



## OUR PURPOSE

***“To provide students with learning opportunities, knowledge and skills; to encourage their spiritual, moral and academic growth; to direct them in the development of personal qualities; to help students recognize their talents and strengths; and to develop them to their fullest potential.”***

## OUR STATEMENT of FAITH

We are a Christian Co-op and subscribe to the historic Apostles' Creed.

APOSTLES' CREED-- We believe in God the Father Almighty, maker of Heaven and Earth; And in Jesus Christ, His only Son, our Lord. Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate. Was crucified, died, and was buried. On the third day, He rose from the dead and ascended into Heaven where He sits at the right hand of God the Father Almighty. He shall come to judge the quick and the dead. We believe in the Holy Spirit, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting.

Welcome! The Lighthouse Christian Homeschool Academy is a 501(c)(3) non-profit Christian co-op open to all students in pre-K-12th grade.

This handbook is for all students, parents, and teachers.

Lighthouse Christian Homeschool Academy (hereinafter “LCHA”) expects all participants of LCHA to abide by the rules. Each family and teacher is to read the handbook and sign the acknowledgement contained within the LCHA administrative forms of this handbook indicating agreement to abide by its terms. Students who are already 18 when co-op starts, or who turn 18 during that school year, must still follow all rules and policies as set forth in this handbook. Teachers are expected to enforce the policies outlined in this handbook, with the cooperation of our homeschooling families. This handbook is not intended to be exhaustive. **Issues not covered herein will be addressed as needed by the Board. LCHA reserves the right to deny participation to any family or student for any reason, and failure to comply with the policies set forth herein will jeopardize the privilege to participate in the co-op. Information contained in this handbook is subject to change.**



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## **SECTION 1: DATES AND CLASS SCHEDULE**

### **A. DATES FOR CO-OP:**

All LCHA classes meet on Tuesdays. LCHA classes will begin on Tuesday, September 7, 2021.

The Tuesday Schedule is as follows:

We will meet on the following Tuesdays for 2021:

9/7, 9/14, 9/21, 9/28, 10/5, 10/12, 10/19, 10/26, 11/2, 11/9, 11/16, 11/30, and 12/7, 12/14.

Classes will not meet on the following dates for 2021: 11/23, 12/21, 12/28.

We will meet on the following Tuesdays for 2022:

1/11, 1/18, 1/25, 2/1, 2/8, 2/15, 2/22, 3/1, 3/8, 3/22, 3/29, 4/5, 4/12, 4/19, and 4/26, 5/3.

Classes will not meet on the following date for 2022: 3/15.

### **B. TUESDAY CLASS SCHEDULE:**

|                    |  |
|--------------------|--|
| 9:15 - 9:25 a.m.   | Prayer, Pledge of Allegiance & Announcements |
| 9:30 - 10:25 a.m.  | 1st Period                                   |
| 10:30 - 11:25 a.m. | 2nd Period                                   |
| 11:30 - 12:25 p.m. | Lunch  |
| 12:30 - 1:25 p.m.  | 3rd Period                                   |
| 1:30 - 2:25 p.m.   | 4 <sup>th</sup> Period                       |
| 2:30 - 3:25 p.m.   | 5 <sup>th</sup> Period                       |
| 3:30- 4:25 p.m.    | Mini Classes (if offered)                    |

## SECTION 2: OPEN HOUSE and REGISTRATION

Open House will be held the first week in August at 6:00 p.m. at Living Word Church in New Port Richey. There will be an online Public Registration. Dates will be announced on the website.

Please click Family Registration on the website to begin the registration process.

### Class Description Information:

Each class is color-coded green, yellow or red.

- **Green** indicates that all of the work for the class will be completed during the designated class time and will not require any outside preparation or work.
- **Yellow** indicates that there will be some preparation or homework required during the week other than the scheduled class time.
- **Red** indicates that substantial work and/or preparation is required during the week other than the scheduled class time.

**We ask that prior to registering a student for a class, both parent and student seriously and prayerfully consider the expectations, requirements and commitment to successfully complete the class. When registering for a class you are committing to the entire year. Teachers will be available during Open House to discuss these expectations and requirements and to answer any questions.**

We have designated suggested grade levels for each class. If your child is outside the listed grade level, you are free to contact the teacher to see if your child may enroll in that class. Teachers have the discretion to make those determinations. Each teacher's e-mail address is listed in the class description on the website. All classes are year long unless stated otherwise.

### **A. CO-OP REGISTRATION FEES**

Registration fees are \$75.00 per year for one child attending LCHA, regardless of how many classes are taken, or \$100.00 per year per family with two or more children in the same family attending LCHA, regardless of the number of the classes taken. Registration Fees are non-refundable. Registration fees are used to cover insurance fees, church usage fees, background checks expenses, website fees, and co-op supplies. If you will not have children in classes but would like to participate in LCHA events, you can opt to choose an affiliate membership plan for \$40.00.

Registration fees are payable via PayPal to [president@lchaco-op.org](mailto:president@lchaco-op.org).

## **B. PERMISSION for TREATMENT, LIABILITY RELEASE**

A copy of the Permission for Treatment and Liability Release Form must be signed and notarized by every family as part of registration. Every family that attends LCHA must have this form on file for each child who will be on campus. You may list all of your children on one form. This form states that you participate in co-op activities at your own risk and that Living Word Church, Lighthouse Christian Homeschool Academy, and all the teachers are exempt from any and all liability. Teachers who do not have children enrolled in classes must also sign this form. This form will be included in the membership application process. It must be printed, filled out, **notarized**, and brought to co-op on Open House night (preferable) or no later than the first day of classes.

## **C. REGISTRATION PROCESS**

To register for classes each family must complete the following under Family Registration:

1. Request New Membership or Renew Existing Membership
2. Pay your non-refundable membership fee
3. Read the handbook
4. Complete all required forms

## **SECTION 3: PAYMENT FOR CLASSES / FEES**

Co-op participation is contingent upon fees being paid on time. Fees are non-refundable, including fees paid in advance. There are no partial refunds if your child drops a class in the middle of the month. The cost of books, workbooks or other material ordered specifically for your child is non-refundable.

Each teacher sets the fees for the classes and supplies. It is very important that class fees are timely paid because the co-op must use those fees to pay the teachers. Class fees need to be paid on or before their due date. Failure to pay class fees on time creates great difficulty in paying teachers in a timely manner.



**If fees are not paid by the last day of the month in which they are due, a \$50 LATE FEE will be added to your account. If all fees are not paid by the 15th of the month following their due date, your student will be asked not to attend class until your account has been brought up-to-date.** (Please see the Tuition Payment Policy for the applicable due dates.)

Families will be responsible for paying all bank fees in the case of insufficient funds.

## **A. CLASS FEES and SUPPLY FEES**

The monthly class fees constitute eight equal installment payments for the entire class' tuition. Class fees for September and Fall Supply Fees are due at Registration.

Once registered all your invoices can be viewed and paid through your online account with LCHA on our [website](#). Login and click "**Balance**" at the top of the homepage. Your account will list all your invoices for the entire year. To pay invoices, check the box next to the applicable invoice(s) in the "Pay" column and click the **PAYPAL** button on the top right. This will take you to PayPal's site to process payment. Fees can be paid on a monthly basis via PayPal only. If you decide to pay for the entire school year, you can pay with PayPal, check, or cash. It is the family's responsibility to review the invoices. If a family finds any inaccuracies, it is the family's responsibility to contact our Treasurer at [treasurer@lchaco-op.org](mailto:treasurer@lchaco-op.org).

The fees for classes are a monthly "tuition" and there are no refunds. If you are gone, on vacation or miss class due to illness, you will still be expected to pay for all the classes every month. This includes private classes.

If a class must be canceled for any reason by the teacher or the co-op as a whole a make up class will be scheduled. If the teacher is unable to provide a make-up day, the families will be compensated for that missed class.

Some classes have no supply fee. Others have one supply fee for the year payable at registration, and others have supply fees payable per semester with fall supply fees due at registration. Spring supply fees are due on November 20<sup>th</sup>.

## **B. DROP/ADD**

It is our hope that students have a good experience in each of their classes. **We ask parents to consider carefully with their children their class selections when registering. Dropping a class is only permitted during the first two weeks of the school year. If family drops a class after the Drop Period the family will be charged class fees for that class for the remainder of the school year. You are committing to the class for the entire school year.** Many of our teachers require a



minimum number of students in order to go forward with a class. If students drop a class, it may create hardship for the teacher. Therefore, please prayerfully consider your decision about registration. **The last day to add a class is September 14th.**

**If a parent drops or adds a class, it is the parent's responsibility to notify the teacher and the Director immediately. Parents are also responsible to drop or add the class on the website.** Any tuition and/or supply fees already paid will be non-refundable and you are committing to pay all remaining tuition for the school year. Please prayerfully consider your decisions regarding each class registration.

### **C. TRANSFER FROM ONE CLASS TO ANOTHER:**

A parent can transfer a student from one class to another with the same instructor with the commitment to the new class at that class's annual fees.

Thank you for your consideration and understanding. Many of our instructors have made teaching their main source of income. It is not fair to the teacher for students to drop their classes after the teacher has committed based upon the decision to move forward with the class since the minimum requirement was met. Please know that these fees are and will be strictly enforced.

## **SECTION 4: SAFETY**

### **A. MANDATORY CO-OP CHECK-IN AND PICK-UP**

Every child under 14 must be signed in and out of co-op by a parent, relative, or other authorized adult. Students 14 and older must sign themselves in and out of the co-op as well.

If there are any special instructions for the drop off or pick up of your student, please write them in on the "Note" section of the sign-in sheet next to your student's name. If the special instructions apply to every Tuesday, please email your instructions to the Director at [president@lchaco-op.org](mailto:president@lchaco-op.org), and they will be permanently added to the sign-in sheet.

During each class period, we will check class attendance and note any child who should be in the class but is absent. A volunteer will then check the absentees against the sign-in and sign-out lists to make sure we are aware of each child's whereabouts at all times.

Each Tuesday at 9:15 a.m., we will gather for prayer and announcements. All are invited to participate and those present are expected to comport themselves respectfully. Please arrive early enough to attend the announcement session in order to stay informed about co-op information and activities.



## **B. TEEN DRIVERS/WALKERS**

Teens who have driven themselves to co-op must sign themselves in and out. Riders should not leave with another teen without permission from both parents.

## **C. LUNCH TIME (Note Food Allergy Considerations—NO NUT PRODUCTS OF ANY KIND)**

Lunch is from 11:30 a.m. to 12:25 p.m. Families are to provide lunches for their own children or the co-op will take orders for pizza or other lunch items. Once students finish lunch, they will be responsible for cleaning up their area. Students will not be allowed to get up and play until their areas are clean. Cleaning supplies will be provided by the co-op for this purpose.

We have some students who have severe nut allergies and we will all be eating lunch in the same vicinity. Therefore, we ask that you refrain from bringing anything containing nut butter to co-op on Tuesdays. We ask that a parent whose child has food allergies discuss this with the child's teachers to make certain no unacceptable snacks or treats are given to that child during class. After finishing lunch, there are play areas where students may play under the supervision of parents.

## **D. BACKGROUND CHECKS**

We ask that every LCHA family submit information for a background check for anyone age 18 and over who will be on campus during class times during our regular meeting times. All teachers undergo a background check as well. Those who have a background check will have a badge available at the front desk and must be worn at all times. LCHA contracts with a background check company to run the checks. The online form requests personal information, such as date of birth, social security number, etc. This information goes directly to the company and LCHA does not see it. Visitors must sign in at the front desk and wear a visitor badge while on campus. Guest speakers will be escorted to and from classes. In addition, LCHA requires that two adults be present in each classroom.

## **E. SICKNESS**

Parents should keep their children home if they are sick. If a child has symptoms such as a temperature of 100 degrees or more, rash, vomiting, nasal discharge, the flu or diarrhea, you must keep your child home. If your child falls ill while at co-op, you will be notified. We request that you bring them home.

## **F. MEDICATIONS**

Parents: Please do not allow your child to carry medications. All medications are to be kept at home. The co-op has a basic First Aid kit on premises. If your child needs any medication, you will be called to come to co-op and administer it. If the child is on a prescription medicine, please leave the medications at home, if at all possible, or make arrangements to administer it personally. If it does not have to be taken while at co-op, please leave it at home. If your child needs to have medication handy at all times, please see the Director at the beginning of the year to discuss this.

## **G. SPECIAL NEEDS**

If a student has any special need or requirement (allergies, learning disabilities, behavior issues, etc.) it is the responsibility of the parent to advise each of the student's teachers and the Director.

## **H. ALLERGIES and CANDY**

It is imperative that teachers and parents be aware of potential life-threatening food allergies of certain students and be in regular communication with each other. Parents please encourage your children to not share food or candy with other children. Teachers are not to distribute candy or food in class unless it is a disclosed part of the class (such as Cooking Class) or unless parents are notified in advance. In addition, many members have allergies to animals or their dander. Please request permission from the Director before bringing a pet or animal on campus.

## **SECTION 5: CODE OF CONDUCT: "THE GOLDEN RULE"**

### **A. BEHAVIOR/CODE of CONDUCT is as follows:**

Treat others with honor and respect, choosing kind words, and actions at all times.

#### 1. General Rules:

- a. Be respectful of the church grounds and property at all times.

- b. Keep your hands to yourself.
- c. Refrain from profane, obscene and improper language, gossip and gestures.
- d. Inappropriate public displays of affection will not be allowed.
- e. Maintain inside voices while in the building.
- f. Bullying is strictly prohibited.

## 2. Classroom Rules:

- a. Listen when others are talking.
- b. Raise your hand when you need something.
- c. Do not leave the room without permission.
- d. Please do not distract others from learning.

## 3. Lunchroom Rules:

- a. Place all trash in the cans provided.
- b. Keep your hands to yourself during play. No rough housing allowed.
- c. Students are not to get up until they clean their area.
- d. Students are to remain seated until 11:50 to allow everyone time to eat.

## **B. DRESS CODE**

The Dress Code and Code of Conduct will be followed by all who attend LCHA, teachers, parents and students alike. These codes are also in effect for co-op field trips, co-op fundraisers or any LCHA event away from the facility.

### 1. DRESS CODE FOR YOUNG LADIES:

Please avoid low cut tops and dress modestly. No spaghetti strap tops or halter tops. Tank tops must meet the “three finger” width strap rule. No miniskirts or short-shorts. Shorts and skirts must come to the finger-tips when hands are at the side. Shirts must cover the stomach at all times – even when hands are raised over your head (no skin showing at any time). A camisole or tank top must be worn under a sheer or cut-out top. If girls are wearing leggings their tops must cover them appropriately. Writing and images on clothes must not be of an offensive nature. Those who violate these provisions, regardless of age, will be asked to leave and return dressed appropriately, or if this is not an option, a large T-shirts will be provided to be worn for the rest of the day.

## 2. DRESS CODE FOR YOUNG MEN:

Pants will be worn properly and underwear will not be showing. The writing and images on clothing must not be of an offensive nature. Violators of these provisions will be asked to leave and return dressed appropriately regardless of age. If this is not an option, a large T-shirt will be provided to be worn for the rest of the day.

Both young ladies and young men are to practice good personal hygiene at all times, and should refrain from make-up, piercings, clothing, or hair that is distracting or inappropriate. For certain events at the Co-op, there may be a specific dress code. Please consult the event sign-up on the calendar for details.

## 3. POOL PARTIES AND SWIMSUITS:

Boys shall wear swim trunks. Girls shall either wear one-piece swimsuits, tankinis or two-piece swimsuits with a T-Shirt worn over the swimsuit. We encourage modesty at all times.

## C. DISCIPLINE POLICY

No one at LCHA will use any form of corporal punishment. Physical violence is not permitted. Incidents will be addressed by the Board and may result in disciplinary actions up to and including expulsion.

All teachers will encourage and instruct students in ways to promote positive and fun behavior. We will not degrade or embarrass your students but encourage them in the Lord to do what is right at all times. In return, we ask that each of the students promote an attitude of honesty, respect, and integrity with each other. No disorderly or disrespectful behavior to each other or the facilities will be tolerated. Discipline for violations of co-op policies will be addressed by the Board.

## D. NO WEAPONS POLICY

No weapons of any kind shall be brought to co-op. Knives, lighters, matches, brass knuckles, martial art weapons, guns, fake guns, air guns, and b-b guns are prohibited. This is a very serious offense. Please leave anything even resembling a weapon at home. Violations of this policy will be addressed by the Board, which has discretion to determine the appropriate sanction up to and including expulsion.

## **E. CIGARETTES, E. CIGARETTES (VAPING), ALCOHOL, and ILLEGAL DRUGS**

No cigarettes/ e. cigarettes(vaping)/ tobacco, alcohol or illegal drugs are allowed on campus at any time. This is a very serious offense. Violations of this policy will be addressed by the Board, which has discretion to determine the appropriate sanction up to and including expulsion.

## **F. MUSIC, CELL PHONES, GAMING DEVICES and LAPTOPS**

iPods, iPads, CD Players, MP3 Players, other music players and electronic gaming devices may be brought to co-op at your own risk. However, such devices may not be used during class time without the teacher's permission.

Cell phones must be off, including texting, during class time. You may have a cell phone, but it must be off during class. If cell phones are used during class, they will be confiscated and returned at the end of the day.

Laptops may be used for class work or homework. Due to limited bandwidth WIFI access will not be available for personal use. Internet content must be appropriate. Parents will be held responsible for what their students are viewing online. Please instruct your student to the sensitivity of this matter. Content acceptable for some families is problematic for others. This includes websites containing violence, improper language and other inappropriate content. Parents may consider parental control software which is provided free of charge by most internet providers. LCHA reserves the right to terminate any improper electronic activity.

Note: Due to limited Internet connections and bandwidth, only teachers and specific classes that require it for their classroom work will have WIFI access.

## **G. CONFLICT/GRIEVANCE PROCEDURE**

All grievances should be handled following the pattern of Matthew 18:15-17. Disputes and conflicts shall be brought to the LCHA Board for resolution.

## **SECTION 6: PARENT VOLUNTEERING REQUIREMENTS**

In order for the co-op to function effectively, we require that each family fulfill volunteer requirements. After registration is complete please go to the Parent Volunteer Matrix and select your jobs. Each family is required to select two jobs. Because we require two adults to be in every classroom, there will have to be another adult present in each class in addition to the teacher. Therefore, we strongly encourage each family to fulfill one teacher's assistant job. If you will be absent or unable to fulfill your duties on a specific Tuesday, please notify the teacher, find a replacement and notify the Director. Teachers are not required to complete volunteer requirements however they are strongly encouraged to do so.

### **Volunteer Options: (Select two)**

Teacher Assistant  
The Hub & Welcome Desk Monitor  
Art Show Team  
Christmas Program Team  
Achievement Night Team  
Field Trip Team  
Fundraising Team  
Monthly Birthday Team  
Morning Parent "The Hub" & Classroom Set-up  
End of the Day Clean-up Crew  
Lunch Clean-up Crew  
Weekly Pizza Caller/Pickup  
Yearbook/Photographer Coordinator  
Social Media Administrator

Please consult the Parent Volunteer Matrix for job descriptions. If you are not able to fulfill the volunteer requirement, a \$325.00 buyout option is available. Contact the Directors with any questions.

## **SECTION 7: LCHA WEBSITE**

All members are welcome and encouraged to use the LCHA website. E-mails to the group may be posted in the forum. We request that e-mails be courteous. LCHA is a 501(c)(3) organization and as such may not participate in political activities. Political e-mails may not be posted on the forum.

LCHA also has a Facebook page for members.

## **SECTION 8: MISCELLANEA**

### **A. VISITORS TO CO-OP**

There are times when family and friends visit from out of town and your child would like to bring a visitor. Please e-mail the Director with the date that your child will be bringing a visitor so that she may contact the teacher. Visitors may attend once WITH permission. Repeat visitors will be asked to pay for the classes and visitors that continue to attend co-op will be asked to register. Visitors must wear a visitor's badge while on campus.

### **B. VIDEO/AUDIO RECORDING OF CLASSES**

There will be no video or audio recording of classes unless permitted by the teacher.

### **C. PHOTOGRAPHY**

There may be photos taken of co-op activities for use in the yearbook or class projects. Photos of individuals other than your own family are not to be posted online or on social media sites without the consent of the parents of the individuals in the photo. Please refrain from tagging others without prior consent when posting on-line.

### **D. HIGH SCHOOL CLASSES FOR CREDIT OPTION**

LCHA offers some courses designed to meet the requirements for high school credit. It is the responsibility of each student's family to document the credits, save samples of work for the high school portfolio, and determine whatever is required by the overseeing school board or umbrella school. LCHA does not issue certifying letters.

Please note that for a student to have legitimately completed a high school course, regular attendance and completion of all work is necessary. If a student misses a class, he/she is responsible for communicating with the teacher, submitting homework assignments, getting class notes from the teacher or another student, and making up any missed tests/quizzes at the discretion of the teacher. Final grades will reflect attendance and completed work. Please note that some courses will not totally finish a curriculum within the time constraints of the co-op year and may require additional work for completion over the summer.

## **E. THE HUB**

Students who are on campus but do not have a class during a particular period must be in “The Hub”. “The Hub” is a gathering place for students and parents to socialize with one another being mindful of the classes in session around them. Children must be supervised at all times. Please be considerate of classes in session surrounding “The Hub”.

## **F. HIGH SCHOOL VOLUNTEER HOURS FOR BRIGHT FUTURES SCHOLARSHIPS**

Parents who would like opportunities for their high school student to earn volunteer hours for the Bright Futures Scholarship should contact the Director to make arrangements.

## **G. DONATION OF SUPPLIES**

The co-op uses a number of supplies on a weekly basis. These include paper products (plates, cups, napkins, paper towels, plastic ware, tissues), and cleaning supplies (hand sanitizers, all-purpose cleaner, cleaning rags, 13 gallon and 55 gallon trash bags). We welcome any periodic donations from families or local businesses of any of these items.

## **H. PRIVATE LESSONS**

The co-op offers opportunities for a small number of private lessons. These private lessons are offered depending on the availability of classroom space, teacher and student availability. Please consult the “Resources” link on the homepage to see private lessons and other individual services offered. The teachers set fees for these lessons and payments are paid by the family to the co-op and disbursed to the teacher. Because teachers block off time for private lessons, payments are due even if the student misses a class.