

2024 General Handbook





Welcome to LightHouse Academy!

We are a community of believers committed to delivering a solid academic education in a wholesome atmosphere based on a Biblical worldview. Over the years, we have worked diligently to follow godly principles in our personal lives and apply them to the educational atmosphere of this school. We draw from many backgrounds and encourage involvement at many levels to make this Academy a success.

This Handbook outlines our guiding principles and practices and is complemented by other school resources to provide the working tools we use every day. Many in our community volunteer their time and expertise to help us reach the goals God has placed on our hearts.

We hope you find significant blessing in taking this journey with your children. Proverbs 22:6 teaches us, *“Train up a child in the way he should go, and when he is old he will not depart from it.”* The best legacy anyone can leave is in their children. By impacting the young hearts with Biblical truths and virtues, we continue the Kingdom work for generations to come.

Blessings!

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INTRODUCTION

All that we do is done for the glory of God and His Son, Jesus Christ. (1 Cor. 10:31)

Purpose

Light House Academy is a private Christian school. LHA builds its educational foundation on principles and teachings with a Biblical worldview while using academic materials sourced from respected educational publishers and suppliers. Students pursue solid academics while also developing their personal character to reflect a Christ-like demeanor. Emphasis is placed upon building strong moral character with focus upon honesty, integrity, hard work, independence, moral purity, and respect for everyone. Light House Academy provides a wholesome, loving, safe environment where students experience multigenerational interaction, volunteerism, and respect for authority and leadership and learn to accept responsibility for their actions and resulting outcomes.

Mission

Light House Academy's mission is to provide a solid Christian academic education within a Biblical worldview and to partner with families to prepare students to become well-disciplined and outstanding citizens who positively reflect Christ to all in their sphere of influence.

Vision

Light House Academy students will be challenged to achieve personal academic excellence and learn to use their gifts, knowledge, and abilities to effectively reflect Christ in their lives.

Core Values and Operating Principles

All aspects of our school are to be conducted in conformance with the Bible to the glory of God and dedicated to the service of Christ. Therefore, unrepentant practices that violate Biblical principles and truths will result in application denial or require separation from the organization.

In accordance with Ephesians 4:11-12 and Titus 2:7-8, our staff shares the responsibility of raising up the next generation of citizens, leaders and workers in His Kingdom. Our Biblical worldview and scripturally-based principles guide us in selecting academic materials and preparing lessons which reflect Christ and reinforce the essence of Christianity.

Our Community

The Light House Academy is a diverse group of individuals and families with the common goal of educating students in a wholesome, Biblically-grounded atmosphere. While we walk many different paths in life, those common goals, along with our personal relationship with God and Jesus, bind us together in unique ways.

Families may approach their students' education in many ways. Within our community there will always be a diverse set of opinions and expectations. That creates opportunity for healthy conversations which should ultimately keep us on track toward our ultimate goal, even in the face of other external challenges.

Our experience is that this community bonds over time, such that we are always looking out for the others. We celebrate with them; and we hurt with them. Not everyone will become our best friends, but we always try to apply the lessons which Jesus taught in our frequent interactions.

We encourage everyone to become engaged with the community as much and as often as possible. It strengthens us in spirit, brings us a little closer together, and helps us appreciate how diversity enhances our lives and the lives of our children.

"For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others." See Romans 12:3-13.

Statement of Faith

Topic	Core Belief
Bible	We believe the entire Bible to be the inspired, authoritative, and infallible Word of God and the standard by which all our policies and practices are governed. <i>(II Tim. 3:15-16, II Peter 1:21)</i>
Trinity	We believe there is one eternal God, the Creator of all things, who exists in three persons: the Father, the Son, and the Holy Spirit. <i>(Gen. 1:1, Matt. 28:19, John 10:30, I Cor. 8:6, II Cor. 3:17, II Cor. 13:14, Eph. 4:4-6, Col. 2:9)</i>
Jesus Christ	We believe that Jesus Christ is the eternal Son of God. Begotten of the Holy Spirit, He was born of a virgin, lived a sinless life, and shed His blood for the atonement of man's sins. He was resurrected in body from the dead and ascended to the right hand of the Father. We believe that He will return from heaven in power and glory to judge the living and the dead. <i>(Matt. 1:18, Luke 24:7, I Cor. 15:3-4, I Peter 2:22, I Peter 3:21-22, Rev. 19:11-21)</i>
Holy Spirit	We believe the Holy Spirit resides in the heart of every true believer, enabling the Christian to live a godly life. <i>(I Cor. 3:16, I Cor. 6:19-20, Eph. 4:30)</i>
Man & Sin	We believe mankind was created in God's image but became separated from God because of sin. <i>(Rom. 5:12,19; Gen. 1:26-27)</i>
Salvation	We believe man is saved from the consequences of sin by grace through faith in the Lord Jesus Christ. <i>(Eph. 2:8-9, John 10:28-29)</i>
Heaven/ Hell	We believe that both the saved and the lost will be resurrected: the saved unto eternal life and the lost unto eternal damnation. <i>(John 5:28-29)</i>
Other	God is the Creator of all life, including the unborn; all life is precious in His sight. <i>(Ps. 139:13-14)</i> We believe and adhere to the Biblical truths governing: relationships inside and out of marriage, sexual lifestyles, and the dignity of life from conception to natural death. <i>(Matt. 19:4-9, Rom. 1:26-27)</i> We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union. <i>(Gen. 2:18-25; I Cor. 6:18, 7:2-5; Heb. 13:4)</i>

Statement on Biblical Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. *(Gen. 1:26-27)*.

We believe that any form of sexual immorality (such as adultery, fornication, cohabitation, homosexual behavior, rejection of one's biological sex, use of pornography, etc.) is sinful and offensive to God. *(Matt. 15:18-20; 1 Cor. 6:9-10)*.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. *(Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11)*.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful

and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the ministry. (Mark 12:28-31; Luke 6:31; 1 John 3:14-15; Eph. 4:31).

Statement of Biblical Marriage

We believe the term “marriage” has only one meaning: the uniting of one biological male (“man”) and one biological female (“woman”) in a single, exclusive union, as delineated in Scripture.

We believe that marriage between one man and one woman, for life, uniquely reflects one of the most sacred truths of our faith: Christ’s relationship with His Church.

We believe that God intends for sexual intimacy to occur exclusively between a man and a woman who are married to each other, and that no sexual activity should take place outside of this marital union. (Gen. 2: 18-25; Eph 5: 21-33; 1 Cor. 6:18; 7:2-5; Heb. 13:4)

Light House Academy, Inc.

- Our school is a 501(c)3 (not-for-profit) corporation. All financial donations and donations-in-kind made to Light House Academy, outside of tuition and other enrollment fees, are tax deductible to the fullest extent as permitted under law.
- Although tuition is a significant source of our funding, we also engage in other fund raising activities to finance our goals. Generally, teachers are not expected to participate in fundraising, but since they are part of our larger community, it can be a good time to build relationships with families and administration, too.
- Our corporation membership includes one designated representative from each family enrolled in the school, all employees, the designated Board members, and selective volunteers. This group of people actively participates in helping the school chart its course physically and spiritually.
- The Board is a smaller group of elected individuals who are charged with the responsibility of organizational leadership and oversight of the financial and operational affairs of LHA. Their list of duties and responsibilities includes managing financial obligations, employment practices, general operations, marketing, and other projects as needed. The Board oversees all staff and is their first point of contact when larger decisions or concerns arise.

All corporate members have the opportunity to provide LHA input and direction. LHA holds regular meetings and invites corporate members to attend and participate in discussion, planning, and even decision making. Teachers are encouraged to participate when possible.

Definitions

- LHA or ‘the school’ - Light House Academy
- Corporation - the non-profit legal institution of Light House Academy, Inc., composed of one representative from each family enrolled in the school, elected Board members, staff, and selected volunteers.
- Board - Elected Members of the Corporation from Families who meet monthly or more to oversee financial and operational policies and procedures of Light House Academy, Inc. per the responsibilities listed in this Handbook.
- Staff - Employees of Light House Academy, Inc.
- Volunteers - Our very necessary force of parents, grandparents, family, and friends who are willing to go through our screening process and help with vital aspects of daily operations, cleaning, maintenance, and support without the promise of financial remuneration.

- Administrative Assistant - Employee of LHA who is responsible for overseeing communication between Families, Staff, Volunteers, the Board, and the community, in addition to supporting the aforementioned in various roles as needed.
- Teachers - Employed individuals of LHA responsible for daily educational, emotional, and spiritual welfare of our students. They have been vetted in regards to educational prerequisites and spiritual maturity by the Board and are responsible for following the Employee Handbook to provide a safe and secure environment in which students can learn and grow.
- Aides/Assistants - Volunteers who provide lessons, supervision, devotions, transportation, or other assistance to students and teachers during school hours, including but not limited to teaching classes, but who are not employed by LHA.
- Families - Any current or former LHA Student, his or her biological or adoptive parents or legal guardians, any siblings, and any extended family members who are interested in and supportive of LHA.
- Student - A current Light House Academy student

ADMISSIONS

Application/Enrollment Procedures

Families interested in enrolling their student(s) in Light House Academy should complete the following:

- Obtain a copy of the General Handbook and Admissions Policy and carefully review policies and procedures.
- Complete and submit the General Application and Application Deposit according to the deadline schedule.
- Participate in an interview with a Light House Admissions committee. Besides the parents/guardians, the child may also be asked to be present.
- Fill out a records transfer request for or provide previous school records for review. This includes but is not limited to recent report cards, assessment test scores, IEPs, homeschool records and any other academic documentation available.
- Participate in any independent assessments Light House Academy may require (academic or psychological) for any new student to:
 - assure proper grade placement
 - identify any special educational support systems needed

All applications will be considered by the Board and determined on an individual basis. If it is determined that Light House Academy cannot adequately meet the academic and psychological needs of the student, enrollment will be denied.

- Upon enrollment acceptance, applicants need to carefully review and complete an Enrollment Packet from the Administrative Assistant for each student. This includes necessary health records, permissions, waivers and emergency-contact information.
- All returning students must re-enroll according to the deadline schedule and include the enrollment deposit.

Qualifications

In order to maintain a high level of moral conduct and educational excellence, Light House Academy is open to students whose parents:

- Daily provide a loving, wholesome home environment for their child's soul and mind, reinforcing and exemplifying godly values. (*Prov. 22:6; Prov. 29:15,17; Eph. 6:4*)
- Monitor their student's homework habits, encourage them, and spend time helping them learn to their fullest potential.
- Support the General Handbook, Board decisions, and teacher(s).
- Provide volunteer assistance to the school as requested. (*I Cor. 15:58, I Cor. 4:1-2*)
- Actively participate in their Christian church and profess to have a born-again relationship with Jesus Christ.

The Board will consider each application for admission on a case-by-case basis using LHA's Purpose and Mission as guidelines. (*II Tim. 2:6-7*)

Designated Parents or Caregivers

Light House requires clear identification of the individual(s) who have legal custody of the student. Only those individuals can participate in or direct the student's academic path. They are also the only individuals who have access to their student's records. Anyone else asking for access to records must have their approval first.

Families often rely on other individuals to help on occasion. Light House takes the safety of your children very seriously. If you have designated someone else to pick up your child after school, or be involved in your child's education in any other way, we must be notified in advance and have clear identification from the individual. If, at any time, our staff feels uncomfortable with arrangements for after school pick up or any other inquiry about your student(s), we will not release them until we have contacted you for clearance.

Confidentiality and Records

Light House considers student records and information to be confidential. The contents of the student's folder is only available to the parent(s)/caregiver(s) we have on file, and to LHA staff on an as needed basis. Information is not shared with outside agencies without the approval of the designated individual(s).

LHA maintains files of student photos taken by staff and families over the years. We guard the privacy of these photos very closely. We do not permit their use for any public presentation except by direct authorization from the parents and under very tight restrictions. We ask that our families also use the same discretion. Sharing photos among your friends is one thing, but posting to any public forum which can be seen indiscriminately may be a violation of child protection laws.

Being a small community of families, there can be a lot of unofficial sharing of information. Families may use their personal discretion to share information which can benefit or help others. Occasionally, when a student contracts an illness which could spread quickly, we will advise other parents whose student may have been openly exposed.

Grade Enrollment Levels

LHA currently offers Kindergarten through 8th grade classes; however not all grades may be in session due to actual enrollment.

- To be eligible for kindergarten, a child must be 5 years old by September 1st of the year they are entering school.
- To be eligible for any other grade, the student must have successfully completed all previous grades, which may be demonstrated by documentation from previous schools or by completing a placement assessment administered by an outside resource, paid for by the student's family.

Compatibility Period

Each new student/family is accepted for a 90-day compatibility period, which begins the first day of attendance and ends 90 calendar days later. If, during that period, it becomes evident that Light House Academy is not able to meet the needs of the student (academic, behavioral, or spiritual), or there are disqualifying factors or incompatibilities between the family and LHA's mission and values, then the Board will make a determination whether to continue the relationship. Refer to the LHA bylaws for more information on the process of review and reconsideration.

Non-Discriminatory Policy

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

SCHOOL BOARD

Terms

- School Board members are elected from and by the Corporation to staggered 3-year terms.
- Within the board members, positions of President, Vice President, Secretary, and Treasurer are established.

Responsibilities

- Provide and maintain school property, hire all teachers and employees, supervise finances, approve selection of curriculum materials and texts, establish school calendar, and have general supervision of the school.
- Oversee admissions, probation, and review of all students/families
- Provide assistance to teacher(s) in maintaining respectful discipline and a good classroom environment for learning.

- Schedule and hold regular, special, and annual business meetings.
- Appoint committees as needed to study specific issues and provide recommendations.
- Update this General Handbook as necessary.

ACADEMICS

Courses of Study

- Language Arts (including Spelling, Grammar, Literature, and Composition)
- Mathematics
- Social Studies, History, State and Federal Government, Current Events
- Science and Health
- Physical Education
- Art and Music
- Computer
- Bible
- Foreign Language may be offered at various times

Curriculum Description

(II Tim. 2:15)

The curriculum is chosen carefully to emphasize a Biblical Worldview belief system, promote life-styles consistent with Biblical teachings, and include well-balanced academics. Parents are invited to review the curriculum and provide their comments to the School Board.

School Supplies

Students need more supplies than LHA provides. Families will receive a class level supply list to help their students prepare for the school year. Occasionally, they may be asked for additional items depending on how needs may change during the year.

Families are also asked to contribute supplies toward the upkeep of the school. We consume disposable products in the lunchroom, for housekeeping, and lots of copy paper, too. Lists of items and quantities are included with the school supply list.

Grade Reports & Progress Assessment

The school year is divided into three grading periods. Printed grade reports will be available approximately one week after the end of each session. The grading scale is as follows:

<u>Kindergarten</u>		<u>First Grade & Above</u>	
S+ = Mastered	100-90%	A	100-90%
S = Satisfactory	89-80%	B	89-80%
S- = Struggling	79-70%	C	79-70%
NI = Needs Improvement	69-0%	D	69-60%
		F	below 60%

Parents and students can access grades online (excluding kindergarten). Login information is provided at the beginning of each school year.

LHA also uses nationally accepted assessment tools to measure student progress.

- Annual - Iowa Standards
- Triannual - AimsWeb+ Benchmark Probes

Field Trips, Guest Speakers, and Special Days

- Field trips, guest speakers, and special days will supplement classroom education. These activities may warrant special dress code and parents will be notified accordingly.
- Occasionally these events may require additional funding to cover the costs. We are very cognizant of family budgets and always attempt to minimize any additional expenses.
- Permission slips and medical-release forms filled out at the beginning of the year will be taken along on field trips.

SCHOOL OPERATIONS

Building Hours

LHA staff may work various hours based on their assignments and responsibilities. Any specific contract arrangements supersede the information that follows.

- Normal Business Hours: 7:30 am to 3:30 pm, Mon - Fri. (school year) Faculty is generally expected to be on premise during this time.
- Normal Weekly School Hours: 8:30 am until 3:00 pm Mon-Thurs. and 8:30 am until 12:00 pm on Fri. Generally, the doors are opened 15 minutes before school starts and then locked shortly after school commences.
- LHA closes to the public on the holidays posted on the annual school calendar, and during the summer. Staff is not expected to be on duty those days.

Daily Schedule

8:15 am - Students begin to arrive, put their things away, and prepare for the lessons ahead
 8:30 am - Gathering Time - includes morning devotions, pledge, announcements and prayer circle
 9:00 am (approx.) to 12:00 pm - Morning classes
 12:00 pm to 1:00 pm - Lunch (about 20 minutes) followed by recess (See Lunch Break note which follows.)
 1:00 pm to 3:00 pm - Afternoon classes
 3:00 pm - Dismissal

Select 'specials' classes usually meet from 2-3 pm on prearranged days. This may include PE, music, art, or supplemental lessons taught by others. Depending on the activity, the teacher may or may not be needed during that time and instead use it for lesson planning, etc.

Arrival/Dismissal Notes

- Parents are asked to be prompt on arrival and dismissal. If there are any unique situations, parents must inform the teacher(s). This might include changing arrival or dismissal times, or intermittent departures for critical appointments.
- Upon arrival, parents are to make sure their children safely enter the building. Parents of younger students (K-1) may escort their students into the building and to their classroom.
- Teachers are responsible for making sure their students are safely dismissed from the building. Usually that means the teacher escorts them to the door and monitors their exit and departure.
- Students are only released to either a parent or other authorized individual. If the teacher is unfamiliar with the adult picking up, the student will not release the student until clearing it with the parent.
- Once students have been turned over to their parents at dismissal, LHA's liability terminates. While it is not uncommon for a parent to come early or stay late for the purpose of meeting with a teacher, connecting with friends or volunteering at the school, they must supervise their children at all times.

Attendance

- For unplanned absences, parents need to notify the school before 8:30 a.m. by calling 309-691-3242 or emailing/texting the teacher on the day of the absence. If a student is absent and no notification is received from parents, someone from the school will call the contact on file.
- We ask that medical appointments be scheduled to avoid conflict with school hours.
- Cumulative absences must be limited as much as possible.
- Absences planned in advance (vacation, surgery, etc.), requires that teacher(s) be notified at least two weeks prior to the absence.
- We highly discourage planned vacations on school days. It puts the student at a disadvantage and creates significant additional work for the teacher. Schoolwork normally due during a planned absence needs to be worked out with the teacher ahead of time.
- Absences are excused if unavoidable (such as illness related or a funeral.) Light House may request written verification. All other absences are considered unexcused (those made by choice).
- Any student arriving at school after 8:30 a.m. will be marked 'tardy,' unless the late arrival was due to uncontrollable circumstances (e.g., traffic jam, weather related).

Recess

- Kindergarten will have a 15-minute recess in the morning. All grades will have a 60 minute noon break which includes both lunch and recess time.
- We follow the suggestion of the National Association of School Nurses and set the minimum outdoor 'RealFeel' temperature to be 24°F. As long as the RealFeel is above 24°F, the students will spend part or all of their noon recess outside. Parents are responsible for providing adequate winter apparel for the chilly conditions.

Lunch

- Students are dismissed from the classroom at noon for lunch, followed by recess, until about 1:00 pm. Teachers may use the hour for their own lunch, class prep time, brief staff meetings, or other activities as appropriate.
- Lunch begins with a student-led prayer.
- Students are placed on rotation for helping with the dishes, garbage, and other kitchen duties.
- LHA provides no lunch services, except on special occasions. Refrigerators and microwaves are available for students and staff to use.
- Parents are advised to pack lunches which are easy to eat. Lunches may be warmed using our microwaves. The microwaves are not for actually cooking the meal.
- Students are directed to not share their food with other classmates. While it may seem like an act of generosity, sharing with one individual and not another can cause jealousy. Also, some students may have food allergies which can be compromised when food is innocently shared.
- Students vary in their eating habits, some slow, some fast. Please provide a nutritious offering that they both like and can be quickly consumed.
- Note: All students are expected to be dismissed for lunch and recess, unless special arrangements are made. To be exempt from lunch and/or recess, the student must provide a written note from their parent (or a doctor's authorization) or be retained by their teacher for a valid reason.

End of Day

- Upon dismissal at the end of a school day, students need to be picked up promptly. Parents are asked to remain outside the building until that time.
- If at any time you wish to enter the school, for example to meet with the teacher, please park in areas out of the normal pick-up/drop-off zone.

School Closings

- Any unplanned school closing will be determined by a committee of designated members of the Board, faculty, and community.
- Emergency closings will be communicated by multiple methods including: notices sent home with students, emails, text messages, and when appropriate, posting on primary local television stations.
- School closure criteria can include: extreme weather conditions (snowfall, drifting, icy roads) or threatening weather at the time when parents may be traveling to school as well as other emergency situations.
- In determining whether to close or delay opening, the team also monitors what surrounding districts are deciding to do.

Parking

The school has designated parking both on the east and south sides of the building. Only the east side has handicap spaces. Our students regularly arrive and leave through the main entrance doors, so most chauffeurs use the east side parking including the handicap spots. Even though that is technically illegal, it is usually very brief and presents no problem. If, however, you are planning to come into the school or have other reasons to remain parked for a longer than drop off/pick up period, you must use normal parking spaces, preferably on the south (back) side of the building. NOTE: middle schoolers without younger siblings may be asked to exit the southwest playground door to meet their ride on the south side of the building.

With other businesses around us, traffic can be busy at times. Please drive carefully and defensively. Children present at dismissal time can make it even more challenging.

Building Access

Our building is equipped with electronically controlled access points. Staff and selected other individuals have access fobs to get into the building. We ask that everyone else use the front door. That access point has a remote intercom and camera which we can control from within the building.

During normal school days, the front door is timed to unlock according to a schedule. If you need access at a different time, the doorbell will connect you with someone inside. Our system records all fob entries/exits.

Technology and Equipment

Both staff and students use technology and other school equipment every day. While we have many safety measures in place, it occasionally breaks down. We try to monitor it closely and respond quickly. For safety's sake, students are limited in what equipment they have access to.

Emergency Protocols

Our changing world has caused us to change our emergency procedures. Our policies and plans include not only challenging weather situations, but also intruder responses. The most up to date Emergency Protocols information is available from the administrative assistant.

FINANCIAL

Tuition & Registration Fees

- Each General Application, whether for new enrollees or returning students, requires a \$250 deposit (per family). Upon acceptance, the deposit will be applied to the total tuition charges for the year ahead.
- The total enrollment cost for Light House Academy is composed of the basic tuition, curriculum/book fees, and a PE fee. Multiple students from the same household qualify for a tuition break as outlined in the Tuition and Fees schedule. Occasionally, other special event fees may be collected (field trips, for example).
- Please refer to the current Tuition and Fees schedule for tuition and registration pricing.
- Tuition may be paid in 10 monthly installments, or in full at the beginning of the school year.
- The Board reserves the right to make exceptions to the tuition policy. Any exception made by the Board applies only to the particular instance under review.

- Students will be responsible for any additional book fees required if grade or class changes are made after the start of the school year.

Tuition Assistance

Tuition assistance is confidential and available through a scholarship fund. Families demonstrating the need for underwriting assistance may submit a confidential application to the administrative assistant. An independent scholarship team will review the application and make the final determination. Any scholarship funds awarded are applied directly to the student's tuition and fees, and the net balance is then prorated into installments.

Financial Obligations upon Withdrawal from School

Our operating budgets are built on anticipated enrollment levels. Families who enroll their student(s) make a commitment to fulfilling their financial obligations to the school for the enrollment period. Students who withdraw from LHA prior to the completion of the school year, may still be obligated to cover the balance of their tuition costs. The Board takes each circumstance under advisement on a case by case basis.

STUDENT STANDARDS

Conduct & Behavior Expectations

All standards for our curriculum, student behaviors and community relations are founded on our Statement of Faith and Biblical principles. (*Rom. 12:1-2, Gal. 5:22-23*)

Student Expectations

(*Eph. 4:12*)

- Obey the rules of the school and be respectful to teachers, volunteers, aides and guests.
- Maintain Biblical standards in courtesy, kindness, language, morality, and honesty.
- Refrain from disruptive behavior.
- Respect the property of the school and of others.

Prohibited Conduct

(*Eph. 6:1-3*)

- Foul or profane language
- Arguing theological differences
- Deliberate disregard for school policies and standards
- Bullying, belittling, harassment, threats, intimidation, stalking, physical violence or retaliation for asserting or alleging an act of bullying. (An expanded policy is on file. A copy may be obtained from the administrative assistant.)
- Fighting
- Theft
- Deliberate damage to school property, including littering. Cost of repairs are the responsibility of the student.
- Indecent behavior
- Carelessness in boy/girl contact
- Defiant attitude toward authority
- Evidence of use of prohibited substances.
- Chewing gum is not permitted, unless by special needs or permission.
- Bringing to school any of the following, without specific permission:
 - matches
 - guns (including toy guns), knives, swords
 - cell phones, handheld PC's, radios, or electronic games
 - controlled substances, including prescription and non-prescription drugs, tobacco, narcotics, alcohol and anything else which could pose a danger to self or others at school

Discipline

(Prov. 12:1, Heb. 12:10-11)

- Parents need to support and assist in disciplinary action.
- The school tries to maintain discipline which is firm, fair, consistent and tempered with love. Disciplinary actions will be at the discretion of the teacher or teachers' aides, within the policies set by the Board.
- If a situation is severe or chronic, parents will receive written or oral notice. It may be necessary for a parent and/or a school Board member to assist the teacher in determining the appropriate discipline.
- The school Board reserves the right to suspend or discharge any student for severe behavioral problems.
- Any disciplinary action taken by the Board applies only to that particular case under review.
- Disciplinary actions may include:
 - removal of student from the classroom and placed under the responsibility of administration
 - additional classroom assignments
 - loss of privileges (recess, special events, rewards)
 - meeting with parents/guardians
 - time away from the classroom, up to and including being sent home from school
- Light House will not administer any form of physical discipline.

To reaffirm exceptionally-good behavior, reward systems may be used to motivate individuals or the class at the teacher's discretion.

Student Dress Code

General

The students' dress at school needs to reflect the biblical principles of godliness and modesty. The student's attire can enhance their behavior and self-worth in a positive way. There is a correlation between the attitude students take in their appearance and the attitude they take in their schoolwork and their school. (1 Cor. 6:19-20)

The variety of attire allowed under our code allows every student to express their personality and individuality, while nurturing self-respect, loyalty, and esprit de corps for the principles of Light House Academy and a lifetime of godly order. (1 Cor. 14:10, 1 Tim. 1:5)

- It is the parent's responsibility to insure that the students leave home well groomed and in compliance with the dress code.
- The school Board reserves the right to modify or change the uniform and general dress code.
- Each student needs one short-sleeved, red polo shirt embroidered with the school logo, to be worn whenever the teachers or Board deem it necessary (e.g. field trips, group photos, fundraising events, etc.). It is also permissible to wear a solid, white long-sleeved T-shirt underneath, if needed.
- All clothing must be in good condition with no holes, tears, frays, or faded appearance.
- Students may not draw attention with visible tattoos or body piercings (Lev. 19:28).

Standardized Dress Code – All Students

- Short- or long-sleeved, collared or turtleneck shirt, without writing of any kind on the shirt. However, small numbers or a small embroidered insignia is acceptable.
- Sweaters, cardigans, crew-neck sweatshirts, and zippered and hooded sweatshirts and vests of any color may be worn over a collared or turtleneck shirt. No writing of any kind is allowed on these items. However, a small embroidered insignia is acceptable.
- Fridays are considered "Casual Days." Jeans, nylon wind pants, and shirts and sweatshirts with appropriate writing may be worn.
- Footwear: Students are encouraged to wear sturdy shoes which are securely attached. This includes all forms of 'traditional' shoes, indoor boots and sports shoes. While styles come and go, footwear should reflect modesty and be without significant logos, just as clothing is to be. For safety reasons, flip-flops, Crocs, or Heelies may be worn on casual days only. Sandals with an ankle strap may also be worn. A pair of sports shoes and socks must be kept at school for PE.

- Hair styling and haircuts must be modest, gender-appropriate, without coloring, encouraging and teaching practical, harmonious lifestyles. (*1 Peter 5:6*)

Dress Code – Girls

- Modest skirts, skorts, shorts, capris, or twill/chino pants of any solid color; no jeans, denim material, sweatpants, nylon wind pants/shorts, or form-fitting pants of any kind. Dresses, skirts, shorts, skorts are to be at or below fingertip length when arms are hanging at the sides.
- Bicycle shorts must be worn under skirts.
- Solid-colored leggings worn under skirts are also acceptable.
- Girls may wear one small stud in each ear. Jewelry and cosmetics may be worn/used minimally, to display God's special creations.

Dress Code – Boys

- Modest pants or shorts of any solid color; no jeans, denim material, sweatpants, or nylon wind pants/shorts; elastic-waist twills are acceptable. Shorts are to be at or below fingertip length when arms are hanging at the sides.
- Young men must be clean shaven with no facial hair.

TEACHERS, ASSISTANTS and STAFF

Teachers

- Teachers must hold a minimum of a Bachelor's Degree from a recognized college or university. Teachers with a teaching certificate and/or classroom experience are preferred.
- Teachers must profess a Christian faith; support the Purpose, Mission, Vision, Core Values, and Statement of Faith of Light House Academy; and support the Board and policies of the Employee/Volunteer Handbook. (*Rom. 10:9-10, 1 Tim. 4:12*)
- Teachers must be familiar with all aspects of teaching, from the lessons themselves to overall classroom management.
- Teachers will maintain a modest appearance.

Assistants and Staff

- A teacher's assistant does not need to hold a teaching or bachelor's degree.
- Assistants and Staff must profess a Christian faith in line with the values and standards of Light House Academy and support the Board and the policies of the Employee/Volunteer Handbook.

Teachers and other staff have been given leeway on how they handle communications with parents. As the school year begins, they will share their preferences and limitations. Being a small, close-knit community, cell numbers are often exchanged to make quick texting easy. We ask that families be respectful of the time teachers have after school has dismissed for the day. They may be engaged in lesson planning or simply using the time to recover from the daily activities.

Parents with concerns over their student's educational environment or lessons should bring them to the attention of the administrative assistant or the Board.

PARENT – SCHOOL RELATIONS

Health Insurance

- Student's health insurance will be the responsibility of the parents.

Parent/Teacher Conferences

- Can be requested by either the teacher or the parents and should be arranged to avoid conflicts with school. Regularly-scheduled conferences occur once each school year or as needed by appointment.

Problem-Solving Procedure

- Care should be taken to follow the proper procedure as outlined in Matt. 18:15-17. Parents should discuss problems with the teacher before contacting the Board. School problems should not be discussed outside the school.

Volunteerism

Parents, close extended family or friends may volunteer as part of their commitment to Light House Academy. The school will make every effort to align volunteer opportunities with the abilities and availability of our supporting community. Volunteer options may include:

- Transportation for school functions: Using their own vehicles, drivers are occasionally needed to transport students to local activities, on field trips, or to other approved functions. Depending on the driving time and distance, drivers may be reimbursed for gas through fees collected in preparation for the event. All drivers must have a reliable vehicle, have a current license in good standing, be registered with our insurance company, and comply with State of Illinois laws regarding child safety.
- Specials Instructor: Volunteers may be able to help conduct specific classes or participate as a tutoring aide at Light House Academy. Examples include reading aide, PE coach, or art or music instructor.
- Daily Aide: Light House needs daily aides to assist in maintaining order and assisting students with their daily work. This also includes overseeing noon lunch and recess.
- Other Volunteer Opportunities: Each school year, Light House Academy determines where volunteers will be needed and gives the community the opportunity to sign up for assignments that fit into their comfort zones and time availability. These other jobs may include fund-raising events, birthday and holiday celebrations, teacher celebrations, librarian, yearbook, housekeeping, and many more.
- All volunteers must be registered with the school before being able to participate in student-related activities.

Transportation

- Transportation to and from school will be provided or arranged by the parents.

School Parties and Gifting

- Being a small community, when we party, everyone parties and when we give gifts, everyone gets a gift. At any school wide function we are fully inclusive.
- If you wish to provide treats as part of your child's birthday celebration, ask your teacher for information. They will know how many servings and whether any students need accommodation for allergies or other conditions. These celebrations are usually included during lunch time. .
- If you are planning a party at home and inviting LHA friends to come, remember that leaving any classmate out can cause a great deal of hurt.
- Teachers may occasionally have an in-class celebration, for which they provide refreshments, etc.
- Remind your children, also, that even though they may be tempted to share something with specific friends, they should be prepared to share with all.

MISCELLANEOUS

Telephone

- Students may only use a telephone under approved circumstances. Use of the school telephone is at the teacher's discretion.
- Students are not allowed to use their personal phones during the school day, except by special permission from the teacher or aide.

Soliciting

- The school Board must approve the sale of any items at school.

School Visits

- School visits are encouraged but need to be scheduled with the teacher.

Free-Time Standards

- Free-time standards and class-supplement materials including books, magazines, computer software, and computer games must be approved by the teacher.

School Insurance

- Light House Academy maintains complete business-insurance coverage. Details may be obtained by request.

School-Year Calendar

- Published each summer, shortly before the start of the school year.

Family Directory

- A directory of active families is usually available shortly after the school year begins.

LHA Yearbook

- LHA arranges for student photos to be taken shortly after the school year begins. Those photos are available to families to enjoy and become part of their memories. They are also likely to be used in assembling an annual Yearbook.
- We guard the privacy of our students closely as directed by law and ethics. Parents must give us permission to occasionally include a photo in something we're doing, and then it must be without identifying features.