

Lighthouse Ministry

# Parent-Student Handbook

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2019–2020

PreK-12<sup>th</sup> Grade

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“Thy word is a lamp unto my feet, and a light unto my path.” Psalm 119:105

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## Welcome

We pray that as your family unites with Lighthouse Ministry, you will grow in your knowledge of His Word, your service to His work, and your love for Jesus Christ. May His word truly be a personal devotion, as a light unto our feet, and a public testimony, as a lamp unto our path.

### School Information

Meeting Address	Mailing Address	Hours	
11975 SW 2nd Street Miami, FL	P. O. Box 557023 Miami, FL 33255	7:50 am–3:30 pm 3:40 pm–5:30 pm (After-School Care)	
Website	Email Address	Phone Number	Curriculum
calvarymiami.com/lhm	lhm@calvarymiami.com	305.667.8577	Abeka®

### Ministry Team

Adrian Caballero  
Pastor  
Administrator

Mrs. Elisha Caballero  
Assistant Administrator  
High School

Mrs. Ana (Sory) Perez  
Middle School

Mrs. Tanya Yulee  
Elementary

Mrs. Silvia Gomez  
Preschool

After-Hours Ministry

Mr. (Coach) Victor Vega  
Ministry Assistant & Physical Education

### Our Mission

Lighthouse Ministry (LHM) of Calvary Chapel Miami purposes to honor and to worship our Savior Jesus Christ by providing an excellent education, by training up students in the knowledge of God, and by developing their Christian character in a safe and loving environment.

### Organization

Lighthouse Ministry operates as one of the many ministries of Calvary Chapel Miami.

### Ministry Description

LHM is a Christ-filled learning center for families who were called to invest in the spiritual and educational development of their children. The school program currently offers preschool through 12th grade with a fully accredited curriculum and extra-curricular enrichment. On-site ministry leaders and facilitators (teachers) provide the guidance and accountability necessary for a successful Christ-filled learning experience.

# Calvary Chapel Miami Statement of Faith

For a complete Statement of Faith, visit [www.calvarymiami.com](http://www.calvarymiami.com)

1. **God the Father** We believe in the person of God the Father, an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all those who come to Him through Jesus Christ. (Deut 33:27; Ps. 90:2, 99:9; 103:8; 102:27; Is. 57:15; John 3:16)

2. **God the Son | Jesus** We believe in the person of Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and His future personal, visible return to Earth. (Is 7:14; Mic 5:2; Matt 1:23; Mk 16:19; Lk 1:34-35; John 1:1-2, 8:58 and 11:25; 1 Cor 15:3-4; Heb 1:8; 1 John 1:2; Rev 1:8)

3. **God the Holy Spirit** We believe in the person of the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower for ministry all who believe in Christ. (Acts 1:8; 2 Cor 3:18; John 16:8-11; Rom 8:26 and 15:13,16)

4. **Trinity** We believe that there is one holy, living and true GOD eternally existing in three distinct, separate but co-equal Persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this triune GOD created all, upholds all, sustains all, and governs all things. (Gen 1:1-2, 26, 11:7; Deut 4:35, 6:4; Is 6:8 and 48:16; Matt 3:16-17, 28:19-20; Acts 5:3-4; Rom. 1:8; 1 Cor. 8:4-6; 2 Cor. 13:14; Eph 4:4-6; John 10:30, 14:16; Heb 1:1-3, 8)

5. **Baptism with the Holy Spirit** We believe the Holy Spirit indwells in every believer in Jesus Christ and that He is an abiding helper, teacher, and guide. We believe that prior to salvation, the Holy Spirit is with the unbeliever, convicting him of sin and operating to bring him to salvation. Once the believer has received Jesus as their savior, we believe the Holy Spirit then indwells in every believer in Jesus Christ, regenerating him, bringing his spirit to life and sanctifying him, being his abiding helper, teacher, and guide. We believe there is a separate, additional work of the Holy Spirit in which the Holy Spirit comes upon the believer, for power to be a witness for Christ in this world. (John 6:13, 14:16-17 and 16:8-11; Acts 8:15-17; Rom 8:26)

6. We believe in the present ministry of the Holy Spirit and in exercising all Biblical gifts of the Spirit (1 Cor 12-14).

7. **Word** We believe that the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. The Word of God is the foundation upon which this church operates and is the basis on which this church is governed.

We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures. (Is 28:13; Neh 8:8; John 17:17; 2 Tim 3:16-17; Heb 4:12; 1 Pet 1:23-25; 2 Pet 1:3-4 and 1:21)

8. **Sin** We believe that all people are born sinners by nature and therefore are under condemnation; that God saves and regenerates based upon faith in Jesus Christ alone and His finished work upon the cross by the Holy Spirit; and that only those who repent of their sins and confess Jesus Christ as Lord will be saved. (Eph 2:1-3 and 8-9; Rom 3:23, 5:8, 6:23, 10:9; Tim 3:5)

9. **Church** We believe in the universal Church, the living spiritual body, of which Christ is the Head, and all who are born again are a part of the Body of Christ. (1 Cor 12:12-13; Eph 4:15-16)

10. **Eschatology** We believe in the Pre-Tribulation Rapture of the Church where all believers will meet the Lord in the air and be taken out of this world prior to the Tribulation that will come upon the Earth. (Is 26:20; Lk 21:36; Rom 1:18, 5:9; 1 Thess 1:10, 4:13-16 and 5:9; 2 Pet 2:7-9; Rev 3:10, 5:7-10 and 7:13-14)

11. We believe in the Second Coming of Jesus Christ, which is His future, personal, visible return to Earth and the establishment of His millennial kingdom; we believe in the resurrection of the body, the final judgment and eternal blessing of the righteous and endless separation of the wicked. (Matt 24:29-31; 16:27; Acts 1:11; Rev 19:11-16, 20:11-15)

12. We believe in a literal Heaven and a literal Hell and that all those who place their faith, hope, and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord. (Ps 9:17; Mal 3:16-18; Rom 1:28-32; 1 Cor. 6:9-10; Gal. 5:19-21; Rev. 21:8; Eph. 5:5; Matt 5:3, 5:22, 18:9 and 25:31-34; Mk 9:42-49; Lk 12:5; John 3:18; Heb 12:23; 1 Pet 1:4; Rev 14:10-11 and 20:11-15)

13. **Creation** We believe in the creation and God as the Creator. We believe that God created man and that He created them male and female. We believe that marriage is exclusively the legal union of one genetic, biological male and one genetic, biological female, sanctioned by the state and evidenced by a marriage ceremony. We also believe that legitimate biblical sexual relations are exercised solely within marriage. (Gen 1:1 and 2:24; Matt 19:4-6; John 4:16-18; Rom 1:18-32; 1 Cor 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9; Gal 5:19-21; Eph 5:3-7; 1 Tim 1:9-11)

14. **Sacrament** We believe that the Lord Jesus Christ instituted two ordinances for the church: (a) full immersion water baptism of believers, and (b) the Lord's Supper. (Matt 28:19; Lk 22:19-20; Acts 2:38; 1 Cor 11:23-26) We also believe that the Lord Jesus Christ validated the ordinance of marriage. (Matt 19:4-5 and John 2:1-11)

## Admission

Lighthouse Ministry (LHM) enrollment policy is primarily to serve the body of Christ of Calvary Chapel Miami. Each student will be accepted into the Ministry based upon their previous academic, spiritual, and social records. LHM admits into the Ministry students of any race, color, nationality, or ethnic origin. Student's father and/or mother must be a disciple of Jesus Christ. Parents and students must be fully committed to the doctrinal position and ministry direction of Calvary Chapel Miami.

Parents are expected to be forthright and honest and are responsible to inform and not withhold any information from Lighthouse Ministry that might be relevant to the physical, medical, emotional, or spiritual needs of the student. In specific cases or situations in which the student may have very unique ministry needs, Lighthouse Ministry may seek out and recommend a different ministry that might be better suited to meet the special needs of the student.

### Steps for Admission

- A. Pray for God's will and direction in your child(ren)'s education.
- B. Obtain registration packet from [calvarymiami.com/lhm](http://calvarymiami.com/lhm)
- C. Submit completed registration packet, health forms, and non-refundable, voluntary Ministry Registration Support.
- D. Receive Lighthouse Ministry Acceptance Letter.
- E. Attend the new family and student(s) enrollment meeting with Administration.
- F. Be timely in paying Academic Package costs and Annual (or Monthly) Ministry Support.
- G. Admission to Preschool
  - 1. PreK 3 students\* must be at least 3 years and old by first day of school (8/12/19).
  - 2. PreK 4 students\* must be at least 4 years and old by first day of school (8/12/19).

\*Must be fully restroom-trained and self-sufficient in hygiene after restroom use at the time of enrollment.

#### H. Admission to K5-12th Grade:

- 1. K5 students\* must be five years old on or before 9/1/2019.
- 2. Adhere to State Requirements for homeschool student enrollment.  
<http://attendanceservices.dadeschools.net/homeschool.asp>



## Financial Guidelines

As parents, you have prayed and sought the Lord concerning your desire to be involved in Lighthouse Ministry. As you continue to sense that God is leading you and your children to be a part of LHM, you will adhere to the following financial guidelines:

1. Students are enrolled with the expectation that they will remain for the entire academic year.
2. All student Registration Support and the Academic Package costs are to be paid upfront upon acceptance. These costs are non-refundable.
3. Annual Ministry Support will be due August 1st or upon acceptance if enrolling after the first day of the academic year in the form of check or money order.
4. The first installment of the first month's Ministry Support will be due August 1st or upon acceptance if enrolling after the first day of the academic year. Monthly installments of the Ministry Support and applicable fees must be turned in no later than the 1st of every month from August through May, in the form of a check or money order. Parents understand that an installment represents 1/10th of the year's Ministry support and not a month of education.
5. For students enrolled by September 15, the full academic year's Ministry support will be due without prorating. For students enrolled after September 15, the annual Ministry support will be prorated based on the number of days remaining in the academic year, of a minimum of 170 academic calendar days.
6. Since this is a ministry, understand that these guidelines are to grow us in the areas of stewardship, responsibility, and punctuality. Parents agree to voluntarily provide an additional \$25 fee to the monthly suggested ministry support if not given in full by the 5th of each month. Postdated checks cannot be accepted to avoid this additional \$25 fee.
6. In the interest of being disciplined in the area of stewardship and responsibility through this ministry, an additional \$25 fee is due for all checks returned for insufficient funds or any other reasons. Only money order or cashier's check will be accepted after two checks have been returned during an academic year.
7. Students whose suggested monthly Ministry support is 30 days or more past due may not be allowed to return to class until all accounts are made current. If an unexpected financial hardship arises and you are unable to submit your Ministry support on time, contact the Ministry Office immediately.
10. It is understood that the above terms in this Financial section are accepted as part of the Understanding Agreement signed by the student's parents upon acceptance of enrollment into Lighthouse Ministry.

### **Registration Support**

Non-refundable, registration support is due with the Enrollment Application Form. (If a student is not accepted for enrollment, the registration support will be refunded.)

- \$100 per student if registering between Jan 1 – March 31
- \$175 per student if registering between April 1 – May 31
- \$300 per student if registering after May

### **Academic Package**

Upon acceptance into LHM, non-refundable amount is due immediately:

PreK3-4: \$220 | K5: \$430 | 1st–6th:\$620 | 7th–12th: \$720

### **Suggested Ministry Support**

Suggested Ministry Support is to be paid in full in advance. For families who would not otherwise enter the ministry, 10 monthly installments can be worked out (see Financial Information Item 4).

<b>Grade</b>	<b>Annual LHM Support</b>	<b>Aug 1 thru May 1 (10 payments)</b>
PreK Full-Day	\$3,800*	\$400
PreK Half-Day	\$2,375*	\$250
K5–6th	\$2,755*	\$290
7th–12th	\$2,992*	\$315

### **Payment Types**

LHM accounting requires all Ministry support and fees to be in the form of a check, money order, cashiers' check, or bank auto pay .

1. Please make checks payable to **Calvary Chapel Miami**.
2. In the memo field please include the letters "LHM" and the STUDENT'S FULL NAME.
3. Set up "Auto Pay" from your banking account or use the online payment option when possible. Otherwise, place checks in green envelope and then place directly in LHM Mailbox by the 1st of each month.

### **Discounts**

\*5% for full payment upfront by August 1 (reflected in the price chart above).

Additional siblings discount: 10% for 2nd sibling and 5% for each additional sibling.

### **Fees**

Other activities may require additional fees throughout the year (e. g., yearbook, field trips).

# Administrative Procedures

## Attendance

Commitment: “the state or quality of being dedicated to a cause, activity, etc.”

*If a man makes a vow to the Lord, or swears an oath to bind himself by some agreement, he shall not break his word; he shall do according to all that proceeds out of his mouth. Numbers 30:2*

### **Absences**

In case of absence, the day the student returns, the parent will send a written and dated note to the teacher explaining the reason for the absence and the dates absent. Students will not be allowed to return to class without a note explaining their absence.

### **Excused Absence**

Absences are excused for student illness or death in the immediate family. If there are three or more days in a row of absences the parent’s note must also include a doctor’s note.

### **Early Release**

Students will not be dismissed from school before 2:40 p.m. For a medical appointment, students can be released before 2:30 p.m. by parents presenting an appointment notice from the doctor. Any other early dismissal will be counted as unexcused absent for the day.

### **Doctor and Dentist Appointments**

Doctor and dentist appointments should be made after school hours. However, if there is no way to get another appointment, at the discretion of the Principal and with a doctor’s note, the absence may be excused as long as such occurrences do not exceed 3 visits per semester. If you anticipate this, please speak beforehand with the LHM Principal to ensure that it will be excused.

### **Approved Absences**

If a student/parent finds that an absence will be unavoidable, he should see the Principal several school days in advance (at least 5) for a permission slip to make up all work before the absence. This slip and the work made up in advance should be given to the student’s teacher before the approved unexcused absence begins. Final exams may not be made up. A maximum of 5 days of approved unexcused absence may be allowed for a given school year.

### **Unexcused Absences**

Any missed days not previously approved will be counted as unexcused absences. All unexcused absences will result in a zero for any quizzes or test given each day missed.

Note: Physical Education is required to graduate. If the student cannot participate due to a medical condition, please send a doctor's notice which we can forward to Abeka for approval. Students not showing up for P.E. will receive a lower grade.

### ***Absenteeism***

Excessive absences (excused or unexcused) may result in a student's repeating the same grade again, repeating of a course, or being dismissed. The State of Florida regulation is that 18 days missed out of the school year will subject the student to repeat the grade. Excessive unexcused absences may result in dismissal from LHM. Note that all absences can place an additional workload on our limited Ministry Staff by having to "catch up" the student.

### ***Tardiness***

Punctuality or being on time is important. Tardiness has an adverse effect on your child's educational progress and is disruptive to the LHM classroom environment. Worship and classes begin promptly at LHM. Let us show our respect to our Lord and to others by committing to be on time. All building doors and gates will be closed at that time and no one will be allowed in until worship is completed. Planning to arrive at 7:50 a.m. will avoid uncomfortable moments in traffic or other unforeseen circumstances.

### ***Unexcused Late or Tardy***

Any student arriving after 8:05 a.m. must have a note stating the reason for tardiness before going to class. Oversleeping, not sleeping enough, forgetting to set the alarm, power outage, traffic issues, etc., will not be excused. Three unexcused tardies will result in an unexcused absence on the day of the last occurrence and will result in a zero for all quizzes and/or tests for that day. Each nine-week period the slate is wiped clean and a new count of tardies begins.

### ***Excused Late or Tardy***

The LHM Principal will review all tardy notes to determine whether the tardy is excused or unexcused. At the discretion of the LHM Principal, excessive excused tardies may become unexcused.

### ***Absent or Tardy Make-up Work***

In the case of excused absence or tardiness, any failure to make up assignments, quizzes, or tests will result in zeroes being given for the missed work. Each student is responsible for seeing that make-up work is completed on time.

# Curriculum & Instruction

*Whatever you do, work heartily, as for the Lord and not for men. Colossians 3:23*

## Curriculum

Lighthouse Ministry materials and videos are provided by the fully accredited Abeka curriculum.

## Communication

All communication (materials & paperwork) with Abeka will be handled through the LHM office. The mailing address is: P.O. Box 557023, Miami, FL 33255.

## Video Term

Lighthouse Ministry operates on the basis of 170 video lesson days and 175 total school days. This is based on the requirement from Abeka Academy that each lesson must be watched. Additionally, there are requirements of the State of Florida (Department of Education Rule 6A-1.09512, Florida Administrative Code F.A.C. and F.S. 232) for which we aim to be above reproach. By signing the agreement section, you (students and parents) agree to be present for every lesson day and to be on time for the start of each day.

## Grading Periods & Scale

K5–3rd grades have a total of 6 grading periods, while 4th–12th grades have 4 grading periods. Grading scale is set by Abeka.

	A	B	C	D	F
Elementary	100-94	93-85	84-77	76-70	Below 70
7th-12th	100-90	89-80	79-70	69-60	Below 59

## Homework

Homework is an integral part of the Ministry program to aid students' educational progress through further practice of essential material. Each student is expected to complete the homework assigned. Ask your child's teacher, so that you are aware of your child's homework requirements and test schedules. Parents are not to complete homework assignments, but are to help students by reserving a quiet area, away from interruptions, for completing homework and by reviewing homework after it is finished for completeness and accuracy.

## General Information

### After-School Care

Available upon request from 3:40 p.m. to 5:30 p.m. (the latest) for a weekly donation of \$40 per student. Parents agree to pay a rate of \$1 per minute late for each child picked-up after 5:30 p.m.

### Chapel

A chapel time is set aside periodically as a means of presenting the tenets of the Christian faith and to develop strong moral character based upon biblical teaching by Calvary Chapel Miami Pastors. All students are required to attend chapel as part of their Bible class.

### Closed Campus

As a “closed campus,” we require student attendance from opening until dismissal, regardless of the number of free periods a student may have. This also means that students from other schools or friends are not permitted in LHM buildings/areas unless they are cleared by the Administration.

### Meals (PreK)

LUNCH will NOT be provided by the ministry. Students MUST bring lunch from home in an insulated lunch bag WITH an ice pack. Lunch bags should be labeled with student’s first and last name. Lunch food preparation is the sole responsibility of the parent. Lunch will be served as prepared by parent.

SNACK must also be provided, if the student will be attending LHM Preschool for the Full Day (8:05 am-3:30 pm).

WATER BOTTLES are required. Please label water bottles with the student’s first and last name.

### Meetings

If a meeting is desired with the Lighthouse Ministry Staff, please arrange a private conference with ample notification. Appointments are not available before school or during class hours. Lunches, homework, books, and other items may be left in the office for delivery to the student. Please call the office to schedule a meeting at 305-667-8577. Parent/Teacher Meeting times are from 3:45 pm to 4:15 pm.

### Ministry Hours

Monday through Friday 7:50 am to 3:35 pm. If parents have conflicting work hours, students may be dropped off at 7:35 am and will wait in the lunch-fellowship area. Students staying past 3:35 pm will be placed in after-school care and incur a \$40 fee.

## Nap Time (PreK-K5)

Students must bring a fitted sheet and blanket set (No Pillows) every Monday to be used for the school week. Sheets will be sent home on Friday for laundering. Sheets will be kept in the student's cubby/ bin and Nap Mats will be sanitized daily. Nap time will be from 12:30 pm- 2:00 pm (15-min setup and bathroom, 1-hour nap, and 15-min clean-up and bathroom). Students are not required to sleep but MUST rest and lie quietly on their Nap Mats during the 1-hour nap time.

## Parent Visits

Parents are always welcome. When a visit to the video classrooms is necessary, please schedule an appointment with administration first to be respectful of the students' academic time.

## Student Drivers

It is a privilege for students to drive to LHM, and as a privilege, may be revoked for unsafe practices or for violations of the following rules:

1. Student vehicles must be parked within areas designated by the administration.
2. Student drivers may not transport other students in their vehicles without the permission of the driver's parents and the parents of the other student.
3. Students are only permitted to leave church property when a signed permission note is received from the parent and an excused absence is obtained.
4. Vehicles are off-limits during Ministry hours without a written pass from teacher or office.
5. Students should not be loitering in or around vehicles before or after Ministry hours.

## Withdrawals

Written notification of withdrawal must be given to the Lighthouse Ministry Office. No transfer of records will be made until the student's accounts are completely settled, and all the voluntary, suggested Ministry support of that academic year up to the end of the month of withdrawal is submitted in full. Students with an unpaid balance on their account will not be readmitted to LHM.

If the day of withdrawal (either voluntary withdrawal or expulsion) is on or before the 5th of the month, parents agree to pay a flat charge of \$90.00 per child withdrawn. If the withdrawal is after the 5th of the month, parents will pay the full monthly suggested Ministry support plus any applicable late charges.

## Health and Safety

### ***Dismissal and Arrival Procedures (PreK)***

Please exercise extreme caution when driving on the property. Pre-K–3 and 4 parents must park in the parking lot on the south side of the building, accompany the student into the Pre-K–3 and 4 classroom, and sign the student in on the Daily Attendance Log. In order to facilitate flow of traffic, please do not park vehicles in the circular driveway when dropping off or picking up your student. Pre-K–3 and 4 students must not be dropped off at circular driveway.

### ***Immunizations***

As per the Immunization Guidelines for Florida Schools, Childcare Facilities, and Family Daycare Homes (Effective March 2013 Rule 64D-3.046, Florida Administrative Code), the following vaccines are required for attendance to Lighthouse Ministry:

(IPV) Polio

(MMR) Measles, Mumps, Rubella

Hepatitis B

(TDaP) Tetanus-Diphtheria-Acellular Pertussis

If a student does not have vaccines up to date, he or she must show proof that two vaccines are administered per school year until all required immunizations are fulfilled.

\*Meningitis vaccine is required for entrance into many state colleges and universities.

### ***Medications***

Non-prescription and prescription medication will be administered only with a written request and written instructions from the parent. All medications will be supplied by the parent, in the original pharmaceutical packaging, and must be labeled with the student's name clearly on the outside. Medicine (prescription or non-prescription) must be secured in the Ministry Office and not in the student's possession.

### ***Parking Lot Procedures***

Please exercise extreme caution when driving on the property. Students are to be dropped off and picked up at the circular driveway. To facilitate traffic flow, pull all the way forward upon arrival.

### ***Severe Weather or Other Difficulty***

When LHM closes because of severe weather or other unforeseen events, information about the closing will be distributed via Lighthouse Ministry's office. It is the Ministry policy NOT to close the Ministry once we have started the day of studies. We want you to be assured that your child will



have a safe place to stay and will not be faced with the possibility of being sent home to an empty house. It is the parents' discretion whether or not to pick up the student early due to weather.

### ***Student Illness Policy***

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed below, a parent will be contacted and asked to pick the child up as soon as possible. The parent needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population. In order to keep our children healthy, children will not be allowed to attend school or school-related activities if they have anything contagious such as, but not limited to the following:

- **FEVER:** May return when fever-free (under 100 degrees) for 24 hours, without medication
- **DIARRHEA / VOMITING:** May return when symptom-free for 24 hours
- **STREP THROAT:** May return after 24 hours of antibiotic treatment, no fever for 24 hours, and with a doctor's clearance note
- **CONJUNCTIVITIS (pink eye):** May return 24 hours after treatment begins, eyes are free of discharge, and with a doctor's clearance note
- **HEAD LICE:** May return after treatment, removal of all live lice and nits from hair, and with a doctor's clearance note
- **RINGWORM:** May return with a doctor's clearance note and once treatment begins; area should be covered while in school for first 48 hours of treatment
- **COMMUNICABLE DISEASES (such as, but not limited to influenza, chickenpox, pertussis, meningitis, mononucleosis):** May return when cleared by their medical provider and with a doctor's clearance note

# Student Life and Conduct

## Bible

The King James Version (KJV) of the Bible is the Bible chosen by Abeka Academy. Therefore, the KJV is used in the classroom, for study, and for memorization.

## Bible Verse of Lighthouse Ministry

“Thy word is a lamp unto my feet, and a light unto my path.” Psalm 119:105

## Pledge to the American Flag

We do pledge to the American Flag. “I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

## Pledge to God’s Word

We do pledge to the Bible. “I pledge allegiance to the Bible, God’s Holy Word, I will make it a lamp unto my feet and a light unto my path and I will hide its words in my heart that I might not sin against God.”

## Biblical Principles

LHM priority is to honor the Lord. Conduct (speech and behavior) and dress therefore must reflect a heart that prioritizes pleasing the Lord and not one that is seeking merely to reflect the culture. As such, parents and students are to abide by these three essential, biblical principles.

1. **Be Modest** It is our heart to ensure that we are being an example to the world and other believers in all that we do. Therefore, maintain a standard of modesty in all jewelry, clothing, and style-choices (e.g., hair, make-up). (2 Timothy 4:12)
2. **Be Submissive** It is our desire to keep God’s commandments. Our attitudes must be one of willing to submit to authority even when we do not understand or agree. (Hebrews 13:17)
3. **Be Responsible** We have a responsibility, not only to ourselves, but also to our brothers and sisters in Christ. Because we have freedom in Christ, we must consider if our choices are beneficial to our spiritual walk and to those around us, or if they may cause someone to stumble. (Matthew 18:6-11).

## Dress Code

If conduct (speech and behavior) or dress contradicts these biblical principles, then the students may be sent to the office or home until the situation is corrected. They may return to Lighthouse Ministry functions once they are in compliance with the following guidelines:

### **Guidelines**

- No Croc-style shoes or flip-flops
- No cutting or designs on eyebrows
- No exposed tattoos, markings, and body piercing (temporary or permanent)
- No exposed undergarments
- No pajama-style pants or shorts
- No secular paraphernalia
- No religious symbols that are not Christian in nature or which are for specific denominations
- No see-through material
- No tank tops or strapless tops
- No tightly fitted clothing
- No torn clothing exposing skin
- No unnatural hair coloring (i.e., blue, green, orange, etc.) and extreme styles
- No visible midsection of body or cleavage, even when sitting or bending

Boys are not to wear earrings and must maintain a clean and neat haircut and a clean shave.

Girls may have up to 2 earrings on each ear and must maintain skirts and/or slits to knee length.

### **Uniforms**

A uniform check is required prior to start of school year for 6th–12th grade and is optional for PreK–5th grade. Uniform consists of a polo-collared shirt, pants, and closed (not torn) shoes. Shirt colors can be white, black, yellow (any shade), and blue (any shade). Pant colors are khaki, black, or dark blue. All uniforms must comply with Dress Code Detail section.

### **Field Trips/Activity Dress Code**

Students and parents are to wear apparel that suits the particular activity or trip and that abides by Dress Code Details. Appropriate dress is at the discretion of the Ministry Staff.

### **PE Dress Code**

Girls and boys may wear knee-length basketball shorts with a loose t-shirt. Sneakers are mandatory. Lack of PE attire will be counted against student's final grade.

### **Parental Attire**

Parents are welcomed and encouraged to go on field trips and to visit. So please exhibit the same modesty outlined in the Dress Code Detail.

## Conduct

### ***Attitude***

Students must exhibit an attitude of Christian humility and cooperation. A critical, griping, or uncooperative attitude is not acceptable. Students should display a genuine concern for others and demonstrate “JOY” {Jesus first, Others second, You last}.

### ***Cell Phones or Other Personal Electronic Devices or Toys***

Cell phones or other personal electronic devices are not permitted to be used during Lighthouse Ministry hours or events. All such devices need to be left at home or turned over to the LHM teacher before entering classrooms. They will be returned at the end of day. Lighthouse Ministry will not be held responsible for any damage to or loss of any confiscated or turned-in objects.

### ***Cheating***

Cheating is deceptive and a form of lying, which is a sin. Cheating will not be tolerated. Students must practice honesty and earn a testimony of trustworthiness. Cheating will result in a zero for that day in all subjects and 3 days’ suspension. All work for the 3 days’ suspension will also be given a zero.

### ***Courtesy***

Students are expected to be friendly, helpful, and polite, and to exhibit courtesy to each other, to the faculty and staff, and to any visitors they may come in contact with. Students are to proceed to their classes and other Ministry activities in an orderly manner.

### ***Public Displays of Affection (PDAs)***

Any inappropriate physical contact (such as hand-holding, romantic hugging or kissing, and the like) are not permitted. Additionally, male and female students should not be alone together anywhere on church property. This is to avoid the appearance of evil (I Thessalonians 5:22) and to not defraud a brother or sister in these matters (I Thessalonians 4:3-7).

### ***Drug and Alcohol Policy***

It is forbidden for students attending Lighthouse Ministry to use, possess, or sell narcotic drugs, controlled substances, or alcohol. Students in possession of drugs, or using or selling drugs, shall be immediately dismissed from the LHM and the finding shall result in a police case opened. Students found to be possessing or using alcohol shall be immediately dismissed from LHM.

## Discipline

LHM is honored that you have asked our staff to assist you in training your child. Our Ministry is designed to develop your child's spiritual and academic qualities. In order to carry out character development, we believe it is necessary to follow Scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures. Any LHM Staff, Principals, and teachers may correct a student when his or her behavior is in violation of proper or reasonable rules and procedures. Correction may include issuing of demerits, sentence writing, additional homework, suspension, detention, disciplinary biblical instruction, or even expulsion.

### ***Restriction***

Students may be placed on restriction when accumulation of demerits or any act, event, or attitude is deemed by the Administration to warrant such action. Restriction can exclude a student from holding any position of leadership, Honor Roll recognition, or participation in class field trips or any other extracurricular activity.

### ***Probation***

For repeated misconduct, a student may be placed on disciplinary probation. This allows the student the opportunity to correct the problem. Disciplinary probation shall exclude a student from holding any position of leadership, Honor Roll recognition, or participation in class field trips, class picnics, or any other extracurricular activity. Disciplinary probation duration is determined by the LHM Principal. If the student does not improve satisfactorily, the student may be asked to withdraw from the LHM program.

### ***Suspension***

A student whose behavior or action is unacceptable is subject to suspension for one to several days. A student is not allowed on church premises during Lighthouse Ministry hours unless otherwise indicated by the Ministry or Church Office and cannot participate in Ministry activities. Zeroes are given in all subjects for each suspension day and these grades are averaged in with the current grading period. A student is not eligible for Honor Roll recognition or for holding any position of leadership during the grading period in which the suspension occurs.

### ***Demerit System***

A demerit system is used to teach students to develop self-control by encouraging appropriate behavior and discouraging inappropriate behavior. Demerits are not punishment, but they may lead to punishment if disregarded. Receiving demerits, regardless of the offense, should be deemed serious. Acts of willful, blatant, and malicious conduct will be subject to a greater degree of disciplinary action. A student who demonstrates complete disregard for the spirit of LHM's rules and regulations will be expelled regardless of the number of demerits obtained.

A student who feels a demerit was given unfairly should not be argumentative. The student should talk privately at a time convenient to the person who gave the demerit. If that person agrees, the demerit may be withdrawn. Otherwise, the demerit should be accepted graciously.

Note: The student begins each semester with zero demerits. The Administration will make final determination regarding issuance of demerits.

Issues	Demerits
Distracted (sleeping, unprepared, passing notes, out of seat without permission, chewing gum)	1
Disruptive (cell phone, devices, inappropriate conduct, talking without permission, dress code violation)	2
Disrespectful (throwing objects, inappropriate attitude/speech, refusal to follow instructions, listening to inappropriate music)	3
Defiant (possession of matches/knives, disobedience/rudeness to adults, profanity or inappropriate slang, inappropriate physical contact, cheating lying/untruthfulness)	5
Destructive (vandalism, stealing, smoking/possession of tobacco products, drinking or possessing alcoholic beverages, possession of firearm, use or possessing illegal drugs, immoral activities)	9

- **2 demerits:** A notification is sent to the parent and student is required to see the Principal for discipline, which may include suspension, probation, restriction, and/or any other plan.
- **3 demerits:** Student is placed on minimum of 3 days' Suspension and/or Restriction. Parent/Principal conference is required.
- **5 demerits:** Student is placed on minimum of 5 days' suspension. Parent/Principal conference is required.
- **9 demerits:** Student is subject to expulsion from the Ministry based on the final decision of the Administration.

## Agreement Section

In signing the parental agreement, I understand and agree with the following:

1. Lighthouse Ministry (LHM) of Calvary Chapel Miami will facilitate the schooling of and supervise the Biblical education of my child using the Abeka curriculum and according to the Statement of Faith of Calvary Chapel Miami (available at [www.calvarymiami.com](http://www.calvarymiami.com)).
2. I agree to the teaching of God's Word to my child. It is understood that LHM as a Ministry of Calvary Chapel Miami will also present lessons from the Bible.
3. As parents, we are to see that our child conforms to LHM conduct and dress standards.
4. Church or personal property destroyed, damaged, or lost due to the student's negligence will be repaired or replaced immediately, and the cost will be borne by the parent.
5. If I have criticisms, constructive or otherwise, I will request a private meeting with the appropriate LHM Staff.
6. In case of emergency when I cannot be contacted, LHM will seek reasonable medical care, including taking my child to a doctor or a hospital.
7. All withdrawals must be handled through the LHM staff, and no transfer of records will be made until all accounts are satisfied in full.
8. Our family will be represented at Parent-Teacher meetings by at least one parent.
9. I give permission for my child to take part in all LHM activities including LHM-sponsored trips away from the Church property. I hold harmless LHM (and its staff) and Calvary Chapel Miami from all liability in the event that my child is injured at LHM or during any LHM activity.
10. LHM has full discretion in the discipline of my child, according to Biblical principles.
11. It is understood that participation at LHM is a privilege and not a right, and this privilege may be forfeited by any student who does not conform to the standards and regulations of this Ministry. If the actions of any student demonstrate that they do not want to be a part of the Ministry, LHM reserves the right to confirm that decision that the student and parent have made by dismissing said student from LHM. These decisions will be made at the sole discretion of the LHM Principal. LHM may request the withdrawal at any time of any student that does not fit into the spirit of the Ministry to which God has called us.
12. I have read the LHM Parent-Student Handbook entirely and understood by myself, the parent/guardian and my child, the student. Additionally, we the parents/guardians and the student agree to the principles set forth in the LHM Parent-Student Handbook.

# LIGHTHOUSE MINISTRY

*Your word is a lamp to my feet and a light to my path. Psalm 119:105*





-----Detach this page and turn in to LHM Office-----

## Parental Agreement

I acknowledge that as parents, I have been praying and sense the Lord leading me to be involved and to enroll my children in Lighthouse Ministry (LHM). I understand that this is a ministry and as such, the work of instruction, development, and growth in me and my children of Christ-like character and virtues (such as stewardship, faithfulness, accountability, punctuality, and responsibility) are just as important as the academic disciplines that God will develop in my child.

As parents, we understand that at any point the Lord can show you or us to go in different ways. We understand and agree to the position of Lighthouse Ministry regarding the Ministry relationship they hold with us and our family, which is that if any of the elements that we have agreed upon in entering this relationship with them as Ministry providers is breached, it is very possible that they may refrain from the active Ministry position that they have been able to participate in (i.e., the child may not be allowed to remain in Lighthouse Ministry).

We, as parents and students, have entered into this agreement prayerfully, and agree to commit to the Lighthouse Ministry principles and guidelines.

My signature below is evidence that I have read, understood, and agree to abide by the LHM Parent-Student Handbook.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade Entering

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