



The Light House Education Center
Where learning reaches beyond the ordinary!

The Light House Education Center Parent/Student Handbook 2007-2008

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GREETINGS

Dear TLH Parents,

Thank you for your interest in The Light House Education Center, a private, Christian education center meeting the needs of homeschool families in the Magnolia Community, and the Greater Northwest Houston area since 1999. TLH is quickly becoming a leader in providing students with quality classes taught from a Christian Worldview. TLH takes great pride in providing lifelong learning opportunities to young people and families from Pre-School through High School. The Light House is a non-profit Education Center open to students of all religious backgrounds. Families come to us from a wide geographical area and diverse communities.

At The Light House, our first and foremost goal is to partner with parents and the home in preparing our students to successfully meet the challenges of today and tomorrow through the provision of superior academic and co-curricular programs founded in strong Christian values. TLH is committed to the education of young people spiritually, intellectually, physically, socially, and emotionally. The students' achievements and joy of learning is optimized and facilitated by supportive parent administration, staff, peers and parents and a challenging and exciting environment.

The families and staff at TLH are committed to a relational ministry with our students. Every student is seen as a child of God and is ministered to accordingly so that a relationship of trust may be established between the student and teacher. TLH students experience a secure environment, safe in the hands of teachers directing them toward Godly moral values.

The Light House values excellence in:

Christian Character Development. The Light House community strives for excellence in Christian character where students demonstrate traits of respect, honor, integrity, and service.

Academics. Our Lord, in the parable of the talents, expressed a lesson to us that we should use the gifts that God has given us to the best of our ability. TLH has a responsibility to help our students reach their full potential.

Co-Curricular Activities. Students are encouraged to become well rounded by participation in a number of co-curricular activities.

In our effort to build a new generation of Christian leaders, we partner with families and strive to identify and develop leadership skills in our students to prepare them for college and most importantly, for LIFE.

Building Strong Leaders Together,

TLH Board of Directors

THE VITAL ROLE OF THE PARENT AT THE LIGHT HOUSE

“These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. You shall bind them as a sign on your hand and they shall be as frontals on your forehead. You shall write them on the doorposts of your house and on your gates.” Deuteronomy 6: 6-9:

In context, Moses writes of the commands given to Israel—that in following and teaching God’s word His people would prosper. The same can be said of the discipleship of our children; in following and teaching God’s word and ways to our children, we fulfill our biblical obligation and foster continued blessing from generation to generation.

In this process of biblical discipleship, there is no more important role than that of the parent. From spiritual life to social skills, from intellectual awareness to self identity, the parent is the most influential person in a child’s life; this reality is the cornerstone of the The Light House Education Center’s philosophy of education. While parents may properly delegate portions of their child’s training to others (as was the case with young Jewish children taught in the Temple), ultimately they are accountable to God for the whole of that training.

Consequently, at The Light House we take seriously the delegated responsibility placed upon us by parents—to provide students with a Bible-based, Christ-centered education that will prepare them not only for college but also promote a healthy relationship with Jesus Christ. Still, we cannot do this without parents taking an active role in the discipleship of their children. Whether it’s working with a younger child at home when not in school, or closely monitoring an older child to ensure his or her success, The Light House works best when parents understand and accept the role given to them by God. Working together, it is our hope to glorify the Lord, strengthen the family, edify the student, and impact this generation for Christ.

HISTORY AND CONCEPT OF THE LIGHT HOUSE EDUCATION CENTER

MISSION STATEMENT

The Light House Education Center exists to provide a loving environment in which to develop and nurture a child’s enduring relationship with God and family while cultivating a passion for learning.

GOALS

The Light House Education Center desires to:

- Provide an environment where children and their families will be educated, encouraged and equipped through excellence in Christian education;
- Offer academic classes for home-schooled students taught by experienced Christian teachers;
- Provide a facility where students, parents, and teachers have the opportunity to come together to enhance parental instruction for the rest of the week.

STATEMENT OF DOCTRINAL BELIEFS

We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of

God (2 Timothy 3:15; 2 Peter 1:21), and we adhere to its orthodox interpretation regarding all matters, including but not limited to the sanctity of life beginning at conception, the sanctity of marriage between one man and one woman, the imperative nature of salvation in Jesus Christ alone, et al.

We believe there is only one God, eternally existing in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His literal, bodily, and personal return to this earth in power and glory (Acts 1:11; Revelation 19:11)

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5: 28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)

NON-DISCRIMINATORY POLICY

TLH makes no distinction nor does it give preferential treatment in its admission or operating policies with regard to an individual's race, color, or national and ethnic origin (Romans 2:11).

STATEMENT OF NONAFFILIATION

TLH neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national, or regional organization that gives Christian recognition to unbelievers or which advocates multi-faith union (Amos 3:3; 2 Corinthians 6:14-17).

NON-DENOMINATIONAL POSITION

TLH Statement of Doctrinal Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire, there shall be no attempt made by parents, students, staff, or Board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the

dissension that may be caused by denominational distinctives—including but not limited to the following:

- The mode of church government and authority
- The time and mode of Christian baptism
- The relationship between human free will and salvation
- The question of eternal security
- The nature of the work of the Holy Spirit in the life of the believer, including the point at which the Holy Spirit comes into the life of the believer and the gifts of the Holy Spirit
- The interpretation of verses referencing future events (eschatology)

This is not to say that discussion regarding these distinctives is avoided at TLH—only that instructors and administrators will not compel a student or parent to believe one way or another, nor will they be so dogmatic as to render another’s opinion of such matters invalid or necessarily unsupported biblically.

ADMISSIONS—OVERVIEW

TLH offers individual courses (on a space available basis) for students augmenting their homeschool education.

Each student who registers for courses at TLH will have a transcript on file, and a copy of this transcript will be made available to the student’s parents upon request as long as all financial obligations to the academy have been met. TLH is accountable only for the courses selected and attempted at the education center—any course instruction received at other schools or provided through home education is the responsibility of the parent.

Since parent involvement and student cooperation is essential if TLH is successfully to fulfill its mission, the parents and students applying for admission must be in agreement with the TLH’s doctrinal position, and commit to the following guidelines:

PARENTAL AND STUDENT RESPONSIBILITIES

- Parents must be Christians—i.e., ardent followers of Jesus Christ in submission to Him and God’s word, the Bible, and in complete agreement with TLH’s Statement of Doctrinal Beliefs contained herein.
- Parents and their TLH students must be in agreement with the education center’s purpose and spiritual objectives, and abide by the rules and regulations.
- Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with the Bible.
- Parents must agree to use a Christian Conciliation Service if ever necessary to settle legal or financial disputes between TLH and the student, parent(s), or related business entities.
- Parents must provide TLH with a completed application form for each child applying for admission, along with transcripts, attendance, and discipline records from previous schools.
- Parents must be in agreement with, and supportive of, the school’s procedure’s for handling student discipline.
- Parents must be willing to have the child’s picture in the TLH yearbook.
- Parents must be willing to have each family’s name, phone number, and address listed in the TLH directory.
- Parents must acknowledge that each of their children at TLH has reviewed the TLH Code of Conduct and Dress Code Policy and is willing to abide by those policies
- Parents must accept the primary responsibility for their child (ren)’s behavior at

school and student supervision at home.

- Parents must be familiar with and consult the policies of the education center as published in the current TLH Parent/Student Handbook or its amendments and other official means of communication, and agree to any parent requirements that might be listed in the following Statement of Parent Responsibility:

STATEMENT OF PARENTAL RESPONSIBILITY

"In enrolling one or more of our children in The Light House Education Center, a school which affirms the comprehensive responsibility of parents for the education of their children, we acknowledge and accept primary responsibility for our child(ren)'s behavior at school and their supervision at home. We also acknowledge that we are responsible to be familiar with and consult the policies of TLH as published in the current Parent/Student Handbook, its amendments, and other official means of communication, before making decisions affecting our child(ren)'s or our family's relationship with The Light House Education Center. We further agree that should difficulties arise from our failure to be familiar with or consult published policies when making decisions affecting our relationship or our child (ren)'s relationship with the TLH, we will accept full responsibility for the results of our decisions. In addition, we agree to attend parent meetings or individualized conferences that are intended to help parents better understand their role at The Light House Education Center, and to sign and abide by a Contract of Enrollment each year for each child enrolled at TLH."

ADMISSIONS PROCESS

1. Attend a TLH Information Meeting. All prospective families are should attend an on campus information meeting about The Light House before the admissions process begins. These meetings are held at scheduled times, posted on the TLH website or communicated directly through correspondence with new families.

2. Request from the school office (or if available, download the PDF file from the TLH website) and carefully review a copy of the TLH Parent/Student Handbook.

3. Request from the school office (or if available, download the PDF file from the TLH website) and complete the entire Application Form. Once completed (including all supplemental material such as records from previous schools, pastoral reference letter, interview questions, etc.), the application must be returned to the school office along with a non-refundable fee per application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Please note that the actual date you formally apply for admission may be used in determining course registration priorities in relation to other new students.

4. Schedule a Family Interview. The purpose of this interview is to make certain that each family has a personal opportunity to have their questions regarding TLH answered (parents are encouraged to come prepared with a list of questions); to make certain TLH is the appropriate school for their child (ren). An individual from the TLH Administration will call to arrange the interview, which typically occur during the day, on weeknights or Saturdays.

Acceptance/Non-Acceptance Notification

Once the interview process has been completed, each family will receive a letter from the Board of Directors indicating the Board's decision.

PLEASE NOTE: An acceptance letter from the Board of Directors does not automatically confirm a course schedule at TLH. Due to the nature of our school, the registration process is wholly separate from the admissions process.

REGISTRATION

Initial Provisional Enrollment

Those students accepted to and registered in courses at TLH for the first time will do so under a provisional registration for the first six weeks of the semester in which they enroll. This time is designed to acclimate students to the academic rigors of TLH and the overall school environment.

Teachers and administrators will observe and report the student's progress regularly to determine whether the student will be successful at the academy. If it is determined that the student is capable of achieving academic success at TLH, his/her status will change from provisional to recommended enrollment in the academy. If, however, it is determined that he/she will not achieve academic success at TLH, a meeting with the parents and student(s) will be arranged by the Director of TLH to determine the best course of action.

FINANCIAL POLICIES

Tuition Payment Policies

Per the TLH Application, the first and last months tuition is due at acceptance. Installments for tuition/fees are due and payable on the 1st of each month, and are considered delinquent after the 10th of each month. For monthly payment purposes, the total cost of the year at TLH is divided over an eighth month period (since the last month's tuition is collected at enrollment).

Tuition/fees are due and payable whether or not the student actually enters school, or if the student withdraws, is expelled, or for any other reason fails to commit to or continue in attendance at TLH for the school year.

If a tuition account remains delinquent for thirty days or more, or there is evidence of chronic tardiness in making the monthly payments, TLH reserves the right to withdraw the student or deny re-enrollment for the following semester, and to withhold the student's grades until the Family Tuition Account is paid in full.

Seniors whose Family Tuition Account is not paid in full prior to graduation will not be allowed to participate in graduation ceremonies, nor will they receive their diploma, until the Family Tuition Account is paid in full.

refund policies

All tuition and fees at TLH are based on an estimated cost of providing the educational services of the education center to all enrolled students.

By signing and returning an enrollment contract, we reserve a place for your child (as class space is available) and you pledge to TLH that you will pay the costs indicated in order that we may meet the budget of TLH.

We employ faculty and staff members in accordance with the number of students enrolled and parents must honor those staff contracts whether or not a student withdraws from TLH.

If you find it necessary to withdraw your child after an enrollment contract is signed and returned to TLH, please contact our office as soon as possible.

If we can fill your child's vacancy (i.e., each course in which the student is enrolled) with another student prior to the first day of classes, a 100% tuition refund can be arranged.

After the first day of school and before the end of the first week of classes, a 50% refund can be arranged as long as the student is in good standing (i.e., has not withdrawn for academic or disciplinary reasons) and his/her vacancy (i.e., each course in which the student is enrolled), can be filled by another student.

There are no tuition refunds after the October 1.

Requests for such refunds must be made directly to the Registrar's office, and will be reviewed by the Board of Directors. Approved refunds are typically paid within 30 days of the approval date. In addition, please note the following:

- All Application, Registration, Testing, Course Deposit and Graduation fees are not refundable under any circumstances
- All tuition payments for any course which is cancelled by TLH will be credited in full to the existing family tuition account, unless the student withdraws from TLH completely—at which time the aforementioned tuition refund policies apply

Schedule Change Fees

Changes to a student's schedule at any time after the course registration forms have been given to the registrar for processing will result in an administrative fee of \$10.00 per form, regardless of the number of changes requested. A separate form must be used for each student. This fee does not apply to scheduling changes initiated by the academy.

Late Payment Fees

Tuition payments received after their scheduled due dates are subject to a \$10.00 late payment fee regardless of the total amount of the tuition payment.

In addition, there will also be a \$35.00 service fee for ANY check returned by the bank (NSF checks must be replaced with cash/cashier's check for the amount of the check and fee).

Graduation Fees

Students graduating from TLH will have a \$250.00 fee assessed on their Family Tuition Account to cover the cost of diplomas, academic awards, facilities rentals, and other items related directly to the graduation ceremony.

Financial Aid

Despite the relatively low cost of education at TLH, at times families whose children attend the school find themselves in a financial predicament that requires assistance. While we are neither a local church nor lending institution, we remain committed to reviewing all requests for tuition assistance and helping those with genuine needs. All financial aid is measured and appropriated within the following guidelines:

- Financial aid will be available only to current students at TLH
- The Financial Aid Fund will be administered by the TLH Board of Directors
- Financial aid will appear as a credit on the student's account, and therefore is not available to be refunded or used for any other purpose
- Monies donated to TLH for financial aid cannot be directed to any one particular student, or classification of student (e.g., academic scholar, etc.) Monies donated to TLH for financial aid cannot be used for any other purpose unless permission is granted in writing to the TLH Board of Directors by the contributor
- Students receiving financial aid must enter TLH on the same basis and in the same manner as all other students, and must adhere to all TLH policies while enrolled

- Failure on the part of the student (or family) to adhere to TLH policies, or failure on the part of the student to maintain an overall Grade Point Average of 70% at TLH, may result in a revocation of the financial aid, as determined by the TLH Board
- Existing TLH families requesting financial aid or having been granted such aid must be or remain current on their student tuition accounts (i.e., have no outstanding balance from previous semesters)
- Regardless of the amount of financial aid provided, failure to meet the remaining financial obligations at TLH may result in a revocation of the financial aid, as determined by the TLH Board, as well as the inability to register for the following semester or graduate from TLH
- Financial aid cannot be granted to families who have not fully met financial obligations at any other school
- Financial aid is only available as funds are available—qualifying for financial aid does not guarantee receipt of financial aid

To apply for financial aid at

TLH:

- Go to www.lighthouse-education.org and click on the “Overview” link
- Click on the “Scholarship Application Form” link, print and return to TLH office.
- Once the application is completed and reviewed, the requesting family will be then be notified whether or not they qualified for financial assistance, and whether TLH currently has resources to provide that assistance. At this point, the Board of Directors or those empowered by the Board may also request an interview with the family to secure further details in the application process.

STUDENT CONDUCT

*“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.”
(Proverbs 20: 11)*

The purpose of TLH Student Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among students.

Therefore, it is important that specific guidelines regarding behavior at TLH be set. While on-campus concerns are primary, TLH reserves the right to address any off-campus conduct deemed to significantly affect on-campus relationships and/or learning environment. As the Apostle John wrote:

“By this, we know that we are in Him: the one who says he abides in Him ought himself to walk in the same manner as He walked.” (1 John 2: 5b-6)

Thus, with agreement and support from home, TLH students must consent to abide by the following rules of conduct:

- Students must show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) must be used when addressing an adult.
- Students must treat each other with respect, kindness, purity and compassion just as God commands us in Matthew 7:12 and 2 Timothy 2:22. Bullying, intimidation, slander, verbal or physical abuse, or harassment of another student in any form is not tolerated.
- TLH operates on an honor system—students are expected to be truthful, honest, and upright in their words and actions as a matter of commitment to Christ. Violations of the Honor system (e.g., lying, dishonesty, impure speech or behavior, academic dishonesty, etc.) in matters pertaining to any facet of school life are not tolerated.
- The school facility and grounds must be kept clean, orderly, and in a manner

reflecting an attitude of gratefulness and biblical stewardship. Vandalism in any form is not permitted.

- There will be no horseplay, running, or rough play during or between classes. Fighting in any form is not tolerated.
- Use of profanity, worldly slang, or vulgar colloquialisms (as determined by the Administration) is not permitted at any time, whether on campus or at a TLH-sponsored event. This includes communication via bloggings, websites, instant messaging, text messaging, or any other means in which TLH students are involved and whose words reflect upon the reputation of the TLH regardless of the intent or to whom the communication is meant.
- Public displays of affection between sexes, such as but not limited to hand-holding, kissing, affectionate hugging, etc. are not permitted at any time, whether on campus or at a TLH-sponsored event
- Chewing gum, suckers, blow-pops, etc., are not allowed in the classrooms, with the exception of teacher-led special events
- Students cannot bring radios, CD players, tape players, MP3 players, iPods or other electronic equipment to school unless specific permission is given by the school Administration—cell phones must be turned off and stored in backpacks during class instruction.
- Tobacco products, illicit drugs, alcohol, or weapons (including but not limited to replicas, paintball guns, slingshots, BB or pellet guns, bows and arrows, knives, martial arts paraphernalia, tear gas, explosives, etc.) are not allowed on campus or at any TLH sponsored event at any time

Student Dress Code

TLH's Dress Code is intended to reflect the education center's stated aims to honor God, disciple students in the biblical principles of modesty, decency, and propriety, and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (cf. Matthew 6:28-34; 1 Corinthians 6:19-20; 1 Peter 3:2-4; 1 Timothy 2:9-10; James 2:1-5).

The faculty and staff retain the authority to determine the appropriateness of a given student's attire or hairstyle, and may remove from the campus or TLH-sponsored event, or otherwise discipline, any student deemed to be inappropriately dressed. The Administration also reserves the right to grant a limited variance to these regulations for special purposes, such as TLH programs and physical education classes, special dress days or other instructional exercises, provided that high standards of modesty are upheld. All elements of the Dress Code are in force (and may be enforced) on the TLH campus from 7:30 AM to 4:30 PM each day of the school week.

During that time, students anywhere on campus must be dressed in either proper class attire or proper TLH sports attire. Changing into off-campus attire is allowed on-campus only for the purpose of participation in physical education classes.

While in buildings on campus, any students dressed for physical education, whose attire would not normally comply with TLH general Dress Code regulations, must wear outer wear (e.g., practice shorts, sweats, pullover jackets, etc.).

While Dress Code enforcement will be limited to school days, provisions and standards relating to modesty and decency should be respected by the students and are enforceable by the faculty and staff anywhere on the campus as well as at all off-campus, school-sponsored events.

Dress Code General Regulations for All Students

- Clothing in general must be neat and clean at the beginning of the day, may not be torn, fringed, excessively wrinkled, excessively tight, form-fitting, or loose, and should be of a modest design or style.
- Shirts/blouses must be buttoned no lower than the button just below the top button
- Hair for both boys and girls must be clean and neatly groomed and may not include unnatural coloring or bizarre styling. Boys' hair may not extend beyond the bottom of the collar of the shirt, bangs must be kept above the eyebrows, and hair cannot extend beyond the top third of the ear.
- "Casual Thursdays" are considered a privilege, and therefore can be revoked at any time
- Facial hair is not permitted, with the exception of facial sideburns, which must be neatly groomed and not extend beyond the top third of the ear.
- Boys may wear the following jewelry Christian necklaces, watch, parental "purity" or "covenant" ring, or TLH Class ring. Two or less official TLH-Spirit wrist bands are also acceptable.
- Girls may wear Christian necklace, one earring per ear as well as a watch, parental "purity" or "covenant" ring, or class ring. No other piercing or visible jewelry of any kind is acceptable. Two or less official TLH-Spirit wrist bands are also acceptable.
- Girls (and only girls) may wear nail polish, as long as it is not "loud" in color (including black nail polish). Nails must not be excessively long or unusually decorated. Boys are not allowed to wear any type of nail polish.
- Make-up for Secondary girls must be simple, modest, and reflect a "natural" look
- Tattoos of any kind, whether permanent or temporary, are not permitted
- Hats, scarves, bandanas, or any other head coverings are not permitted in the school buildings
- With the exception of small standard trademark logos on clothing (e.g., Polo, Izod, Chaps, etc.), and TLH-approved student t-shirts, all clothing must be free of logos, pictures, artwork, patches, mottoes, slogans, etc.
- Regarding "Casual Thursdays (twice per month)," students may wear appropriately fitting, full length denim jeans (i.e., standard cut, non-cargo, standard denim-colored, non-baggy, non-customized, etc.). Acceptable upper wear on "Casual Thursdays" includes any TLH-approved student t-shirts. Acceptable shoes on "Casual Thursdays" include any athletic shoes as specified in this Dress Code (no shoes with wheels, or stiletto boots/heels are permitted).
- Shoes must be worn at all times while on campus. No shoes with wheels, or stiletto boots/heels are permitted. No bare feet.
- Pants must be appropriately cinched at the waist.
- Shorts, skirts, and skorts must be no shorter than 4 inches above the top of the knee. Overalls, stirrup pants, sweat pants, wind pants, or bell-bottomed pants are not permitted. Cargo-style is not permitted for any lower body wear. Holes, tears, rips, and stains are also not permitted for any article of clothing.
- All lower body wear must be worn at or above the hips—no low-rise jeans, low-rider pants, etc. Front zippers must be at least 4 inches in length. [EXCEPTION: Due to smaller sized students, zipper length for Elementary students may be smaller, but still modest in appearance.
- Any article of clothing, jewelry, or adornment of any portion of the body, deemed to be unusually distracting or in violation of the TLH Dress Code is not permitted for school wear. This includes, but is not limited to, boas, suspenders, pins, broaches, wrist wear (other than a watch), bizarre eyeglasses or contacts, etc.

Dress Code Violations

- **First Offense** The student's name will be recorded for future reference, and he/she will be required to correct the problem at that time. If the violation cannot be corrected at the time of the infraction, the student may be required to return home and make necessary corrections before returning to campus, or remain in Study Hall for the remainder of the day with the possibility of no make-up work in classes missed. Parents will be informed of their student's violation of the Dress Code as well as the consequences of further violations.
- **Subsequent Offenses** Further violations of the Dress Code will result in disciplinary action, such as but not limited to janitorial service projects on campus, loss of Casual Thursday privileges, and suspension. Parents will be contacted in the event of such disciplinary actions.
- **Chronic Offenses--** A student that, in the eyes of the Administration, exhibits a flagrant disregard for TLH Dress Code regulations will be recommended for expulsion. The parents of that student will be contacted, and the matter will be formally included in the student's permanent record. Such assessment is based not only on the number of violations, but also on the attitude and response of the student to corrective measures.

Student Use of Telecommunication Devices, Electronic Games and other Equipment

Pagers, cell phones, and other such communication devices must be turned off during class instruction. All student communications with parties outside the school during school hours should go through the central office while a student is on campus.

Electronic games, recorders, cameras of any type (with the exception of students registered in the photography class), laser pointers, or any other telecommunication or electronic devices are not permitted on campus. Any variance to this policy must be granted by the Administration.

Campus Policies

Because of TLH's format, TLH students enter and leave campus at different times of day, depending upon their individual course schedule. Furthermore, many of the secondary students are responsible for their own transportation to and from the campus. Of necessity, TLH Secondary (but not Elementary) School operates under an open campus policy, defined as follows:

- Secondary student attendance records will be kept for all classes and Study Halls. To receive credit for a class, a student must attend 80% of the classes.
- All students are to be under supervision by being physically present in the class or Study Hall for which they are registered whenever they are on campus. Being present on campus but not in the class, or Study Hall, for which he/she is registered, or present on campus at a time when the student does not have a scheduled class or Study Hall may result in disciplinary action.
- Parents are responsible for guiding their students regarding the student's freedom to come and go from the campus without securing the permission of school personnel. Students who violate their parent's wishes regarding the use of this freedom are accountable to their parents, but not to TLH.
- No student will be allowed to walk off the campus. The only exception will be for a student living next to the school that has written permission from the parents to

walk home.

- It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class or Study Hall in session before that class has been dismissed. Therefore, unless prior arrangements have been made or permission is granted by the instructor, leaving a class or Study Hall early will be considered a breach of good conduct and treated as a discipline issue.
- The official school hours at TLH are 8:00 AM-4:00 PM, Monday through Friday. Once students have finished classes, they immediately become the responsibility of the parents. While TLH policies are in force at all times in which students are on campus, the school cannot be responsible for unsupervised activities of students before or after the established school hours (except in the case of special TLH-sponsored events). Parents therefore must arrange for their student(s) to be picked up from TLH within 30 minutes of completion of the student's day at school.

Student Discipline Procedures

"Train up a child in the way he should go, even when he is old he will not depart from it." (Proverbs 22:6) "For whom the Lord loves, He disciplines..." (Hebrews 12:6; Revelation 3:19)

The primary goal of the TLH faculty and staff will be to practice "preventative" discipline through the use of Bible-based and Spirit-led teaching techniques. As the need arises, the TLH may also employ mild forms of reproof, rebuke, and correction (under no circumstances does TLH practice spanking or similar forms of corporal punishment) in order to encourage cooperation among the student body and compliance with TLH standards. To this end, TLH will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. We believe the faculty and staff to be primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management, and that the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature. This, in effect, is the general theory that informs the following General Discipline Policy Guidelines:

- In most cases, a distinction will be made between Elementary and Secondary students in specific policies governing disciplinary procedures, since it is assumed that a greater degree of self-discipline and good conduct should be expected from Secondary students.
- Any and all Secondary discipline cases referred to the Administration for handling are to be accompanied by a written account of the event completed by a staff member
- Any discipline matter deemed to be of an urgent or potentially dangerous nature shall be brought immediately to the attention of the Administration, which will in turn notify the parents of the offending student. It will not be necessary to notify the Administration (and therefore, the parents) immediately of discipline problems of a routine or non-serious nature (e.g., talking out of turn in class, etc.). Such problems will be handled in a manner convenient to the Administration and in conjunction with faculty and staff. Parents will be notified if the Administration believes such minor offenses have become chronic.
- The offending student shall be given an opportunity to correct his/her own behavior upon the first offense of a routine or non-serious nature. Parents will be notified of any subsequent offenses—a copy of the relevant Discipline Referral Form or other written account of the incident shall be mailed to them to assist both school and parents in the education of the student. Parents will be asked to sign and return the form indicating that they understand the infraction and the potential consequences for the student.

- An administrative staff member will personally attend to serious, urgent, or potentially dangerous discipline matters, and the parents will always be notified in such cases. This administrative staff member shall enjoy a broad range of personal authority to act in such cases, including but not necessarily limited to suspension of the student from regular school activities.
- Should repeated or serious first-time violations of the student code of conduct or Dress Code occur, a student may be suspended or expelled
- Since student participation at the TLH naturally has an impact on other students, off campus behavior can, at the discretion of the Administration, have an impact on a student's level of school involvement. This may include suspension, or a recommendation to the Board for a change in the student's enrollment status. Such "off-campus" behavior may include the use of telecommunication devices, bloggings, websites, or written correspondence that expresses or details verbal or physical threats against any member of The Light House Education Center or the institution as a whole; including but not limited to immoral or illegal activities, vulgar language, sexual promiscuity, etc.

Disciplinary Responses to Major or Chronic Misconduct

Suspension

There are two types and several durations of suspension governed by the TLH Administration:

1. Suspension from all TLH classes and activities with no permission to make up work
2. Suspension from all TLH classes and activities with permission to make up work

The duration of a suspension can be up to two school days. Suspensions may also carry with them any number of requirements that the administration deems appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations.

Expulsion

Such action can be recommended by the TLH Administration, but only administered by the TLH Board. There are two types of expulsions:

1. Expulsion without permission to appeal
2. Expulsion with permission to appeal, in which the student is suspended immediately from all classes and activities and the family's Contract of Enrollment with TLH is declared null and void.

If the family does not wish to appeal, then the student is officially no longer a Light House student and the record of expulsion will appear on the student's permanent record and transcripts. If the family wishes to appeal, they must submit their formal request for readmission in writing, stating their reasons for requesting a new and more restricted Contract of Enrollment with TLH. If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless parent is single) and the student must schedule a time to appear before the Board to discuss the appeal.

Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised Contract of Enrollment, complete with the Board's required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal. If the new agreement is kept faithfully and without incident, the student may be considered for enrollment the following year.

Please Note: A student expelled from TLH is not allowed on campus at any time, or at any TLH-sponsored event, except with approval from the Administration for the dropping off and picking up of siblings from the TLH campus or TLH-sponsored event.

PARENT CONDUCT

Just as students at TLH are held accountable for their words and actions, so, too, are the parents of those students—particularly regarding communication between home and school. Parents should model humility, gentleness, and spiritual maturity to their students by treating the TLH faculty and staff with respect, both publicly and privately. Our communication to and about one another must be seasoned with grace, edifying to others and glorifying to God.

If a parent (or student) acts or speaks in an unkind or disrespectful manner to any faculty or staff member at TLH, the matter will be taken up by the Director, who according to biblical instruction will give the offending party an opportunity to repent and to ask forgiveness of the offended party—thus encouraging unity and grace. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from TLH, or barred from admission to TLH for the following semester.

In severe cases of slander or disrespect, a recommendation can be made to the TLH Board for immediate expulsion of the student(s) whose parents are unwilling to walk in a biblical manner in their relationship with TLH faculty and staff members.

This Parental Code of Conduct also applies to TLH-sponsored events. While enjoying the event, participants and fans should exemplify Christ and therefore be peculiar in comparison to the world.

The TLH Administration will “encourage” participants that act unbecomingly to rethink their words and actions as witnesses of Christ, and to ask such participants unwilling to change their behavior to leave the event immediately. Chronic misbehavior on the part of any participant can result in negative consequences.

FACULTY AND STAFF CONDUCT

In the same manner, the faculty and staff of TLH are expected to follow the highest standards of integrity, propriety, and Christ-likeness. Students are never consciously to be demeaned, shamed, or humiliated.

Students and parents, as well as fellow staff members, are always to be treated with respect and dignity. TLH faculty and staff are ambassadors of Christ, dedicated to His glory, determined to equip the next generation with a biblical worldview in preparation for the Great Commission and Christ’s glorious return. Failure to exemplify this high moral and ethical standard may result in termination from employment from TLH.

Further information regarding faculty and staff conduct is detailed in the Faculty/Staff Handbook.

VISITOR POLICIES

By its very nature, TLH encourages a high level of parental participation in education. However, in order to enhance both student safety and operational efficiency, TLH has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours (8:00 AM-4:00 PM on school days). For the

purposes of this policy, "visitors" are defined as all individuals other than staff or students (on their respective class days) present in any part of the building other than the study hall or TLH office, or on the grounds other than the normal student pick up area.

Anyone failing to abide by these provisions may be denied access to any and all restricted areas or be required to leave the campus. Persons having no legitimate connection with the academy, or reason for being present on the school campus, will be expected to leave immediately.

- Other than conducting normal business with the TLH office, all visitors should check in at the monitor's desk to secure access to academic areas—i.e., all areas of the campus, either inside or outside of the building, other than the study hall and office as well as normal drop off and pick up areas, such as the front walk and the parking areas adjacent to it
- All visitors must check in with the monitor upon arriving at the campus. At a minimum, visitors must identify themselves, explain their intended business, and indicate how long they expect to be on campus. A written record of this information will be kept, and a Visitor's Badge may be provided to the visitor to be worn at all times while on campus.
- All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (variances for legitimate and honorable reasons may be granted)
- Any student who is not a current or former (i.e., withdrew or graduated in good standing) TLH student must be accompanied by an adult

ACADEMIC POLICIES

Earning Course Credits

In general, a full year's instruction in a given course of study at TLH earns 1 credit. Secondary students seeking a Recommended Diploma must earn a final passing grade of 70% or higher in each course for each semester to earn credit for that course. All students must earn a 70% cumulative grade point average for all courses completed through the academy in order to receive a diploma.

Any student achieving a final semester grade below 70% in any course does not earn credit for that course; therefore, to earn credit the course must be repeated at TLH or taken via an off-campus course.

Students who wish to graduate from TLH must present a transcript to TLH of all courses taken in order to show they have received a sufficient number of credits for graduation.

Final Grade Reports

TLH will also mail final semester grade reports home within two weeks of the conclusion of the semester.

While instructors will do their best to alert parents of any academic (or behavioral) issues regarding a student, parents are ultimately responsible to monitor their student's grades and to communicate with the appropriate instructor if a concern arises. In response, instructors will work with parents to cultivate the student's success at TLH. If at any time a parent believes his or her student's grades are not correct, or are not being posted in a timely fashion, the teacher should be notified as soon as possible to mitigate any further problems.

Grading Scale for Elementary School (1-6)

For those courses in the Elementary School that require a percentage or letter grade, the following grading scale is used:

Final Course Score Letter Grade Standard Grade Point

90-100 A 4.00

80-89 B 3.00

70-79 C 2.00

0-69 F 0.00

Elementary School grades are considered important measuring tools for both instructors and parents, as part of a unified path of education at TLH. Students that do not perform well in our Elementary School will have great difficulty in achieving success in our Secondary School. Therefore, for the benefit of the student, it is important that parents and students treat seriously the academic requirements set forth in these formative years at the academy.

For those courses in the Secondary

School that provide a percentage or letter grade, the following grading scale is used:

Grading Scale for Secondary School (7-12)

Final Course Score Letter Grade Standard Grade Point

90-100 A 4.00

86-89 B+ 3.67

83-85 B 3.33

80-82 B- 3.00

76-79 C+ 2.67

73-75 C 2.33

70-72 C- 2.00

66-69 D+ 1.67

63-65 D 1.33

60-62 D- 1.00

0-59 F 0.00

CREDITS AND ATTENDANCE

Definition of Credits

In general, 1 credit is equivalent to a full year's instruction in a given course of study.

The Standard Per-Credit-Requirement (PCR) for all courses offered at The Light House Education Center is 48 hours of instruction for each credit earned per semester, as the fall and spring semesters at TLH are typically scheduled for 16 weeks of instruction.

Minimum Per-Credit Attendance Requirement

The minimum PCR for all courses offered at TLH is 42 hours of instruction per semester for each credit earned. Credit, therefore, will not be awarded to students in attendance below this requirement. For example, a student enrolled in a ½ credit course can not miss more than 6 hours of instruction, or 12 hours for a year-long course. A variance to this requirement may be granted by the Administration to a properly enrolled student when that student has been unable to meet the attendance requirements of the course or courses in which he or she is properly enrolled due to non-elective absences—i.e., circumstances beyond the family's control (such as an extended illness, death in the family, etc.), provided the student has, in the judgment of the TLH instructor overseeing his or her work, achieved minimum

mastery of the course content, as defined by the relevant school and curriculum policies and standards.

Any cases in which the Administration is in doubt concerning the appropriateness of granting a variance to this policy may be referred to the Academic Advisory Committee for consideration. Any credit approved for courses taken at TLH will be handled as standard credit.

Attendance Requirements

Students must regularly attend classes in order to successfully complete a course. This means they may not be absent, unexcused, more than:

- Two days during a semester for a course meeting one day a week
- Four days during a semester for a course meeting two days a week
- Six days during a semester for a course meeting three hours a week

Because of the very nature of TLH, it is the parents responsibility to have students attend class regularly, however, as home school families, you may at any time make arrangements with your child's teacher for assignments during a period of absence.

Late and Make-Up Work

Late and make-up work policies are established by each instructor at TLH and therefore may not be available to students in every course. Those teachers that do allow late or make-up work may, at their discretion, require from parents a note explaining the reason for a student's absence before allowing the student to make up work or escape late penalties, as the case may be.

Excused Absences

When a student has been absent from class, it is expected that a note from a parent will be sent within two class days of the student's return to school. If a note is not received within two class days, the absence will be counted as unexcused. The excuse note should

contain the following information:

- Date letter is written
- Name of student
- Date(s) of absence
- Reason for absence
- Name and signature of parent
- Phone number where parent can be reached

While students should make every effort to attend class on a regular basis, there may be times when they cannot attend a scheduled class ("non-elective" absences). In most cases, TLH will validate the following reasons as an excused absence:

- Doctor/dentist appointment (please try to schedule these outside of class time if possible)
- Personal illness
- Sickness or death in the immediate family
- Family emergencies (parents should contact the school if at all possible)
- Car trouble, or weather or road conditions making travel dangerous or impossible
- College visit (only for Juniors or Seniors— one day in the fall, one day in the spring)

Elective Absences

Due to the abbreviated time students spend in the classroom at TLH, elective absences (such as but not limited to family vacations, church-sponsored events,

hunting trips, or any other event within the control of the family/student) are limited to two (5) days per student, per semester. Elective absences beyond this will be considered unexcused, with make-up work available only as made possible and prescribed by the individual instructor.

Tardy Policy

In general, a tardy is treated as a discipline problem (especially when in excess). It is important to remember that when a student is late to a class or Study Hall, it disrupts the teacher and other students. As our class time is valuable, students need to know that every three tardies will equal one absence. Only those tardies beyond the immediate control of the student or his/her parents will normally be considered excused.

Early Dismissal

Any student who needs to leave a class or Study Hall for a valid reason (doctor's appointment, etc.) should have a note from a parent: (1) explaining the reason for the early release, (2) including the time and date the student should be released, (3) explaining when (or if) the student will return, and (4) including a phone number where the parent can be reached. If a student does not have a note with this information, the parent must talk with someone in the TLH office validating the student's early dismissal before the student will be released. No student will be released from a class or Study Hall without prior consent.

Academic Dishonesty Policies

Academic dishonesty in any form is a rejection of biblical values, a serious breach of personal integrity, and a severe hindrance to student learning. We view any instance of academic dishonesty as a serious violation of academy policies, and will respond accordingly to ensure the integrity of our academic and Christ-centered mission. Academic dishonesty is broadly defined as:

"Any attempt, whether successful or not, on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course, or with regard to any element of that course."

This definition includes, but is not limited to, the following:

- Claiming or indicating in any form or fashion that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he/she has not done so
- Using any assistance, including but not limited to copying the work of other students, in taking quizzes, tests, or examinations without the direct and explicit authorization of the course instructor
- Using any resources, including but not limited to solution manuals and teacher-edition textbooks, other than those authorized by the course instructor in writing papers, preparing reports, solving problems, or completing other course assignments
- Obtaining quizzes, tests, examinations, or other academic materials or evaluation instruments, in whole or in part, created by or belonging to an instructor, other staff member, or the academy itself, including but certainly not limited to such materials properly used and in the possession of students currently or previously enrolled in the course, without the explicit authorization of the course instructor
- Engaging in plagiarism, which includes but is not limited to "the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment" and "the knowing or negligent unacknowledged use of materials prepared by another person or agency" which customarily sells or offers free of charge term papers or other academic materials

- Altering a graded paper or project for the purpose of disputing the accuracy of the grade
- Collaborating without explicit authorization with another student or students during any quiz, test, or examination or in the fulfillment of any other academic assignment or responsibility

The Enforcement of the Academic Dishonesty Policies—Penalties

- **First Offense:** A student caught or confessing to academic dishonesty as detailed by the TLH Parent/Student Handbook is immediately suspended from school and not allowed to return until a meeting between the student's parents and TLH administration takes place. At that meeting, a determination will be made by the TLH administration regarding any make-up work allowed for the student during his/her suspension. Furthermore, the offending student will write a letter of apology to the teacher in whose class the violation occurred
- **Second Offense:** If at any time during the remainder of an offending student's involvement at TLH he/she is again caught or confesses to academic dishonesty as detailed by the TLH Parent/Student Handbook, the student is immediately suspended and a recommendation is made to the TLH Board for the student's expulsion from academy.

Study Hall Policies

Study Hall is an important aspect of academic life at TLH. Because student course schedules can vary substantially, and as a result of the rigorous academic load at TLH, Study Hall is available throughout the day and is designed to offer a quiet atmosphere. To facilitate this, the following policies are in place:

- Students enrolled in a Study Hall must attend Study Hall. Study Hall is treated as a class, in which the same attendance and tardiness rules apply.
- Students not enrolled in Study Hall must leave campus immediately following their class. TLH cannot be responsible for students that remain on campus after their classes are completed.
- Students must have academically related work to complete while in study hall. Students who do not have assignments to complete will be given assignments by TLH monitor. Reading magazines, drawing, writing notes is prohibited.
- Students are not allowed to talk during study hall except for the five minutes during class changes
- Students are not permitted to have any electronic devices, which include but are not limited to cell phones, iPods, MP3 players, CD players, electronic game devices, or cameras of any kind. (Students may use cell phone with permission from monitor)
- Students may not eat in study hall. Bottled water is permitted.
- Students who fail to comply with these guidelines will be subject to disciplinary action. Continued disruption of study hall may result in dismissal from study hall, and therefore the parent would be required to pick up the student in between classes.

Illness, Medication, and First Aid

The TLH administrative are qualified to provide basic first aid to students with minor injuries. Injuries that are more serious will result in contact with parents and/or trained medical personnel. Regarding medication, recognizing the need for some students to have prescription medication available during the school day, the following policies exist:

- Medication must be in its original container, with the student's name on or attached to the container, and kept in the school's administrative office
- If a medication must be administered during the school day, whether prescription or over the counter, each must be accompanied by a note signed by the parent/guardian giving specific directions for its administration including date, time, dosage, and reason for administration

- Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician and without signed consent from the parent/guardian
- Students with asthma may carry and self-administer their own inhalers provided certain conditions are met, including an asthma action plan developed and signed by the student's physician and parent/guardian on file at TLH
- Sick children (temperature of 100 degrees or higher) will be sent home from school. For fevers lower than 100 degrees, the parents will be notified to discuss the matter. Students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours before returning to school.
- Students with rashes, infectious conditions, persistent cough, vomiting, diarrhea, or other conditions that may affect other students should not be sent to school until these conditions are mitigated
- In the case of head-lice, the child will be readmitted to the school only after he/she has been successfully treated with the proper lice killing shampoo and has been cleared by a physician—a report of which must accompany the student upon return to the school.

Inclement Weather

In the event of severe weather while students are on campus, faculty and staff are prepared to move the students to secure locations within the facilities until the threat has passed. At that time, an assessment will be made regarding the safety of continuing the school day, and whether parents should come to the campus to pick up their children. Parents are advised, however, to use their discretion regarding whether or not to pick up their child during severe weather.

In the event of inclement weather preceding a school day (such as an ice or snow storm), which would result in dangerous road conditions, the Administration will contact local TV and radio stations to post school closure information, and if possible, post a voice message on the school's main telephone line.

We may also employ a phone chain, in which an urgent or important announcement is communicated to each TLH family via telephone.

Because of the distance traveled by so many of our families, generally we will not provide late-start or amended class schedules due to inclement weather—TLH will either be open or closed on those days, and make-up days will be established at the end of the semester if necessary.

Crisis Management Plan

TLH has a complete Crisis Management Plan in response to a variety of situations, including but not limited to severe weather, intruder, terrorist threat, et al. Each staff and faculty member is well-versed in ensuring the safety of each student at TLH.

Communication between School and Home

Communication between school and home is vital to the success of students at TLH. Central to this communication is the TLH website (www.lighthouse-education.org)—it is therefore important that TLH families be knowledgeable of the internet, as well as the use of e-mail. The website is designed to be the central hub of information for parents, students, faculty and staff at TLH.

Chain of Authority

In any given day, there are dozens of questions and concerns fielded by our family staff. At times parents do not know whom to contact to resolve a matter, and by habit go as high up the organizational "ladder" as they can first. This often bypasses the very person with the answers, breaks down the flow of communication, and in

some cases rejects the biblical mandate to go directly to the person with whom there is a concern. To mitigate this problem, parents and students are encouraged to follow the “chain of authority” in the following order at TLH.

- Matters pertaining to teachers/classroom, or academics—(1) Teacher; (2) Office Staff; (3) TLH Board
- Matters pertaining to family tuition accounts/finance—(1) Financial Administrator; (2) Office Staff (3) TLH Board
- Matters pertaining to TLH Student Behavior—(1) If possible, the student and his/her family; (2) Office Staff (3) TLH Board
- Matters pertaining to general questions about TLH—(1) TLH Monitor; (2) Office Staff (3) TLH Board

A chart providing the specific names and contact information for each position listed above is available on the TLH website. By following these prescribed paths, questions and concerns can be resolved more quickly and efficiently. If you do not hear back from someone within 24 business hours of your call or e-mail, you may move up the “ladder” until your concerns are resolved. The more effective the partnership between parents and TLH, the more successful we will be in helping parents train up fully devoted followers of Christ for to impact the next generation.

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