

Parent's Manual

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As of March 11, 2021

This handbook is a living document; therefore, it is subject to change at any time. Changes will be made as deemed necessary by the administration of ABM Ministries/Lighthouse Christian Academy in order to most clearly define and explain the policies, rules, and regulations. It is expected that anyone who finds himself within the boundaries of this handbook fully comply with its content.

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PURPOSE

Lighthouse Christian Academy (LCA) is a boarding school with twin missions:

- * To provide a college preparatory academic program that serves both the student of high academic ability, through an accelerated progression to college-level courses, and the student of more modest abilities, through a flexible curriculum, that allows the time for mastery of fundamental concepts and skills.
- * To provide an environment of faith that nurtures Christian values of respect for authority, of Biblical self-image, and of Christian service.

LCA's specific objectives and programs in all areas of school life (academic, religious, social, athletic, musical and extracurricular) are designed to nurture in our students' growth, respectfulness, discipline, leadership, and creativity. All objectives and programs are subordinate to and supportive of the twin goals of the school, developing to the fullest potential in each student academic scholarship and Christian principles.

Exemption from State Licensure: As a private Christian boarding school operated entirely by a religious organization, LCA is exempt from state licensing; therefore, is not inspected or supervised by the state of Missouri as provided in Missouri Statute 210.516.

Racial Non-discrimination: Lighthouse Christian Academy (LCA) and Christ Community Church admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the academy. It does not discriminate on the basis of race, color, or national ethnic origin in administration of its educational policies, admission policies, or any other academy-administered program.

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COMMUNICATION

All communication with the student should be positive in nature, and supportive of school policies and procedures.

MAIL AND PACKAGES

All mail that did not originate with the parents must be mailed to the parents and screened by the parents, prior to forwarding to the student. Business mail (Tuition, etc.) should not have the student's name on the envelope. Do not mix student mail with business mail.

LCA must be notified in writing whenever the parent's address or phone number changes. This is to be accomplished as early as possible when a change is anticipated.

POSTAL ADDRESS: ABM Ministries, Inc.
Lighthouse Christian Academy
"Student Name"
P.O. Box 100
Piedmont, MO 63957

SHIPPING ADDRESS: ABM Ministries, Inc.
Lighthouse Christian Academy
"Student Name"
299 Wayne 459
Piedmont, MO 63957

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PHONE CALLS (STUDENT AND STAFF)

Students:

Please use (573) 223-2025. (Times referenced below are Central Time.)

Students must speak in English

Phone Call Hours:

Monday through Friday (except Wednesday)	6:00p.m. - 9:00 p.m.
Saturday and Sunday	2:00p.m. -9:00 p.m.

First Phone Call:

Recommended 14 days after enrollment.

Subsequent Calls:

Students can receive one call per week. Parents call in; students do not call out, except in an emergency.

Length of Calls:

Ten (10) minutes.

Family medical emergency or death in the family:

In the unfortunate event of a medical emergency or death within a family, it will normally be expected that the pastoral staff of LCA be allowed to inform the student. This will be accomplished in a caring, prayerful way, which will provide necessary information without creating an opportunity for the student's emotional manipulation of the family. Whether or not a student should be brought home in such situations must be decided on a case-by-case basis.

Staff:

The LCA Staff usually prefer to communicate with parents by telephone or e-mail. The time required to construct written responses causes us to discourage written communication in most situations. Parents are expected to inform ABM/LCA in writing whenever there is a change in phone numbers or addresses.

Phone Call Hours: Monday through Thursday 10:00 a.m. - 5:00 p.m.

We will be better able to serve you during the normal business day. It is understood that there will be times when you must reach LCA staff outside of the normal business day. Call whenever you feel you need to reach us.

Parents should call to speak with Mr. Larry or Mrs. Carmen at least once a month. This contact will serve as an opportunity for the parents to receive the administrator's perspective of the student's current progress. It is best to attempt to reach administrators early in the day.

Academic information is best requested between 3:00 p.m. and 5:00 p.m.

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VISITATION

The first visit should be for no more than three days. A three-day weekend works well. It is suggested that you arrange to pick your child up on Friday morning and return by 5:00 p.m. Sunday evening. It will always be recommended that every effort be made to miss a minimum number of school days when planning visits.

Visits planned for students from broken homes must be carefully coordinated between each parent and ABM/LCA staff. Whenever possible, it is best that separated parents come together to visit the student just as married parents do. If this is not possible, we suggest that the parents divide a three-day weekend between them. If absolutely necessary, it may be possible for parents to visit on consecutive weekends. The varying circumstances in these situations demand individual attention so as to ensure proper opportunity for both parents while considering what is best for the student.

The dates of all visits should be closely planned and coordinated with the assistance of ABM/LCA staff. Tentative visit dates are to be scheduled with ABM/LCA as early in advance as possible. There are some activities that require student attendance. Visits will not be scheduled on these dates.

RETURNING HOME TO STAY:

Whenever it is decided that a student is to withdraw from ABM/LCA, the parents are responsible to provide for the return to the home of all of the student's personal possessions. If a student is to travel home by car, all of the belongings are to leave when the student leaves. If a student is to travel by air, arrangements may be made to have the belongings shipped by UPS. Students are solely responsible to collect all personal items to be taken home or shipped home. ABM/LCA accepts no responsibility to return home any personal items left or forgotten by a student after the student has withdrawn.

ST. LOUIS AIRPORT:

A fee of \$250.00 per trip will be charged for transportation to or from the St. Louis Airport when special arrangements must be made. For these special arrangements, an afternoon departure from St. Louis airport and /or a morning arrival into St. Louis should be scheduled. These special flight arrangements should be rare and must be closely coordinated with LCA staff. A commercial shuttle service may be employed by LCA at our discretion.

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ACADEMICS

High School Placement:

A minimum of twenty-three (23) specific credits is required to graduate from high school in the state of Missouri. Because of certain courses required by LCA or the state, your child may need more than the minimum 23 credits. Each child's specific requirements are projected soon after all diagnostic testing is complete and all other school transcripts are received. Parents are to be responsible for ensuring that all other school records are sent to LCA as soon as possible after enrollment, that we may properly place the student. Status as a freshman, sophomore, junior or senior are shown with required credits in the following chart:

STATUS:	CREDITS REQUIRED
Senior	17 and above
Junior	11 to 17
Sophomore	6 to 11
Freshman	Below 6

Grading Scale:

80% to 87.99%, "C"; 88% to 93.99%, "B"; 94% to 100%, "A"; all scores earned at LCA must be 80% or above to be considered passing.

Academic Progress Reports:

Academic progress reports will be mailed to each parent at the end of each quarter and at the end of summer school. Parents are expected to review the report, sign it, and return it to LCA.

Standardized Achievement Tests:

The Stanford Achievement Test is usually administered during the month of March each year. Parents are provided a copy of their student's results as soon as they are available. Overall, LCA students have tested six months or more above the national averages of their government school counterparts.

Honor Roll:

Students who excel in their academic progress will be recognized by being placed on the honor roll. The Pastor's Honor Roll recognizes those students whose behavior has been acceptable, have maintained an overall average of 94% or above for the quarter, and have the required number of PACEs completed in each assigned subject. The Principal's Honor Roll recognizes those students whose behavior has been acceptable, have maintained an overall average of 88 to 93% for the quarter, and have the required number of PACEs completed in each assigned subject. Honorable Mention is for those students whose behavior has been acceptable, have maintained an overall average of 88% or above for the quarter, but find themselves one PACE short in one of the assigned subjects.

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CONDUCT AND DISCIPLINE

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order," (1 Corinthians 14:40) and that our students should be taught to accept the responsibility to "walk in wisdom toward them that are without, redeeming the time." Colossians 4:5

Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior through kindness, love, and genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciplined in all areas of life:

Personal Attitude:

Attitude development is central to the educational process. We believe that a wholesome attitude does much to enhance the learning experience.

Students are to maintain a good attitude at all times.

Habit Development:

In conjunction with parental support, we will endeavor to form good habits in our students. The following actions are expected of each student and must be carried out with a cheerful and willing spirit:

- * Immediate obedience to authority (parents, teachers, leaders, etc.)
- * Responsibility for doing assigned or expected tasks
- * Cooperation with others at school, home, church, and community
- * Courtesy and respect for others
- * Respect for property of school and others
- * Cleanliness in person and property
- * Punctuality
- * Kindness and helpfulness to other students

Dissension:

Parents who become unhappy and divisive toward the work of ABM/LCA will be asked to immediately withdraw their children from ABM/LCA should the situation not be correctable.

The school may request withdrawal of even a well-behaved student, if the parents of the student become uncooperative, disruptive, slanderous, abusive, or disorderly.

Conduct:

High standards of conduct are required of all those associated with the school. The following basic standards of conduct and discipline are required for continued attendance in the school and are expected to be followed.

Students will not be allowed to participate in the use or distribution of tobacco/tobacco products, alcoholic beverages, gambling, non-prescribed drugs, nor shall they be permitted to engage in any immoral activity.

The use of unacceptable language, either in jest, in anger, or in absent-mindedness, will not be accepted and will be dealt with strongly, even on the first offense. Suggestive sexual remarks or actions will be dealt with in the same manner.

Violent conduct will not be permitted. LCA maintains a strict **No Weapons** policy. Violent acts or conduct are not considered as a source of humor or a topic for conversation.

Students should always address staff with respect and carefully follow instructions as given. There are basic **Learning**

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Center rules to be followed:

- * Students may not communicate with each other without permission from the Learning Center Supervisor
- * Students may not leave their office (desk) without permission from the Learning Center Supervisor
- * Students should follow the directions the first time they are given
- * Students may not engage in teasing or name calling

Disorderly conduct, unnecessary roughness, and disruptive talking are not conducive to Christian character and may lead to destruction of property and personal injury; therefore, cannot be tolerated.

Search:

ABM/LCA reserves the right to ensure by search an environment that is free from illegal or unauthorized materials. ABM/LCA will conduct searches whenever the administration chooses. If possession of illegal or unauthorized materials is suspected, we have the right to search the following:

- * automobiles
- * backpacks, purses, pockets, wallets, etc.
- * lockers, desks, closets, beds, and other personal areas
- * persons

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MEDICAL

Our Lord Jesus Christ's earthly ministry is characterized a great deal by his response to the physical infirmities of the people. In accordance with the Lord's example, LCA is also concerned with the appropriate response to the medical needs of our students.

Parental Responsibilities:

Parents retain the responsibility for the medical care of their student.

As part of the application process, the parent will provide the student's medical history on the form provided by ABM/LCA. Information concerning allergic reaction to medications, bee stings, etc., should be appropriately noted on the medical history form and discussed at the time of enrollment. Immunizations should be current upon enrollment with documentation provided.

After enrollment, it remains the responsibility of the parents to provide all regular medical care for their student. This includes physical, dental, orthodontic, and optometry check-ups. Existing orthodontic work may be continued after the student becomes secure, usually some time after four months. No new orthodontic work may begin until after the first year of enrollment. If at all possible, medical check-ups should be completed within twelve weeks prior to enrollment to ensure the overall good health of the student at the time of enrollment. Annual check-ups and routine elective care, such as dental cleanings and eye exams, should be scheduled during visits. Retaining this responsibility maintains a care giving connection between the child and parent.

Parents must be aware that medical concerns are occasionally used by students as ploys to get off campus. Students are encouraged to communicate to the appropriate ABM/LCA staff official when they feel they have a medical need. When a student indicates a medical concern to the parent, the parent's first question should be, "Have you told the appropriate ABM/LCA staff official?". Parents should personally verify that this information reached the appropriate ABM/LCA staff official to ensure that we are mutually informed. When a child needs medical attention we, parents and ABM/LCA, want to be sure that the need is met.

Parents are responsible for all medical expenses incurred by the student, including the expense of transportation incurred by medical appointments. Basic medical insurance must be provided by the parent. Upon enrollment, evidence of insurance (ID card, policy number, etc.) must be provided. ABM/LCA assumes no responsibility for the medical expenses of your child.

Parents are expected to inform the appropriate ABM/LCA staff official of any medical concerns that they may have concerning their child.

ABM/LCA Responsibilities:

ABM/LCA is not a medical treatment facility. ABM/LCA is responsible to work with the parents and local health care providers in order to meet the medical needs of each student.

ABM/LCA will consider the medical information provided by the parent to determine, in a non-medical professional capacity, that the student is in sufficient good health as to be able to be enrolled. ABM/LCA is not prepared to assume responsibilities for any student with special medical needs, such as physical therapy. If accepted, the medical information provided by the parents will be reviewed in the routine medical care of their student. If the need for a medical appointment arises, the medical information will be made available to the local health care provider.

We intend to care for the students' medical needs the same way that we care for the medical needs of our own children. Opportunities for students to express medical needs are provided on a regularly scheduled basis each day. These opportunities are commonly referred to as "medicine call." Students are expected and encouraged to inform the appropriate ABM/LCA staff official of their needs during the medicine call. When the appropriate ABM/LCA staff official is informed, or when it is observed that a student is not feeling well, ABM/LCA will determine, to the best of its ability, the appropriate course of action. Often, several staff members will confer in order to make the appropriate decision. Appointments with local health care providers will be scheduled when necessary. ABM/LCA makes frequent trips to the various local health

care providers in response to the medical needs of our students. It is very important to us that each one of our students

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maintains their best health.

Scheduling for check-ups and routine appointments, in behalf of the parent to be kept during a visit, can be arranged through the ABM/LCA office.

The appropriate ABM/LCA staff official will arrange for a medical appointment when a student expresses a strong desire to see a doctor. This will be arranged even if ABM/LCA does not feel that there is a genuine medical problem. ABM/LCA will always take the side of caution in such situations. It is very important to us that each one of our students receives the medical attention that is needed so that the best health is maintained.

As opportunity is presented, ABM/LCA attends training in basic first aid, CPR, and Red Cross Lifeguard procedures.

ABM/LCA maintains a professional relationship with our local health care providers to ensure that effective lines of communication are open.

The appropriate ABM/LCA staff official will always respond to the expressed medical concerns of a parent toward his child. If at any time the appropriate ABM/LCA staff official discovers that a student's medical needs place them beyond the scope of our ministry, we will ask the parents to immediately arrange for the child to be at a facility more suited for their child's need.

Medications:

Medications are made available by adult staff during medicine calls. Prescription medication is made available per doctor's instructions. Over the counter medications and/or vitamins for colds, headaches, poison ivy, athlete's foot, cramps, nausea, etc., will be made available when deemed appropriate. A log is kept of individual intake of medication.

Medications for behavioral disorders, such as depression, Attention Deficit Disorder (ADD), Attention Deficit Hyper-activity Disorder (ADHD), or Bi-polar Disorder, will not be made available to any ABM/LCA student by anyone. If it is determined by a medical doctor that a ABM/LCA student must be given any of these types of medications, it may be necessary for the student to be immediately removed by the parent. That student will not be allowed to remain enrolled at ABM/LCA.

A once a day multi-vitamin may be provided for the student by the family.

Medical Emergencies:

Specific emergency medical procedures, as approved by our local doctor, will be practiced when there is an emergency medical situation. Examples being when a medical facility must be contacted by phone for immediate instruction, or when immediate transport to a medical facility is required. The parents will be contacted as soon as possible once an emergency medical situation has been determined. Once contacted, the parents should express their desire concerning how the care of the emergency medical situation is to be continued. ABM/LCA staff who work directly with the students are informed of the ABM/LCA emergency medical procedures.

Before enrolling a student, parents are expected to read, understand, and agree that ABM/LCA is not a medical treatment facility and that parents retain the responsibility for the medical care of their student. ABM/ LCA does, however, intend to work with the parents and local health care providers in order to meet the medical needs of each student. Prior to enrollment, it should be determined, to the best of the parents' knowledge, that the prospective student is in overall good physical health. The enrollment of a prospective student with specific medical problems will be determined by the administration of ABM/LCA (the appropriate staff officials) on a case-by-case basis. Under no conditions will ABM/LCA assume the liability expected of a medical treatment facility.

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FINANCES

The expense for a total 6 months enrollment is \$10,500. This covers room, board, tuition, PACEs and laundry. This does not cover the student incidental expenses.

There is a \$3,000 Enrollment Fee and First Month Tuition payment of \$5,500 to be paid to ABM Ministries, Inc. Lighthouse Christian Academy upon arrival to the campus

PLANS OF PAYMENT

PLAN A: Payment in full on or before enrollment...six months \$ 18,000

PLAN B: Payment for a six months enrollment on a monthly basis of six equal installments \$ 2,500

The actual payment obligation for the six months student tuition is as follows: 1st month - \$5,000; 2nd month - \$2,500; 3rd month - \$2,500; 4th month - \$2,500; 5th - \$2,500; 6th month - \$2,500.

ABM/LCA is to receive one check each month in full if paying monthly installments. Do not divide tuition payments between parents or paydays. Coordination for sharing the expenses within a family is to be accomplished at your end of the business not at ours.

Financial business with ABM/LCA and personal communication with your child is to be kept separate. Money sent should be in a separate envelope, not in packages or letters to the student.

Avoid tardy payments. ABM/LCA's budget depends on your prompt payment. Staff time is better invested in your child rather than in tuition collections. Your courteous call, should you anticipate a late payment, is expected and will be much appreciated.

Personal items, clothing, and health insurance must be provided separately by the parent. These items are not included in the cost.

Any amount paid for services is not considered a charitable contribution for income tax purposes, and to consult your tax professional regarding any tax treatments.

Applicants are only admitted on the express condition that they shall remain at the school until the end of the written agreement, unless suspended or allowed to withdraw because of sustained illness. The parent or guardian agrees that in the event the student leaves school because of voluntary withdrawal (voluntary withdrawal includes situations where a parent is asked to remove a student because of the parent's unwillingness to support all LCA policies) on parent's or guardian's part during the written term or any subsequent academic session, no part of the fee for the school year shall be refunded or remitted and **ANY UNPAID BALANCE ON ACCOUNT OF SUCH FEES FOR THE SCHOOL YEAR SHALL BECOME IMMEDIATELY DUE AND PAYABLE TO THE SCHOOL AS LIQUIDATED DAMAGE. SCHOOL RECORDS WILL BE WITHHELD UNTIL THIS CONTRACT IS SATISFIED. THERE ARE NO ALLOWANCES FOR PARTIAL MONTH ENROLLMENT.**

ABM/LCA does not give money back. We reserve the right to use the money any way we deem necessary. An exception in the finance policy for one is NOT meant as an exception in the finance policy for anyone else.

Damages

In the event that a student damages property or equipment, while committing a wrongful act as deemed by ABM/LCA or the law, the parent is expected to bear the financial responsibility for replacement or repair of the damages.

Incidental Expense Account

The Incidental Expense Account provides for incidental items such as dry cleaning, eyeglass repair, fuel expense to doctor visits, etc.... You may check on this account at any time to ensure that sufficient funds are available. It is important that you do not allow this account to become overdrawn.

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CIVIL LAWSUITS

Before enrolling a student, parents are expected to sign a statement indicating that they have read, understand, and agree to hold to the Biblical teaching and practice of ABM Ministries, Inc. / Lighthouse Christian Academy that Christians are prohibited from bringing civil lawsuits against other Christians or Christian ministries to resolve civil disputes. ABM/LCA does believe; however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (I Corinthians 6:1-8; Ephesians 4:21-32). The parents' signed statement will also indicate that; regardless, of personal profession of faith in Christ, they are submitting themselves to this same position concerning civil lawsuits in their relationship with ABM/LCA.

ALTERNATIVE DISPUTE RESOLUTION DOCUMENT. This document, provided as part of the application package, must be signed and notarized upon enrollment of any student into ABM/LCA. This document represents legal submission to binding arbitration.

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WITHDRAWAL/DISMISSAL

THE DECISION TO WITHDRAW:

ABM/LCA's goal is to produce a Godly Christian young person who truly honors his mother and father, and has character, purpose, and a heart for God. It is this goal that forms the basis to determine a student's readiness to be withdrawn. We recognize that this is a lofty goal and that sometimes the family is satisfied long before we are. This means that the family may be ready to withdraw a student before we believe the student is ready. It is wise for a parent to consider our many years of experience before making the decision to withdraw the student.

Occasionally there may arise unforeseen circumstances beyond anyone's control that may seem to require the withdrawal of a student. Should a parent feel that they have such a circumstance, Brother Musgrave should be contacted.

The minimum period of enrollment by contract is six months.

Once the decision has been made to withdraw, the student is not to know until time to pack his belongings. When the student is made aware of the intent to withdraw, an immediate dismissal may be enforced.

FINANCES:

The **financial commitment** made upon enrollment is clearly discussed in the FINANCE section. Please review this information and prepare accordingly.

ACADEMIC RECORDS:

Academic records may be forwarded to the receiving school once a request for records is received in our office. Academic records are not released directly to parents. In accordance with the enrollment financial contract, academic **records will be held** until all financial matters relating to the enrollment have been settled.

Letters of recommendation are not written. Recommendation forms will be completed if provided by the receiving school.

PERSONAL BELONGINGS:

The **parent is responsible** to provide for the return to the home of all of the student's personal possessions. If a student is to travel home by car, all of the belongings are to leave when the student leaves. If a student is to travel by air, arrangements may be made to have the belongings shipped by UPS. Students are solely responsible to collect all personal items to be taken home or shipped home. **ABM/LCA accepts no responsibility** to return any personal items left or forgotten by a student after the student has withdrawn.

DISMISSAL:

It is a rare situation that would require ABM/LCA to dismiss a student. Every effort is made to eliminate that possibility prior to the initial enrollment. The circumstances that could cause such a decision usually are traced to the parent's behavior not the student's. Throughout this handbook there are specific statements that define ABM/LCA's expectations.

TRANSFER:

Whenever it is concluded that we are not being effective in reaching a student, we may suggest that the student be transferred to another academy. This suggestion provides the student with a fresh start under new direction. It also convinces the student of the parent's resolve that there will be no return home until genuine changes have taken place. We have seen some real successes when this option has been employed. There are several Christian child-care ministries to which we can refer.