



**Parent & Student
Handbook 2025-2026**

Table of Contents

- I. Compass Mission Statement**
- II. Lighthouse Statement of Faith**
- III. Faith Baptist's Mission**
- IV. Compass Leadership Team & Contact Info**
- V. Calendar**
- VI. 2025-2026 Class Schedule**
 - a. Five Areas for Learning**
- VII. Financial Obligations**
 - a. Registration Fee**
 - b. Compass per Class Fee(s)**
 - c. Class Supply Fees**
- VIII. Faith Baptist Meeting Space Information**
 - a. Parking/Entering**
 - b. Weekly Clean Up Procedures**
- IX. Student Code of Conduct**
 - a. Classroom Expectations**
 - i. Preparedness**
 - ii. Attentiveness**
 - b. Community Contributor**
 - i. Teacher/Student Relationship**
 - ii. Dress Code**
 - iii. Cell Phones**
- X. Parent Code of Conduct**
 - a. Committed Participation**
 - b. Community Contributor**
 - i. Respectful Interactions**
 - ii. Cell Phones**
- XI. Sick Policy**
- XII. Food on Campus**
 - a. Lunch and Snacks**
 - b. Allergies**
- XIII. Inclement Weather**

I. Compass Mission Statement

- A. Compass is a Lighthouse Learning Community that has two primary purposes: to foster community and to offer academic and enrichment classes by Lighthouse members for Lighthouse members.

II. Lighthouse Statement of Faith

- We believe that there is one God eternally existing in three persons: the Father, the Son, and the Holy Spirit.
- We believe that the Bible is God's written revelation to man and that it is verbally inspired, authoritative, and without error in the original manuscripts.
- We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, death on the cross to provide for our redemption, bodily resurrection and ascension into heaven, present ministry of intercession for us, and His return to earth in power and glory.
- We believe in the deity of the Holy Spirit and that it performs the miracle of new birth in an unbeliever and indwells believers, enabling them to live a Godly life.
- We believe that creation, as described in Genesis, was an act of God, and not the result of evolution.
- We believe that man was created in the image of God, but because of our sin, was alienated from God. That alienation can be removed only by repentance and accepting God's gift of salvation through faith alone, which was made possible by Christ's death.

III. Faith Baptist's Mission

Making disciples who KNOW, GROW, SERVE & GO

IV. Compass Leadership Team & Contact Info

Director	Jennifer Rorex	compasslhsa@gmail.com	919-793-8828
Enrollment Coordinator	Stephanie Robinson	compasscoopregistrar@gmail.com	919-451-6122
Treasurer	Amy Sheppard	compassstreasurelhca@gmail.com	919-740-6687
High School Coordinator	Becky Knutson	beckymknutson@gmail.com	919-607-2649
Middle School Coordinator	Catherine Woodall	catherinejvinson@yahoo.com	919-830-3257
Upper Elementary (2nd-5th Grades) Coordinator	Stephanie Dalman	ericandstephaniedalman@gmail.com	919-604-4719
Lower Elementary (Preschool - 1st Grades) Coordinator	Candice Howard	ceq2188@gmail.com	919-665-8005
Curriculum Coordinator	Melody Martin	melodymartinslp@gmail.com	907-306-3355
Onsite Coordinator	Barbara Lippard	Nutkase4god@yahoo.com	919-830-4490
Hospitality Coordinator	Amy Wagner	amyjoywagner@gmail.com	704-305-2605

V. 2025-2026 Calendar

VI. 2025-2026 Class Schedule A. Compass Class Structure

- i. Compass will provide classes for students in Kindergarten to 12th grade. Childcare will also be provided as space is available.
 - 1. Students are divided as follows. If you need to make an adjustment to your student's class/grade level, please discuss this with the Director prior to registration.

a.

Preschool A	0 to one year olds
Lower Elementary	Preschool (ages 2-4) Kindergarten 1st grade
Upper Elementary	2nd - 5th Grades
Middle School	6th - 8th Grades
High School	9th - 12th Grades

VII. Financial Obligations

A. Compass Community Fee

- i. An enrollment period will be made available to current Compass members between April and June each year. Currently enrolled Compass members have the privilege of registering for classes first. The Compass Community fee for 2025-2026 school year is \$75.00. This fee is nonrefundable.
- ii. Following current Compass member registration, an enrollment period will be made available for current Lighthouse members at a member rate. This opportunity is an advantage of being a current Lighthouse member each year.
- iii. After the member registration date has passed, new members will be provided an opportunity to register for classes in July. This registration period will have an increased cost.

B. Compass Facilities and Class Fee(s)

- i. Compass Leadership desires to keep the cost for classes affordable so the opportunity to participate is both available and beneficial. A contract is made between the Lighthouse Compass Learning Community and a facility willing to host the co-op meetings. The majority of the fees that families pay go directly to the facility, as facility rental is the biggest cost for Compass.
- ii. Compass per class fees are decided upon based on the budget needs each year for facilities, supplies, and general costs required for the Co-Op. It is important to note that all Compass teachers are strictly volunteers and do not get paid. All monies paid to

Lighthouse go toward facilities and Compass operational needs.
**These class fees may vary year to year.*

1. The Compass Class Fees for the 2025-2026 school year areas follows:

Age Groups	Class Costs
Babies through Preschool	\$100 for the year
Kindergarten & 1st Grades	\$55 per class
2nd through 5th Grades	\$55 per class
Middle School Classes	\$65 per class
High School Classes	\$75 per class
Study Hall	\$15 per class period

*Additional Supply Fees per class will be determined by the teacher

2. Failure to pay all class fees by the pay-in-full date, (July 14, 2025) as noted below, will result in an automatic withdrawal from class rosters and the Compass Community Fee will not be refunded.

C. Withdrawal from Compass Classes

- i. If a registered family has a change in circumstances and cannot participate in Compass as planned, the Compass Community Fee is nonrefundable (as noted above).
- ii. **Withdrawal Dates/Penalties**
 1. Full refund for class costs will be given if you inform the Registration Coordinator about your need to withdraw before July 14, 2025. This is the date that all fees are to be paid in full for the year.
 2. A 50% refund for class costs will be given if the Registration Coordinator is informed of your decision to withdraw before the first day of classes, August 14, 2025.
 3. No refunds are given after August 14, 2025.

D. Class Supply Fees

- i. Supply fees are determined for each class by the teacher and are an additional expense beyond class fees. Each registered family will be invoiced for appropriate supply fees based on what classes your students are registered for. The supply fees will be used to cover the costs of any items needed for crafts, experiments, projects, etc.

1. The supply fees will vary by class but will typically be in a \$10-\$25 range.
2. Every family will receive an invoice for the total amount your family owes for supply fees by July 1, 2025. You may pay these fees with your outstanding amount due by July 14, 2025, or they can be paid in a separate payment by July 28, 2025.
3. **Note:** High School classes may have higher supply fees due to labs/textbooks/class specific needs.

VIII. Faith Baptist Meeting Space Information

A. Location

- i. Faith Baptist Church in Youngsville, NC will host Compass for the 2025-2026 school year.
 1. Faith Baptist Church 249 Holden Road, Youngsville, NC 27596

B. Parking/Entering

- i. Parents should park in the Kidztown parking lot. This is to the left of the main Worship Center and the door has an awning.
- ii. All students and teachers will enter and exit through these doors only. Once you enter the building you will stop and sign your family in and get your nametags.
 1. Nametags must be worn while we are in the building in order to demonstrate who we are and why we are in the building. Please respect this security protocol. Nametags should be left each week upon departure.
- iii. Please be mindful of your volume (and help others around you remember as well) as you enter and exit the building. Faith's pastors and staff offices are nearby, and we will need to be respectful of their time and space.

C. Weekly Clean Up Procedures

- i. Compass families should strive to leave the spaces we use just as we found them or better. There will be pictures posted in the classrooms to guide the re-setting the rooms at the end of each Thursday meeting. All trash should be picked up, desks and chairs arranged as the diagram depicts, and no items belonging to Compass families left behind. Lights will be turned off and classrooms locked by the Director as a final check at the end of the day.
 1. Upon your arrival to a classroom if there are any issues that you find such as trash/food on the floor, desks marked on, etc. please let the Onsite Coordinator or Director know immediately.

2. There is a closet located in the men's bathroom on the upstairs hall near the majority of our classrooms. The closet provides paper towels, cleaning products, carpet sweeper, etc. should you need them. The Director and Onsite Coordinator will have the key to this closet and can provide assistance.

IX. Student Code of Conduct

A. Classroom Expectations

i. Preparedness

1. Students should be in class a few minutes before the start of class so they can get settled in, greet other students, and be ready to focus when the instruction time begins.
2. Students are expected to arrive at Compass each week ready to participate and engage in classes in a meaningful way. **For older students especially, students should arrive having completed assignments and reading prior to class.** Compass Teachers work diligently outside of class to be prepared to engage and instruct students. Students should demonstrate care and respect for their teachers (and classmates) by coming to class ready to participate appropriately. Students of all ages will get the most out of Compass classes when they are prepared.
 - a. High School students are earning a credit and are expected to engage in classes as such. **Students who have excessive absences, are routinely tardy, or consistently fail to complete and turn in assignments will be in danger of dismissal from a class.** High School teachers are committed to providing students with an excellent learning environment and experience. Students are expected to demonstrate their best efforts in preparing for class and participating in class.
 - i. Parents of High Schoolers **must** be engaged with what is required of students for every class and partner with them to have them there on time and ready for classes. Parent/Teacher conferences may be requested as needed.
3. Teachers will send home Progress Reports once per semester for Middle School. High School students will receive two Progress Reports in the fall, one in the winter, and be issued a final grade at the end of the year. Progress Reports will give insight into how the student is participating in class and highlight areas of strengths and areas that may be challenging. The Compass environment allows for regular

contact and conversation between parents and teachers to address any issues or concerns that may arise.

- a. High School students will receive a final grade and course description, as well as personal feedback from the teacher, at the end of the Compass year.

ii. Attentiveness

1. Students are expected to be respectful classmates and learners. Behaviors that distract others will be addressed with the student and parent by the teacher and Director. If inappropriate behavior or poor choices persist, the student will be removed from the class.
2. Prior to the first day of Compass parents will receive a link to complete a child information form for each student enrolled. This information will be useful for teachers to know and understand your child more before entering the classroom. Parents should be honest and descriptive so that individual needs are known, equipping teachers to provide a positive and appropriate learning environment for all students.

B. Community Contributor

i. Teacher & Student Relationship

1. Compass teachers are volunteers who are giving generously of their time and gifts to benefit the Co-Op. Teachers will be treated with respect and kindness by every student and parent. Students will participate in the classroom setting in a way that honors Christ, their parents, and their teacher and classmates.

ii. Dress Code

1. As a community rooted in Christ, we desire to reflect values of modesty, respect, and responsibility in the way we dress. While clothing styles may vary, our goal is to maintain a learning environment that is free from distraction and honors God and others. We encourage all students and volunteers to choose clothing that reflects dignity, discretion, and appropriateness for a shared academic and faith-based space.
2. General Guidelines for All:
 - a. Clothing should be clean, neat, and appropriately fitted (not too tight, too loose, or revealing).

- b. Graphics and logos on clothing must be appropriate — no profanity, innuendo, or imagery that conflicts with our Christian values.
- c. Clothing Expectations:
 - i. Undergarments should not be visible.
 - ii. Must cover the midriff at all times (including when arms are raised or bending over).
 - iii. Should not be low-cut in the front, back, or under the arms.
 - iv. Spaghetti straps or strapless tops are not permitted unless layered with a cardigan or jacket.
 - v. Shorts must be an appropriate length. As a general rule, shorts should be fingertip length and not shorter than a t-shirt.
 - vi. Leggings may be worn only with a shirt or tunic that fully covers the bottom.
 - vii. Dresses must meet the neckline and length guidelines even when worn with tights or leggings.
- d. Shoes must be worn at all times and should be comfortable for all activities.
- e. Clothing must allow for freedom of movement in classroom and active settings.

3. General Personal Appearance:

- a. Light makeup is permitted but should be age-appropriate and not distracting.
- b. Face painting/theatrical make up is only allowed when part of a specific class activity or event and should be washed off afterward unless otherwise directed.

iii. Cell Phones

1. Students should refrain from using cell phones during instruction times. Since a parent will be onsite the times that the student is participating in Compass this should not be an issue. The three-hour block once a week that we are together should be an intentional time for building

community. Teachers may have various phone policies for their classes and students are expected to comply. Cooperation with this rule is expected and if a student fails to adhere to this rule, he/she will be asked to leave class.

X. Parent Code of Conduct

A. Committed Participation

- i. Parents are an invaluable part of Compass. *Parents will be teaching, assisting, leading, or monitoring in some way during our Co-Op. Parents are required to stay onsite and make Co-Op meetings a priority each week.* If parents do not demonstrate faithful weekly attendance and participation in classes, enrollment in Compass will be in jeopardy. A family may be removed from the Co-op if parents do not uphold and adhere to Compass policies.
 - Planned Absences - In the event that you know in advance that you will be absent on a Thursday, please inform the Onsite Coordinator so that she can be sure that there is ample coverage for you prior to the date you will be absent.
 - Unplanned Absences - In the event you are not able to attend on a Thursday please make the Onsite Coordinator aware of your absence as soon as possible. A text message is preferred the night before when possible and by 8:30am the day of.
 - Coverage Pool - All parents who are not assigned to volunteer during specific class periods will be expected to fill in for others as needed. The Onsite Coordinator will notify you as early as possible if you are needed for additional coverage. Parents are expected to be flexible and helpful so that all classrooms have the adults/coverage required.
- ii. Timely arrival for Compass each week is imperative. Please make every effort to be on campus fifteen minutes prior to the start time of classes. Late arrivals are disruptive to the teacher, the classroom environment, and stressful for the student who is rushing in late.
- iii. While Compass teachers are invested in their classes and students, parents are always considered the primary teacher of a student(s).
 1. As it is appropriate, grades will be given to students by the teacher. The grading scale and process for grading will be made clear by the teacher. Parents do have the final authority regarding grades (especially as is related to a High

School transcript) but should respect and value the teachers input and decisions.

2. Parents **MUST** be intentional and engaged with their students' classes. A parent should be familiar with requirements and expectations for each class and hold the student accountable for the completion of assignments. Students should not habitually come to class unprepared.
3. If a student is a different learner and needs parental presence during a class, that request needs to be submitted to the Director prior to the start of classes. The parent is expected to sit with their student, keep them on task and engaged, and provide any extra help they may need.

B. Community Contributor

i. Respectful Interactions

1. All parents are volunteers. This includes the Compass Leadership team, teachers, and every parent involved and serving. Everyone is expected to show respect and kindness to one another, honoring Christ in word and deed.
2. Please avoid chit-chat during the classroom instructional time that could be a distraction to the teacher.

ii. Adult Phone Usage

1. Parents should refrain from over usage of cell phones during Compass hours. This will eliminate distraction while working with students as well as while helping teachers.
2. If a parent is serving in a classroom role, total attention should be given to the teacher and the students. Parents should not be on their phone/devices during instructional time.

C. Parent Dress Code Expectations

iii. Respectful Attire

1. As leaders and examples to the next generation, we ask that all parents and adult volunteers model the same standards of modesty and appropriateness outlined in the dress code for students. Your partnership helps us create a consistent and Christ-honoring environment for all students and demonstrates respect for the church hosting Compass classes.

XI. Sick Policy

- A. For the benefit of other students and families, if your child exhibits any of the following symptoms, please stay home!

- i. Fever
- ii. Runny nose
- iii. Persistent cough
- iv. Vomiting/Diarrhea
- v. Strep Throat
- vi. Covid

XII. Food on Campus

A. Lunch and Snacks

- i. Lower elementary students may bring their own lunch to eat prior to class. Children may eat in their classrooms or utilize the covered picnic tables by the playground. Students should be ready to begin class at 12:15.

B. Allergies

- i. Please be mindful that some students in our Co-Op may have allergies. Do not give food to or share food with students without parent permission.
- ii. If your student has an allergy, please be sure the Director is aware of this need.

XIII. Inclement Weather

A. Cancellations

- i. Should snow or ice or any unforeseen circumstances arise that would cause Co-Op to be canceled, you will receive an email from the Director by 10am to inform you of this closure.
- ii. If classes are canceled due to inclement weather, the High School students will have an additional meeting day at the end of the school year in order to get the full 30 weeks of instructional time.