



Parent Student Handbook

2020-2021

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Dear Parents/Guardians,

We welcome you and your child to an amazing 2020-2021 school year at Lighthouse Academy. Thank you for entrusting your child with us. We believe each child comes equipped by God with unlimited potential and we strive to help your child unleash them. Our goal is to prepare each student to shine as LIGHTs.

Learners in a rigorous environment

Intelligent communicators

Growing socially

Holding Christian values

Thinking critically

We view our students as scholars and appreciate your partnership in ensuring they receive a word class education here at Lighthouse Academy. We hope you find this handbook helpful in understanding how LHA operates. Our theme this school year is “Exceeding Expectations”.

We are excited to work with you and look forward to seeing you on campus!

With Respect,

Bridget Kyser, Principal LHA

Pastor Isaac Segun-Abugan, Administrator/Presiding Pastor LHA, DLCC

Introduction

Preamble

Believing that the Bible gives Christian parents the responsibility and privilege of providing a Christian education for their children and believing that this can best be accomplished by concerted action, we hereby make and adopt the following charter:

The Lighthouse Academy, hereinafter known as LHA, is a vital non-profit ministry of the Dominion Life Christian Center in San Ramon, hereinafter known as DLCC. The Presiding Pastor shall be the Board President with the vested authority to appoint the Lighthouse Academy Board Members. As a ministry of DLCC, LHA submits to the principles, vision, mission, and statement of faith of DLCC.

LHA does not discriminate on the basis of any race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Vision

LHA provides students with a Christ centered foundation to build on as they receive high quality education which enables them to expand their potential as future change agents in the world.

Mission

LHA's mission is to provide a remarkable education permeated with a Christ-centered perspective in an environment that spiritually and academically equips, challenges, and inspires students to shape their lives after Christ.

Statement of Faith

Lighthouse Academy's beliefs are consistent with those of Dominion Life Christian Center, we believe in:

- The Divine Inspiration and Authority of the Holy Scriptures
- The Unity of the Godhead and the Trinity of the Persons therein
- The Necessity for Repentance and Regeneration
- Justification and Sanctification of the Believer through the Finished Work of Christ
- The Sacraments of Baptism by Immersion
- The Baptism of the Holy Spirit for Believers with Signs and Wonders Following
- The Nine Gifts of the Holy Spirit for the Edification, Exhortation, Spiritual and Physical Healings and Comfort of the Church, which is the Body of Christ
- Church Government by Apostles, Prophets, Evangelists, Teachers, Elders and Deacons
- The Spiritual Obligation of Tithes and Offerings
- The Assurance of Christ's Return
- Rapture of Believers to be with Him
- The Eternal Life of the Saints, and Eternal Punishment for the Wicked

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders 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.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.

Purpose and Goals

We are a Christian school and are deeply interested in the spiritual development of your child. We teach Christian principles through the everyday experiences of the student. We have a Christian curriculum filled with academic rigor and hands on experiences. Students contact God's love on our campus through our distinctively qualified teachers. Students are regularly immersed in the word through chapel experiences, bible instruction, and daily prayer. Students leave LHA prepared to compete in a global economy and change the world.

LHA Student Learner Outcomes – LIGHT

Learners in a rigorous environment

- Students will engage in a challenging academic environment appropriate for their level of development.
- Students will engage in hands on instruction with a focus on STEAM (Science, Technology, Engineering, Art, and Math).
- Students will set goals and take ownership of their own learning.

Intelligent communicators

- Students will collaborate with peers to complete academic tasks.
- Students will communicate verbally and in writing in an intelligent manner.
- Students will communicate via technology in a safe, respectful, and responsible manner.
- Students will construct clear and coherent arguments.
- Students will cooperate with teachers to support a positive and effective learning experience.

Growing socially

- Students will advocate for themselves and others.
- Students will demonstrate developmentally appropriate social and emotional skills.
- Students will establish healthy peer relationships and articulate tenets of those relationships.
- Students will resolve conflicts in a healthy manner.

Holding Christian values

- Students will have a strong biblical foundation.
- Students will articulate that the holy bible teaches God as the single creator of the universe.

- Students will identify ways to build and sustain a relationship with God.
- Students will articulate that Jesus Christ died and rose again to demonstrate victory over sin and death.
- Students will understand and articulate ways in which the Fruit of the spirit impacts the lives of Christians.
- Students will formulate well-reasoned judgements and decisions.

Thinking critically

- Students will analyze and evaluate arguments, claims, inferences, and explanations.
- Students will demonstrate the ability to judge the relevance and significance of information.
- Students will support conclusions with facts.
- Students will communicate decisions and explain the process by which those decisions were made.
- Students will engage in critical media literacy instruction

General Information

Tuition

LHA utilizes a 10-month tuition schedule. The first month of tuition payment begins in August. Tuition is **\$630** per month and all inclusive: the application process is free, and tuition includes text books and field trips. Parents will be responsible for providing uniforms and school supplies specified on the grade level supply list for their child. **Tuition is due the 1st of each month.** A late fee of \$60 will be added for any payment not received by the 5th of the month. If a payment is not received by the 2nd week after the tuition due date your child(ren) will be suspended until payment is made.

The enrollment and re-enrollment deposit fee is **\$200**. Families paying tuition in full by August 1st will receive a 10% discount. Tuition will be reduced from \$6300 annually to \$5670. Families enrolling more than one child will receive discounts as follows: 2nd child -10%, 3rd child 20%, and 4th child 40%.

When a student is enrolled, a place is held open for that student and funds are expended in preparation for his/her education. Each family is unconditionally responsible for the full annual tuition due the school. If it becomes necessary to withdraw from school, all official student records will be released to the new school after all outstanding balances have been paid.

Admission Policies

Enrollment

LHA is an open enrollment campus. Lighthouse Academy (LHA) does not discriminate on the basis of race, color, nationality or ethnic origin. Currently enrolled students will be offered the opportunity to re-enroll in January each year. Continuing students who re-enroll have priority over new applicants. If a current student has not re-enrolled by the last day in January, that student may drop to the bottom of the waitlist. Families with a current outstanding account balance will not be offered re-enrollment for the next year until the outstanding balance is paid or a payment plan is set up by the Administration and Accounting. This may affect priority status.

Admission Policy

Applications will be processed in the order they are received from February 1 until April 10 of each year. At that time, the applicant's priority status will be permanently ranked according to the priority groups listed below. Applications received after April 1 will be part of a new group whose priority status will be determined once all the applicants from the previous year have been placed. Under extenuating circumstances, the School Board or Administration may allow for enrollment outside the established policy. Lighthouse Academy (LHA) does not discriminate on the basis of race, color, nationality or ethnic origin. However, we do reserve the right to prioritize applicants based on any of the following:

- The family must agree with the Statement of Faith and the Standards for Biblical Morality & Christian Living. Enrolling your child at LHA gives us the right to teach your child according to our Christian beliefs and values.
- Receipt date of the holding deposit and other applicable fees. Holding deposits are non-refundable.
- A sibling currently enrolled in or graduated from LHA.
- Children of employees of DLCC, LHA and of current members of Dominion Life Christian Center.

Additional Admission Information:

- Readiness for Kindergarten –Kindergarten applications will be accepted for children who are at least 4 years and 9 months, at the time of school resumption.
- Applications will not be accepted more than one school year in advance.
- Academic readiness for grades 1-5 is based on standardized testing
- Student’s current school’s Confidential School Recommendation Form
- All incoming students must complete an entrance interview.

Priority Groupings

- Priority Group I: children of Academy staff and DLCC Pastoral staff
- Priority Group II: siblings of current returning LHA students
- Priority Group III: children of DLCC members and staff, siblings of non-returning LHA students
- Priority Group IV: all other new student applicants

Parent and Student Commitments

Each parent and student is expected to sign in agreement with the Parent and Student Commitment forms. The Parent Commitment form will be signed during registration and the Student Commitment form at the beginning of the school year. For your reference, a copy of the Parent and Student Commitment is available via your Grade Link account.

LHA School Board

LHA Board Members serve a term of no more than three years. Each board member serves a significant role that contributes to the success and excellence of LHA. Boards members play an advisory role only.

Leadership Council

All LHA parents are encouraged to be part of the Lighthouse Leadership Council (LLC) which holds monthly meetings to allow parents to collaborate with the school and other parents in order to enhance the instructional and spiritual program for students. LLC strengthens LHA through prayer, service, and financial support. LLC works to unite teachers, parents, and students for the benefit of

all stakeholders. LLC assists with fundraising, offering encouragement to staff, providing practical assistance to classroom teachers, enhancing school-home communication, and meeting any other Academy needs appropriate for the Council. Parents who are interested in joining the Council should contact the administration office.

Parent Volunteer Hours

Parents are required to log 30 volunteer hours known as “House Hours” per family over the course of the school year. A charge of \$20 per hour for any unfulfilled house hour will be due before the last day of the school year. House hour opportunities will be highlighted in the newsletter each month. Opportunities will be available at various times and ways in order to accommodate all families. House hours demonstrate for your child, the value you place, as a parent place on their education and the value of service in leading a Christian life.

LHA Hours

School begins daily at **8:00 a.m.** Students should stay in their seats prepared to learn at this time. Gates open at 7:45 a.m. daily, supervision before this time is not available. Please do not leave your child unattended outside. **Dismissal is at 3:15 p.m everyday except Wednesday, when dismissal is at 1:30pm.** Students may attend after school care and students who are not enrolled in after school care must be picked up at this time. In the event that your child is on campus after dismissal he/she will be escorted to after school care and you will be responsible for paying any associated fees. Being late for one minute automatically constitutes \$30 per hour.

Drop Off and Pick Up Procedures

Only LHA registered parents are allowed to pick up their children. Any other adults who are picking up your child must be on their pick-up list that can be created and modified by the parent as needed. Please be prepared to show photo identification. Student safety is a top priority.

Attendance

Regular on-time school attendance is mandatory and required by law. LHA expects students to attend each and every school day. **Students who arrive late must be signed into the main office by a parent and receive a tardy pass.** Daily traffic is not an excuse for late arrival. Please model positive habits for your student and ensure (s)he arrives on time. Please plan medical and dental appointments on scheduled school breaks. In the event that a child is too ill to attend school or there is a medical emergency please notify the main office by 8:15 a.m. Please send proper documentation to verify the absence when your child returns to school. Children can attend school before and after medical appointments. Parents should communicate with the administration office when this occurs.

The following is a guide, but not an exhaustive list, of unexcused and excused absences. **Make-up work will be issued for excused absences only.**

Excused Absences

- Illnesses (with note from doctor)
- Bereavement
- Court Appearances
- Medical appointments

Unexcused Absences

- Family vacations
- Hair appointments
- Shopping Trips
- Staying home for rainy days

Students who have chronic absences and/or truancy will be subject to disciplinary action including legal processes if necessary. Attendance is imperative for academic success and we take success seriously at LHA. We thank you in advance for adhering to our attendance policies.

Campus Communication Policies

Calls & Deliveries

Disruptions to the instructional program must be kept to a minimum. If you need to contact your child during school hours please call the main office and we would be happy to assist you in relaying a message to them. In the event that your child forgets homework or another important school item we ask that you partner with us in teaching responsibility and refrain from bringing it to the school site. We would be happy to work with them to learn from the experience of forgetting these items and brainstorm ways to ensure future success. The only forgotten item we will accept in the school office is a student's lunch.

Cell Phone Policy & Digital Citizenship

Students may not use cell phones during the school day. In the event that a student uses a cell phone during the school day our staff will confiscate the phone and return it to the student at the end of the school day. If there is a second offense, the phone will be confiscated, and a parent will be required to pick up the phone at the end of the day. If a third offense occurs, the student will be required to turn in their phone at the beginning of each school day, for a week, and receive it back at the end of the school day. For each of these situations, parents will be notified.

Students are expected to communicate with each other in a respectful manner. This includes communication outside of school hours via cell phones and other electronic devices. As parents we must use wisdom when allowing our children to engage with technology. LHA expects all students to exemplify digital citizenship inside and outside of school including on social media platforms.

Students who fail to exhibit digitally responsible behavior inside or outside of school will be subject to disciplinary action.

Classroom Visits

If you would like to visit your child’s classroom to observe instruction you are welcome to do so. Please sign in at the main office first and wait for an administrator to escort you to the classroom. Please be reminded you may not address any student or staff member during instructional time and may visit for 20 minutes or less in order to ensure that students remain focused on instruction.

Communicating with Teachers

Teachers are unable to discuss individual student progress during instructional time, at dismissal, or during student arrival. If you would like to arrange a conference in person or via phone with your child’s teacher, please contact the teacher via email. LHA teachers will respond to parent emails within 48 hours. Teachers communicate behavior progress via ClassDojo and input grades on the Grade Link system, please check these platforms often to stay up to date on your child’s progress.

Dress Code

As a Christian school we value modesty and strive to prepare our students for success in the professional world. We require uniforms to be worn daily. Students who are not in uniform will be required to wait for parents to arrive with a change of clothing and serve after school detention.

LHA Uniforms are as follows:

	Girls	Boys
Bottoms	Navy-blue or Tan Uniform Pants, Shorts, Skirts, Uniform Dresses *Skirts, Dresses, and Shorts no more than 4 inches above the knee when kneeling *Solid navy-blue leggings may be worn under skirts and dresses but they must still meet length requirements	Navy-blue or Tan Pants or Shorts Black belts if necessary
Tops	White or Light Blue polo shirts	White or Light Blue polo shirts
Shoes	Shoes must be closed-toe and appropriate for school activities including physical education	Shoes must be closed-toe and appropriate for school activities including physical education
Outerwear	Sweatshirts and jackets worn on campus must be consistent with LHA values.	

Other guidelines:

- Jewelry should be minimal, small earrings are acceptable.
- Hairstyles should be conducive to a learning environment. Administration has the authority to determine when and if a hairstyle is disrupting the learning environment.
- **4th & 5th grade students are required to have PE uniforms on Tuesdays and Thursdays.** This consists of grey T-shirt and navy-blue loose-fitting sweatpants or navy-blue gym shorts (shorts must follow 4-inch guidelines)

Health & Safety

LHA uses Grade Link to maintain records, emergency information, and medical details for all students. Parents can access Grade Link on the school website after creating a profile. Please make sure that you maintain an accurate and updated profile.

Illness'

If a child becomes ill at school, he/she will be isolated if possible. Parents will be notified and must make provisions for the child to be picked up as soon as possible. Do not send a child to school with an illness because you will be called to pick him/her up. We expect all children who are well enough to be at school to participate in all activities, including recess in the morning, lunchtime and in the afternoon. Children must be supervised at all times, and therefore cannot stay inside during outside play periods.

If a child displays any of the following symptoms, he/she must be kept at home:

- Fever – Students will be sent home with a fever of 100°F or more
- Diarrhea
- Nasal secretions that are thick, yellow or green and accompanied by a fever, cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills and the coughing up of green or yellow mucous, vomiting or nausea.
- Eye drainage of any type. This should be checked by a doctor to rule out infection.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- If a child is not feeling well, showing signs of lethargic behavior and/or crying.
- Head lice

The child may return to school after illness when:

- They are fever free for 24 hours
- Nausea, vomiting or diarrhea has subsided for 24 hours
- Appropriate doses of antibiotic have been given over a 48-hour period for any type of strep or bacterial infection

- Child is feeling well again, and normal behavior has returned.

Medications

Any student taking medication should please take it before coming to school. Parents with children who are on scheduled medication should contact the school office.

Immunization

Students must be up to date on their immunizations before they can be admitted. There is no grace period. California State law requires all students to be immunized according to its standards. Compliance must be obtained before school begins. The immunization requirements change frequently, please check with your doctor if you have any questions. California State law also requires a dental exam prior to entering Kindergarten.

Life Threatening Allergies

If your child has a life-threatening allergy, you must notify the office of the allergy and sign the responsibility agreement as part of your child's LHA health form before your child's first day of school. Parents must meet with teachers individually to discuss the allergy and necessary treatment in case of an emergency. School staff members will be trained on the emergency procedures including the use of epi-pens. Parents must provide 2 epi-pens (one for the classroom teacher and one for school office). It is the parent's responsibility to record expiration dates for epi-pens and replace them when necessary.

Birthday celebration/Snacks in class

When sending in birthday treats or snacks, please be mindful of the negative impact that sugary snacks may have on the learning environment here at school. Teachers and parents alike will be grateful for birthday treats that are lower in sugar and artificial ingredients. **Birthday celebrations will be done during the last 20 minutes of the instructional day.** Please follow the **no-nut policy for any snacks provided.**

Accidents

If your child has an accident, you will be notified to pick up your child as soon as possible. All available assistance will be given to your child while he/she waits. **Please maintain current emergency information via Grade Link.** Every teacher and staff member are First Aid and CPR certified for the protection of your child. **Kindergarten parents are required to submit a change of clothes to the classroom teacher to be kept on campus in the event of bathroom accidents; your child will change him/herself and resume learning.**

Accident Insurance

Accident insurance for students, while at school or at a school sponsored activity, is provided by DLCC/LHA. This is intended to be secondary to the family's own medical plan and is not 100% coverage.

Emergency Preparedness Plan

Fire and earthquake drills are practiced at regular intervals as required by law. It is essential that when the first signal is given everyone obeys orders instantly and quietly follows the prescribed

route of evacuation. A disaster preparedness plan has been developed and emergency supplies are stored on site.

Additional Information

Chapel Time

LHA values building the spiritual lives of our students and instilling God's word into their hearts. We cultivate this value by having devotional time at 8am daily. This is mandatory for all students.

Lost & Found

There is a lost and found area in the front office. Please see office staff if your child has lost something or would like to turn in something that they found. Integrity is a value of LHA and any student who finds something that does not belong to them should turn it in.

Field Trips

LHA values our students engaging in their communities and world in order to be equipped with new skills and shine the light of Christ. We offer field trips for students throughout the school year. When a field trip is taking place, parents will be notified in a timely manner and a permission slip will go out to be signed.

Lunch

Students are allowed to bring their own lunch and are only permitted to eat it during the lunch hour.

Textbooks & Supplies

Students are expected to maintain their textbooks. In the event a textbook is lost, or damaged families will be responsible for the full cost of a replacement including shipping fees. School supply lists are issued every fall, please ensure your student comes to school with all listed supplies.

Scholars of the Month

One student in each grade K-5 will be selected monthly to be honored as scholar of the month. Students selected for this honor are students who exemplify LHA values and go above and beyond normal student expectations.

Home Visits

At LHA, we value community and collaboration with the families we serve. Within the school year, we do home visits for each student to further instill these values. A staff member will communicate with you when a visit is due

Academics

Curriculum

LHA's curriculum meets or exceeds California state requirements in all areas. School hours are longer than state minimums. LHA is constantly looking to improve its academic standards and ensure a high-quality education for all students. Students receive daily classroom instruction from the Bible. Scripture memorization is required, and an emphasis is placed on living a Christ-like life. Below is a list of course offerings:

- Bible
- Reading
- Phonics
- Spelling
- English-Language Arts
- Mathematics
- Science
- History
- Social Science
- Computers and Technology
- Health and Wellness
 - Puberty education will be offered to all 4th grade students, parents will have an opportunity to view the curriculum before it is taught. Discussions around puberty will be discussed with a Christian worldview.
- Physical Education
- Visual Art
- Performing Arts

Grading

LHA utilizes a mastery grading system for the elementary level.

Promotion & Retention

Student promotion from kindergarten will be made by an evaluation of the report card, standardized achievement test scores, and teacher recommendations in line with best practices. Student promotion in grades 1 and above will be determined by:

1. GPA 2.5 or better
2. Standardized test scores

Students with less than proficient academic performances, as indicated by standardized achievement test scores, or with grades lower than a C in any class, may be required to attend

summer remediation classes. Additionally, students may be retained in their current grade, recommendations will be made on a case-by-case basis.

Standardized Testing

Progress will be measured by standardized tests each school year for all grade levels.

Homework

Homework is required. Students are generally assigned homework everyday Monday – Friday. Students are expected to adhere to deadlines for all homework and school projects. Homework is meant to reinforce learning, remediate learning, or extend learning. Daily literacy exercises are required for all students. **Students who do not return homework on time will receive a grade of zero.**

Student Success & Progress Team

Students who are struggling academically or behaviorally will be referred to the student success and progress team. Parents will be required to attend an SSPT meeting. During the meeting the team will design a specific intervention for your child by a mental health professional with the collaboration of the teacher. The team will re-evaluate the child's progress after six weeks of intervention and convene another meeting to discuss next steps.

Conduct Expectations & Discipline Policies

Technology

Technology at LHA is provided to promote educational excellence through resource sharing, innovation, and communication. All technology must be used in an ethical and legal manner. Access is provided to users who agree to act in a responsible manner consistent with the educational mission.

Students receive technology training consistent with the ISTE standards and are expected to be good digital citizens.

Technology includes but is not limited to networked computers, laptops, iPads, cameras, video cameras, flash drives, and printers. Filters are used on all LHA student computers and iPads. The filters are not fool-proof and students need to continue to use search engines and URLs appropriate for school use. **All families will be required to read and sign the acceptable use policy before using any electronic device on campus.**

Objectives of the LHA Discipline Program

1. Ensure an opportunity for all students to progress academically, socially, and spiritually.
2. Ensure the physical safety of all students and staff.
3. Provide an opportunity for students to learn responsibility by owning the consequences of their behavior.

Student Expectations

Prompt and respectful obedience to all school staff is expected **at all times**.

Students must:

- Adhere to the hands-off policy. This policy includes a prohibition on rough play, wrestling, karate-type play, etc.
- Act with integrity
- Remain in their appointed places and under proper supervision at all times.
- Pick up after themselves and help to keep the school rooms and grounds clean and neat.
- Be prepared to learn by being on time having all required materials.
- Promote a school environment that is conducive to learning.

At LHA all students are expected to REACH for success:

Respect - Respect yourself, others, and your school.

Effort - Pay attention, listen carefully, and always do your best.

Attitude - Be positive, pleasant, and helpful.

Cooperation - Be willing to work with anyone and share tasks responsibly.

Honesty - Always to the truth. Do the right thing even when no one is watching.

LHA Anti-Bullying Policy

As a school proclaiming the mission of Christ to make disciples and “teach them to obey everything I have commanded you” (Matt 28:20), LHA seeks to teach students how to treat all people with the love and respect that Christ calls us to show. To help our students and families understand what bullying is and how it can negatively impact a student and our school, the Administration and School Board have adopted a formal LHA Bullying Policy. The purpose of the Policy is to ensure a consistent and unified approach to the prohibition of bullying at school. Bullying creates a climate of fear and disrespect that can seriously impair a student’s health and learning and it undermines the safe learning environment that students need to achieve their full potential.

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited. LHA staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parent education workshops and student assemblies.

LHA staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Humiliation is any act that causes another person's self-respect, dignity or self-esteem to be attacked in an unbiblical manner. Such expression, physical act or gesture may include, but is not limited to an incident that may be reasonably perceived as being motivated by characteristics such as: race, color, religion, ancestry, national origin, gender, mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristics. Additionally, students and their families are expected to exhibit courteous behavior to all members of the LHA community both at school and during school-sponsored events.

As a Christian school, our goal is to teach and discipline with redemption. That means we desire both correct behavior and the spiritual formation of the heart that only God can accomplish through His Holy Spirit. Students who demonstrate a lack of change of behavior or attitude may be placed on probation. Lack of change in attitude or behavior will result in greater sanctions or dismissal from the school on the basis of being out of harmony with the goals and spirit of LHA.

What is Bullying?

Bullying is the repeated or extreme use by one or more students of an unprovoked written, verbal or electronic expression or threat, or a physical act or gesture, or any combination thereof, directed at a student that:

- Causes physical or emotional harm to the student or damage to the student's property
- Places the student in reasonable fear of harm to himself/herself or of damage to his/her property
- Creates an intimidating, threatening, hostile or abusive educational environment for the student
- Infringes on the rights of the student to feel safe and participate fully in school activities
- Materially and substantially disrupts the education process or the orderly operation of the school

Types of Bullying

Examples include but are not limited to the following: verbal, emotional, physical, relational, cyber-bullying through media or other electronic source

What constitutes “At School”? For purposes of the policy, “at school” means:

- On school premises.
- At any school-sponsored activity or event, whether or not it is held on school premises.
- While riding in a parent’s car at a school-sponsored event.
- Using property or equipment provided by the school.
- Weekend cyber-bullying that impacts the school day may be considered “at school” by the Administration.

Fighting

Fighting is unacceptable behavior and will not be tolerated. A fight is defined as a physical altercation occurring between two or more students. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, and pinching.

Students who are victims of student aggression must seek help immediately from a school staff member. **Those who choose to handle the situation through retaliation will be subject to consequences regardless of who started the initial conflict.** Anyone participating in aggressive behavior may be suspended or expelled from LHA.

Zero Tolerance

The following conduct is unacceptable at LHA and is subject to immediate expulsion:

- The use, possession, or distribution of narcotics, dangerous drugs, alcoholic beverages, or tobacco products.
- Theft
- Unauthorized entry into school facilities.
- Guns, knives, and weapons of any kind etc. are forbidden on campus.
- Fireworks are strictly forbidden on campus.

Discipline Methods

At LHA the Bible is our authority for teaching and training children. Discipline is part of that training and is designed to help students exercise self-control, develop problem solving skills, and recognize and respect boundaries and authority while learning to express themselves in socially acceptable ways.

At LHA we use the following methods:

Positive Reinforcement

This form of discipline reinforces that which is acceptable and right. Many types of positive incentives are used in all areas of school life to promote, motivate, and reward good behavior.

Redirection and Consequences

When a student displays unacceptable behavior, Redirection and Consequences are used to encourage good behavior and discourage misbehavior. Teachers work with students to help them recognize and verbalize their feelings and identify acceptable behavior. Appropriate consequences for misbehavior may be assigned. Acceptable and unacceptable boundaries of behavior and the consequences of misbehavior are clearly communicated during the student's orientation period and reinforced throughout the school term.

In the case of serious offenses, the parents are notified with a written referral. For serious offenses, or repeated offenses, a parent/teacher or parent/teacher/principal conference may be called. For extremely serious offenses, or repeated offenses the child may receive an administrative referral, suspension or expulsion.

Behavior Communication

Kindergarten through 5th Grades

Teachers at LHA use a behavior system for classroom discipline and communication. The Dojo Classroom application is used to share reports between parents and teachers. Teachers track student's behavior and may upload photos or videos. The Dojo application has game-design elements in a system that teaches development skills with real-time feedback.

After School Program

At LHA we believe learning extends beyond the school day. We take pride in nurturing our students in our enriching after-school program. The after-school program is available to all LHA families and other students in the community. We offer homework help, tutoring, and enrichment activities. The after-school program costs \$150 per week and tuition is due on the 1st of each month. A late fee of \$60 will be added for any payment not received by the 5th of the month. If payment is not received by the 2nd week after the tuition due date your child(ren) will be suspended until payment is made.

M, Tu, Thu, Fri Schedule

3:30 p.m. – 3:45p.m. Check In, Snack, and Welcoming Activity

3:45 p.m. – 4:45p.m. Homework and/or Tutoring

4:45 p.m. – 5:15 p.m. Enrichment Rotation 1

5:15 p.m - 5:45 p.m Enrichment Rotation 2

5:45 p.m. – 6:00 p.m. Reflection, Closing, & Parent Pick-Up

Wednesday Schedule

2:00 p.m- 2:15 p.m. Check In, Snack, Welcoming Activity

2:15 p.m- 3:15 p.m. Homework and/or Tutoring

3:15 p.m- 4:15 p.m. Enrichment Rotation 1

4:15 p.m- 5:15 p.m Enrichment Rotation 2

5:15 p.m- 5:45 p.m Free Activity

5:45 p.m- 6:00 p.m Reflection, Closing, & Parent Pick-Up

All children must be picked up from the after-school program by 6:00 p.m. **You will be charged \$1.00 for every minute you are late.**

All school rules and guidelines listed in this handbook apply during the after-school program. LHA reserves the right to amend any aspect of this program as needed. A student's continued participation in the program will be contingent on cooperation with the goals and parameters of the program as set forth in this document.

_____ **Statement of Final Authority on Matters of Faith and Conduct (initial)**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LHA’s faith, doctrine, practice, policy, and discipline, our executive director and school board is LHA’s final interpretive authority on the Bible’s meaning and application. I have reviewed the statements above as indicated by my initials before each of them and agree to be governed by all the provisions herein.

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the LHA 2020-2021 Parent/Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Handbook. I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school. I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind LHA and is subject to change without notice by decision of LHA’s governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Parent/Caregiver 1 Signature

Date

Parent/Caregiver 2 Signature

Date