### **STUDENT ILLNESS OR INJURY**

#### **Illness**

In the event that a student develops a fever at school, vomits, or shows other signs of illness, the child will be sent to the office where the secretary will call a parent or someone on the child's approved pick-up list to take the child home. The student will remain in the office until his ride arrives. The student must be signed out by the adult.

#### **Injury**

If a student is injured at school or on a school-sponsored field trip/activity, the parents will be notified as soon as possible. If the injury appears to be serious, medical help will be called immediately or the student will be taken to the nearest medical facility for attention.

#### **Insurance**

All students are covered by accident insurance that is included in the comprehensive fee paid at the beginning of the school year. Please speak with office personnel concerning the method of claims and reimbursement.

#### **Medicines**

No staff member will be allowed to administer any medicine to students without parental authorization. All students bringing medication to school must immediately bring their medication to the office along with instructions for administering. If the medication will be used on a regular basis, the parent must fill out the form provided by the office.

The academy does not keep a supply of medication on hand to administer to students. Any medication a student may need must be

sent from home.

### **HOMESCHOOL**

If a family is homeschooling and is enrolled in the assistance program for LBC homeschoolers, they will agree to:

- Read and abide by all school policies and rules.
- Maintain passing grades in all subjects according to the standards set forth in the school handbook. Athletes must follow the guidelines that are written in the Athletic Department Policy.
- Be subject to the disciplinary policies of LBA.
- Pay the enrollment fee.
- Pay the athletic department participation fee if applicable.
- Pay the fees for field trips and other activities/events before, or as they occur.
- Have their child attend 1 chapel service a week during the sports season or time of their respective extracurricular activities, or have their child join the Wednesday night program of their respective age group of Lighthouse Baptist Church.
- Maintain current contact information (as coordinated by the school secretary).
- Ensure their child's health through a pediatrician or family doctor.

### **LIBRARY**

The library consists of all books and materials that are available for student use. Most of the library materials are stored on the library shelves. Some books are kept in individual classrooms for teacher-led projects.

Students desiring to checkout books may do so through the school librarian or academy secretary. Books are checked out for two weeks at a time. Reference works must remain in the library. Any student who loses or defaces any library material will be charged for the replacement cost of that material.

### **CHAPEL**

Regular chapel services are a part of the weekly curriculum for all students. Students participate in chapel by praying, singing, taking the offering, giving a testimony, or preaching. Chapel time is a time for meditation, reflection, exhortation, and spiritual growth through decision making. All students are required to attend chapel and are expected to bring their Bible with them. We expect all students to respect the speakers by being quiet and paying attention throughout the message and musical part of the program.

### **REQUIRED BIBLE**

Lighthouse Baptist Church and all its ministries use only the Authorized Version of the Bible, commonly known as the King James Version. This is the only English translation that will be used for all memorization of Scripture, all chapels, Bible quizzing, and all Bible

educational classes. Each student is required to have a copy and take it with them daily to Bible class and chapel.

### **JANITORIAL DUTIES**

Seventh through twelfth grade students are responsible for some of the care and maintenance of the facilities. Elementary students may be assigned duties by their individual teachers according to their ability. Generally these light duties will consist of taking out the trash, cleaning erasers or chalk boards, cleaning the floor in the cafeteria, etc.

### **EXTENDED CARE**

Morning extended care is offered for students on the premises between 6:30-7:50 a.m. Afternoon extended care is offered from 3:20-5:30 p.m. The charge for morning and evening care is published in the *Tuition and Fee Schedule* each year. There is no charge when students enter extended care after 7:40 a.m.

Extended care charges will not apply to students in team practices, or to those students waiting for team practice. Extended care charges will be applied to brothers and sisters who are not involved in team practices but must stay to wait for their parents.

On home game days, extended care students, 5th grade or above, who have written permission to attend the game will be dismissed to the gym five minutes before game time. Younger students may go only if an older student or parent takes them and agrees to watch them.

Any student caught away from the gym or misbehaving will be returned to extended care and will lose the privilege of going to home games without adult supervision. At times, the staff member in charge of extended care may choose to take all of the students to the gymnasium to watch the game. The students will not be charged admission, and parents can pick up their children in the gymnasium on those days.

All students in extended care are not allowed to change clothes from their school or PE uniform. This includes those students coming from PE class to extended care, those students waiting to go to a sporting event, or those students waiting for practice to begin.

At 3:20 p.m. each day, all students are either to be with their parents, in extended care, or with a teacher/staff member. No students are to be on the property unsupervised after classes have ended for the day.

### **FIRE DRILLS**

Regular, unannounced fire drills will be conducted in accordance with the laws of Frederick County, Virginia, to maximize the safety of all students in the event of a fire. Fire escape routes are posted in all rooms of all buildings and students will be instructed on their exit routes.

### **FIELD TRIPS**

There are three types of field trips available at the academy: Educational field trips will often coincide with classroom instruction and teachers may require students to write a report on these

trips upon return to school. Examples: Smithsonian, Monticello, VA State Capitol, museums, battlefields, local historical attractions, etc.

Recreational field trips are scheduled to offer opportunities for student fellowship and are often used as incentive rewards for classroom or fundraising achievements. Examples: Skyline Drive picnic and hike, pizza, Kings Dominion, etc.

Athletic field trips are scheduled by the PE teachers or by the administration to supplement instruction in various exercises or sports. These field trips are normally scheduled for short times during the school day. Examples: bowling, skiing, skating, driving range, etc.

All field trips require parental permission. A permission form that lists the times of the departure and return, costs, dress requirements, etc. will be sent home prior to the trip. Teachers may assign a written report in lieu of any field trip a student misses. Parents are welcome to accompany their children on any field trip. Students are not to bring any portable electronic devices. Any student who is not dressed appropriately will not be permitted to go on the field trip and will forfeit any money paid.

### **SENIOR TRIP**

The Annual Senior Trip is for the graduating class and is taken during the spring of each year. The administrator will facilitate the planning and scheduling of the trip with the senior class beginning each fall, and will communicate with parents concerning the details. The trip will be paid from the class account, and each class must pay for a male and female chaperone.

Our approach to the raising and collecting of funds for the senior trip fundraisers is to have each 7th & 8th grade student pay a “senior fee” of \$15 per month, each 9th-11th grade student pay \$25 per month, and each senior pay \$35 per month. Seniors will still be able to do certain key fundraisers such as the Valentine Banquet and other yearly events. This approach more equally distributes the financial and work load amongst the families in each grade than the previous method did.

### **SENIOR TRIP GUIDELINES**

1. All boys’ haircuts must be approved before leaving on a trip.
2. Clothing requirements will vary with each trip but will not digress from the standard dress code. Students will be instructed before each trip on what to wear while traveling and what type of clothing to bring with them. Generally this is explained on the field trip permission form.
3. No CD players, radios, or mp3 players are allowed on school trips. Cell phones are allowed, but their use will be monitored, and there may be times when cell phones will be collected by teachers and/or staff.
4. While on overnight trips, boys and girls are not to be alone together at any time without an adult sponsor present. To do so will result in disciplinary action that may result in expulsion.
5. All adults traveling with students are in a position of authority and able to administer discipline.
6. Further extra-curricular trips depend on the trust relationship

we have with students. Failure to abide by trip rules endangers the well-being and testimony of other students.

### **FUNDRAISING**

To keep the cost of education at LBA as low as possible, a few fundraisers will be conducted throughout the year. Prizes will be offered to high achieving students and parents. We encourage, but do not require, participation of all students and parents in our fundraising programs. If you are involved in a fundraiser, please:

1. Keep accurate records of monies collected and items sold.
2. Take care of items to sell so that they do not get broken, melted, or worn.
3. Turn in all monies to the office in a timely manner.
4. Be kind, courteous, and helpful to everyone you talk to, whether they buy from you or not.
5. Remember that you represent our academy.

### **LUNCH**

A hot lunch program is offered a minimum of three days per week. We also provide microwaves for the 4th-12th grade students. Our K5-3rd grade students are not allowed to use the microwaves because of classroom schedules and teacher responsibilities. If the 3rd and 4th grades are combined, then microwave use will be at the teacher's discretion. Either both will be able to use the microwaves or neither will. A menu of hot lunches to be served will be listed on the weekly *Parent Update* and on the monthly school lunch calendar.

Lunch money will be tracked on each family's Headmaster Lunch Account. Money should be sent to the office to be added to the account before a child chooses to order lunch. Teachers will mark lunch orders each day in Headmaster, thus allowing you to check Headmaster at any time for your family's current balance available. You will receive an automated email from Headmaster any time your balance gets low so you are able to send more money in for the account.

Student guidelines:

1. Eat only while seated at lunch tables
2. Put all trash in wastebaskets
3. No playing with food or with containers/bottles
4. No loud or boisterous conduct in the lunch room
5. Students are not to leave the lunchroom without permission

### **PLEDGES**

The following pledges are to be memorized and will be used every day in the morning exercises:

#### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

#### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for

Whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

**SCHOOL CLOSING & DELAY INFORMATION**

*In the event that LBA is closed or delayed because of bad weather or other emergencies, please use the following means of announcement listed below. Other means may be used as they become available to us.*

**Special Announcements Phone Service**

To call the academy to find out about a delay or closing, follow this procedure:

1. Call the academy line at (540) 662-5590 (If you have called the day-care or the church office, you must transfer to the school line)
2. Press button "3" on your phone to listen to the special announcement.
3. Immediately hang up or press "0" when the announcement ends.

**School Website**

Any delay/closing information will also be posted online.

**Facebook**

All delays, closures, and early dismissals will be posted in our school Facebook group: Lighthouse Baptist Academy.

**SCHOOL DELAYS**

When school is delayed 1 hour, morning care will be available and will follow a 1 hour delay, beginning at 7:30 am. Regular charges will apply.

When school is delayed for 2 hours, morning care will not be available. School will begin at 10 am, with drop off for all students beginning at 9:45 am.

Teachers and/or daycare staff cannot be responsible for your children *before* the times listed above.

During delay days, all 7th-12th grade students will begin their day in homeroom where their class schedule will be announced for the day. (We will try not to miss the same class twice in a one month period.)

All decisions made concerning weather delays/closings will be in the interest of safety of travel back and forth to the academy. If we have a delay, it could be one or two hours. If parents elect to keep their child home on a delay day, it will be considered an excused absence.

- If school is closed, there will be no extended care.

- Makeup days will be scheduled after we miss 5 snow days.
- Once school opens, we make every effort to complete the school day by staying at least until 11:00 a.m. to get credit for a full day. At any time, parents may pick up their children at their discretion due to inclement weather.
- Parents will be called to pick up children in the event that the forecast calls for worsening road conditions.
- Please be sure that we have current phone numbers where you can be reached.
- Normally, we follow the Frederick County plan of action for inclement weather, but not always is this expedient. While our school families live in different counties of Virginia, West Virginia, and sometimes Maryland, we cannot accommodate everyone's situation at the time a decision is made. If you believe that road conditions are too dangerous for travel, then the tardy or absence will be excused.

### **TELEPHONE USAGE**

The academy phone is reserved primarily for official business and emergencies. Students desiring to place phone calls must present written permission from a teacher to the secretary in the office. The student will describe the nature of the call to the secretary who will then call the parent.

Cell phones are not to be used by students during school hours. They are not to be carried or left on. Emergency use must be in the presence of a staff member. Cell phone use without permission will result in the phone being confiscated.

### **PORTABLE ELECTRONIC DEVICES**

Portable electronic devices are not allowed at school from 6:30 a.m. to 5:30 p.m., unless approved by a teacher or by the administration. This policy includes such devices as cell phones, mp3 players, radios, DVD players, CD players, televisions, video games, blackberries, laptop computers, notebooks, iPhones, iPads, iPods, etc. Devices such as cell phones and laptops may be approved for 7th-12th graders if the student fills out a PED request form and the parent explains the reason for use at school. Upon written approval from the administration, the following guidelines will be used for cell phones:

1. Cell phones must be placed on silent and stored in his/her locker.
2. Cell phones are for EMERGENCY use only.
3. Cell phones are not to be used during morning care or during afternoon care unless the supervising teacher has given permission to do so.
4. Any student that uses a cell phone to call, text, or media message without teacher/administrative permission will have their cell phone privilege revoked for a period of time that will be determined by the administration.

## **VISITORS**

All visitors must check in at the office upon arrival at the academy. The individual must obtain a visitor's badge from the office and display it while at the academy. The badge is not needed for office visits or "off schedule" hours. There may be times when a non-academy student or parent desires to sit in on a class to observe for the purpose of future enrollment. All visitors must abide by the dress standards and regulations of the academy.

## **DRESS CODE & UNIFORMS**

Our academy uses a standard uniform for boys and girls of every grade level. Our families come from various backgrounds and churches, and while parents may not personally have our standards or convictions, the guidelines below are requirements for enrollment at LBA.

### **Boys (K5-6th)**

- Boys must maintain a haircut that does not cover any part of the ears when combed down and which does not fall down over the eyebrows in the front or cover any part of the shirt collar in the back. No rattails, spike haircuts, or oddly shaved haircuts are permitted and there should be no distinction between levels of hair length. No hairstyles are allowed that depict disorder or association with the pop culture of our day. No unusual coloring, bleaching, or streaking of hair is allowed.
- An approved uniform shirt purchased through our approved uniform company must be worn each day. Short- or long- sleeved T-shirts are allowed underneath, but they must be white. Boys are to keep their shirttails tucked in at all times.
- Pants may be purchased at any local store, and must be khaki or navy blue. The pants must be Dockers style, with only 4 pockets allowed. These pockets must be internal pockets, not externally sewn pockets like would be on a pair of jeans. If the pants have loops, a belt must be worn.
- Uniform socks that are the appropriate color (white, black, or navy blue) and length (must cover the ankle completely) are the only socks permitted.
- Non-marking sneakers or tennis shoes are required daily. Boots are allowed to be worn to class from November 1– March 1 and on any other day there is a school delay due to bad weather. Students may wish to keep a pair of tennis shoes at school during the winter months, since they will not be allowed to wear boots on the gym floor. Tennis shoes are required for their weekly PE class.
- Boys are not permitted to wear necklaces (unless for medical information), earrings, bracelets, or anything that could be interpreted as being feminine.
- Tattooing is not allowed while enrolled in the academy and no piercing jewelry is allowed for boys. Suspenders, bandannas, rope belts, and hats are not part of the school uniform and are not to be

worn in school.

### **Boys (7th-12th)**

- Boys must maintain a haircut that does not cover any part of the ears when combed down and which does not fall down over the eyebrows in the front or cover any part of the shirt collar in the back. No rattails, spike haircuts, or oddly shaved haircuts are permitted and there should be no distinction between levels of hair length. No hairstyles are allowed that depict disorder or association with the pop culture of our day. No unusual coloring, bleaching, or streaking of hair is allowed.
- An approved uniform shirt purchased through our approved uniform company must be worn each day. Short- or long- sleeved T-shirts are allowed underneath, but they must be white. Boys are to keep their shirttails tucked in at all times. All buttons, except the very top button near the neck, on all shirts are to be buttoned.
- Pants may be purchased at any local store, and must be khaki or navy blue. The pants must be Dockers style, with only 4 pockets allowed. These pockets must be internal pockets, not externally sewn pockets like would be on a pair of jeans. Pants must have loops, and a belt must be worn.
- Uniform socks that are the appropriate colors (white or navy blue) and length (must cover the ankle completely) are the only socks permitted.
- Shoes should be a dress casual shoe. Non-marking sneakers or tennis shoes are only allowed, and are required, to be worn during PE. No sandals, clogs, sneakers, tennis shoes, hiking shoes, shoes with high heels, or open heel shoes are allowed to be worn to class. Boots are allowed to be worn to class from November 1– March 1 and on any other day there is a school delay due to bad weather.
- Boys are not permitted to wear necklaces (unless for medical information), earrings, bracelets, or anything that could be interpreted as being feminine.
- Tattooing is not allowed while enrolled in the academy and no piercing jewelry is allowed for boys.
- Suspenders, bandannas, rope belts, and hats are not part of the school uniform and are not to be worn in school.
- On days that chapel or special services are scheduled, boys must wear a blue or white Oxford-style shirt with a matching necktie. All buttons must remain buttoned on chapel days. No hoodies are permitted on chapel days. Boys are permitted to wear a blue, white, or burgundy sweater any class day.
- Facial hair must be clean shaven at all times, unless making preparation for a dramatic performance.

### **Girls (K5-6th)**

- No hairstyles are allowed that depict disorder or association with the pop culture of our day. No unusual coloring, bleaching, or streaking of hair is allowed.
- An approved uniform shirt/blouse purchased through our approved

company must be worn each day. Short- or long- sleeved T-shirts are allowed underneath, but they must be white.

- Skirts must be approved styles from our uniform company. All skirts and jumpers must come to the bottom of the knee in both the front and back when standing.
- Non-marking sneakers or tennis shoes are required daily. Boots are allowed to be worn to class from November 1– March 1 and on any other day there is a school delay due to bad weather. Students may wish to keep a pair of tennis shoes at school during the winter months, since they will not be allowed to wear boots on the gym floor. Tennis shoes are required for their weekly PE class.
- Socks are not required, but if they are worn they must be the appropriate color (white, black, or navy blue). The only patterned socks allowed are those on our uniform company’s website.
- Tights or leggings may be worn if they are white, black, or navy blue.
- Girls may not wear ankle bracelets or any jewelry that might be deemed questionable.
- The only pierced jewelry allowed are earrings on girls. Large, gaudy, or excessive amounts of earrings or other jewelry are not appropriate to wear while in school. Girls may wear no more than two pairs of earrings.
- Tattooing is not allowed while enrolled in the academy.
- Suspenders, bandannas, rope belts, and hats are not part of the school uniform and are not to be worn in school.
- Excessive or gaudy makeup is not allowed. The wearing of black lipstick, black fingernail polish, and gothic apparel or jewelry is not permitted.

### **Girls (7th -12th)**

- No hairstyles are allowed that depict disorder or association with the pop culture of our day. No unusual coloring, bleaching, or streaking of hair is allowed.
- An approved uniform shirt/blouse purchased through the school or through an approved company must be worn each day. Short- or long- sleeved T-shirts are allowed underneath, but they must be white. All buttons, except the very top button near the neck, on all shirts and blouses are to be buttoned.
- Skirts must be approved styles from our uniform company. All skirts must come to the bottom of the knee in both the front and back when standing.
- Dress casual flats should be worn to class. Non-marking sneakers or tennis shoes are required for PE. No sandals, clogs, hiking shoes, shoes with high heels, open heel shoes, sneakers, or tennis shoes are allowed to be worn to class. Boots are allowed to be worn to class from November 1– March 1 and on any other day there is a school delay due to bad weather.
- Socks/hosiery are not required, but if they are worn must be the

appropriate colors (white or navy blue socks, nude or suntan hosiery). The only patterned socks allowed are those on our uniform company's website.

- Tights or leggings may be worn if they are white, black, or navy blue.
- Girls may not wear ankle bracelets or any jewelry that might be deemed questionable.
- The only pierced jewelry allowed are earrings on girls. Large, gaudy, or excessive amounts of earrings or other jewelry are not appropriate to wear while in school. Girls may wear no more than two pairs of earrings.
- Tattooing is not allowed while enrolled in the academy.
- Suspenders, bandannas, rope belts, and hats are not part of the school uniform and are not to be worn in school.
- No hoodies are permitted on chapel days. Students are permitted to wear blue, white, or burgundy sweaters any school day.
- Excessive or gaudy makeup is not allowed. The wearing of black lipstick, black fingernail polish, and gothic apparel or jewelry is not permitted.
- Appropriate foundation garments must be worn at all times.

### **General Guidelines**

\*Though there are no restrictions regarding outerwear worn to and from LBA, there are guidelines for what must be worn in class, hallways, and inside all buildings during the day from 6:30 am to 5:30 pm, including lunch and PE. Approved outerwear shall be sweatshirts and/or "hoodies" that carry the LBA logo. Knit sweaters that are solid navy blue, white, or maroon in color may be worn without a logo.

\*Any uniform in need of repair should not be worn. Students are responsible for looking neat while in uniform. This includes boys keeping their neckties tied and up to the collar, shirtsleeves buttoned, and shoelaces tied. Knee patches on boys' pants are acceptable, but problems such as missing buttons, rips, tears, unraveling hems, etc. are not allowed. Variations from this dress code, or failure to comply, will result in a written warning, corrective action, or a phone call to parents. If there are continuing problems with a student's not following the dress code requirements, the student will not be allowed to attend class until the problems are rectified. All questions regarding this dress code policy should be directed to the academy office.

### **Representative/Ministry Dress Guidelines**

Any student that represents the academy in leadership or ministry must abide by the school dress code. This includes field trips, Christian service activities, athletic events, special church services, and school programs. When uniforms are not required, special guidelines will be given in advance by the faculty/staff leading the activity.

### **OFF LIMIT AREAS**

There are several areas on the property that students are not to

be without permission. Those areas include:

1. All property surrounding the church school property
2. The day care rooms or other church building rooms other than the main auditorium during chapel or assemblies
3. Behind a teacher's desk, classroom closets, or file cabinets
4. The bus garage and adjoining buildings
5. Another student's locker or cubby space
6. High school students should not be in elementary areas
7. A male student and a female student are not to be alone together in any part of the buildings or on the property.
8. *Closed Campus Policy:* Students are not to leave the school or church area during school hours without permission. Parents are to come to the school office to "sign out" their child if the student is leaving before 3:00p.m. dismissal.

### **STUDENT AUTOMOBILES**

Students who drive to the academy are required to abide by these rules and to submit a copy of their driver's license for placement in the academic file:

1. Do not pick up other students without parental permission from both families. A note from both families must be given to the office before non-family members may ride with each other.
2. Do not drive more than 10 mph in the parking lot.
3. Do not spin tires or show off in the parking lot.
4. Park your vehicle in the designated parking spaces, beginning at least 3 rows from the academy building.
5. After arriving at LBA, leave the vehicle and go to your designated area. Do not stay in your vehicle.
6. Do not drive off of the parking lot during school hours without permission.
7. Do not allow other students in your vehicle. Keep the doors locked.
8. Do not use your vehicle for a locker. Once on the premises, do not get into your vehicle until you leave.

*\*Driving privileges may be revoked if these rules are not followed.*

### **P.E. POLICIES AND PROCEDURES**

Students have five minutes in which to dress for class after the tardy bell rings. As soon as they are dressed, students are to report to their teacher. There is to be no loud talking, disorderly behavior, pushing, or shoving. There is to be no eating or drinking in the locker rooms at any time.

Students must wear the regulation gym uniform, white socks, and sneakers. The gym uniform may be purchased on registration day in late summer or from the office during the year. All P.E. clothes should have the student's name printed on the inside for identification purposes. For medical and safety reasons it is recommended that boys

wear athletic supporters.

Excused from PE Participation: Parental notes will be accepted from students recovering from a recent illness or injury. The instructor will limit the activity so as not to endanger the student's health. Students must report to class dressed out and must present this note to the instructor prior to roll check. The instructor will then assign the student modified activities for the class. Parental excuses will only be honored for three consecutive days or for a total of five nonconsecutive days during any one quarter (except for long-time injuries or medical needs). If a student is not able to resume normal activity after three days, a physician's note will be needed.

### ATHLETICS

LBA offers a complete program of interscholastic athletics for both boys and girls in grades 6th-12th. Sports offered for the current school year are as follows:

	<u>BOYS</u>	<u>GIRLS</u>
<u>FALL</u>	Soccer	Volleyball
<u>WINTER</u>	Basketball	Basketball

#### Practice and Game Guidelines

1. Athletes are expected to attend all practices and, when necessary, inform their coach when they cannot make it to a practice or a game.
2. Dress code for all practices will be determined by the individual coaches, but may not violate the decency guidelines of the dress code. P.E. uniforms will be allowed or required for sports practices.
3. All athletes, parents, and spectators are expected to maintain the highest standards of behavior and testimony both on and off the playing field or court.

#### Sporting Events

1. Visiting teams are to be treated as our guests. They should be shown the same courtesy as if they were visiting your own home.
2. At basketball games, pep rallies, etc. there is to be no whistling, booing, or throwing of items by the spectators. Violators will be asked to leave. Courtesy demands applause for excellence, regardless of which team the player represents.
3. Though academy uniforms are not required, all standards of decency consistent with the dress code policy will be enforced.
4. All students participating on sports teams must travel to games in vehicles provided by the school, unless a parent is driving the student to the game. Academy uniforms or approved dress clothes are to be worn to all games unless the opposing school

does not have a locker room for athletes. On the way home, school uniforms/dress clothes do not have to be worn after a game. Students may wear their sport uniforms, if approved by the coach, or they may wear casual clothes that meet the dress standards of LBA.

5. Parents and players are expected to volunteer for concession stand and gate receipt responsibilities as the needs arise. Participating families are also asked to serve by helping during fundraising events such as tournaments, sales, and other activities like the annual sports reception.

### **ACADEMIC REQUIREMENTS FOR SPORTS PARTICIPATION**

Please consult the separate document entitled “Athletic Participation Policy” to learn what academic requirements exist for 6th—12th grade travel team athletics. In summary, during a particular athletic season, a weekly grade report for all members of the athletic team are given to the administrator and coaches on Monday. Any player who holds an accumulative grade average below a “C” level will be placed on probation. Any player who has an “F” average in any subject will be placed on probation and will not be allowed to play in any games that week.

### **OBJECTIVES OF STUDENT BEHAVIOR**

The educational system at LBA is based on the mutual respect of parents, teachers, and students. Students are expected to obey their teachers at all times while teachers work together with parents to build character, moral values, and self-control into the students’ lives.

Certain rules have been outlined to help define our expectations of the students. They have been designed to represent the needs of a successful student and classroom. Parents are encouraged to support and promote the adherence to all school policies and regulations.

Most students respond well to teacher admonitions; however, we do reserve the right to administer detention, demerits, suspension, and expulsion as well as other forms of correction as we deem necessary.

### **CODE OF CONDUCT**

One necessity that is needed in every area of life is control. The Christian life is one of control. True joy is found in submitting to the Lord in everything and taking his yoke upon us (Matthew 11:28-30). Conforming to outward rules and expectations assists and encourages us in learning to yield to Christ. Each student's conduct should be brought into harmony with the principles of God's Word as revealed in the Bible. Problems arising from the lack of conformity as evidenced by disregard for academy rules, for others, or for school property will be dealt with by the school administration through the means of consultation and parental cooperation. Punitive measures as the academy deems necessary shall be taken for persistent misbehavior and disregard for the rules. Students, whose attitudes and conduct, both in school and out of school, are deemed undesirable and in opposition to the basic principles and purpose of LBA will not be allowed to continue in the academy.

Our academy is dedicated to the training of boys and girls in a program of study that is Christ centered. Those in authority realize that a right spirit cannot be legislated and that a compulsion to obey must come from within, from a desire to please the Lord. Nevertheless, to safeguard the reputation of the school, the following standards have been established:

1. While in attendance at our academy, students are expected to refrain from swearing, smoking, consumption of alcohol, illegal drug use, and indecent, disorderly behavior both on campus and off. Participation in any of these activities may mean immediate expulsion of the student.
2. Students are expected to refrain from entering into any part of the church building except those in use for classrooms.
3. Students are not to be in any building without parent/teacher supervision.
4. Students are not to be in any classroom other than their own without the teacher's permission. Also, a boy and girl are not to be alone in a classroom with the door closed.
5. Quiet voices are expected in the classrooms and restrooms.
6. There is to be no shoving or pushing around the drinking fountains.
7. All students are to be orderly and quiet when entering or exiting the classroom while under teacher supervision.
8. Loitering in the restroom and at the front desk is not permitted. Also, students who stay after the regular class hours are to be in a classroom and not in the halls or outdoors unless supervised by a parent/guardian or staff member.
9. Prompt and cheerful obedience is expected. All adults are to be treated with respect and courtesy.
10. Courteous speech is stressed at all times.
11. Throwing of any object is prohibited (except when under teacher supervision and with a teacher's permission).
12. Gum chewing is not allowed during school hours.
13. Unless it is with administration/teacher permission and control, no type of weapons are allowed on the property or in the buildings. The weapons include knives, guns, rifles, bows/arrows, martial arts items, fireworks, etc.

### **DISCIPLINE SYSTEM**

As a church school, LBA is not required to follow the same guidelines that are required of a public school when disciplining stu-

dents. A private school's right to discipline its students is contractual. Therefore, the courts require that proper notice of the rules be given to each student and parent. Parents and students should read, understand, and agree to be bound by the policies of Lighthouse Baptist Academy.

- The Academy will not tolerate any type of illegal activity including the use of drugs or alcohol, or their involvement or participation in sexual immorality on or off campus at any time. This policy is so central to the academy's educational philosophy that any student who is involved in illegal activities will be subject to expulsion.
- LBA reserves the right to deny re-enrollment on the basis of the guidelines set forth in this student handbook.
- A review of the "Purposes and Objectives" of Lighthouse Baptist Academy concludes that the Academy is committed to:
  1. Applying scriptural principles to the disciplining of children.
  2. Developing in children the proper attitude, ideals, habits, knowledge, and skills which are a necessary preparation for life.
  3. Developing within each student an effective attitude of self-discipline and responsibility.
  4. Causing each child to appreciate and desire wholesome recreation.
- These objectives stem from the scriptural philosophy of the school as stated in Proverbs 22:6, Deuteronomy 6:5-7 and II Timothy 2:15.
- The discipline and dress code policies of LBA are a reflection of the desire to meet these Biblical objectives.
- Students who participate in activities involving the use of drugs or alcohol, sexual immorality, or any activity not scripturally approved show that they are not conforming to the purpose of this Christian school.
- The school also recognizes its Biblical role in seeking to restore repentant students (Galatians 6:1) and to separate from other students those who willfully choose not to conform to academy policies (Proverbs 22:10).

### **PROBATION POLICY**

All new students enter LBA under probation. This simply means that their conduct and behavior will be highly monitored to make sure that each new student understands our rules and policies. We expect a "learning curve" with all new students; therefore, the teacher, administration, and parents will closely follow each new student's progress over the course of the year.

### **ELEMENTARY DISCIPLINE SYSTEM (K5-6th)**

The objective of a discipline system is to help the student learn to practice self-control, respond appropriately to authority, and to be conformed to the image of the Lord Jesus Christ. Demerits, or "tallies",

will be given as a reminder to help students realize that their conduct is not what it ought to be. At times, a teacher may use a disciplinary process where stickers, achievement awards, or other incentives are used to encourage behavior in a positive way. We trust that when the right way is shown to the student, the student will want to change accordingly.

Tallies are given at the teacher's discretion, but generally fall into one of these categories:

1. Class Disruptions—consists of actions or noises which are disturbing and/or distracting to the class.
2. Out of Order—(see classroom expectations for students)
3. Work Not Completed—incomplete homework, class assignments not in on a stated date and time, working on unrelated materials, being unprepared (books, paper, pencil, gym clothes, etc.), etc.
4. Intentional Disobedience—a student committing any action of this nature will receive an office referral to meet with the administrator. Open defiance to or absolute refusal to obey a rule or direct command is intentional disobedience. It also applies to any happening of a serious nature such as cheating, lying, fighting, etc. Students will be dealt with immediately and appropriately.
5. Inappropriate Attitude/Courtesy— this can be a facial expression which shows defiance, a haughty spirit, uncooperative attitude, or other expressions which do not display Christian values such as peace, love, patience, joy, kindness, goodness, faithfulness, gentleness, and self-control.
6. Talking without Permission— this includes any talking without permission from the teacher. Speaking will be permitted only after the teacher recognizes a raised hand.

Students, who have repeatedly shown that they have a problem following the rules, or repeatedly display unruly behavior, may have one of two corrective actions take place:

Office Referral - The administrator will speak with the teacher and offending student(s) at separate times to determine the nature of the problem. Then, a meeting between the administrator and the student will take place in hopes of a behavioral change. The principal will decide what corrective action needs to take place whether it be a revocation of privileges, a detention, or other measures not excluding a suspension or expulsion in worst case scenarios. Serious offences and repeated office referrals will necessitate a parental meeting with the administrator.

Detention - The student's teacher may decide that a detention is in order for the offending student. Teachers, students, and parents will follow this procedure:

- A. The student will be notified orally about the detention.
- B. The student will then be required to take the detention form home to his parents/guardians for signature. The detention form MUST be signed and returned the next school day, or the time allotted for the detention will double. The form must be returned whether or not

- parents are in full agreement.
- C. If there is an issue with the detention arrangements (date/ time), then a parent must phone or speak with the administrator the morning that the detention form is to be returned to school.
  - D. All detentions will be served in the classroom of the teacher who gave the detention, and the teacher who gave the detention will be responsible for the care of the offending student until time has been served.

### **JUNIOR/SENIOR HIGH DISCIPLINARY SYSTEM (7th-12th)**

The objective of a discipline system is to help the student learn to practice self-control, respond appropriately to authority, and to be conformed to the image of the Lord Jesus Christ. In grades 7th-12th, following the appropriate academic, behavioral, and lifestyle requirements are the keys to proper living.

Lighthouse Baptist Academy believes that all things should be done decently and in order. We feel that our boys and girls should be taught to feel a God-given responsibility to walk honorably before all men. Thus discipline is maintained which is firm and consistent, yet tempered with love. Our teachers maintain standards of behavior in the classroom with kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it is carried out with good Biblical judgment and understanding.

When a student has been sent to the office for disciplinary action and the parent is unable to be reached, the student will remain out of the classroom for the duration of time until the parent arrives or a parent-administrator meeting has been scheduled.

Students with continual behavioral problems will be handled in the following manner. (The following describes the procedure and the minimum consequences that may be assigned.):

1. A teacher may give the student a referral. The referral is a written notification to the administrator that the student is failing to adhere to the classroom rules. The student will be sent from the classroom to meet with the administrator.
2. When the student receives two office referrals within one week, the student's parent will be called and informed of the situation that has transpired and the parent will be asked to handle the matter at home.
3. When a student receives a third referral for a similar problem, the student may be given corrective action such as a detention or a loss of extracurricular activity.
4. When the student receives a fourth referral for a similar incident the administration will consider a one day suspension. If a suspension is determined, the parent will be notified about the upcoming suspension.
5. If a student receives more than five referrals for the same or similar incident, the administration may decide to have a mandatory meeting with the parents to determine whether or not the student will receive more suspensions or be expelled.

## **SUSPENSION OR EXPULSION**

Drinking of alcoholic beverages, use of tobacco in any form, sexual immorality, use of non-prescribed or recreational drugs, or any illegal activity are all offences that carry corrective actions such as suspensions or expulsions. Any suspension or expulsion will be carried out with academic penalty, but before any decision is made, parents will first be notified of the situation.

Parents of students who have been suspended from the academy are urged to keep students at home and working on daily assignments. It is not to be a vacation. When suspended, that student will be placed on disciplinary probation for a grading period. Suspended students may not be on academy or church property while the academy is in session, nor attend academy functions or activities until they have returned for a full day of classes.

A student may be expelled from school anytime he is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration. Students expelled will not be eligible for readmission until at least one year from the date of expulsion, unless the school determines that the student is qualified for restoration as outlined in the restoration policy. Expelled students may not be on academy or church property while the academy is in session, or academy school sponsored activities without prior approval of the administration.

## **RESTORATION POLICY**

The ultimate goal of discipline in our academy is to shape the character of each student. The Bible instructs us to be like Christ, i.e. “to be conformed to the image of his Son” (Romans 8:29) and not to be “conformed to this world” (Romans 12:2).

The Bible indicates that with repeated offenses, a person is demonstrating that they are not seeking to alter their character. Therefore, in following Biblical principles, the person must be separated from the group for the sake of both the individual and all of the other students (Proverbs 22:10).

The Bible also stresses that when it is apparent that the result of discipline is the formation of character, then as an academy we are obligated to pursue a path of restoration (Matthew 18:15-20; Galatians 6:1; Luke 15:11). When a student is genuinely filled with remorse and repentance over an infraction that resulted in their expulsion from LBA, the student may take the steps for restoration, which may result in the student’s return to LBA. The restoration policy can be obtained from the school office.

## **PARENTAL COOPERATION AND SUPPORT**

Lighthouse Baptist Academy operates from the position that the Bible places the ultimate responsibility for each child upon parents/guardians; and the academy therefore, recognizes the absolute right of parents to privately counsel with academy authorities over matters concerning their own child and even the right to withdraw a child when the

parents believe there is not substantial harmony between their own expectations and the academy's policies.

For their part, parents understand that the academy is an entity which must operate by its own convictions and standards. Furthermore, in a spirit of Christian cooperation and support, parents agree...

- To guarantee their child's adherence to the rules and standard of the school and teachers.
- To provide help and support at home for their child so that academic goals may be achieved. This may include, for example, providing encouragement and a satisfactory time and place to study and complete their of homework.
- To show genuine interest in the grade reports of their child.
- To cooperate with academy requests, (e.g. for special conferences and for checking or assisting with student homework assignments, etc.)
- To attend regularly scheduled academy programs and parent-teacher fellowships.
- To never malign the church or school or any of its personnel or policies. Biblically (Matthew 18:15-17), the proper procedure for any question, grievance or offense is to go directly and privately to the one responsible for the difficulty. Also, this action is never to be a confrontation, but rather a calm conference designed to gain an understanding of the facts and to restore a good relationship.
- To support the disciplinary measures that are expressed in the discipline section of the family handbook.
- To resolve conflict by approaching the teacher first and giving the classroom authority the benefit of the doubt.
- To pay all tuition payments and other fees when due. It shall be understood that if the payment is thirty (30) or more days late, it will become necessary to withdraw the child from school.
- To contribute helpful, constructive ideas to teachers and administration.
- To support/promote the academy as opportunities arise.
- To demonstrate a consistent Christian life in harmony with the Biblical principles taught at the academy.
- In the event of withdrawal, transfer, or expulsion, the parents are responsible for payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month for all grades. We will, however, prorate that month's tuition based on the number of days the student attended. The school reserves the right to withhold report cards until tuition and other fees have been paid in full. By signing the student handbook agreement, the initial application for enrollment, or the application for re-enrollment, you are authorizing the school to withhold report cards until tuition and other fees have been paid in full.

