

Making the World A Brighter Place



**LIGHTHOUSE
CHRISTIAN
ACADEMY**

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PARENT HANDBOOK

Current as of September 6, 2018

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Welcome to Lighthouse Christian Academy. The purpose of this Parent Handbook is to help you find your way into the life of our school and community.

The running of this school requires each member to find some way to participate to the best of their ability using the gifts and talents that God has blessed you with. This will not only ensure the school's success for the future, but will give each individual a sense of ownership in the school.

The participation of all the parents is important as you are investing in your child as well as the other children and families in the school. Because it is an investment, whatever you put in is what you will end up getting out of it. You will receive a little extra interest because you are not the only one investing in the school.

Parent involvement and understanding of our objectives are important to our success. Our structure is very similar to a church model. We are gathered based on similar beliefs and desires and goals. In order to see these goals reached it takes the whole membership working together and praying together.

It is hoped that this information will clarify school policies, provide information about Christian education and help enrich your life and the life of your family.

If you find that there is something unclear, missing or if you have suggestions, please forward them in writing to the Office Administrator for next printing.

Vision

Inspiring Christ-like world changers through discipleship

Mission

Journeying with families to cultivate unshakable relationships with Jesus through Holy Spirit inspired education for Kingdom advancement.

Values

Faith	Grace	Truth	Loving
Courage	Perseverance	Honor	Accountability

Definitions

1. Discipleship

Discipleship is teaching but it includes more than just academics. People grow up looking for role models—parents, athletes, entertainers, friends, and teachers. We want to be like them. A disciple is trained to live out the example of the teacher. The greatest teacher ever is Jesus. LCA desires for our teachers to model the teachings and life of Jesus through their everyday interactions with the students in the classroom to be an example of what and whom Jesus is all about. It does not mean we expect our teachers to be perfect, as that has only been achieved by Jesus. However, even in their own imperfections, the character of Jesus is portrayed by teachers as they show humbleness, teach ability and submission. The teacher is the role model to the students who in turn become role models to other students as they learn and grow.

It is about character and fostering relationship with Jesus. It is about teaching in who Jesus is and how He lived. It is about modeling the character of Jesus for the students and encouraging them to model His behavior. It is about challenging students to do their best in all they do. If something is worth doing then it is worth doing well. It is about challenging students to achieve to their full academic potential. It is about helping students recognize the gifts and talents that they have been given. It is about partnering with parents to provide a healthy and safe classroom environment that fosters personal social spiritual and academic growth for students. It is about providing opportunities for students to become grounded in their faith.

2. Holy-Spirit Inspired Education

What sets our classrooms apart from other schools in the community is the presence of the Holy Spirit within the staff through their personal relationship with Jesus and their personal commitment to God. LCA invites/welcomes Holy Spirit to reside within the school to lead and direct teachers as they teach students using the tools afforded them by Alberta education the LCA board and the Holy Spirit. It is a tool that is provided by God for those in relationship with Him to address the individual needs of the students. It allows for those aha moments when Holy Spirit speaks truth and understanding either directly to a student or through a teacher in order to answer a question whether it is academic, social or spiritual in nature. We are not simply relying on our own strengths and abilities as educators. ⁵*Those who are dominated by the sinful nature think about sinful things, but those who are controlled by the Holy Spirit think about things that please the Spirit.* ⁶*So letting your sinful nature control your mind leads to death. But letting the Spirit control your mind leads to life and peace.* Romans 8:5-6

Principles and Beliefs

All students have the capacity to learn.

The success of students is the shared responsibility of students, parents, school, church, community, and government.

Lighthouse Christian Academy is accountable to the parents of the students in the school and therefore encourages parents to take an active role in the education of their children.

All curriculum and activities within the operation of the school will reinforce the religious purposes of LCA.

In order to be successful, Lighthouse Christian Academy must continue to recognize God, as described in the Holy Bible, as the centre of all facets of the ministry. Prayer and reading of the Word is a necessary, daily part of each individual's life.

Discipline, obedience, and honesty are observed at all times. Students are entitled to a safe, secure and caring learning environment where each individual is respected and valued.

All Scripture references are either from the New Living Translation (2004, 2007, 2013) of the Holy Bible, which is the accepted version for students and staff to use as part of their school supply list, or The New International Version (1967, 2011) of the Holy Bible, which was the previously used version for the school.

Statement of Faith

We believe:

- The Bible to be inspired, the only infallible, inerrant, and authoritative Word of God (II Timothy 3:16; II Peter 1:21);
- There is one God, eternally existent in three persons; the Father, the Son, the Holy Spirit (Matthew 28:19; Hebrews 11:3);
- In the deity of Christ (Exodus 3:13-15 and John 8:58-59; John 1:1-18; John 10:30-33; Galatians 4:4-5; Philippians 2:5-8; Hebrews 2:14-18), in His virgin birth (Isaiah 7:14; Matthew 1:18-23; Luke 1:26-35), in His perfect life (Hebrews 4:15; Hebrews 7:26), in His miracles (John 2:11); in His vicarious and atoning death (Romans 4:25; Romans 5:8; Galatians 3:13-14; Hebrews 2:9), in His resurrection from the dead (Luke 24:39-43; I Corinthians 15:1-22), in His ascension to the right hand of the Father (Mark 16:19; Luke 24:50-53), in His personal return in power and glory (Acts 1:11; Revelation 20:11-15; Revelation 22:12);

- That everyone is a sinner, deserving punishment from God (John 3:1-3; I Peter 1:23); and that our redemption is accomplished exclusively by Christ's finished work on the cross; And that "regeneration" by the power of the Holy Spirit is absolutely essential for each person's salvation (Isaiah 53:1-12; Jeremiah 23:6; Matthew 20:28; John 3:16-19; John 5:24; Romans 3:21-26; Romans 4:1-3; Romans 5:8-19; Romans 10:1-10; I Corinthians 1:30; II Corinthians 5:21; Galatians 2:21; Ephesians 2:8-9; Philippians 3:7-9; I John 4:10);
- That men and women were created by God in His own image (Genesis 1:27; Genesis 9:6); that marriage was instituted by God whereby a man and a woman are joined together in lifelong commitment to faithful companionship, and that Biblical marriage is the only legitimate and acceptable context for sexual intimacy (Genesis 2:20-24; Matthew 19:4-6; Romans 7:2; I Thessalonians 4:1-8; Hebrews 13:4). We believe that all men and women are born spiritually separated from God because of sin (Genesis 3:23-24; Romans 3:10-12; I John 1:8-10), and are incapable of being reconciled to God apart from the work of Jesus Christ (Romans 5:6-8; Acts 4:12; Ephesians 2:1-5);
- In the resurrection of the body, the eternal blessedness of the followers of Jesus Christ and the eternal punishment of the wicked (Matthew 16:27; John 5:28-29; Matthew 25:46; I Corinthians 15:12-17);

School Objectives

1. To ensure that each child has come to a saving knowledge of Jesus Christ, achieves a higher level of Christian maturity, attains a commitment deeper to their faith, and becomes a more effective witness for the Lord.
2. To teach the Bible as God's inspired Word and to develop an attitude of love and respect toward it.
3. To teach the basic doctrines of the Bible.
4. To develop a desire to know and obey the will of God as revealed in the Scriptures.
5. To equip students to carry out the will of God daily.
6. To encourage the development of self-discipline and responsibility in the student, based on respect and submission to God and all proper authority.
7. To emphasize the individuality of the individual and to assist each child in properly responding to himself, and to others; to develop self-confidence, individual God-given talents and abilities in creativity, goal setting, planning, communications, academics and the principles of success.

8. To prepare the students for adult responsibilities as Christian citizens of our country.
9. To assist the student in achieving the highest academic level possible within the limits of the student's ability and background.
10. To provide outreach opportunities for students to practice the teachings and giftings they have received.

School Accreditation

Lighthouse Christian Academy is approved, accredited and partially funded by the Alberta Government as a level 2 private school. Alberta Education reviews us with on-site visits on an annual basis. We teach the Alberta Program of Studies. Students in grade 3, 6 and 9 write the provincial achievement exams as scheduled by Alberta Learning. High School students earn credits and follow the same requirements as other Alberta High School students to graduate. High school students are required to write the diploma exams. Upon meeting the provincial requirements, an Alberta High School diploma is issued to each graduate.

Profile

Lighthouse Christian Academy is located in the tourist community of Sylvan Lake. The school is comprised of a multitude of families coming from all walks of life. Sylvan Lake is also a bedroom community for Red Deer with a much-diversified demographic layout. The town has been experiencing a dramatic growth over the last number of years and the trend is for that to continue for the near future.

Lighthouse Christian Academy has been in operation since the 1989-90 school year. The student base is not limited to the town of Sylvan Lake but also to the outlying areas including Red Deer, Bentley, Eckville, Spruce View, and Benalto. There are parents that drive their children up to 45 minutes to get to the school, and this is repeated two times meaning some parents are in the vehicle for 3 hours each day.

Lighthouse Christian Academy started in a downtown location at the present day Sylvan Lake Value Drug Mart. After 1 year it moved to the Anglican Church fellowship hall

located on Railroad Avenue. In 1994 the school moved to its present location in Gospel Chapel at the south end of 50th Street between the cemetery and the RCMP station.

All students use the Alberta Program of Studies. The grade range is Pre-Kindergarten to grade 12. We offer split grade classes to accommodate our current school population. The class splits are grade PK, K, 1, 2/3, 4/5, 6/7, 8/9, 10/11/12. Most high school courses are teacher directed but with limited student numbers, staff numbers and resources there are some courses that are offered as self-directed.

The school also offers a home school program with a growing registration. There are two teachers facilitating the home education students and families. These students also have access to programming offered in the school through the classroom teachers. A number of families also access the Sylvan Lake home school programs.

The school has had a graduating class of one in each of the years 1991, 1992, 1994, 1995, 2002, 2004 and, 2005. In 2006 we had a record number of graduates with 4. In 2007 and 2008, the record was smashed with a graduating class of 5. In 2009 we graduated 4 students, 2010 graduated 5 students and 2011 was a record smashing 12 graduates. In 2012 we graduated 4 students, and 2013 three students graduated. In 2014 we graduated 6 students, including our first home ed student. In 2015 we graduated 4 more students. 2017 had 2 graduates. In 2018 there were 5 grads.

The school has continued to experience a positive growth in enrolment. As of 2013/14 we now include our home education students in the total. We have had a low of 11 students back in the early 90's to a current record high of 110 students. The growth rate over the past 6 years has been 10.9%. Our capacity with every class full would be about 110 in our present situation not including home education students and Pre school. Most classes could accommodate a few more students but there is not a huge disparity from class to class that has been experienced in previous years. We desire to build our own facility at some point. We are patiently waiting on God for the next step in seeing this dream a reality.

The school employs certified staff along with teacher's aides and number of parent volunteers to meet the individual needs of the students. Lighthouse Christian Academy operates on a semester system for high school, comprising of two formal reports and three formal reporting periods for elementary and junior high in November, March and June. Parents are encouraged to meet with the teacher regularly and to maintain open communication to work together in bringing out the full potential of each student. Meetings give the parents opportunity to discuss any problems or questions that they might have. It also gives staff an opportunity to share some highlights that may not yet have been shared with parents.

The 1st, 2nd, and 3rd quarters are 10 weeks long while the 4th quarter is 9 weeks long. These weeks do not include holidays such as Christmas and Easter. Provincial

Achievement and diploma exams for grades 6, 9, and 12 are written at the individually scheduled times.

Lighthouse Christian Academy has a focus on the community. Part of the program involves taking the students on field trips or outreach activities in the community. Each classroom gets involved from picking up litter on the school grounds and neighbourhood to delivering baked goods to the RCMP, Fire hall and Town Office, to raking leaves, shovelling snow, helping people move, volunteering at the food bank and the soup kitchen, wrapping Christmas gifts, and volunteering at community supported events such as Hockeyville, Yuletide Festival, Pond Hockey, Triathlons.

OUR HISTORY

Lighthouse has roots going back to the Bentley Christian School in the mid 70's. In the mid 80's the school moved to Sylvan and changed its name to the Gathering Place. When the church disbanded in 1989 the school closed as well. Parents wanted to see Christian education continue for their children so a small number of parents organized and planned and were able to set up a new school with families from the community.

Lighthouse Christian Academy has been in operation since the 1989-90 school year. The student base is not limited to the town of Sylvan Lake but also to the outlying areas including Red Deer, Bentley, Eckville, Spruce View, Caroline and Benalto. There are parents that drive their children up to 45 minutes to get to the school, and this is repeated two times meaning some parents are in the vehicle for 3 hours each day.

Lighthouse Christian Academy began as it exists today in a downtown location above the present day Sylvan Lake Value Drug Mart in the fall of 1989. Mr. Don Allan was the principal and administrator while Mrs. Allan was the teacher. After 1 year the school moved to the Anglican Church fellowship hall located on Railroad Avenue. In 1992 the Allan family moved to Victoria. Mr. Michael Duckworth took over as principal and administrator and Mr. Dion Krause was hired as a teacher. In 1994 the school moved to its present location in Gospel Chapel at 4290-50th Street. At the end of the 1994 school year Mr. Krause replaced Mr. Duckworth as Principal when Mr. Duckworth moved to Red Deer. The school has seen a number of awesome teachers serve the students and families of the school since 1989. There have also been a number of parent volunteers through the years giving of their time helping the teaching staff in the classroom.

The school began as a grade 1 to 12 school. For the first three years the kindergarten program was run as a home school program. Starting in 1993, a number of parents over the next 5 years helped Mr. Krause with the kindergarten students until 1998 when Mrs. Sharon Nielsen arrived on staff part time. She had been one of the volunteers in the very early years so it was a return to the staff of sorts.

The grade one class was officially formed in 1995 and separated from the grade 2-12's with the help of a number of parents.

In 1999 the school made a bold step and removed the formal charging of tuition to parents. The school changed to a policy of having a registration fee and then allowing the parents the responsibility to give donations based on their financial abilities and communication with God. At the same summer meeting the school hired Mr. Morrow as a second teacher and the school was able to split the 2-12 class into 2-6 and 7-12 classrooms.

In 2000 the school opened the door to four year olds with its preschool program.

In 2002 high school students began using resources other than paces for the high school curriculum. This was the introduction to using distance learning modules as the school was finally able to offer credits for completion of high school courses and our graduates were then able to receive an Alberta High School Diploma upon graduating.

2003 saw the beginning of a dress code for Lighthouse. The uniforms had changed over the years but they were finally voted out at the annual parent meeting and a dress code was adopted. This was the first year that the grade 7-9 classes moved from independent learning to teacher directed with the hiring of another full time staff member. Gospel Chapel had just finished adding on an addition to the building with more classrooms and the school was able to spread out a little bit more.

In 2004 the school was able to add one more full time teacher with the addition of a grade 2/3 and a 4/5/6 split class. The 4-6 classes moved from independent instruction (paces) to teacher directed.

In 2005 a restructuring of the classes puts us in our present situation. All students use Alberta Program of Studies. The grade range is Pre-Kindergarten to grade 12. We offer split grade classes to accommodate our current school population. The class splits are grade PK, K, 1, 2/3, 4/5, 6/7, 8/9, 10/11/12. The high school students utilized the distance learning materials for their academic courses.

In 2011 the high school program was reorganized to offer teacher-directed courses for the core subjects, utilizing two staff members for this.

In 2012 there was an adjustment to our split class organization. The current split classes are as follows: PK, K/1, 2/3, 4/5, 6/7, 8/9, 10/11/12.

The school also offers a home school program that offers opportunity to participate in school programming if desired.

Year	Student Population	Growth Rate %age
1992-93@	19	-
1993-94	11	72
1994-95	25	125
1995-96	28	12
1996-97	19	-32
1997-98	19	0
1998-99	29	0
1999-00	34	53
2000-01#	32	17
2001-02	42	-6
2002-03	58	31
2003-04	56	38
2004-05	78	39
2005-06	87	12
2006-07	89	3
2007-08	89	0
2008-09	78	-12
2009-10	81	4
2010-11	85	5
2011-12	69	-19
2012-13	60	-15
2013-14*	88	47
2014-15	110	25
2015-16	107	-3
2016-17	117	9
2017-18	120	2.6

@ Student population includes K to 12.

Student population now includes PK to grade 12.

* Student population now includes PK to grade 12 plus home education students

In 2004/05 the school had its first mission's trip. 11 students grade 9 to 12, and 2 adults drove to Mexico for a one-week outreach. The total trip with driving was 2 weeks. It was a great time of growing and stretching for both the students and the adults. In 2005/06 the mission's team took 9 students and 3 adults to the Los Angeles Dream Center. The team flew and spent 10 days in Los Angeles doing street ministry and working with the homeless and the hungry.

A team of 12 students and 5 adults returned to the Dream Center in November 2006 for a 9-day outreach. Both students and adults continue to return from these trips changed in a good way. In 2006/07 we took 14 students, 9 staff and 2 individuals representing the SEED program to the island of Antigua located in the West Indies. The team spent 8 days

visiting 35 schools sharing a character building, life-changing presentation about being the light of the world. The presentation involved puppets, songs, skits and games and was shared with over 4000 students, parents and staff.

In 2008, a team of 17 students and 5 adults returned to the Dream Center in Los Angeles for another awesome week of serving the community there and seeing life changes in the individuals participating on the trip. 2009 saw a return to Los Angeles with 19 students and 5 adults.

In November of 2010 we connected with Global Youth Missions, GYM, which is part of Extreme Dream Ministries. We took 17 students and 6 adults to Montreal to partner with a local church to work in the community and to help with their church plant in an unreached area by building relationships.

In October 2011, again through GYM, 10 students and 3 adults travelled to St. John's, Newfoundland for 10 days. Matt Joy was our local contact and he was instrumental in putting together an itinerary full of service ministries (cleaning, painting, garbage pickup, flyer delivery, baking, meal preparation and serving, food bank organizing, clothing sorting and folding) educational tours (Street Reach, AIDS Clinic, YC) and historical site visits (Cape Spear, Signal Hill, Old Churches, Kitty Vitty . . .). There was a very personal touch to this trip as we spent a lot of time getting to know people in the community. We finished the trip by participating in the Youth Convention held at Mile One with 3000 young people enjoying great speakers and concerts.

In October 2012, a team of 8 students and 2 staff travelled by van to Vancouver, BC for 8 days. The team partnered with organizations connected to the downtown east side to bring support to the folks living on low income or on the streets. Thank you to the Chinese Pentecostal Church for the use of the Blue House for our accommodations. The team did some painting for the Dodson Hotel, prepared and served for the chilli wagon, volunteered at a thrift store and mission possible as well as made many connections with folks living and working in the downtown east side. Educationally the team was able to visit Stanley Park, Rogers Arena and BC Place Stadium as well as enjoying the architecture of downtown and the public transit.

In October 2013, a team of 10 students and 3 adults returned to the Los Angeles Dream Center for a week of serving, along with some sight-seeing and life-experiences that brought about personal growth in all individual team members.

In November 2014 a team of 11 students and staff returned to the Dream Center in Los Angeles for a week of serving. One of our graduating students from the previous year was serving at the Dream Center for a 9-month internship so it was exciting to spend the week reunited.

In December 2015 a team of 10 students and staff are preparing to go to New York to

partner with Metro World Child, a faith-based humanitarian organization dedicated to serving inner-city children throughout New York City and various urban centers around the world.

In November 2016, a team of 11 students and 3 adults, including one alumni returned to the Los Angeles Dream Center for 8 days of serving, sight-seeing and building life-experiences that brought about personal growth in all individual team members. One of the highlights was meeting and sharing with folks living on skid row.

In October 2017, a team of 15 students and 5 adults including one alumni partnered with YWAM Vancouver for a week of serving and adventuring.

These trips continue to draw out the gifts and talents of students and adults on the team. Team members return to the school environment more mature and ready to be a more significant role model to the student body and a productive member of the Sylvan Lake community. Spending 24 hours a day together for 7 to 10 days serving, eating and being together creates a special bond between students and adults that also is brought back to the school environment that strengthens the school.

ADMISSION PROCEDURE

Procedure:

1. Families should read and be thoroughly familiar with material in the Parent Handbook including the mission, vision, and statement of faith and beliefs of the school.
2. An application package is filled out and returned to the school. The package includes the following documents:
 - A. Application Form
 - B. Copy of Birth Certificate
 - C. Student Record Release Form
 - D. Registration/Tuition Fee or payment arrangements
3. Both parents and prospective students meet with the Principal by setting up an appointment.
4. Parents must be in agreement with our philosophy, procedures, rules and regulations, etc. Parents must want their children to attend. Students must want to attend as well.
5. Prospective parents are welcome to make an appointment to observe and be orientated to the classroom procedures and general sense of the school operations.
6. All students are accepted on a probationary basis and it is the student's responsibility to conform to the standards set forth by the school. The Principal will have authority to decide when these standards are not being met and will deal individually with the student and/or the parents, as the case requires.
7. Lighthouse Christian Academy reserves the right to accept or delay acceptance for any student application.

General Information

I Hours of Operation

School Hours: School begins at 8:25 each day. The children enjoy a break from 10:20 to 10:35 and get a lunch break from 11:55 to 12:35. An afternoon break runs from 1:55 to 2:10. The school day ends at 3:30 with the exception of Friday, when classes finish at 2:50.

II Clothing and Personal Appearance

DRESS CODE

The focus of the dress code for students, teachers and support staff is on the Biblical principle of **Modesty**. The school institutes a general dress code as well as a semi-formal dress code that is enforced on Chapel days. This dress code is enforced throughout the school and church property and all school related functions.

GENERAL GUIDELINES

Clothing should be modest and fit so as not to draw attention to oneself.

Any clothing with slogans or pictures that are not in good Christian character is not acceptable.

Lengths of dresses and skirts are to be near the knee when sitting.

Lengths of shorts are to be near the knee when standing.

Leggings are to be worn as nylons and tights. They are not to be substituted for pants.

Clothing that exposes the shoulders, back, stomach and buttocks is unacceptable. This includes mesh shirts, muscle shirts, tank tops, low cut shirts, halter tops and see-through blouses.

The waistband of pants **MUST** be at or above the hip level so that underwear is not exposed. **Say no to crack!**

Shirts are to be not lower than **three horizontal fingers from your collarbone and showing no cleavage.**

God-given hair colors are appropriate for student hair color choices.

Girls may have modest piercing in their ears.

Girls age 16 and older are permitted a small nose stud. Nose rings are not permitted. All other body piercing for males or females must not be displayed at school or any other school related activity.

Ear “plugs” are not encouraged. Anyone having an ear plug must have it covered at all times while at school or school related activities and may not expand a pre-existing plug.

Tattoos are not encouraged. Anyone having a tattoo must have it covered at all times while at school or school related activities.

A clean pair of shoes is required for indoors.

No hats (including ball caps, toques, visors, bandannas or related head wear) or sunglasses are to be worn **inside** the church and school.

CHAPEL DRESS

Chapel dress will follow semi-formal guidelines as listed:

Chapel dress for boys will consist of dress pants (no denim) and a collared shirt (such as a polo shirt, golf shirt or a button front shirt). Ties are optional.

Chapel dress for girls will consist of dress pants, a skirt or dress, a dress shirt or blouse, nylons/tights/leggings with skirts and dresses.

A sweater or cardigan is acceptable for boys and girls, no hoodie on chapel day.

PHYSICAL EDUCATION ATTIRE

Proper physical education attire consists of a t-shirt, sweatpants or shorts, socks and non-marking shoes.

CONSEQUENCES

Students and staff not adhering to the dress code will be asked to return home to put on appropriate and acceptable clothing or will be required to wear the covering that is provided at the school. Parents will be notified of dress code infractions.

The Principal has the final authority to decide whether any student is in violation of the dress code or the spirit of it.

III Outdoor Supervision

Teacher supervision starts each morning at 8:25 am with one teacher on duty at the front entrance. This same supervision extends until 3:45 each afternoon (2:55 on Wednesdays). The school is open at 8:00 am but there is no formal supervision of students until 8:30.

Prompt pick-up is appreciated at 3:30.

IV School Closure

In the rare event of school closure due to inclement weather or other emergency, the school-closed notice will be posted on the school website and broadcast on the local radio stations (BIG 105, ZED 99, CKGY). Notice will also be posted on the front door of the school. Someone will be at the building to redirect anyone that misses a notice on the radio. If there is only one vehicle or no vehicles in the parking lot, make sure your child gets in safely and that there is no school. An empty parking lot is a good indication of no school because staff arrive at 8:00. If the school is evacuated after classes have

commenced, parents will be advised. Please check our website at www.lighthousechristianacademy.ca. If you are ever unsure just give the school a call.

V Release of Child

Please include this information on your child's registration forms or provide a separate list of people authorized to pick up your child (ren). By providing this information, it is acknowledged as your written release of Child Authorization. Please keep this information up to date at the office.

VI Car Pooling

Please ensure your child knows whom they are riding with each day. If necessary, report any last minute changes to the school office during a break time to allow staff to locate your child. If children are certain of their carpooling arrangements and are picked up promptly, their sense of well-being, trust and security will be nurtured.

VII Lost & Found

The school does not have space to store many items. They are placed in our lost & found shelf or box located in the foyer. Please check the shelf regularly as we periodically take unclaimed items to a charitable organization. Labelling your child's clothing, footwear and other items will get them returned to them immediately.

VIII Telephone Usage

We ask that the office phones not be used for personal business. Please ensure that your child understands this and makes arrangements for transportation or social activities at home as much as possible. Students need to ask permission to use their cell phones during school hours. The general practice is to take a phone pass and their phone to the office to make that call. Cell phones are permitted to be used in the school once students are dismissed for the day provided the students are upstairs in the foyer or outside the building.

Over recent years there has been a huge culture shift regarding mobile phones, especially smart phones. They are used by the general public as a useful tool for much more than just making phone calls. We believe that we should be preparing young people to use modern technology in a safe and responsible way. Most of our young people use these items for a multitude of purposes including for management of their study programs.

LCA recognizes that many students and their families own a mobile device. We also recognize that some parents/guardians request that their child bring a mobile device to school for before and after school safety/security reasons.

The school encourages student interactions by excluding the use of devices during breaks/recess/lunch or any time during school where normal student interactions would occur.

IX Student Agendas

Each student has an agenda that is used daily and requires a parent signature. Please check regularly each night with your child, as this is our main way to get information to you expediently. Homework and class letters are also posted on the school website.

X Parent Newsletter

A newsletter goes home each week, usually Monday, with the youngest member of the family. If you provide your email address to the office these may be emailed to you. As well you can now subscribe to our website and our newsletters are posted on the website every Monday. Submissions to the newsletter are due by Friday afternoon. After the newsletter is written, it goes to the staff for approval. The newsletter is the primary source of communication to the school community.

XI Lunches & Snacks

Lunch is brought from home and is eaten while sitting in the lunchroom. Wholesome, nutritious food enhances a student's learning capacities. Please avoid snacks and lunch items that include refined sugars and sweeteners as they contribute to reduced focus and concentration as well as loud and reactive behaviour in some children. The school does offer a concession store open at lunchtime to purchase a limited selection of microwaveable as well as drinks and snacks. Every Friday is hotdog day. Students may purchase a hotdog for \$1 each. Ketchup, mustard and relish are provided and are free. Tuesdays, Wednesdays and Thursdays the school has a bonus hot lunch meal provided for \$3.00. Punch cards are available for purchase at the office.

XII First Aid

Minor cuts, scrapes, bruises and stings are taken care of by the office staff with standard first aid treatment. When you registered, you completed an authorization form giving your approval for the use of these remedies.

XIII Medication Dispensing

The only circumstances where LCA staff can/will dispense medication to a child is if they have written authority from a parent. If your child must take medication during school hours, it must be left with your child's class teacher with written, dated permission.

XIV Lockers/Desks

Each student has a desk assigned to him or her upon enrolment. Students may also receive access to a locker or storage space inside their classroom. Each student is expected to look after that space keeping it orderly and clean and only having school appropriate supplies in these spaces. The Teacher/Principal will monitor this.

XV Birthdays

Birthdays are special days and will be acknowledged at school during opening exercises. Teachers will decide within their classrooms how they will celebrate birthdays. Check with your teacher for details. Surprise snacks brought by parents are great but remember to check with the teacher to find out if there are any allergies. Any excess supply for class snacks or unused due to allergies are welcome to be dropped off at the Principal's office. The good news is there are no allergies there except cream of wheat porridge and probably oatmeal porridge, but oatmeal in cookies is fine.

XVI Attendance

Regular attendance is essential to regular class work. Punctuality and regularity shown on the student's record express dependability and means much in the future career of the student.

The following are excusable absences:

1. Verified illness
2. Bereavements
3. Verified medical, dental or optometric appointments
4. Absences for which parents have made previous arrangements approved by the Teacher/Principal.

Parents must phone the school or provide a written explanation to the school when the student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental and other appointments should be made for after school or flex days, if possible.

Arrangements for absences other than for sickness or emergencies should be made in advance with the teacher.

Excessive absences will inhibit the student's progress. If, in the opinion of the Administration, the absences are unnecessary, the student will be considered truant and must be reported. Parents would be called in for a conference before serious action was taken.

XVII Illness

The school does not have the facilities to care of children who come to school too ill to remain in class. Please keep your child home if they seem ill. Remember to phone the school prior to classes beginning so that your child's teacher can be advised and we can pray for your child.

If your child has a communicable condition (e.g. Strep throat, chicken pox, mumps, etc.) please notify the school immediately.

A child who does become ill at school; will be given a place to rest while a parent is called. We ask that you support and respect any teacher or staff member's decision to send a child home.

In the event of a serious medical emergency where your child needs to be taken to the hospital clinic we must have current and correct phone numbers so that we can reach you or your authorized alternative. Please notify ASAP of any changes.

XVIII Class Outings/Field Trips

A consent form is signed by the parent/guardian is required for each child before the student can participate in an outing other than a short walk near the school. These outings are considered part of the curriculum and all children are expected to take part unless there are medical reasons or illness.

Sufficient supervision for outings will be sought among parents. A list of any needed items such as food, clothing and costs will be sent home to parents beforehand. If costs are prohibitive for families, please speak to the teacher.

Parents who carpool or volunteer to drive for class outings must adhere to the following conditions.

- ❑ Be in possession of a legal and current driver's license.
- ❑ Carry 2 million in 3rd party liability insurance on their vehicle.
- ❑ Ensure that the vehicle being used has one seatbelt provided for each of their passengers.

XIX Tests & Grading

Teachers administer tests to students on a regular basis. Alberta Education requires students in grades 3, 6, 9, and 12 to write standardized provincial exams. Students in our schools are encouraged to excel in relation to their capacities.

XX Progress Reports/Report Cards

Progress reports are given to students to present to their parents in November and March. An informal report is shared verbally with parents at the end of September at Picnic in the Parking Lot evening. The report is to be signed by the parents and returned to the school. Loss of a progress report will result in a replacement charge. Parent teacher interviews are scheduled during November and March. A parent is welcome and encouraged to call or drop in to the school at any time to discuss his/her child's progress. A final report card is provided to parents on the evening of the grade appropriate Award's Night in June.

Each student has a cumulative record folder maintained in the school office. The cumulative records are property of Lighthouse Christian Academy. Access is limited to teachers for the purpose of enhancing the student's education only. If parents or students over 15 wish to view their child's records they may do so in the presence of the Principal. Access by others to the file or to the information in the file requires the written approval of the student or parent, if 16 years of age or older, or the parent if the student is less than 16 years of age. A record of those viewing the file will be added to the file.

XXI Homework

It is the schools desire for the students to complete most, if not all, of the academic work at school in the time provided. This serves a two-fold purpose, 1) providing motivation

and greater efficiency during school hours, and 2) providing evenings free for family growth and activities, which are vital to the total and proper functioning of the home.

Teachers do not assign homework to ensure students have homework but it is inevitable that there will be homework for students due to:

- a) extra practice needed to master a concept
- b) interruptions in the daily schedule
- c) lack of motivation on the student's part
- d) time missed due to sickness, vacation . . .

The goal is to make the homework load reasonable to the grade level so as not to take up any significant part of the child's evening. A reasonable guide would be about 10 minutes per grade per day. For example, a child in grade one would be doing about 10 minutes per day and a child in grade 6 would be doing about an hour per day.

It is the parent's responsibility to provide a quiet place for the homework to be completed and to encourage their child as they do their homework. This is another opportunity for parents to spend quality time with their child, and to stay engaged in what their child is doing at school.

If homework becomes a concern for the parent then please set up a meeting with parent and teacher to discuss why the student is receiving the homework. It is hoped that between the parent and teacher a reasonable amount of work or time can be determined to help keep a balance with academics and extra curricular activities.

XXII Special Needs

Every child has needs that are special and we desire to do our best to meet the individual needs of each individual student in the school. However, due to limitations of staffing and resources we are unable to properly address individuals with more serious special needs. We will do what we can to help but we are unable at the present time to accommodate special requests. If a child's needs cannot be met within the context of a classroom, the parent has the responsibility to seek out other resource professionals in the community for diagnostic evaluation and tutoring/therapy. Staff is willing to assist in this endeavour but it is the responsibility of the parents.

Any concerns about a child should be brought to the child's teacher. The teacher may also approach the parent with requests for outside assistance, such as tutoring or counselling. The parent is financially responsible for such services.

XXIII Volunteering

If a project needs doing, a parent group or group of parents must take it on. There is no hidden "them" who do the work. At LCA, volunteers carry out many indispensable

projects and tasks. These range from fund-raising, special events, grounds and planning for the future. Volunteers also need periods of respite to focus on their families or work. This means that there is an on going need for a large pool of volunteers from which to draw. We encourage you to volunteer several times during the year or to choose an area in the life of the school, which will suite you, well and work there. It is an excellent way to make friends and to learn more about the school and the education that your child is receiving. When you offer yourself you benefit your child as well as the entire student body.

Are you wondering how you can help? We need our parents to be a strong and viable force in the life of the school. We encourage you to make suggestions and to help in any manner that you feel would make a constructive impact. Make your ideas known by bringing your suggestions to the Principal or board. There is an ongoing list of work that needs doing and your help is warmly welcome. Stay current with the newsletter as most volunteer needs are posted here first..

Please do not hesitate to come forward. The teachers and staff honor the constraints on your time, so please feel free to state precisely what your parameters are on your volunteer time. Our parents and their initiative are our greatest asset!

XXIV Questions & Concerns

If you have questions about:

- Finances – speak to the Board Treasurer or Mrs. Schimke
- The working of the Board – speak to the Board Chair or any Director
- The curriculum or your child’s progress – speak to the teacher
- School policy or administration – speak to a board member or Principal
- Interpretation of the curriculum – speak to a member of the staff or any teacher
- How to help – speak to an adult within the school – staff, board
- Concerns- in the interest of fairness, goodwill and the health of the community, speak directly to the person(s) involved.

XXV Communication with Teachers

It is important that teachers have time before class in the morning to prepare to meet the children in a calm, focused and meaningful way. For this reason if you have concerns or

issues to discuss with teachers, please contact the school office to request the teacher speak to with you at another time. Surprise visits are only fun if they involve cake and presents so if you are not bearing either then strive to make appointments for special meetings. Teachers are usually available to meet or answer calls after classes have finished for the day and are available before school with proper notice.

XXVI Communication with Office Staff

Mrs. Schimke is available to greet and answer or direct your inquiries during office hours, which are generally school days between 8:15 and 3:45. She takes care of the finances and is responsible for student registration. She is also the main drop off point for forms and fees and permission slips and questions and whatever else might come up. She is only a phone call away to answer your need. She is integral to keeping everything running smooth and making everyone else in the school look good. She enjoys a good cup of coffee so feel free to bless her. She often provides snacks for those coming by her office, which makes it another great reason to stop by for a visit. The snacks are all homemade!

XXVII Parent Meetings

Meetings of the whole school community are held occasionally to discuss parent concerns, to share visioning for the future and to share in the shaping of plans. It is most important that everyone take part in these meetings.

The Annual General Meeting is held every May where the audited financial statements for the previous fiscal year are presented and new Board members are elected and plans for the upcoming school year are shared.

XXVIII School Directory

Due to the privacy regulations, the school does not produce a phone directory for parents. Any information collected from parents is used for school purposes only. Contact information is provided on an as needed basis to individuals doing school-related work.

The best way to contact a staff member is to call and leave message or email through the website. If it is an emergency, the office will interrupt the class for your call. After hours it is best to leave a message for the staff member to call you back. Most conversations are not emergencies and therefore staff do not need to be called at home. If you are only available after hours then make arrangements for the teacher to call you or for you to call the teacher so that there are no surprise late night calls.

XXIX Student Conduct

In keeping with its mission and Alberta legislation, and its Safe and Caring Policy, Lighthouse Christian School Society is committed to:

- Providing all students with a welcoming, caring, respectful, and safe learning environment;
- Establishing a reasonable and caring balance between individual and collective rights, freedoms and responsibilities within the school community; and,
- Providing as part of student registration, school start information and other forms, written expectations for student behavior (to students and their parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school.
- Aligning expected student conduct in accordance to what Jesus would say or do given the situation.

Expected Conduct

Consistent with Section 45 of the School Act and in keeping with the mission and vision of Lighthouse Christian School Society, each student is responsible for acting positively in support of a welcoming and caring learning environment by:

- Acting at all times in keeping with the vision and mission underlying the school;
- Respecting oneself and the rights of others in the school;
- Conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- Refraining from and refusing to tolerate bullying whether in or outside of the school or school hours or electronically;
- Informing the home room teacher or, if not immediately available, a school staff member in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts;
- Attending school regularly and punctually;
- Diligently and actively being prepared to learn and pursue learning;
- Being accountable for individual behaviors to teachers and school staff;
- Cooperating with school staff to make the school a positive learning environment for all;
- Knowing and following the rules of the school. Teachers will orientate students at the beginning of each year with school rules and expected behaviours, posting classroom reminders as necessary;

- Fostering Christ-like friendships and bonds while respecting each other's personal space. Pairing off or engaging in activity that would be detrimental to the school atmosphere or child's reputation is discouraged;
- Coming to school with a positive attitude towards learning and allowing others to do the same;
- Helping keep the classroom and the school grounds tidy;
- Treating all property, not only your own, with care. Students will be required to repair or replace anything (apart from their own property) that has been damaged;
- Doing class work to the best of one's ability, completing homework as required and handing in all assignments on time.
- Recognizing the school as a closed campus for students up to and including grade 9. Students may only leave if accompanied by an adult or designate during school hours.

General Conduct Rules and Information:

- Gossiping/negative talk will not be tolerated.
- All items in student's storage areas, lockers, bins, desks are subject to the approval of the teacher.
- All cell phones and personal communication devices are to be turned off during regular class hours.
- Christian music-only that which glorifies the Lord is permitted.
- A six-inch rule of separation is in place for all students.
- Property being marked on, defaced, or broken is to be replaced at the offending student's expense.
- There will be no back talk or arguing with the teachers.
- A student should only walk while in the building; no running is allowed.
- At breaks, students K-9 are expected to go outside.
- Students in grades PK-9 cannot leave the school area during school hours unless under the supervision of their parents.
- Students in grade 10-12 are expected to be at school on time for their scheduled classes and remain until the class is dismissed.
- All visitors and volunteers are expected to sign in the visitor's book at the main office each time they visit the school.
- The school phone is reserved for official school business and emergencies. A student desiring to use the phone must obtain permission by stating the reason for the phone call.
- There will not be harassment of fellow students.
- Permission is required before entering off limit areas:
 - Other student's desks, lockers, bins
 - Teacher's desk and files
 - Main Office
 - Principal's office
 - Church designated space
 - Other specified areas except under supervised activity

Unacceptable Conduct

Unacceptable behaviors that may negatively affect a member of the Lighthouse Christian School Society community or the school's learning environment, whether in or outside of the school or school hours or electronically, include, but are not limited to:

- *Discrimination.*
- *Acts of bullying, harassment or intimidation.*
- Physical violence.
- *Acts of retribution* against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behavior.
- *Illegal activities* including, those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property.

Consequences

Students are expected to conduct themselves in keeping with their responsibilities as students as defined in the Student Code of Conduct Policy.

The school, generally the homeroom teacher, will investigate each instance of unacceptable conduct and pursue disciplinary action in a matter consistent with the principles of fundamental justice and the school's student discipline policy. In grave circumstances, an individual found to have engaged in unacceptable conduct may be subject to possible suspension or expulsion.

The school strives to provide firm, consistent, safe boundaries and expects all school rules to be followed. The school desires to keep the disciplinary procedures both effective and spiritual. Each classroom teacher is given freedom to implement and enforce the rules of the school in a creative and age appropriate manner. They will clearly communicate to the parents of their class expected student behaviour outcomes and consequences.

The school will work closely with the parents to solve any difficulty in behaviour. Teachers will handle classroom disciplinary problems according to school guidelines of showing love, being consistent and applying appropriate consequences. The goal is always to correct the child and to steer towards repentance.

Suspension or expulsion will be used only when the other avenues have failed to correct the problem or if the offense is of the serious or habitual nature.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all aspects of our life.

- For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life. Proverbs 6:23
- He who heeds discipline shows the way to life, but whoever ignores correction leads others astray. Proverbs 10:17
- Because the Lord disciplines those he loves, as a father the son he delights in. Proverbs 3:12

The Principal would administer suspensions and expulsions. A suspension report is filled out and sent home to be signed and returned to the school.

The school has 5 steps of correction:

- Step 1 warning
- Step 2 detention
- Step 3 in-school suspension
- Step 4 out-of-school suspension
- Step 5 expulsion

***It is possible to skip steps based on the severity of the infraction or number of times it has occurred.**

Detentions

It is the school's desire that children learn self-discipline. We will try to be fair and we ask for your help and support in this area. When a student receives a detention they will be given a form indicating what the infraction was and when the detention is to be served. The student must take the form home to be signed by their parents or guardian. The student will return the form to the teacher the following day. Discuss with your child the reasons behind the detention slip, pray with him/her and help it not become a regularity. If the form is not returned then there will be communication to the parent. A copy of each detention is given to the Principal for review and filing for the year. The Principal may invoke further consequences to a detention if the infraction is of a serious or repetitive nature. If a student receives a second detention in the same month, a meeting is set up with the Principal to discuss any further consequences. Instances of bullying, fighting, vandalism, habitual behaviour, alcohol/drug possession or use, and weapons possession will also include a meeting with the Principal and may lead to steps 3, 4, or 5. It is possible, depending on the severity of the action to skip steps.

Disciplinary Appeal

If a parent or a child wishes to appeal a disciplinary decision made by the school, the following process is in place.

- If the child wishes to appeal then he/she first talks to his/her teacher.
- If a parent has a question or concern, the first step is to communicate with the teacher to hear the other half of the story and to come to a satisfactory decision.
- If a satisfactory decision cannot be reached with the teacher, a meeting would be arranged between the Principal/Vice-Principal, the teacher and the child/parents.
- If a satisfactory decision cannot be made with the Principal/Vice-Principal, then the matter would be taken to the Appeal's Committee, which would consist of the current Parent Association Executive. If the student's parent or the principal were on the current executive board then they would be exempted from the committee. The executive's decision is final.

XXX Washrooms and Change Rooms

Providing a safe environment for all students requires that school administration create clear guidelines regarding the use of shared spaces such as washrooms and change rooms. In order to preserve dignity and safety, and due to the private nature of activities such as personal hygiene and changing clothes and the potential minimal supervision of these contexts, it is important that each sex has separate physical space.

XXXI Providing a Level Playing Field for School

A Christian Education aims at supporting the spiritual, healthy and well-rounded development of children. We ask your cooperation in providing a home environment that supports our children's education. When parents and teachers strive to provide a wholesome, dependable atmosphere for learning, the children can take up their learning wholeheartedly.

Parents or guardians should inform the class teacher of any changes in home life that may affect a child's behavior (e.g. parental absences, serious illness or death in the family or of friends; marital separation/divorce).

XXXII Sleep & Bedtime

Every child needs a full night sleep to nourish his/her growing body. You know how much sleep your child really needs to function properly so do what you can to ensure the opportunity is available for your child to be fully rested for school. Bedtime might include a Bible story, a quiet song, prayer and a brief look back at the day's events. Most of us need more sleep at night than what we are giving our body so consider going to bed early yourself.

XXXIII Punctuality

Please organize your home and your family to see that your child is punctual. Young children learn by imitating adults and it is essential for good habits to be developed early. When our children learn to be reliable and responsible about time from their adult examples, their will is strengthened. When the bell sounds at 8:25, children must go directly to Opening Exercises. Try to be a little early so that your child can say hello to friends before classes start. Children who are late miss experiences of worth, can lose a sense of continuity, and may be disruptive to the class.

If a child is late to school they need to stop at the office and fill out a late slip to take with them to their classroom teacher. For younger children it is helpful if mom or dad stop at the office to fill out the late slip.

XXXIV Staff

The teachers are dedicated to bringing the students a living experience of a Christian education. This group is composed of full and part-time teachers and assistants who serve the school in many ways.

They meet each Wednesday after an early dismissal to deepen their understanding of a Christian education, develop a greater perception of the children in their care, join in common study and address practical matters concerning the life of the school.

XXXV Student Incentives

There are a number of incentives in place at the school to motivate academics, school-spirit and Godly character. These would include some or all of the following during a school year:

Classroom-based incentives, Merit Store, Field Trips, Award's Night, School Campout and the Privilege Bag.

Further inputs into these areas are always appreciated. For most students, individual motivation set up by parents at home proves quite helpful. (E.g. extra privileges at home, cash, later bedtime, new car, Disneyland...)

XXXVI Sponsor Children

The school is sponsoring two children from different countries through Compassion Canada. There is a monthly cost to this sponsorship. The challenge is to every student to donate to cover the cost of these two children each month. Javier Granada was born July 20, 1999 and is from El Salvador. Panida Jaanjohn was born July 20, 1998 and is from Thailand. Children are asked to support the children through letters, prayer and finances. The cost per sponsored child is \$41 per month. We are taking collections at school the first Wednesday of each month, called allowance day. This works out to approximately \$1.00 per student per month. It is hoped that all students would be able to support these children by earning at least \$1.00 each month and bringing it to school. There is a display set up at the school for all to come and be updated by their letters. The intention of sponsoring two children overseas was to have the children take an active role in the financial support and correspondence and prayer. Each child has a different ability to give. Would you talk to your child and show them ways that they could earn money each

month to give to support these two children. If we collect more than the monthly amount then we can build up for the non-school months and birthday presents and Christmas presents that are on top of the \$82.00 per month.

XXXVII School Supplies

Each teacher has a school supply list for the students. Please ensure that your child has the appropriate supplies and that they are in good repair. Please ensure your child's supplies are clearly marked with their name.

Please ensure that your child has an adequate supply of necessary items, such as pencils, tissue, pens and erasers as these items tend to get used up very quickly.

If you have these supplies from last or previous years, PLEASE do not go out and buy new ones. You will have plenty of opportunity to spend money during the course of the school year!

If you have any questions about the necessities of any of the items or a possible substitute, please talk to the teacher for confirmation. Workspace and storage is limited. Any extra items may be stored in assigned lockers or at home till needed.

XXXVIII Mission Trips

Each year the school plans to take a group of students on a mission's trip. Students are encouraged throughout their school career to participate in the community. It is hoped that once they reach their highschool level students will be ready to go outside of the community to share their gifts and talents, to be stretched and to see what other needs are in the world.

The destination may not be readily known for the next mission trip but the preparation is the same no matter where we end up. Students will need a passport, be able to maintain their academic standing, have a willingness to work with a team and to be flexible to do whatever is asked.

Part of the preparation is doing gifts of service in the community. Through these acts God supplies funds for everyone to go. We also do some fundraising and sweating to raise the necessary dollars to go. We participate in such activities as Highway Clean-up, Child Care at Sunnyside and many other random opportunities that present themselves. Ultimately each team member is responsible to pay for their share of the trip.

XXXIX Award's Night and Graduation

We conclude each year with a number of celebrations.
The pre-school has a graduation ceremony in early June during chapel.

The kindergartens have a graduation ceremony in the afternoon about the third week of June to celebrate their accomplishments with character awards and certificates.

The grade 1 to grade 5 students have an award's ceremony about the third week of June in the evening. The grade 6 to grade 12 students have an award's ceremony usually the fourth week of June in the evening. Each ceremony recognizes student accomplishments from the year for both academics and character. The school recognizes some exceptional students combining character, leadership and a academics with the Principal's Award. The highest honour presented at the school is the Living Word Award given to the student or students most portraying the character of Jesus both in and out of school.

The third Saturday of June is a graduation ceremony recognizing the graduating high school students for the year. The day consists of a ceremony in the morning with the presentation of certificates and scholarships and then a banquet in the evening with invited guests. There is usually an aftergrad party for invited guests having a night of great fun generally organized by the parents of the grads with grad input.

XL School Campout

About the third or fourth weekend of May or early June the school heads for the hills for its annual campout. The past few years it has been to Lakeview Campground at Gull Lake, group site B in loop C. Staff, Students and parents take off for a day of great fun and memories starting at 9AM and ending sometime in the evening. The bold and the brave bring a camping unit to spend the night. Some super bold and brave come out the night before the campout to have two nights of memories. This tradition began in 1995. This is not a mandatory trip for the students but if you do attend, it is mandatory that you bring a good attitude. Put it on your calendar now for the whole family to be able to be together. If parents can't sleep over, it is close enough for you to pop out for the evening activities. It is meant to be a full family experience. More families are booking the day off from work to attend.

XLI STAFF

Office	Abby Schimke
Educational Assistants	Mandi Fullerton Victoria Lee Yolanda Moore Kristel Moxness

Art/Music	Vanessa Wester
PK	Lori Mearns
Gr. K	Sharon Nielsen
Gr. 1	Janet Stoesz
Gr. 2/3	June Rivers
Gr.4/5	Rose Plante
Gr. 6/7	Katrina Swart
Gr. 8/9	Craig Morrow
Highschool	Dion Krause
High School	Marilee Stebner
Home Education	Brittany Krook
	Laurel Allan
Principal	Dion Krause
Vice-Principal	Rose Plante

XLII BOARD

Lighthouse Christian Academy is a parent-run school. The parents of the school nominate and elect from their membership a board of up to 7 parents to oversee the governance of the school.

The legal and financial accountability for the school rests with the Board. The responsibility of the Board is to make possible, physically and financially, the educational initiatives undertaken by the staff.

The Board is comprised of people who have demonstrated an understanding for and commitment to the aims of a Christian education.

The Board members meet regularly. New members are elected at the Spring Annual General Meeting. If you have an interest in serving this way, speak to the principal or the Board Chair prior to the AGM so that your nomination will be brought forward.

The following are the expectations of a board member for the school:

1. To meet the Biblical standards of a deacon/elder/leader as set out in 1 Timothy 3 & Acts 6.
2. To have a personal relationship with Jesus.
3. To be a regular attendee of a Bible-believing fellowship.
4. To be a person with a commitment to prayer.
5. To be a regular giver to the school.
6. To have no unresolved relationship conflicts in the school, church or the community.
7. To attend the monthly school board meetings.
8. To be a supporter of the school and its leadership.
9. To be part of a team, willing to yield and having a humble spirit.
10. To agree with the purpose and constitution of the school.
11. To provide leadership to the school.
12. To be a positive person of Faith in all that comes your way.

Current LCA Board

Board President- Marney Kreutz
Board Treasurer- Roby Byzitter
Board Secretary- Curtis Austring
Co-Chair- Brent Moxness
Director- Trevor Johanson

Principal- Dion Krause
Administrator- Abby Schimke

XLIII FINANCIAL INFORMATION

Government Funding

Being an accredited private school we receive 70% of the base funding for students in Alberta. It equates to approximately 35% of the total student funding available to students in Alberta. We receive approximately \$4500 per child grade 1-12 from the government. A child attending a public school receives approximately \$14 000. We receive our grant from the government in three instalments in September, January and April. The grant for

the year is based on the school registration numbers at the end of September. Any child registering in our school after September 30 does not receive any government funding for that year.

Registration Fees

Fees may be paid with cash or cheque.

Registration fees for this year are	\$2625 per child grade 1-12
	\$1000 per child kindergarten
	\$1000 per child preschool

Fees are due by September 30 unless otherwise arranged.

A fee will be charged for every returned cheque.

Donations

Money given above required registration amounts are receiptable for tax purposes. You can drop off your cheques or cash daily, weekly, monthly or yearly. God has been faithful to meet all our financial needs. Bless you as you begin a walk of faith with us.

There may be extra costs throughout the year for field trips, or swimming lessons, hot lunch, school campout, etc. Parents are expected to look after these fees as they come due.

It is the parents' responsibility to ensure that all fees and donations are paid up. If a family is facing a financial hardship, then they are responsible to inform the school of the situation in order to make special arrangements. The board will endeavour to work with a family that

Loss or damage of school-administered items will result in appropriate replacement charges.

Since LCA is a registered charity, all donations to the school will receive a charitable donation receipt for income tax purposes. Donations of "in kind" to the school, such as building materials, tools, gym equipment or instruments and accompanied by a sales receipt, a tax receipt is issued in that amount. (Part of the registration fee and other school fees are not tax deductible.)

Refund Policy

Registration fees are non-refundable. In the event that a pre paid field trip or school related fee is unusable due to sickness or other absence, inform the office if you would like a refund, your account credited, or the fee amount put as a donation to the school general fund.

Fundraising

As the government grants pays only a portion of our operating costs, the financial responsibility falls primarily on the parents through donations. As a result, every Christian school community includes fundraising as part of the school life and social fabric. Full community participation in these fundraising efforts will reduce the financial pressures and help build more fully developed programs.

XLIV WAYS FOR PARENTS TO HELP THEIR CHILDREN

Ways to help your children get the most out of their education:

Help them develop a good attitude toward school, teachers and study. This is essential to educational success. Encourage them to serve God better both now and later.

Your part in their homework, should they have any:

- Make sure they have a good place to study with good lighting, ventilation, quietness and necessary tools.
- Help them get right at their studies and get them done.
- When they ask for help-coach them. **DO NOT DO THEIR WORK FOR THEM!**
- Sign their Homework slip or their agenda.

Feel free to seek out staff members at anytime to discuss your child's progress and concerns.

Please see that all personal belongings that your child brings to school are labelled or marked with their name. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ARTICLES.**

Please ensure that your child is dressed according to the dress code and has all the necessary supplies to work effectively at school.

XLV WAYS FOR PARENTS TO HELP THE SCHOOL

Pray daily for the staff, administration, board, parents and students.

Bring your suggestions, questions, or challenges to the Teacher, Principal, or Parent Board. We are anxious to improve our school for Christ. To take suggestions or problems to outside sources only leaves the school open to criticism and deprives the school the chance of giving first consideration to your suggestion or challenge. God wants us to restore relationships. The way to accomplish this is to bring the problem to the individual with the desire to reach a reasonable solution. Comments or suggestions may be put in writing and left at the office for the board to consider at their next meeting.

Recommend Lighthouse Christian Academy to others. Nothing can make our school grow better than satisfied parents selling other parents on our school.

Volunteer your services to the school as God provides the time and energy. Everyone has some ability that they can put to use for the Lord through our school. More often than not it is the parents that make it or break it both for the students and the school. Without the full cooperation of the parents, good education is difficult and sometimes impossible. These are some of the ways that you can help your kids and Lighthouse Christian Academy to provide the high quality education that Christ's Name deserves!