



**Parent and Student
Handbook**

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VALUES "

STATEMENT OF FAITH

We believe the Bible to be the inspired and inerrant Word of God. We believe in the virgin birth of Jesus Christ, His death as a substitution for our sins, and His bodily resurrection and ascension into heaven. "

There is one God, who has revealed Himself as Father, Son and Holy Ghost. Jesus Christ is God manifested in flesh. He is both God and man. (See Deuteronomy 6:4; Ephesians 4:4-6; Colossians 2:9; I Timothy 3:16). "

We believe in the Second Coming of Jesus Christ and anticipate eternal life with Him. As Christians we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10). We believe regular church attendance and involvement are essential for all believers (Hebrews 10:25). "

We believe that God wonderfully and immutably creates each person male or female. Rejection of one's biological sex is a rejection of the image of God within that person. Gender distinction is essential to godly living. There should be a clear difference between men and women regarding their appearance and apparel (I Corinthians 11:14" 15, Deuteronomy 22:5).

We believe that the term marriage has only one meaning: the union of one man and one woman in a single, exclusive, lifelong relationship, as detailed in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. "

This statement of faith **does not** exhaust the extent of our beliefs. The Bible itself is the sole and final source of all that we believe. For the purposes of Lighthouse Academy's faith, policies, and procedures, decision-making authority concerning the application of Scripture shall be vested in the school's leadership, which is ultimately the Senior Pastor of The Hope Center.

These standards impact all ministry of Lighthouse Academy, including, but not limited to, facility use, the hiring and retention of staff and volunteers, and the evaluation of current and prospective students.

IDENTITY OF LIGHTHOUSE ACADEMY

MISSION STATEMENT

We commit to building academic and spiritual growth, along with a love for learning, while equipping students to become virtuous disciples of Jesus Christ.

VISION STATEMENT

The vision of Lighthouse Academy is to welcome Jesus Christ into the center of everything that we do. Through Christian education, we will foster a Christ centered learning environment to equip students with the ability to learn any subject. These students are the next generation of disciples. We are providing them with the ability to change our world through excellence, accountability, and virtue within the realms of their spiritual, academic, and everyday life.

CHAPEL SERVICES

Lighthouse Academy holds monthly Chapel services. We believe this to be an important aspect of our spiritual growth as a unified school. We utilize speakers from The Hope Center, our own staff members, students and occasional guest speakers. We encourage our students to become actively involved in the services, contributing to music, worship, scripture reading and prayer.

HOLINESS

Students of Lighthouse Academy are expected to embrace holiness, including outward appearance, separation from the world, and separation unto God. Students are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, worldly dancing, immorality, drinking alcoholic beverages and using or discussing the use of narcotics. Students who participate in such activities are subject to disciplinary actions including suspension and/or dismissal. We discourage media consumption of any kind (including music, films, social media, etc.) that does not glorify God or reinforce godly principles. Students who participate in such activities are subject to disciplinary actions including suspension and/or dismissal. Students are expected to act in an orderly and respectful manner, maintaining and developing Christian virtue including courtesy, kindness, patience, and honesty.

Students must agree to strive toward unquestionable character in conduct, attitude, and dress. Lighthouse Academy encourages responsible personal stewardship and a lifestyle of holiness.

ADMISSIONS

ADMISSION POLICY

Any child who may apply for enrollment. However, Lighthouse Academy recognizes that it cannot meet the educational and behavioral needs of all students. While Lighthouse Academy strives to provide high quality Christian education, we do not have some of the resources to provide additional services that are available within a public-school setting.

ENROLLMENT PROCEDURES

The following steps are required for admission into Lighthouse Academy

1. Complete the Admissions Process by completing an application during the open enrollment period. Submit the application with the enrollment fee to Lighthouse Academy.
2. Submit School Records and/or copy of the latest Report Card, as well as complete assessments as requested by School Administrator
3. Family interview with School Administrator

Admission is not guaranteed.

FINANCES

TUITION RATES

1st and 2nd	Per Student	\$250.00
3rd Student (and additional students)	Per Student	\$225.00

EARLY WITHDRAWAL

FIRST MONTHLY SCHOOL PAYMENT (if this option is chosen)

Your first monthly school bill payment is due on or before September 1st. ALL fees are nonrefundable.

TUITION PAYMENTS

Monthly payment is past due each month after the 10th of each month, beginning September 1st and ending May 1st. Payments can be made through check. On the check, please write your name and your child(ren)'s name(s) so that the payment can be applied correctly.

PAST DUE ACCOUNTS

The school depends on the cooperation and dependability of parents to keep the school operating. While we try to accommodate and understand financial hardships, the school will follow these guidelines as it relates to past-due accounts:

1. No child will be allowed to return to a new school year with a past due balance from the previous school year. This includes book replacement fees.
2. Your child's transcripts, records, and grades will not be released until the account is paid in full.

FEES

Lighthouse Academy strives to keep fees to a minimum.

A \$85 Curriculum fee for the first child, and \$85 each additional child, which is due at the beginning of each school year."

FUNDRAISING

Lighthouse Academy strives to keep our costs as low as possible in order to offer quality education to a multitude of students. In order to do this, we ask our families to be involved in our fundraising activities. Any fundraising events and updates will be received through occasional handouts from teachers or administration.

DRESS CODE

UNIFORM/DRESS CODE

While we try to allow a certain amount of expression for each student, we desire that all Lighthouse Academy students maintain a Godly, unified, and professional appearance. Students are required to be in uniform every day unless permission is granted for special occasions to be determined by the administration.

GIRLS

Shirt and skirt options (please maintain uniform color schemes and styles)

- Solid navy blue polo shirt (short or long sleeved)
- Solid light blue polo shirt (short or long sleeved)
- (Encouraged for UPPER SCHOOL ONLY) Solid light blue or white button-down blouse (short or long sleeved) *with* navy blue vest or navy blue cardigan
- (PRIMARY ONLY) Light blue polo shirt (short or long sleeved)
- Solid navy, light blue, white or gray sweater, cardigan or jacket
- French Toast *below the knee* plaid skirt (blue plaid color)
- French Toast back pleat navy blue or black skirt
- Slips and shorts or leggings must be worn at all times
- Leggings under skirts should be solid navy, black, or gray
- Hoodies (allowed ONLY if nice, neat, uniform colors, or church attire)

Shoes

- Flat dress shoe, loafer, athletic, or casual-type shoe
- All shoes should have a non-marking soles

What Not to Wear

- Tied or knotted shirts in any fashion
- T-shirts beneath the uniform shirts that have profane, anti-Christian wording, graphics or slogans
- Cap sleeves. Sleeves must extend close to the elbow
- Excessively tight or baggy clothing
- Skirts that do not extend at least two inches below the knee when standing or sitting
- "Pants (joggers, jeans, or any other item considered pants) Shoes with wheels
- Light up shoes, or shoes with loud patterns
- Opened-toed shoes (sandals, flip-flops, etc.)"

BOYS

Shirt and Pant Options

- Solid navy polo shirt (short or long sleeved)
- Solid light blue polo shirt (short or long sleeved)
- (Encouraged for UPPER SCHOOL ONLY) Solid white, light blue, or navy blue button-down shirt (short or long sleeved)
- Solid navy, black, or gray sweater, cardigan or jacket
- Solid navy pants
- Hoodies (allowed ONLY if nice, neat, uniform colors, or church attire)

Shoes

- Athletic, dress, or casual closed-toed shoe
- All shoes should have a non-marking sole or be changed for lunch recess and PE

What Not to Wear

- T-shirts (only collared shirts); exception P.E. uniform
- T-shirts beneath the uniform shirts that have profane, anti-Christian wording, graphics or slogans.
- Jeans
- Sleeves: Sleeves must be toward the elbow. No long sleeves under polos that are not school colors (red, orange, purple, bright blue, etc.)
- Excessively tight or baggy clothing
- Belts with studded metal designs
- Pants with slits or holes
- Tight pants (no skinny pants)
- Shoes with wheels
- Light up shoes or loud designs
- Open-toed shoes

Infractions of dress code guidelines include the failure to wear one piece of the uniform. For the first infraction, students will receive a verbal warning from teacher/staff. Any infraction thereafter will be a written warning and will result in the student being sent to the office until the proper uniform can be brought to him/her. Non-Compliant hoodies will be confiscated and returned to parents.

NOTE: The administration reserves the right to adjust this policy should it be ineffective in addressing uniform violations or should an extreme violation of dress code occur.

When students are granted permission to come in non-uniform clothing must meet the requirements of our dress standard in the following areas:

- Dresses or Skirts (at least two inches past the bottom of kneecap when standing or sitting). No slits above the knee.
- Clothing must not be tight, revealing, or immodest.
- Shirts (sleeves need to be at least uniform length, no cap sleeves, no cartoon or animated characters, any writing or emblems must not be offensive or in opposition to Biblical principles).
- Boys pants will be long (neither tight nor sagging/baggy)

APPEARANCE

- Female students may wear limited cosmetics, which alter natural appearance, such as eye shadow, fingernail polish, lipstick, or the appearance of makeup, etc.
- No fake or dark colored finger nails.
- Minimal jewelry, Administration has final approval (Modest watches are allowed)
- Boys' hairstyle must be a standard, conservative cut; off the collar and ears; face must be cleanshaven.
- Hats are not to be worn in the building.
- No altering of natural hair color. Student's arriving with colored hair will be sent home until natural color is restored.

Administration reserves the right to determine if dress or appearance is acceptable. If found unacceptable, it is expected that the needed change will be made before the student is allowed to return.

LUNCH PROGRAM

Lunch will be packed from home and eaten during lunch break— or according to teacher instruction.

FORGOTTEN LUNCH PROCEDURE

In the event that your child's lunch is forgotten, it will need to be delivered to the school office no later than 11:00am.

SCHOOL SCHEDULE

Monday through Thursday

For all grades, the school day begins at 8:30 am. The school day ends at 2:00 pm.

DROP-OFF/PICK-UP

Drop-off

Student drop-off starts at 8:00 am. All students must be dropped off at the front door (South-side parking lot). Students should arrive by at least 8:25 am in order to be prepared for the class at 8:30 am. **Students are marked tardy when they are not in their seats and prepared for class.**

The doors will be locked promptly at 8:30am.

Pick-Up

All students will be picked up at the front door **STUDENTS WILL ONLY BE ALLOWED TO EXIT FROM THE FRONT DOOR.**

Please do not arrange for your child to meet you in another location as we do not have staff to ensure their safety. We request you remain in your car and your student will be released to you.

Students will be picked up promptly at dismissal. Lighthouse Academy does not have support staff to accommodate early arrivals or late pick-ups.

If there are any parents involved in any legal disputes concerning child pick up, the Lighthouse Academy office must have a copy of any documents or judgments.

GRADING SYSTEM

GRADING SCALE

A 90-100 / B 80-89 / C 70-79 / D 65-69 / F 0-64

HONOR ROLL (A-B)

Students must have a 3.0 cumulative grade point average or better. No C's are permitted.

Lighthouse Honor Roll (ALL-A)

Students must have a 4.0 cumulative grade point average or have all A's (A- is permitted)."

HOMEWORK

Each teacher is at liberty to give homework to aid the students in the advancement of their studies. Therefore, when homework is assigned, each student is required to complete his/her homework assignments on time.

Homework may be given as needed for several reasons:

1. For reinforcement: We believe that most students require adequate review to master essentials in their educational process.
2. For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material may be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.
5. Students are responsible for missed assignments.

We request the parents' full cooperation in seeing that assignments are completed and any student planners or homework folders are signed off on a daily basis. Failure to complete homework on time will affect the student's grade.

REPORT CARDS

Your student will receive report cards at midterm, and again at the end of the semester.

Please note: A 5-business day notice is required for Transcript Requests.

ACADEMIC STANDARDS

Students are expected to work with excellence and consistency. Our curriculum is formatted to meet the learning needs of a multitude of learners. There are opportunities to earn A's even if students are not the best test-takers. We reward hard work, and work ethic. Students have multiple opportunities for bonus points, extra credit, and participation points.

The following standards are expectations of all Lighthouse Academy Students:

Students are required to complete three (3) Paces in Math and Word Building each 9 weeks. Failure to do so will reflect in an "Incomplete" on student's report card.

- Homework should be complete and turned in on time (If an assignment is not complete, work quickly to get the assignment turned-in for the maximum number of points.)
- Homework should be done independently from materials used in-class unless otherwise stated. (Do not search the internet for answers before first searching in your textbook)
- Grades in all classes should be at an A or B level. If grades fall to a C, parents or upper school students should request a meeting with the teacher to see how they can improve their grade
- Students should maintain a 3.0 gpa or higher
- Students are expected to work at a pace similar to the rest of the class in their grade level. If student is unable to keep up in class, parents will be expected to give the student additional support to build skills to remain at grade level

RULES OF CONDUCT

Lunch Room

- Keep voices at a reasonable level while in the social room or kitchen area. **No yelling or loud talking during lunch.**
- **No tipping in chair.**
- **Allow for elbow room for yourself and your neighbor.**
- **Ask permission to leave the social room or assigned area.**
- **Keep area neat and clean. Clean up any messes you create. Throw your trash away.**
- **No throwing food.**

Hallway Conduct

- No running
- No loud noise or talking in the hallway
- Students must keep their hands and feet to themselves and off the walls, furniture, and lockers
- Students need to be especially quiet when passing any classrooms.

General Conduct

- Be considerate and respectful of those around you
- Keep your hands to yourself
- No disruptive behavior (including hitting, pushing, kicking or throwing objects)
- No playing or loud talking in restrooms

Off-Limits Areas

- Kitchen without teacher permission
- Social room & gym, except during lunch periods
- Chapel area, except during chapel services or designated classes
- Other students' desks and belongings
- Teachers' desks, file cabinets, and belongings
- Other classrooms, closets, and rooms besides your own
- Stairwells, hallways beyond the doors specified, or copy room
- If a student who arrives before the teacher, they should be **seated** in the classroom until the teacher is present.

Serious Misconduct

Lighthouse Academy recognizes the complete forgiveness through Christ available to Christians for all wrongdoing. However, there are still violations of policy and wrongdoing that disqualify an individual for specific responsibilities or employment at Lighthouse Academy.

The following acts of confirmed serious misconduct are examples of those that will likely result in the release of an employee:

- Theft of property or money
- Willful insubordination pertaining to assigned tasks
- Willfully falsifying information on employee forms, work reports, or other dishonesty
- Immoral conduct or indecency
- Deliberate destruction of school property or a co-worker's property or equipment
- Consuming or being under the influence of alcoholic beverage on school premises
- Possessing or using illegal drugs
- Breach of confidentiality of information
- Deliberately teaching material or philosophies known to be inconsistent with those of Lighthouse Academy.
- Actions or communications that ridicule or disparage the reputation, mission, or values of Lighthouse Academy, The Hope Center, or any person in leadership
- Other conduct or violations of policy deemed serious by the Administration

Lighthouse Academy will always be careful to weigh its concern for individuals with its concern for the school community. In the cases listed, the administration has determined that the honor of Christ and the integrity of the school's mission will take pre-eminence in making these decisions. Should an employee ever be released for one of the above reasons, Lighthouse Academy is committed to being instrumental in promoting forgiveness and healing inside and outside of the school.

DISCIPLINE

Effective classroom discipline is a key ingredient for a good learning environment. Discipline at Lighthouse Academy is in place not only to achieve this goal, but also to help our students learn self-discipline and develop virtue. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. The teacher is responsible for maintaining appropriate classroom behavior and will not tolerate unacceptable behavior.

Common examples of unacceptable behaviors include, but are not limited to: talking without permission, eating in class or drinking liquids other than water, excessive or random questions and interruptions that interfere with the instructor's or others' presentations, violations of dress code, blatant disrespect to staff or other students, chronic failure to complete assigned work, fighting, inappropriate physical contact, nonthreatening physical contact, bullying, gossip, lying, stealing, cursing, forging another person's name, cheating, deliberately damaging school and/or another's property, both outward and passive defiance, overt inattentiveness, **and/or any other form of classroom disruption.** Lighthouse Academy anticipates full cooperation from both student and parent in the enforcement and support of the disciplinary procedures to maintain the best educational environment for the students.

When misconduct occurs, corrective measures will be used to help the student modify his/ her behavior and attitude. Examples of typical corrective measures will include consequence progression (dependent on the severity of the infraction): warning, brief removal from the classroom or time-out, student/administrator conference, work accrual, parent/administrator conference/contact, and in-school suspension. For major behavioral problems the administration reserves the right to address the situation as he or she feels appropriate.

It is the desire of Lighthouse Academy to walk beside students and families if struggles arise. Our motive is to instill virtue and Christian character. Administration acknowledges that the normal course of human development sometimes produces poor behavior choices. Lighthouse Academy strives to mold true inner development of virtue through discipline, which sometimes takes time and patience. Parents will not always receive notification of mild disciplinary action. When collaboration is needed to solve school behavior, Lighthouse Academy will work with parents to meet the needs of the student.

When the school feels that student/parent cooperation is lacking, administration will seek to remedy the situation. If improvement is not observed, the student may be dismissed from Lighthouse Academy. If the behavior of the student indicates an uncooperative, divisive, or rebellious spirit, he/she may be dismissed. ***Attendance at Lighthouse Academy is a privilege and not a right. Students forfeit this privilege if they do not adhere to the standards and ideals of work at Lighthouse Academy.***

DISMISSAL

The following actions can result in a dismissal from the program.

1. Failure to complete homework consistently and promptly
2. Repeated disruptive behavior (including, but not limited to: disobeying teacher, inattentiveness, distracting or insubordinate actions in class)
3. Lying, gossiping, bullying, or creating division among the student body
4. Disrespect to faculty, staff or other students
5. Forgery of signature
6. Inappropriate language or gestures
7. Cheating
8. Stealing
9. Fighting
10. Defacing school property
11. Inappropriate physical contact
12. Cutting class or multiple unexcused absences

This list is not exhaustive. Other situations may arise that justify dismissal.

PARENTAL INVOLVEMENT

Parent/Teacher Communication

Lighthouse Academy teachers are always ready and willing to connect during their scheduled prep times. We will answer your questions; return your phone calls, and conference with you as needed. If the need arises for a formal meeting, please contact the school via the church phone number 575-622-1947 or through Mrs. Almond.

VISITORS

All visitors must enter through the main entrance (South side of the building. The use of any other exterior doors, even if you have access outside of school hours, is strictly prohibited. Lighthouse Academy Staff is not allowed to open any other door for visitors without permission from administration.

ATTENDANCE

ABSENCES

When an absence occurs, it is imperative that parent notification is received by 8:00 am.

We encourage that scheduled appointments (i.e. – dr., dentist etc.) occur after school hours or on Fridays. However, if this is not possible and your child must be released from school, please send a message to Mrs. Almond the morning of the pickup day with the time your child will be picked up. This will help avoid any unnecessary last-minute distractions.

TARDIES

Tardies are very disruptive to the classroom and have an adverse effect on your child's learning. Any student not in their seat and ready for Devotion by 8:30 am will be counted tardy. Tardies are also given when a student is not in their seat at the time of the beginning of each class.

NOTE: In one semester:

- **Every 3 tardies= 1 absence in the class where they were tardy**
- **9 tardies= family conference with administration**
- **12+ tardies= in-school suspension/possibility of dismissal**

Exam/Presentation Policy as it Relates to Absences or Tardiness

Exams and student presentations are extremely difficult to administer or make up when absences occur in class. Students missing these classes end up having an unfair advantage over the students attending class and taking the exam/quiz/presentation (assignment) on the given day.

ATTENDANCE FOR FINAL GRADE

To receive credit or a final grade, student must attend at least 90% of the days the class is offered. **EVEN IN THE EVENT OF AN EXTENUATING CIRCUMSTANCE, YOU WILL STILL NEED TO COMPLETE ALL COURSE REQUIREMENTS PRIOR TO RECEIVING CREDIT.**

If the Attendance Review Committee determines there are no extenuating circumstances regarding the student's absences, the student may receive a failing grade for the course and will be required to complete all course material during the next semester that class is offered. If the course is not completed, the student will risk withdrawal from the academy."

MEDICAL INFORMATION

SICKNESS AND INFECTIONS

Students are susceptible to different viruses and infections some of which are very contagious. For the safety of other students, we ask that you respond quickly to our request to withdraw your child until they are no longer contagious. If your child vomits, has diarrhea, is running a fever, or is showing abnormal behavior or symptoms we will contact you to take your child home. Please respond immediately. Please follow physicians guidelines."

FEVER

Students with a temperature of 99.4 degrees or above must not be sent to school. Students who come to school during the school day and have a temperature of 99.4 or above will be sent home. Students should be fever/vomit/diarrhea free for at least 24 hours without the aid of medication before returning to school.

MEDICATIONS

Medication should be brought directly to the school office by the parent or student. Students are not to have any medication in their possession during the school day unless specified by their physician and cleared in writing by the physician on an official script. If the medication is a controlled substance, i.e., a narcotic-based medication, it must be delivered to the school office by the parent or guardian and it will be secured in a locked container. All medication administration requests must be accompanied by a physician's order.

If a child is to receive medication (prescription or nonprescription) during the school day, a parent or guardian must have on file in the administrative office, Medication Authorization Form. Dispensed medications will be kept in the school office and administered. This form is available at the school office. The medication is to be dispensed according to the instructions. If your child requires medication during school hours and we do not have signed Medication Authorization Form, it will be your responsibility to stop by and personally dispense the medication. The school cannot be held responsible to carry out these duties under this condition. No staff is authorized to dispense any form of medication without the knowledge of the school office and the school medical personnel.

Prescription drugs that are to be administered the entire year must have a physician's written request as well. All medication must be in the original container: prescription label must contain physician's name, date of prescription, name of drug or Rx number, and dosage directions.

Arrangements should be made with Mrs. Almond and/or administrator during any school event that which the administration of medication is required, or if there could be an allergy risk (hay fever, bee sting, environmental allergy). If the above guidelines are not followed, the student may run the risk of not having needed medications administered.

Students found in possession of either prescription or non-prescription drugs may be subject to disciplinary action. Non-prescription drugs include over the counter medication such as acetaminophen; ibuprofen; cold medication; eye-drops; stimulants such as energy pills, drinks, bars; nasal spray etc.

TELEPHONE / MOBILE / SMART WATCH DEVICE USE

All phone calls will be made through Mrs. Almond or your student's teacher. This is limited to emergencies or unavoidable circumstances. Students will not be pulled out of class to receive phone calls. All messages will be given to your child through the school office. All routine business should be arranged before arriving at school. All students must turn in and power off cell phones and smart devices at the designated area upon arrival every school day. Students may pick up their devices after they are dismissed at the end of the school day.

Any cell phone or smart watch that rings, is visible, or found being used during school hours will be confiscated and the student may receive other disciplinary action by the administration.

MEDIA

Use of any electronic device during school hours requires the approval of the teacher and administration. Any unapproved material will be confiscated. Students are not permitted to use electronic devices of any kind without administrative approval.

Unapproved Recordings / Documentation

Because we take the privacy and security of our staff and students seriously, recordings of any kind (including, but not limited to, audio, photo, video, live streaming, and social media posts) on school property without administrative approval can be a serious offense and may result in disciplinary action, including dismissal (See “Telephone / Cell Phone Use” policy).

DESKS/TABLES

Students may have only what the teacher instructs to be on the desks/tables at any time. Students may not cover tables/desks or write on the surface of the tables/desks. A supply list is given at the beginning of the school year. Students are discouraged from bringing items or supplies beyond the scope of the supply list.

LOCKERS

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

All lockers assigned to students are the property of Lighthouse Academy. At no time does the school relinquish its exclusive control of its lockers. The school administration shall have custody of all combinations to all lockers and/or locks.²¹ Students are prohibited from placing locks on any locker without advance school administrative approval.

The school assigns lockers to its students for his/her convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other students.

Lighthouse Academy is a drug-free/weapon-free campus.

LOCKERS and Self-Expression

Students may decorate the inside of his/her locker with magnetic materials. Students may lose locker privileges if one of the following criteria are violated:

- Display of inappropriate material, including ungodly and/or offensive material.
- Any writing or marking on the inside or outside of lockers with any type of utensil.
- Any decoration, marking, or change to the exterior of lockers is a violation of locker policy.
- Any adhesive material besides painters tape used on the inside of the locker.
- Students shall not keep a weapon of any kind, or drugs (including over the counter drugs) in their lockers. - Medical or medication concerns are detailed in the school's Medical Release Form and Medication Administration Form. (Forms available upon request).

SCHOOL SEARCH & SEIZURE POLICY

Locker Searches

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, Lighthouse Academy administration reserves the right to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent. In the course of a locker search, Mrs. Almond or school administrator or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Personal Searches

A student's person and/or personal effects (e.g., pocket, purse, backpack, book bag, etc. may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

DRILLS

Occasionally, students, teachers, and staff will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

BAD WEATHER & SCHOOL EMERGENCIES

Lighthouse Academy follows the Roswell Independent School District when there are weather delays. Text messages will be used to notify parents of school emergencies, closings, reminders, etc.

ADDRESS OR PHONE CHANGE

If a change occurs in address, email address, home, work or cell phone number, please notify the school office as soon as possible.

STUDENTS WHO WORK

No student will be allowed to arrive late or leave early to a job without administrative approval.

RE-ENROLLMENT

Students are not automatically re-enrolled for the following school year. During the month of May, re-enrollment applications for the fall term will begin to be accepted. Please acknowledge all dates and deadlines to re-enroll for the guarantee of reserving enrollment for the upcoming school year. The administration reserves the right to deny re-enrollment for any reason it feels is justifiable. These reasons include, but are not limited to, finances, lack of academic progression, learning differences, misbehavior, poor spiritual condition, and improper attitude. Lighthouse Academy admits students of any race, color, and national or ethnic origin and makes available to every student all rights, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, or other school administered programs.

NOTE: The administration reserves the right to amend this handbook at any time as needed. If and when changes in policies or procedures occur, notice will be given to parents and students.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

Lighthouse Academy

I have received and read a copy of the Lighthouse Academy (Lighthouse Academy) Handbook. I understand and agree to comply with the present and future guidelines, policies and procedures set forth in the Handbook and any future revisions thereof. I further understand that this Handbook is intended to be informational only, and that Lighthouse Academy may discontinue it or change it from time to time.

I also understand that it is my responsibility to periodically keep informed of updated policies and procedures established by Lighthouse Academy, outlined in the Handbook or

Signature of Parent/Guardian

Date

Signature of Student

Signature of Student

Signature of Student

Signature of Student

Signature of Student

Signature of Student

Signature of Mrs. Almond
Lighthouse Academy
Head of School

Date

Effective
Date
11/05/2024