

# Table of Contents

<b>General Information .....</b>	<b>3</b>
Church Affiliation.....	3
Mission Statement.....	3
Philosophy of Education.....	4
Faculty Information.....	4
School Hours.....	5
<b>Policies.....</b>	<b>6</b>
Admission.....	6
Tuition.....	7
Attendance.....	9
Scoring.....	11
Discipline.....	13
Demerits.....	14
Merits.....	17
Merit Store.....	17
Privilege.....	18
Extended Care.....	19
School Closings.....	20
Transportation.....	20
Lockers.....	21
Lunch and Snacks.....	21
Electronics.....	21
Social Networks.....	22
Language.....	23
Music Lessons.....	24
Appearance.....	24
All Students.....	24
Guys.....	25
Girls.....	26
Visitors/Security.....	27
<b>Academics.....</b>	<b>28</b>
Curriculum.....	28
Grading Scale.....	29
Homework.....	30
Late Work.....	31
Honor Roll.....	31
Graduation Requirements.....	31
Honors Course of Study.....	32
College Preparatory Course of Study.....	32
General Course of Study.....	32
Graduation Honor Requirements.....	32
Summer School.....	33

**Staff Directory ..... 34**  
Church Staff .....34  
School Staff.....35

# General Information

## Church Affiliation

Lighthouse Christian School shall be under the authority and governance of Lighthouse Baptist Church of Greater York, currently located at 5005 Carlisle Road, Dover, PA 17315, and recognized as a ministry of Lighthouse Baptist Church of Greater York and inseparable from said church.

Because of this, the Lighthouse Baptist Church of Greater York's doctrinal statement of faith shall be in force and fully adhered to by Lighthouse Christian School.

1. The statement of faith for Lighthouse Christian School is the same as that of Lighthouse Baptist Church of Greater York.
2. The Authorized King James Version of the Bible will be used as the final authority for doctrine, instruction, faith, and practice.

## Mission Statement

Lighthouse Baptist Church of Greater York believes it to be the right and privilege of the church to provide educational services to its members and others willing to adhere to our statement of faith, specifically, the Christian and academic education of kindergarten through twelfth grade. Therefore, Lighthouse Christian School shall exist:

1. For the glory of God
2. For the propagation of the Gospel of Jesus Christ
3. To encourage a personal relationship with Jesus Christ
4. To build godly character
5. To aid the parent/guardian in the godly instruction of their children
6. To provide a safe, Christian environment (physically, morally, and spiritually) as a haven in which children and young adults can receive a well-rounded, spiritual and academic education that prepares them to lead godly lives and to be

profitable and beneficial contributors to society –  
spiritually, morally, and financially

7. As a ministry of Lighthouse Baptist Church

## **Philosophy of Education**

Lighthouse Christian School was designed to aid in the training process of students. We believe that the family is the primary mode of training for a child. We also believe that the church was founded to assist in that training. Lighthouse Christian School, as a ministry of Lighthouse Baptist Church, further assists in the process of helping parents train up their children for God.

Because of this close-knit relationship between the home, church, and school, it is vital that all three entities are complementary. Each of these influences must hold to the same foundational principles to help reinforce them in the student's mind. Any one of these entities teaching contrary to God's Word will confuse the student and bring dishonor to God.

LCS was founded for the purpose of being a safe haven for students. While no school is perfect, LCS teaches discipline, Christ-like character, and a Biblical worldview that will help shape students into strong Christians. Along with these benefits, LCS also maintains high academic standards to help your child excel in future pursuits. The primary philosophy of LCS is to provide academic excellence on a spiritual foundation.

## **Faculty Information**

All members of the Lighthouse Christian School staff, whether employed or volunteer, must have a clear testimony of salvation, have been baptized by immersion since their salvation, must regularly attend either Lighthouse Baptist Church or another church of like-faith, and must clearly support the Doctrinal Statement of Faith of Lighthouse Baptist Church of Greater York.

All staff members, whether employed or volunteer, who have regular contact with the students must have criminal and child abuse background checks before employment to

determine them to be of no threat to the welfare of the students, staff, or institution.

All staff members, whether employed or volunteer, are expected to practice a separated, godly lifestyle at all times as a representative of the Lighthouse Christian School both while on and off duty.

1. Staff members, whether employed or volunteer, must adhere to Biblical principles as stated in the doctrinal statement of Lighthouse Baptist Church.
2. Staff members, whether employed or volunteer, must adhere to all standards and requirements included in the Lighthouse Christian School *Staff Handbook* including dress, personal behavior, and practices.
3. Failure to adhere to the Biblical principles as stated in the doctrinal statement of Lighthouse Baptist Church will result in reprimand and may lead to other disciplinary measures and even dismissal from the staff.

## **School Hours**

Lighthouse Christian School hours are 8:30 to 3:30 daily for students in grades K5-12. Half-day Kindergarten is available and dismisses at noon, but the cost for kindergarten is the same as grades 1-12. Students who receive after-school detention may be required to stay as late as 4:30 and must be picked up by 4:30 P.M. Students who arrive more than ten minutes early must go to before-school care and will not be charged unless they are more than fifteen minutes early. Students are to be picked up between 3:30-3:45. Students not picked up by 3:45 will be placed into after school care and will be billed accordingly (see “Extended Care” for more details). Please be aware that after school care is not provided for half-day Kindergarten students who dismiss at noon.

# Policies

## Admission

Enrollment for Lighthouse Christian School will be limited in order to maintain the spiritual environment established in the school's Mission Statement (see "Mission Statement" for more details).

1. Enrollment in Lighthouse Christian School is a privilege and not a right.
2. LCS reserves the right to refuse enrollment or dismiss a student at any time for any reason. If dismissal is warranted, prorated tuition funds will be returned.
3. Enrollment will be limited to those families and students who are willing to fully support the tenets of Lighthouse Baptist Church of Greater York both in doctrine and in practice.
  - a. **Every Student and Guardian will be required to sign a *Handbook Agreement Form* pledging to follow the policies of Lighthouse Christian School.**
  - b. Failure to comply with the *Student Handbook* will result in the appropriate consequence until compliance is met or eventual dismissal if compliance is refused.
4. Only those students who are able to maintain a Christian spirit and behavior will be allowed to continue to attend Lighthouse Christian School. Those students who become unable to maintain a godly Christian spirit or are otherwise hindering the mission statement of Lighthouse Christian School from being fulfilled will be dismissed from the school and will not be able to attend for the remainder of the semester or for a period of time deemed appropriate by the administrator, pastor, and/or the Lighthouse Baptist Church Deacon Board.
5. **Upon acceptance to Lighthouse Christian School, each enrolled student entering grades 2-12 will be required to take a diagnostic test to determine their**

**level of proficiency.** The supervisor will prescribe the appropriate curriculum to meet your child's needs. This test varies in length, but generally takes a few hours. Please contact the school office to schedule the diagnostic assessment. Upon completion, the supervisor will discuss the results with the parents and order the necessary curriculum.

6. Due to the unique structure of the ACE program, students in 2<sup>nd</sup> – 12<sup>th</sup> grade can be easily enrolled at any point during the school year. A student's grade placement is determined by the diagnostic test and may not correspond with their current year in school. The placement may not have a student working in the same level in every subject. Advancement through future PACEs is dependent on the student's rate of learning. Gaps in their previous learning (whether minimal or substantial, depending on the student's previous education) must be fulfilled to complete the requirements for graduation.

## Tuition

Lighthouse Christian School is committed to provide a quality, Christian education for your child at an affordable price. The following policies have been established to avoid misunderstanding:

1. Due to limited enrollment, each year a **\$50 non-refundable registration fee** is due with each student's application or re-enrollment application to hold the child's place in the school. Upon acceptance or re-enrollment, the \$50 will be credited toward your first month's tuition payment. If for some reason the school denies your child for admission or re-admission, the registration fee will be refunded to you; however, if, after you have paid, you decide not to place your child in LCS, your registration fee will NOT be refunded.
2. **Each year the parents of each student will be required to sign a Financial Contract** legally agreeing to pay the required tuition for the year. On this contract you will be given the choice on how you

would like to pay your book fee and tuition: one payment, two payments, or ten payments.

3. A **\$350 non-refundable book fee** for each K-12<sup>th</sup> grade student each year is due along with the first tuition installment, or you may opt to pay monthly along with your chosen tuition installments. This fee covers the cost of all the curriculum, supplies, annual standardized testing, Christian School Association fees. Additional fees will be required for those participating in the Fine Arts Competition. **The kindergarten book fee includes a graduation fee.**
  - a. **High school seniors will be assessed an additional \$80 graduation fee** to cover graduation materials.
  - b. If at some point during the school year a student must withdraw from LCS for financial or any other reason, he may retain all of his incomplete, prescribed curriculum PACEs (if the book fee is paid in full) and continue his schooling at home. Parents will receive a prorated reimbursement for tuition.
  - c. If your child fails a PACE test, which means that he earned a score of less than 80%, parents will be charged \$5.00 for the student to receive a new PACE so he can repeat that material for greater understanding.
4. The total tuition cost for grades K5-12, excluding the previously listed fees, is \$3,200 for the school year.
5. **There is a substantial discount available for multiple children in the same family enrolled at LCS.** Lighthouse Christian School uses the following discount rate: 2<sup>nd</sup> child – 20%, 3<sup>rd</sup> child – 40%, 4<sup>th</sup> child – 60%, 5<sup>th</sup> child – 80%, 6<sup>th+</sup> child(ren) – 100%. The non-refundable \$50 enrollment fee is required for every child, to hold their place in the enrollment of the school. **The book fee is \$350.00 per child, with no family discount.**
6. **All tuition installments are to be paid by the fifteenth of each month.** The first tuition and book fee

installments are due no later than August 15<sup>th</sup>. The final tuition and book fee installments are due no later than May 15<sup>th</sup> (for 10 payment plan).

7. **Payments received after the 20<sup>th</sup> of the month will incur a \$10 late fee. Additional \$10 late fees will be charged on the 20<sup>th</sup> of each succeeding month that the payment is late. Payments sent by way of the postal service must be postmarked by the 15<sup>th</sup> of the month.** If a payment is not fulfilled by the 20<sup>th</sup> of the following month, the school office will contact you to discuss your situation.
8. Limited scholarship funds may be available for those who qualify. Pick up an application in the school office. Members of Lighthouse Baptist Church are given priority for scholarships. Students who qualify for a scholarship must sign a “Scholarship Agreement Form” which details the requirements necessary in order to maintain the scholarship.
9. Summer school is available for those students who need additional instruction to achieve their appropriate grade level at a rate of \$20 per day for students who wish to work at school and \$20 per PACE for students who wish to work at home (maximum of \$300 per month; see “Summer School” for more details).

## **Attendance**

Regular attendance is essential for successful education. Please do your best to avoid family or vacation days during school time. Doing so tells your child that their education is not important. The curriculum is designed to work for students who are in class; however, if a student is genuinely ill with a contagious or debilitating illness, please do not send him to school. If you foresee that the student will be out of school for an extended period, the student may take his PACEs home with him and continue to work up to the Self-Test; however, working at home is not a replacement for school attendance.

**Students must abide by Pennsylvania truancy laws.**

1. Absences should be limited and only used for true emergencies. **If a student misses more than ten days (for whatever the circumstances, whether excused or unexcused), he will have to make up the difference in summer school**, unless the excess days are excused by a physician, at which point a doctor's note would be required for each day missed.
  - a. Pennsylvania law broadly defines absences as **excused** when a student is prevented from attendance for mental, physical, or other urgent reasons. Such instances would include illness, family emergency, death of a family member, medical or dental appointments, and authorized school activities and educational travel with prior approval.
  - b. All other absences are considered **unexcused**.
2. **All absences and tardies (excused or unexcused) will be treated as unlawful until the school receives a written (or typed) excuse explaining the reason for the absence (or tardy)**. Parents/guardians should submit the written explanation within three days of the absence (or tardy).
  - a. **If a written excuse is not provided within three days, the absence (or tardy) will be permanently counted as unexcused.**
  - b. **After a student accumulates three days of unexcused absences**, LCS must report the student as "truant" to the district superintendent who in turn can refer the student to the magisterial district judge. The judge may impose fines, educational classes, and/or suspend driver's license operating privileges.
3. **If a student misses more than two days in a row, a doctor's excuse is required.**
4. Pennsylvania law requires students to attend school all day, even if their required work is completed.
5. Exception to the above law is made for students at least sixteen years of age with a valid work permit **who are**

- going to work.** In such cases, high school students who are at an appropriate academic level and have parental and administrative approval may be excused early for work without penalty.
6. The above information was gathered from the Pennsylvania Department of Education. Please visit their website for more information.  
[www.education.pa.gov](http://www.education.pa.gov)
  7. Students who wish to participate in extracurricular activities in their public school district must have approval from the LCS administration. Criteria considered would be regular attendance, GPA, and working at an appropriate academic level
  8. **Students will be considered late if they are not in their assigned classroom at 8:30 a.m.**
  9. The Learning Center doors will be locked after 8:30 a.m., and students arriving after this time must enter through the assigned door. Doors will be open for breaks and closed again at the conclusion of breaks to teach punctuality to students.
  10. **Five accumulated partial-day absences (excused or unexcused) will equal one absence (excused or unexcused).** Partial day is defined as arriving late, leaving early, or being out in the middle of the day for an appointment. To be counted present for a partial day, the student must be in the school for at least three hours. Anything less than seven hours is a partial day.

## Scoring

The ACE curriculum is based on the concept of individualized learning. Students will be trained to score their own work in grades 2-12. To ensure that student scoring is being followed properly, teachers will assist and check during the first few weeks of learning. When student trust has been established, then scoring privileges can be earned (*Please see the Privilege section on pages 18-19*). The procedures for scoring are as follows:

1. Students will work independently up to a score strip. For younger grades, there will be pictures associated with these strips.
2. When students have finished a section and find a score strip, they will put up the American flag from their office to ask permission to score.
3. A supervisor or monitor will check that all work has been completed up to the score strip. If done, they will place a check mark at the bottom of the page with their initials and the date.
4. Students will proceed to the scoring station and check their answers against the score keys. Any wrong answers must be marked with an *X* over the number in red pen. In the first box of the score strip, they will mark a red *X* to show that the section has been scored. All pages must be circled with a red pen to show that those pages have been scored and corrected. **No students are to take a pencil to the scoring station or a red pen to their office.**
5. When finished scoring, the student will return to their office and correct their mistakes. Once corrected, the students must put a pencil *X* in the center box of the score strip and then put up the American flag to request permission to rescore that section. When rescoring, students must circle the red *X*'s if the answer has been corrected. They then place a red *X* in the third box to signify that the page has been rescored and is correct. Students will circle the corrected page numbers. Once finished, they will return to their office and continue to the next section.
6. Before a student begins a Checkup, students must receive supervisor initials to start the checkup. Supervisors will check that all previous work has been done and corrected. Checkups should be done without referring to the PACE to test if they have mastered the material. Once finished with the Checkup, students will put up the American flag to request permission to score. They will proceed to the scoring station to score.

their work and will follow the same procedures as scoring score strips.

7. Students will continue the process in procedures #1-6 until the Self-Test. Once they complete the PACE up to the Self-Test, students must put up their American flag to request permission to begin the Self-Test. The Supervisor must check the work of the student to ensure that proper scoring procedures were followed. If the student has followed all the procedures and shows understanding of the subject, they are given permission to take the Self-Test at the testing table. When finished, the student will turn in the Self-Test to be scored. Once scored, the supervisor will return the PACE for any corrections to be made and for the student to study.
8. If a student scores below an 80 percent on a self-test, he must retake it before being allowed to take the PACE Test. If the student scores between 80-90 on the self-test, he will be encouraged to take notes from the PACE and to study at home before taking the PACE Test. If the student passes the self-test with a 90 or above, he will follow regular scoring procedures for any answers missed, and will take the PACE back to his office to study for the PACE Test.
9. Students may not take the finished PACE home, but must turn in the PACE in order to take the PACE Test. If a student would like to study at home, he may take notes throughout the PACE work to be taken home for studying. If a student turns in their notes when they take the test, they will receive 2 extra point on their test grade.
10. When the student is finished studying, they will turn in the PACE to the supervisor to be given the PACE test the next day.

## **Discipline**

Lighthouse Christian School stresses discipline as an important aspect of character development. LCS uses the demerit/merit method of discipline to help train up a child in

the way he should go (Prov. 22:6). We believe in both positive and negative reinforcement of the rules. Positive reinforcement is when students are rewarded for going above and beyond what is expected of him (i.e., 100% on test, picking up trash without being asked, etc.). Negative reinforcement is when students are corrected for disobeying the rules (i.e., improper language, dress code violation, etc.). LCS believes, however, that discipline is not just for the school, but should also be reinforced at home. **LCS will NOT incorporate corporal punishment for any reason.** Parents should be the primary disciplinarians in the student’s life. The use of corporal punishment is left to parents’ discretion.

### Demerits

The following rules apply to all students and will be enforced with the corresponding number of minimum demerits. Demerits may be increased after the first offense.

1. Bullying.....3
  2. Cell phone/electronic violation .....1
  3. Cheating .....3
  4. Direct disobedience .....5
  5. Disrespect.....5
  6. Disturbing class or chapel .....1
  7. Dress code violation.....1
  8. Fighting .....5
  9. Friday Folder not returned .....1
  10. Gum chewing .....1
  11. Homework slip not signed .....1
  12. Horseplay .....1
  13. Inappropriate behavior or language.....3
  14. Inappropriate touching (staff determined).....3
  15. Incomplete homework  
1 demerit per subject .....1
  16. Intentional poor manners.....1
  17. Lying .....3
  18. Obscene gesture or cursing .....5
  19. Scoring violation  
1 demerit per violation .....1
- \*5 violations results in an automatic detention*

- 20. Tardy .....1
- 21. Unprepared for class .....1

The following is a list of offences that could result in suspension and/or expulsion from the school. The pastor, administrator, and/or Lighthouse Baptist Church Deacon Board will review the infraction to determine if such actions pose a threat to the school environment.

- 1. Abuse of school property
- 2. Alcohol possession or use
- 3. Gambling
- 4. Involvement in crimes (other than traffic tickets)
- 5. Immorality
- 6. Possession, distribution, or use of un-prescribed drugs
- 7. Possession, distribution, or use of pornography
- 8. Possession, distribution, or use of tobacco
- 9. Possession or distribution of birth control devices
- 10. Possession or distribution of explosives, firearms, knives, or other fighting instruments
- 11. Stealing
- 12. Striking another student or staff member

Consequences for demerits will be fulfilled in the following ways:

- 1. If a student accumulates **3-5 demerits in one day, or fails to do homework from the previous day**, he will be required to serve a lunch detention at the next lunch time.
  - a. Lunch detentions are thirty minutes and will be served during the lunch period.
  - b. During lunch detention, students will be separated from other students and monitored by a staff member.

2. If a student receives **6 or more demerits in a day or accumulates 5 lunch detentions in a semester**, the student will be automatically issued an after-school detention. The offending student's parent will be called or emailed in order to schedule the detention and inform them of the student's behavior.
  - a. After-School detentions begin at 3:30 PM and are from thirty minutes to one hour, depending upon the infraction.
  - b. Students will be required to work on PACEs at their office
  - c. With severe infractions, administration may require tasks to be done as service to correct their actions.
3. If a student receives an after-school detention, a detention slip will be issued to the offending student to be signed by a parent and returned the following day to inform the staff that the parents are aware of the discipline. After the detention slip has been signed and returned, the student will serve the detention.
4. If a student fails to return the signed detention slip the following day, an additional demerit will be assigned. **If the detention slip is not returned within 2 school days, the student's parents will be informed that the student is to serve the detention automatically the same day. Detentions are not to be served on Wednesdays due to church or Fridays due to the Learning Center being set up for Church on Sunday.**
5. Upon the accumulation of **50 demerits in a semester**, the student will receive a suspension, the length of which to be determined in a parent-teacher conference.
6. Upon the accumulation of **75 demerits in a semester**, the student will receive a suspension until the administrator, pastor, and school board meet to consider what actions need to be taken, including possible expulsion. A parent-administrator meeting will be scheduled to discuss the offending student's actions and consequences.

7. Upon the accumulation of **100 demerits in a semester**, the student will be immediately expelled. The administrator, pastor, and school board may make exceptions in rare cases.
8. Students who have been expelled may re-apply the following fall semester with approval from the administrator, pastor, and school board.

## Merits

At Lighthouse Christian School, we do not believe that good works should go unnoticed, which is why the merit system is used. Merits do not cancel out demerits but rather reward the students with prizes and extra privileges for their positive behavior. Merits are awarded for the following reasons:

1. Recited monthly Scripture.....30-50
2. Score 100% on a Test.....20
3. Score 90-99% on Test .....10
4. Weekly Neat Office Award.....10
5. Exceptional Behavior..... 5-20

*\*If a student wishes to use the restroom during class time, he must pay 5 merits to his supervisor/teacher.*

## Merit Store

Once per quarter, LCS will open its Merit Store where students can redeem earned merits on prizes and privileges. Unspent merits will carry over to the following quarter and so on; however, **all merits must be spent by the end of the school year** as they do not transfer from year to year. Merits received are non-transferable and LCS is not responsible for lost or stolen merits. If a student voluntarily withdrawals from the school at any point during the year, he may spend his merits before leaving.

## **Privilege**

Students in 2<sup>nd</sup>-12<sup>th</sup> grade who show character and integrity may earn privileges. These privileges may be kept if a student maintains integrity in their work, behavior, and classroom procedures.

### **Level 1**

#### Responsibilities

- Proven honest in scoring work
- Found faithful in meeting daily goals
- Received no detentions the previous week
- Received no demerits related to character

#### Privileges

- Ability to score PACE work at the score strips without supervisor signature

### **Level 2**

#### Responsibilities

- Proven honest in scoring work
- Found faithful in meeting daily goals
- Maintained academic balance
- Received no demerits the previous week
- Successfully recited selected verses each week

#### Privileges

- Ability to score PACE work at the score strips without supervisor signature
- Ability to do PACE checkup without supervisor signature
- Opportunity to attend privilege period on Wednesday afternoon

### **Level 3 – Grades 7-12 only**

*\*Students who transfer into grades 7-12 may not receive Level 3 privilege until their 3rd consecutive quarter at Lighthouse Christian School.*

#### **Responsibilities**

- Proven honest in scoring work
- Found faithful in meeting daily goals
- Maintained academic balance
- Received no demerits the previous week
- Successfully recited selected Bible verses each week
- Successfully recited entire Bible passage at the end of the month

#### **Privileges**

- Ability to score PACE work at the score strips without supervisor signature
- Ability to do PACE checkup without supervisor signature
- Ability to score self-test
- Opportunity to attend privilege period on Wednesday afternoon

### **Extended Care**

Lighthouse Christian School provides before- and after-school care for your child. This service is for parents who begin work prior to the school's starting time or work late and have no other means of transportation for their child. Before school care begins at 7:30 AM each day and ends at 8:15 AM. After school care begins at 3:45 PM and ends at 4:30 PM each day. Students arriving within fifteen minutes (by 8:15 AM) prior to the school's start time or leaving within fifteen minutes (by 3:45 PM) after school dismissal will not be charged for the service. Students who receive after-school detention will not be charged for the service. During this time, students will work on homework, read, play quiet games, and do other activities.

**Please fill out an extended care form in the school office for each child that needs this service.**

## School Closings

Lighthouse Christian School believes that attendance is essential for successful education; however, from time to time, the school may need to close for inclement weather or other safety reasons. **LCS will follow the Dover Area School District for weather closings and delays unless otherwise notified. If a delay of 2 hours or more is necessary, half-day Kindergarten students should not report to school.**

In the event of an early dismissal due to inclement weather, parents will be notified on the parent notification app. Text this message, @lcsdoverpa to this number, 81010, to be included in this notification group.

In the event of excessive closings due to weather or other unforeseen circumstances, LCS reserves the right to implement the Pennsylvania State Law concerning flex days. On such days, schoolwork will be required of students at home in order to avoid extending the school year.

## Transportation

The following local school districts are required to provide transportation to Lighthouse Christian School: Central York, Dover (no noon pickup), Northeastern, Northern, Spring Grove, West York, and York Suburban. Please contact the school office if you are interested in taking advantage of this opportunity.

Parents who choose to transport their children to school should drop them off between 8:20AM and 8:30 AM and pick them up at 3:30 PM from the north side door of the school. Please do not linger, as there will be other parents transporting their children. Parents must use approved pickup sign to pick up children at the door. If a parent has approved another adult to pick up their child, the parent must call the office, and the adult must come to the front office with proof of pickup request and ID.

Traffic flow should not be impeded. Please park your car if an extended conversation with a staff member or other parent is needed.

Properly licensed students wishing to drive themselves to school will need to complete and submit a Vehicle Registration Form. This form requires a parent's signature and vehicle and insurance information. These students must park in the east parking lot by the athletic field.

## Lockers

Lighthouse Christian school assigns a locker for each student enrolled in 2<sup>nd</sup>-12<sup>th</sup> grade. Lockers are school property and are therefore subject to search at any time. If a student wishes to lock his locker, he must supply his own lock. The combination or a duplicate key must be given to the school office. Lockers must be kept orderly at all times and are subject to inspection at any time. If lockers are found to be unacceptable and contain trash or spoiled food, students will be required to clean out the locker.

Students in Kindergarten and First Grade will be provided a cubby in the classroom in which to store their belongings.

## Lunch and Snacks

Lighthouse Christian School students must bring their own lunch each day. Microwaves are available for student use. Students will be given thirty minutes each day to eat. If a student forgets his lunch, the school will provide a small meal for him to eat, and the family will be assessed a \$3 fee for the meal.

Snacks may also be sent to be consumed at the first break. Snacks must be kept in lockers at all other times. **Please do not send energy drinks (Monster, Red Bull, etc.) or overly caffeinated/sugary food items with your child for a snack.**

## Electronics

Lighthouse Christian School is committed to providing academic excellence and a safe haven for your child. For this reason, personal electronics must be turned off and kept in student lockers from the time the students arrive at school until dismissal at 3:30 PM unless given special permission from the administrator for instructional or emergency purposes. This

policy helps to keep distractions to a minimum and maximize learning. Personal electronics include, but are not limited to:

1. Cell phones
2. Computers
3. Tablets
4. Music Players
5. Smart watches

Failure to comply with the above electronics policy will result in demerits as well as confiscation of the device. Upon confiscation, parents will be notified and must come in to pick up their child's electronic device.

**All students in grades 7-12 should bring their own pair of headphones or wired earbuds to school.** These are used for some special classes that require videos or CDs.

**All students in grades 7-12 should have a scientific calculator, compass, and protractor for math.** Students under grade 7 should not have a calculator at school.

## **Social Networks**

LCS neither encourages nor discourages the use of social media. This decision is the parents' responsibility. If social media is used, students are encouraged to post positive thoughts about their home, church, and school and promote them in a Christ-honoring manner. Students should THINK (Is it True, Helpful, Inspiring, Necessary, and Kind?) before posting anything on social media.

Social networks can, however, be used for evil, which is why students are reminded that they are constantly a testimony of their home, church, and school; and that their social networks should reflect that testimony year-round. Carnal pictures; vulgar language; or language that is condemning of the home, church, or school on social networks may be used as evidence to determine if the student or his activities are a threat to the safe haven of Lighthouse Christian School.

LCS reserves the right to dismiss any student whose social media posts can be construed as being threatening to others. Bullying through social media will not be tolerated. Such

posting will be taken seriously and will be considered cause for suspension or expulsion.

**LCS strongly discourages students from being involved with any online dating sights or chat rooms.**

Students and parents are also encouraged to **follow Lighthouse Christian School on Facebook** for news and updates. You can find us at **[www.facebook.com/lcsdover](http://www.facebook.com/lcsdover)**.

## **Language**

Ephesians 4:29 states “Let no corrupt communication proceed out of your mouth.” This verse should be the basic premise for all a Christian says or does. At Lighthouse Christian School, we are determined to keep the world out, and one of the primary ways the world gets in is through our speech. A Christian’s language should be noticeably Christ-like in character. **Bad-mouthing the home, church, school, or staff will not be accepted and will be appropriately disciplined. While at school, students should not talk about books, movies, games, television, or other activities which promote worldly philosophies that LCS would not endorse.** LCS is determined to keep the school a safe haven, but it cannot accomplish that goal effectively if the students are bringing the world into school.

At LCS, bullying will not be tolerated. Students are to be kind to each other (Ephesians 4:32) and treat each other as they would want to be treated. If a student is caught bullying, he will be issued an appropriate number of demerits, and parents will be notified. Extreme or persistent bullying could be used as grounds for dismissal.

To help stress discipline and respect, students must address all staff members of Lighthouse Christian School and Lighthouse Baptist Church with respectful language such as sir or ma’am. Men should be addressed as either Pastor, Doctor, Mister, or Brother, and women should be addressed as either Doctor, Miss, or Misses. Failure to comply will result in demerits.

## **Music Lessons**

LCS believes that extracurricular activities such as music can be extremely valuable in a student's education and development. Instrumental music lessons are available to LCS students from qualified teachers at an additional cost. If you are interested in taking advantage of this opportunity, contact the school office for more information.

## **Appearance**

Lighthouse Christian School maintains a modest dress code for both students and staff. LCS uses student uniforms outfitted by French Toast<sup>®</sup> which can be ordered online directly from French Toast<sup>®</sup> or through French Toast<sup>®</sup> on Amazon.com. There is an order form in your information packet, or one can be obtained from the school office. If a custom size is needed, please contact the school office. Girls' skirts and all ties must match the French Toast<sup>®</sup> articles exactly. Shirts and pants may be ordered elsewhere, but please match the uniform as closely as possible. Uniforms are implemented by LCS to ensure modesty and to avoid unnecessary problems.

Students in grades 5-12 also have a physical education uniform that they are responsible to bring each day there is physical education class. At the beginning of the school year, students will be measured, and appropriately sized uniforms will be provided for purchase. Please submit payment for the number of PE uniform items you would like to purchase for your child, with the provided order form. Students in P.E. will be given 10 minutes to change into their uniform and may wear the P.E. uniform home if desired. P.E. class will begin after the 10-minute break to change, and failure to be on time will result in 1 demerit. Failure to wear P.E. uniforms to class will result in 1 demerit.

## **All Students**

1. Uniforms must be worn each school day and on all trips or activities (unless otherwise notified) that take the place of school.
2. Uniforms should be neat at all times.

3. Good hygiene is a Biblical principle. Students should honor this by showering regularly to eliminate body odors, and by wearing deodorant as necessary.
4. Undershirts must be white and worn by all students in grades 5-12.
5. Sleeves must not be rolled up on long sleeve shirts unless given special permission. Short sleeve shirts are available for order for warm seasons.
6. Shirts must remain tucked in at all times.
7. Students may not wear sweatshirts or jackets of any kind in the classroom. Students may wear sweaters that are solid white, black or maroon, to match the uniform.
8. Students are not to wear hats during school hours unless given special permission
9. Appropriate uniform ties are to be worn by both boys and girls in grade 7-12, as per the French Toast uniform information in your packet.
10. Clothing must fit properly but not be form fitting.
11. Temporary or permanent tattoos or drawings on the body are not permitted.

## **Guys**

1. Uniforms for male students in grades K5-6 consist of a white polo shirt, gray slacks with a black belt, and tennis shoes.
2. Uniforms for male students in grades 7-12 consist of a white dress shirt, burgundy tie, gray slacks with a black belt, black socks, and black dress shoes.
3. Shirts must be neatly tucked in, and pants worn at the waist for all grades.
4. Male students in grades 7-12 will wear black dress shoes; athletic shoes are permitted only during break times and physical education. Socks must cover the ankle and are to be worn at all times. Athletic socks may be worn for P.E.
5. Hair must be kept clean and cut in a conservative fashion to be worn off the collar and ear. Hairstyles must be neat and kept orderly at all times. Improper length and style may be determined by the

administration. Hair must not reach the eyes if it were to be combed forward. Hair must not be dyed, bleached, spiked, or partially shaved. Sideburns must not pass the middle of the ear. Hair checks will be conducted randomly throughout the school year.

6. Oversized buckles are not permitted.
7. Jewelry may not be worn unless it is for a medical reason and has been approved by the supervisor. Simple rings are acceptable, but no more than one ring per hand may be worn.
8. For grades 7-12, ties must be worn tight around the neck so that neither the undershirt nor the top button can be seen. Regular men's ties are not available at French Toast<sup>®</sup> but can be obtained at Amazon or TieMart.com.
9. Guys must remain clean-shaven every day unless given special permission by a staff member.
10. During cold weather, sweatpants may be approved by administration to be worn for P.E. Sweatpants must be properly fitting, but not tight. Joggers are not permitted.

## **Girls**

1. Uniforms for female students in grades K5-6 consist of a white polo shirt, gray pleated skirt, and tennis shoes. Shorts may be worn under skirts if desired but must not be visible.
2. Uniforms for female students in grades 7-12 consist of a white blouse with pointed collar, burgundy tie, gray skirt, and black dress shoes.
3. Skirts must cover the whole knee when sitting and standing.
4. Necklines of shirts worn on special days must be no more than three fingers below the collarbone, and undershirts must be worn with white shirts.
5. Female students in grades 7-12 will wear black dress shoes; athletic shoes are permitted only during break times and physical education. Heels should be 2 inches or less. Shoes must be closed toed and closed backed.

Boots are only permitted during winter-weather months and must be removed before entering the classroom.

6. Socks, tights, or hose may be worn. Socks and tights may be black or white. Hose may be black, white, or natural colored. Uniforms must cover the knee with or without tights underneath. No leggings will be permitted in the classroom.
7. Hair must be feminine, clean, and neatly styled. Hair must not be partially shaved or cover the eyes. Unnatural dying is not permitted.
8. Only female students age 12 and older may wear make-up. They must have parental consent, and it must be natural looking.
9. No black or gothic style nail polish or make-up will be permitted.
10. Jewelry must be simple and not distracting. It also must not be gaudy and worldly in nature. No more than two bracelets at a time may be worn. Earrings must be worn on the ear lobe. No more than two earrings per ear, whether they are pierced or clip on, may be worn. Dangling or hoop earrings are not to be more than one inch in length. Gauges or earrings that appear to be gauges are not permitted.
11. Leggings or tights may be worn under P.E. uniforms during cold weather. Uniforms must cover the knee with or without leggings underneath.

## **Visitors/Security**

Visitors of Lighthouse Christian School and Lighthouse Baptist Church must check in at the receptionist's window in the church/school office during school hours. Building doors remain locked and are monitored by security cameras during school hours, and guests must be received by the receptionist in order to gain access. Please call ahead to make an appointment if a parental visit is deemed necessary during the day.

In order to keep the school safe, **NO pocketknives or other items deemed threatening will be permitted.**

# Academics

## Curriculum

Kindergarten and First Grade use the A Beka Books curriculum. This curriculum is widely known and used in Christian schools all around the world. The A Beka Books curriculum uses phonics to teach the students to read, which is foundational for the rest of their schooling.

Lighthouse Christian School uses the Accelerated Christian Education (ACE) program for grades 2-12. With the ACE program of instruction, trained supervisors establish an Individualized Education Program (IEP) tailored specially to facilitate your child's greatest possible progress. Unlike traditional classrooms where students must progress at a pace with the rest of the class regardless of their understanding, the ACE program can offer a true Individualized Educational Program where true learning takes place before a student progresses to the next level. In traditional classrooms, time is the constant and learning is the variable. With the ACE program, time is the variable and learning is the constant. While that is true, students and parents must realize that there are certain subjects that must be completed in order to graduate from high school. Students may progress at their own rate, but they may take longer to graduate if they are not diligent. Every student must work diligently to complete daily goals.

At the heart of the ACE program are five basic laws of learning:

1. Students must be at subject levels where they can perform.
2. Students must set reasonable goals.
3. Students must be controlled and motivated.
4. Learning must be measurable.
5. Learning must be rewarded.

This effective curriculum helps to assure parents of:

1. A solid, mastery-based, back-to-basics education for their children.

2. A course of study individualized to meet a child's specific needs and learning capabilities.
3. A program incorporating Scripture, godly character building, and Biblical principles.

## Grading Scale

The ACE program is unique in the fact that it is a mastery-based curriculum. This means that students do not just learn the information required to barely pass a test, but rather they must master the information and receive at least an 80 percent in order to continue. If a student fails to receive an 80 percent, he must repeat the PACE and retake the test until achieving that mark. This means that the grading scale for Lighthouse Christian School is different than many others as the lowest possible passing grade a 2<sup>nd</sup> through 12<sup>th</sup> grade student can have in academic subjects is an 80%.

Lighthouse Christian School takes advantage of a hybrid system that incorporates traditional classrooms for some subjects. Because those classes follow a traditional style of education, a traditional grading scale is used. For high school students to receive a credit for their traditional classes, they must receive at least a 70% in the class. The grading scale for traditional-style classes is as follows:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-66
F	0-64

## Homework

The ACE program is designed to help students take responsibility for their own academic achievement, and is designed to be completed while at school. However, it may be necessary for the student to complete homework in order to meet their daily goals.

Students in grades 2-4 who do not complete their goals for the day will be expected to stay in during recess to finish it. Exceptions may be made at the supervisor's discretion, but every student should be committed to completing their goals every day.

Students in grades 2-6 who do not complete their goals for the day will receive a homework slip that must be signed and returned the following day. It is the student's responsibility to complete the homework, not the parents. The parent's signature indicates that they are aware of the homework and can attest to its completion according to the student. Failure to return the homework slip the following day will result in a demerit unless an adequate reason is given.

Students in grades 7-12 who do not complete their goals for the day will be responsible to complete the unfinished work and show the supervisor the following day. Failure to complete a reasonable amount of homework will result in demerits. If a student in grades 7-12 is consistently not completing their homework, they will be begin receiving homework slips and expected to follow the above 2<sup>nd</sup>-6<sup>th</sup> grade procedures.

Occasionally, students in grades Kindergarten and 1<sup>st</sup> may receive homework. Upon student completion, parents should simply sign the included homework slip, and return it in the student's folder the following day.

Homework will not be given to any student on Wednesday due to evening church. Non-PACE classes should also not assign homework on Wednesday evening and should avoid testing on Thursdays if possible.

There are some courses outside the ACE curriculum that will require homework, such as Bible, Foreign Language, Art, or Music lessons. There may also be some long-term projects or research papers, that will require time and study outside school hours.

## Late Projects

All non-PACE homework and extended projects should always be turned in on time. All work is due by the end of the school day on the assigned date. Late work will be graded and receive one letter grade lower for each day late, and the student will receive a demerit for each day late.

## Honor Roll

Each quarter, students have the opportunity to be recognized on Honor Roll for their academic achievements. In order to receive Honor Roll, students must accomplish the following requirements:

1. At least three stars on the student's progress chart in each subject: math, English, Word Building (Etymology for ninth-level students), science, social studies, Bible Reading, Literature and Creative Writing. Students who do not achieve three stars in the final quarter must be ahead in that subject to qualify for Honor Roll.
2. A qualifying total average in each individual subject:
  - a. Principal's Honor Roll: 88-93 percent
  - b. Pastor's Honor Roll: 94 percent or higher
3. Memorization of each month's Scripture passage.

## Graduation Requirements

Lighthouse Christian School is a registered school in the State of Pennsylvania and, as such, has the ability to issue diplomas. At this time, LCS is not an accredited school; however, students who have graduated from schools using the ACE program (both accredited and non-accredited) have been accepted in thousands of colleges around the world such as the University of Maryland, the U.S. Naval Academy, and Penn State. While LCS can never guarantee that a particular student will be accepted into college, we promise to do our best to provide your child with a quality, Christian education.

Lighthouse Christian School offers students three different types of diplomas: Honors, College Preparatory, and General. **All students will be placed in the College Preparatory**

**course of study until accumulated evidence indicates otherwise.**

### **Honors Course of Study**

The Honors course of study is for highly motivated students who may be interested in attaining their college degree from a prestigious college or another advanced course of study. The Honors student must complete at least 27 credits, which will include higher level courses. Please see the office for further information.

### **College Preparatory Course of Study**

The College Preparatory course of study is designed to equip the student for college work. The College Preparatory student must complete at least 25 credits. Please see the office for further information.

### **General Course of Study**

The General Education course of study is not recommended for students who are planning to attend college. This course of study will not be assigned unless the parents and administrator have conferred and agreed on it. The General course of study still surpasses state minimum requirements and requires the student to complete 23 credits.

### **Graduation Honors Requirements**

Students graduating from the Honors Course or College Preparatory Course are eligible for recognition at graduation under the following requirements:

1. Students must be earning either a College Preparatory Diploma or an Honors Diploma.
2. All work must be completed by three days before the last day of school.
3. The student must have accumulated fewer than 20 demerits in grades 9-12.
4. The student must have achieved a score of at least 20 on the ACT test, or at least 1000 on the SAT College Board Exam.

Having met those criteria, students can receive the following recognition based on their grades:

Honors – 94% or above average.

High Honors – 95.5% or above average.

Highest Honors – 97% or above average.

## **Summer School**

Because of the unique structure of the ACE curriculum used by Lighthouse Christian School, optional summer school can be mostly completed at home by the child at an affordable price. Mandatory summer school is required for students who missed more than ten days in a school year and is also available for those who are behind and would like to catch up.

Students who missed more than ten days in a school year are required by the State of Pennsylvania to make up their excess absences in mandatory summer school and will report to school at 9:00AM on their scheduled summer school start date. Students in grades 7-12 must fulfill 5 ½ hours (2:30pm dismissal) per extra day missed, while students in grades 1-6 must fulfill 5 hours (2:00pm dismissal) per extra day missed. The cost for mandatory summer school is \$20.00 per day, which covers the cost of paying the supervisor monitoring the student and materials for the student to work on. Students who do not fulfill their mandatory summer school days will be reported to the school district who may revoke driving privileges, impose fines, and/or give other penalties to the parents and/or student (See “Attendance”). Seniors who must make up days in mandatory summer school will not receive their diploma until all the days have been fulfilled.

A student who is behind and wishes to catch up can work on the PACE at school, or he or she can work at home until the self-test and then come in to LCS to score and complete the self-test and final test. A supervisor or administrator will be available throughout the summer months for academic help if needed. The cost of LCS summer school is \$20.00 per day for students who wish to work at school and \$20.00 per PACE for students who wish to work at home and come into the school for scoring and for tests. This cost covers the PACE, supervisor, and materials.

# Staff Directory

## Church Staff

Dr. Sterling Walsh, Jr.

Title ..... Senior Pastor

Email ..... pastor@lighthousebap.org

Brandon Gaskill

Title ..... Assistant Pastor

Email ..... bgaskill@lighthousebap.org

Charles Meyer

Title ..... Assistant Pastor

Email ..... cmeyer@lighthousebap.org

Nathan Walsh

Title ..... Assistant Pastor

Email ..... nwalsh@lighthousebap.org

Janice Russell

Title ..... Secretary

Email ..... jrussell@lighthousebap.org

Deb Curry

Title ..... Financial Secretary

Email ..... finance@lighthousebap.org

# School Staff

## Administration

Timothy Hiti  
Title .....Administrator  
Email .....admin@lighthousebap.org

Lexi Hiti  
Title ..... Administrative Assistant  
Email .....lhiti@lighthousebap.org

Janet Walsh  
Title .....Administrative Consultant, Music Teacher  
Email .....jwalsh@lighthousebap.org

## Faculty

Angela Douds  
Title .....Learning Center Supervisor  
Email .....adouds@lighthousebap.org

Charles Meyer  
Title ..... 4<sup>th</sup>-6<sup>th</sup> Grade Bible Teacher  
Email .....cmeyer@lighthousebap.org

Eric Posch  
Title .....Learning Center Supervisor  
Email .....eposch@lighthousebap.org

Jessica Kolet  
Title ..... 1<sup>st</sup> Grade Teacher  
Email .....jkolet@lighthousebap.org

Kaity Hewitt  
Title ..... Learning Center Supervisor  
Email ..... kaityhewitt@lighthousebap.org

Kayla Hewitt  
Title ..... Learning Center Supervisor  
Email ..... khewitt@lighthousebap.org

Kim Woodring  
Title ..... Kindergarten Teacher  
Email ..... kwoodring@lighthousebap.org

Nathan Walsh  
Title ..... 10<sup>th</sup>-12<sup>th</sup> Grade Bible Teacher  
Email ..... nwalsh@lighthousebap.org

Samantha Walsh  
Title ..... Spanish Teacher  
Email ..... swalsh@lighthousebap.org

Tim Hewitt  
Title ..... 7<sup>th</sup>-9<sup>th</sup> Grade Bible Teacher  
Email ..... thewitt@lighthousebap.org