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As of January 1, 2005

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 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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"I am crucified with Christ: nevertheless I live; yet not I, but Christ liveth in me: and the life which I now live in the flesh I live by the faith of the Son of God, who loved me, and gave himself for me." Galatians 2:20

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 residential care facility 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.

Accreditation and Memberships: LCA is accredited through the Association of Christian Children's Ministries International, the Missouri Association of Christian Child Care Agencies, and the School of Tomorrow.

STATEMENT OF BASIC BELIEFS

"But continue thou in the things which thou hast learned and hast been assured of, knowing of whom thou hast learned them; And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus. All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works." II Timothy 3:14-17

I. THE SCRIPTURES:

We believe that the Bible is the eternal, infallible, inerrant, verbally inspired Word of God. We believe that it is essential to proper living on the earth and that it is the only guide to salvation, and ultimately to Heaven. (Psalm 12:6,7; II Timothy 2:15; II Timothy 3:14-17) (See NOTE at bottom of next page)

II. THE DEITY OF THE LORD JESUS CHRIST:

- A. His virgin birth (Matthew 1:23; Luke 1:31, 35)
- B. His sinless life (Hebrews 7:26; Peter 2:22)
- C. His miracles (Acts 2:22, 10:38)
- D. His substitutionary work on the cross (I Cor. 15:3; II Cor. 5:21)
- E. His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; II Cor. 15:4)

III. THE FALL OF MAN:

Man was created good and upright. For God said, *"Let us make man in our image, after our likeness."* However, man by voluntary transgression, fell and thereby incurred not only physical death but also spiritual death, which is separation from God. (Genesis 1:26, 2:17, 3:6; Romans 5:10, 19)

IV. THE SALVATION OF MAN:

Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.

A. The Conditions of Salvation:

It is received by repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost being justified by grace through faith, man becomes an heir of God, according to the hope of eternal life. (Romans 10:13-15; Ephesians 2:8; Titus 2:11, 3:5-7)

B. The Evidence of Salvation:

The inward evidence of salvation is the direct witness of the Spirit. (Rom. 8:16)

The outward evidence to all men is a life of righteousness and true holiness. (Ephesians 4:24; Titus 2:12)

V. LOCAL CHURCH MEMBERSHIP:

- A. We believe that the Holy Spirit baptizes individual believers into the church, which is the body and espoused bride of Christ. We believe that this baptism is the spiritual identification with Christ's death, burial, and resurrection. We believe that this baptism takes place at the instant an individual places personal faith in Christ and is born again. (I Corinthians 12:12-14; II Corinthians 11:2; Ephesians 1:22-23, 5:25-27; Romans 6:3-4)
- B. We believe that water baptism by immersion is a public testimony of the individual believer's identity with Christ's death, burial, and resurrection. We intend to baptize every believer professing personal faith in Christ at LCA. Any believer baptized by the pastor of Christ Community Church becomes a member of Christ Community Church. (Acts 6:14,15,25-34)

VI. MORAL STANDARDS:

We believe that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Genesis 2:24, 19:5-7, 13, 26:8-9; Leviticus 18:1-30, 20:13; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4). We believe that the only legitimate marriage is the joining of one man and one woman (Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23).

NOTE: When examining a King James Bible it is best to look at II Timothy 3:17 as a "test verse" to assure that the Bible will be acceptable. Look for the word "thoroughly." If the word is "thoroughly", it is not correct and you will need to find a King James Bible that reads "thoroughly" in II Timothy 3:17.

PARENT ORIENTATION

The Parent Orientation Program consists of three parts:

I. PART ONE: Tour, Interview with Students, Interview with Staff

- A. The tour will enable the parent to view the dormitory, Learning Center, and other facilities of LCA.
- B. The interview with students is an opportunity for parents to hear testimonies and to question current students concerning the Lord's work in their life since coming to LCA.
- C. The interview with staff is a time to discuss the basic content of the Parent Handbook.

At least three (3) hours will be invested in PART ONE.

Upon completion of PART ONE of the Parent Orientation the final decision will be made as to whether the parent wants to enroll the student and LCA is willing to accept the student.

II. PART TWO: Parent Orientation Package

The Parent Orientation Package provides two video cassettes and a fill-in-the-blank workbook called a PACE. The first video, *The Great Commandment*, presented by Dr. David Gibbs, Sr. of the Christian Law Association, addresses Deuteronomy 6:4-9. In this video, the Scripture is applied to current settings emphasizing the parent's responsibility to train their children to love God. The second video, *Presenting School of Tomorrow*, introduces parents to the Howard family, who, with a growing staff, created the world's first values-based, high-tech, individualized curriculum and program that gets results. The PACE is designed to give parents a small learning experience similar to that of their student. The Five Laws of Learning presented in this PACE show the parents the basic Learning Center procedures. By completing the PACE, the parents will understand the procedures that their student will follow while working in the PACEs. The parent's timely completion of the Parent Orientation Package will show forth concern for their child and cooperation with LCA.

After receiving this material, parents should set aside a time together to complete the Parent Orientation. All of the instructions should be carefully followed as closely as possible. When finished, the videos and the PACE are to be mailed back to LCA.

The videos may be purchased. Contact the LCA School Office for information.

III. PART THREE: Video Cassettes

Additional videocassettes produced by A.C.E., School of Tomorrow, are available. Parents may request these videos, view them, then return them to LCA. The recommended videos are titled:

- * *Changing the World One Child at a Time*
- * *Who Will Save the Children?*

Each of the videos may be purchased for approximately \$12.00 per video. Contact the LCA School Office for information.

The entire Parent Orientation Program should be completed as soon as possible after the student is enrolled. This will enable the parents to better understand, assist, and support the ministry of LCA, and thus to help their child.

Helpful Resources For The Home Appendix F, is included in the back of the Parent Handbook. Many resources of continued encouragement in addition to the Parent Orientation Program will be found there.

COMMUNICATION

"That the communication of thy faith may become effectual by the acknowledging of every good thing which is in you in Christ Jesus"
Philomena 6

"As cold waters to a thirsty soul, so is good news from a far country." Proverbs 25:25

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

- Do not rehash "old garbage" (i.e. student's past problems, etc.).
- Avoid references to pop culture (i.e. Hollywood, music, etc.).
- Be straightforward; avoid ambiguities or insinuations.
- Never counsel the child concerning his instruction at LCA.
- Do not criticize.
- Avoid maintaining contact with negative influences.

Extremes to avoid in all communication:

- I. Do not correct your child now. This is a new start, not a punishment. You should not say, "We told you that if you messed up again we would send you away." LCA is a God-given opportunity, not punishment.
- II. Do not apologize. Do not feel guilty or express guilt to your child. This is often seen in an over abundance of mail, packages, or gifts. You have given your child an opportunity for which he/she will be grateful later. You should not feel a need to apologize for this.
- III. There are two topics that will demand that your child be removed from LCA. It will be your actions that put you in this situation. This removal will be considered voluntary since you were aware of this policy and chose to disregard it.
 - A. **NEVER** tell your child when he/she is coming home. Never discuss information regarding visits with your child. Our influence is undermined at this point.
 - B. **NEVER** keep secrets. Do not attempt to hide any information concerning your plans or your child's attitude/behavior from LCA staff.
- IV. Guard against a "**Bad Guy / Good Guy**" image. Do not say concerning any situation, "We would, but LCA will not let us." After establishing LCA's position on a given matter, take advantage of the opportunity to assume the authority. Say, "We have decided..." This puts you and LCA on the same team, and helps to re-establish you as an authority.

MAIL AND PACKAGES

"As cold waters to a thirsty soul, so is good news from a far country." Proverbs 25:25

Each student is required to write a one-page letter to parents each week. A second letter may be written. The parents must provide self-addressed stamped envelopes (SASE). In the case of a broken home, both parents may provide SASE. The student may write both parents unless court order documents prohibiting contact are provided to LCA. If SASEs are not provided, unnecessary handling of mail may result in loss or delay of outgoing mail.

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.

The staff of LCA read all mail. The students' outgoing mail will not be censored in any way. Be prepared to read, "They starve me." "They beat me." "They work me." "I hate this place." "You must come get me," etc. **Incoming student mail should have the student's full name on the envelope.** Incoming mail may be returned to the parent if content is not in the best interest of the child. A note of explanation may accompany the returned mail. All written communication must be in English, both incoming and outgoing.

It is best that students not receive more than a total of five letters over any two week period. One letter per week from parents is sufficient. Letters from grandparents and other family members are acceptable. Students will not be allowed to keep more than five letters. Contact with or information about old friends should not be maintained.

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.

Photographs that are sent to the student must meet LCA dress and appearance standards. Women must be modestly dressed. Tops and blouses must cover cleavage and have sleeves. Make-up must be minimal. Jewelry must be small and understated. Men must be dressed modestly in long pants and shirts. It is best that photos be limited to those of the family, which would include family pets.

United Parcel Service (UPS) stops here every day, Monday through Friday. Federal Express and Roadway Packaging System also service us. Packages from home should include personal hygiene items, school supplies, clothing, and gifts. No alcohol-based products may be sent (mouthwash, hair clippers, etc.). No sexual products may be sent.

(moisturizer, face cleanser, etc.). NO aerosol products may be sent.

SHIPPING ADDRESS: ABM Ministries, Inc.
Lighthouse Christian Academy
"Student Name"
R. Rt. 1, Box 72
Patterson, MO 63956

PHONE CALLS (STUDENT AND STAFF)

Students:

Please use (573) 856-4215. (Times referenced below are Central Time.)

Students must speak in English

Phone Call Hours:

Monday through Friday (except Wednesday) 3:00 p.m. - 7:00 p.m.

First Phone Call:

Three (3) weeks from entry date.

Subsequent Calls:

Students can receive calls every other week, after the first three-week call. The length of time between phone calls may be LONGER than two weeks but not LESS than two weeks. Special services or activities may pre-empt any phone call requiring that it be rescheduled. A visit interrupts the phone call schedule; two weeks must pass for first year students before a phone call is received after a visit. Parents call in; students do not call out, except in an emergency.

Length of Calls:

Ten (10) minutes. A timer is suggested to assist in **keeping within this limit. Pay close attention to the ten (10) minute time limit.** Many students are awaiting calls. Your attention will allow all to have equal opportunity while showing **support of the rules** to your child. **Both parents may have seven (7) minutes each in the case of a broken home**, unless court order documents prohibiting contact are provided to ABM Ministries, Inc. **Both parents must call on the same day.** In the interest of your child, please work together on the phone call schedule.

Birthday Calls:

After the initial three weeks a student may receive a one-minute call on his birthday without interrupting the regular phone call schedule.

BE PREPARED FOR THE FIRST PHONE CALL!

On the first call you may hear, "How could you do this to me? You must come get me! You are ruining my life. I cannot stay here! How long do I have to stay?", etc.

YOUR RESPONSE:

"Dear daughter/son, we called to tell you how much we love you and how much you mean to us. We are not going to discuss this with you. If you continue, we will hang up the phone."

CHILD'S RESPONSE:

"You can't hang up on me! ..."

YOUR RESPONSE:

"CLICK!!" Do not debate, explain, or counsel. Simply hang up.

SECOND PHONE CALL:

She/he may regroup and try again. "I can't believe you hung up on me! You must talk to me about this! They tell me I must be here for over a year, maybe even two years! I can't do this! You're ruining my life!"

YOUR RESPONSE:

"Dear daughter/son, we called to tell you how much we love you and how much you mean to us. We are not going to discuss this with you. If you continue, we will hang up the phone."

CHILD'S RESPONSE:

"You can't hang up on me! ..."

YOUR RESPONSE:

"CLICK!!" Do not debate, explain, or counsel. Simply hang up.

THIRD PHONE CALL:

New tactics may be attempted by the third call. Demanding did not work, so conformity may. Folks, please don't hang up. I am sorry for the way I behaved before. I know that I have been a disappointment to you. But, really, you will not need to leave me here for a whole year. Can't we discuss this like adults?"

YOUR RESPONSE:

"Dear daughter/son, we called to tell you..."

CHILD'S RESPONSE:

"Please talk with me. I'm being nice. At least tell me you will think about it"

YOUR RESPONSE:

"**CLICK!!**" Do not debate, explain, counsel or tell her/him that you will think about it. Simply hang up.

Continue this until you have control. It takes two parties to argue/debate. Take control. Do not allow your child to take charge of the conversation. You ask the questions. Answer only the questions that you choose; ignore the others. Do not be afraid to say, "I am not discussing this with you."

The telephone not only helps to put you in control of your child, but it also helps to re-establish your authority.

When asked, "Why don't you call more often?" or "Why do you only talk for 10 minutes?", do not say, "Because it's the rules of LCA." It is much better to say, "We have decided to call this often," or "We have decided to limit our calls to no longer than 10 minutes." Establish your authority.

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. However, this is generally strongly discouraged. After all is said and done, if the student is not safe and secure in school, nothing else will matter. The risk to the student's opportunity to continue in school must be the first priority.

Staff:

The LCA Staff usually prefer to communicate with parents by telephone. The time required to construct written responses causes us to discourage written communication in most situations. **We will call COLLECT when we call you. We request that you remove any blocks that would hinder this option.** Parents are expected to inform LCA in writing whenever there is a change in phone numbers or addresses. Pager numbers, "800" numbers, cell phone or mobile numbers should also be made available too and changes kept current with LCA.

Phone Call Hours: Monday through Friday (Except Wednesday) 8:00 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 Brother or Mrs. Musgrave 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.

Please allow us to be brief and concise with you in our communication. If necessary, an appointment may be scheduled to allow more detailed discussion.

Maintain a professional relationship with LCA staff. The effectiveness of the ministry to your child can be adversely affected when staff and parent relationships become personal. Please address our staff men as "Brother" or "Mister" followed by their first name and our ladies as "Mrs." or "Miss" followed by their first name. Our founder and pastor should be addressed as "Brother Musgrave" or "Pastor Musgrave". Our staff will extend the same courtesy to you.

VISITATION

"Therefore, my beloved brethren, be ye steadfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord." I Corinthians 15:58

During the initial twelve-month period, policy allows for parents to visit their student at four-month intervals. Visits may be farther than four months apart but not less than four months apart. We strongly urge you to plan visits during our scheduled academic breaks.

- * The two weeks after graduation;
- * Two weeks in early August;
- * Two weeks during the Christmas season.

These are the routinely scheduled academic breaks. See the current school calendar for the specific dates. Extended visits planned for dates other than the scheduled academic breaks are strongly discouraged and must be specially coordinated with LCA staff.

The first visit at four months should be for no more than three days. Therefore, it is not necessarily important for it to be during a scheduled academic break. 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. If the first visit is not scheduled until the end of the fifth or sixth month, a period of more than three days may be workable. 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 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.

Students are not allowed to return to their home state for the initial twelve months. Any other location familiar to the student should be avoided as well.

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

The LCA staff may recommend that a child's visit be delayed. Your support, if that should occur, is expected.

For students remaining beyond the initial twelve months, visit schedules may become more flexible. The progress of the child will be the determining factor in scheduling those visits.

RETURNING HOME TO STAY:

Whenever it is decided that a student is to withdraw from 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. LCA accepts no responsibility to return home any personal items left or forgotten by a student after the student has withdrawn.

ST. LOUIS AIRPORT:

LCA provides transportation to and from the St. Louis Airport on the first and last dates of each scheduled academic break at no extra charge. Arrival and departure times for all students traveling on these dates must occur between **11:00 a.m.** and **2:00 p.m.** Otherwise, special arrangements must be made.

A fee of \$150.00 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.

STANDARDS TO BE MAINTAINED DURING VISIT:

Whether on campus with us or off campus with family, nothing should change for the LCA student. LCA standards of dress and entertainment are expected to be maintained by **ALL** as long as your child remains a student at LCA. We request that anyone visiting with our students maintain these same standards. If you have a question concerning the appropriateness of dress or entertainment, please call to clarify before the visit.

Plan to attend church while on a visit. Church attendance is expected whether on or off campus. Parents are expected to worship in all of our services on the first visit. After the first visit, parents are expected to worship in all of our services if within a fifty-mile radius of Christ Community Church. We meet on Sunday morning, Sunday evening, and Wednesday evening typically. With sufficient notice, we may be able to help locate a church of similar persuasion in the area beyond fifty miles that you are visiting. We find no excuse acceptable concerning the failure of having your child in worship services. Any real progress made in the life of any student is only made as they learn to walk with the Lord. Faithful attendance in church is a pattern to be established, a habit to be formed, and should be supported by the family while visiting. Keep them in church!

See Appendix H for additional information on visitation conduct.

ACADEMICS

Although academics play an extremely important part in the preparation for each young person's future, SPIRITUALITY is the key to true success (Romans 8).

We use curriculum from four sources. Our primary curriculum comes from Accelerated Christian Education's School of Tomorrow (Soft) in Lewisville, Texas, and BCF, located in Palm Desert, California. Additional or supplemental curriculum is occasionally used from Landmark's Freedom Baptist Curriculum (LFBC) in Haines City, Florida. A BEKA Publications in Pensacola, Florida provides curriculum resources as we deem necessary.

School of Tomorrow Curriculum:

School of Tomorrow is a Christ centered, Bible-based curriculum combining academic excellence with Scripture memory and Christ-like character training. School of Tomorrow is an individualized self-paced program. Upon enrollment a student is given diagnostic tests in math, English, word building, and reading/vocabulary comprehension. A ninth year student or below will also be given a social studies and science diagnostic test. Diagnostic test results are usually available after five school days and may be obtained by speaking with the academic office on the phone between the hours of 3:00 and 5:00 p.m. most week days.

Placement is based upon the results of the diagnostic test, not on chronological age/grade. For example, a fourteen year old student who is in the ninth year of school would be expected to be in high school freshman English. If this student's diagnostic test indicated that he did not have mastery of English on a sixth grade level, we would place that student in the sixth grade level in the School of Tomorrow curriculum. We would not place him in our freshman level curriculum simply because he was fourteen and in the ninth grade. A similar example would apply to math. The diagnostic tests may show "gaps" in learning; in other words, a student may only have missed parts of a level not the entire level. In this case only the "gaps" would be completed and the student would not repeat material previously mastered. Placement in science and social studies for a tenth year student is based upon the student's previously completed courses and demonstrated ability. Electives are also available through School of Tomorrow and are assigned to students according to need and demonstrated ability.

Each course in School of Tomorrow is divided into twelve work books that are called "PACES". Each PACE is completed individually by the student. Mastery of material in each PACE must be demonstrated by achieving a minimum score of 80% on the PACE test. If a minimum score is not attained the student must repeat the PACE until mastery can be demonstrated on the PACE test. Successful completion of twelve PACES per subject constitutes a year's work and earns the high school student one (1) credit toward graduation. High school students who complete twelve PACES in materials below actual high school level (PACES 0001 through 1096) earn credit towards a Vocational diploma, while students who complete high school level material earn credit toward either a General, College Preparatory, or Honors diploma.

Computer Based Courses:

Computer training is desired for all students. This training is provided indirectly through computer based programs, such as School of Tomorrow's Readmaster and Typemaster. Students in high school math and science may be placed in the computer video interactive (CVI) programs available through School of Tomorrow. Direct computer literacy training is also available. The extent of computer training a student may be assigned will be based upon meeting prerequisites of academic level or core curriculum needs.

Landmark's Freedom Baptist Curriculum:

Landmark's Freedom Baptist Curriculum provides an alternate Bible curriculum as well as some core and electives additional to School of Tomorrow. Landmark's Freedom Baptist Curriculum material is prepared and distributed through the Landmark Baptist Church in Haines City, Florida. Subjects are divided into thirty-six weeks of material with weekly quizzes and quarterly tests. Credits are given upon successful completion of the course. Our standard is 80% minimum average to be successful. Students are able to move through this curriculum at their own pace similar to School of Tomorrow.

A BEKA Curriculum:

A BEKA provides us with a more conventional type curriculum via video classes. This material is prepared and distributed through Pensacola Christian College. A number of students will be enrolled in a given subject. They will attend class by watching video taped lessons each day. We provide a staff member to act as a facilitator. Homework is assigned, quizzes and tests are given, and grades are recorded. Credits are given upon successful completion of the course. Our standard is 80% minimum to be considered successful.

BCF (Biblical Counseling Foundation):

Offers five discipleship training courses. Students are required to complete Course One, which is a 24-lesson course, before graduating LCA. Some of the subjects covered in **Self-Confrontation, a Manual for In-Depth Biblical Discipleship** are as follows:

- You Can Change Biblically
- Man's Way and God's Way
- Biblical Dynamics of Change
- Biblical Basis for Change
- Biblical Structure for Change
- Biblical Practice Achieves Lasting Change
- Dealing with Self:
- Anger and Bitterness
- Interpersonal Problems:
- Learning How to Love Your Neighbor

Refer to Appendix M for additional information on Self-Confrontation

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.

Accreditation:

LCA has achieved Model School status from School of Tomorrow. As a Model School, LCA is elevated to the top 5% of the over 7,000 schools using the curriculum in more than 124 countries. This is an achievement in which you, as a parent, may take great pride.

Before enrolling a student, parents are expected to sign a statement indicating that they have read, understand and agree to the fact that LCA is not accredited by the State of Missouri due to a Biblical conviction against state licensure or accreditation.

See Appendix J for academic specifics for high school students.

SIGNIFICANT DATES

There are dates and activities during the year that require specific attention. Examine these carefully to ensure that requirements are understood and met.

December 1:

All Christmas gifts for your child must be at LCA on or before December 1. A **MINIMUM** of three (3) gifts must be provided to your child. Mark the boxes as Christmas gifts, and send them as you would any other package. If finances do not allow this, please call our office.

First Christmas:

All first year students must be on campus from 12 noon on December 24 through mid-afternoon on Christmas Day. The Christmas Eve party is a tradition reserved for our staff and students only.

No visits will be scheduled two days before or two days after any major holiday. In order to allow staff opportunity to spend time with their families, we ask that no parents visit **ABM** property at such time.

April 1:

By this date each young lady must have her formal banquet gown and accessories and each young man a new suit, shoes and accessories--on location at LCA. See **Appendix D-Senior Expenses** for more details.

Senior Trip:

Information will be furnished to the parents.

Graduation Ceremony:

In late May, LCA will hold a graduation ceremony followed by a banquet and prom for graduating seniors, their parents and teaching staff.

Banquet & Prom:

The banquet and prom follow the graduation ceremony and expose the students to a formal dining experience. All girls must have a formal, floor-length banquet gown that meets our standards of modesty and appropriateness. All boys must have a suit that fits well, a white shirt, a tie, and dress shoes that polish.

Senior Portraits are usually taken during the first two weeks of March. See **Appendix D-Senior Expenses** for more details.

Class Rings:

See **Appendix D-Senior Expenses** for details.

Graduation Announcements:

One "general" graduation announcement will be sent to parents in March. See **Appendix D-Senior Expenses** for further details.

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:

"Children, obey your parents in all things: for this is well pleasing unto the Lord." Colossians 3:20

"Let every soul be subject unto the higher powers..." Romans 13:1

"Obey them that have the rule over you, and submit yourselves...." Hebrews 13:17

"For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life." Proverbs 6:23

"He is in the way of life that keepeth instruction: but he that refuseth reproof erreth." Proverbs 10:17

"Chasten thy son while there is hope, and let not thy soul spare for his crying." Proverbs 19:18

"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Proverbs 22:15

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 Christ-like attitude at all times. Constructive suggestions are always welcome, but griping is not tolerated. A critical attitude, displaying itself as constant or repeated complaining or sullenness, disrespect, disobedience, insolence, talking back, passing notes, failure to complete homework, etc., grieves the Holy Spirit and is destructive to Christian growth. Ridiculing Bible classes, chapel programs, or guest speakers, as well as ridiculing school rules or personnel, will be considered rebellion. Any student who possesses such an attitude and is directed and encouraged to change those attitudes but fails to do so within a reasonable time will be disciplined in direct relation to the demonstrated attitude.

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 LCA will be asked to immediately withdraw their children from 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 **on campus and off campus**.

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. Conversations not promoting a Christian atmosphere will not be permitted.

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 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 have their feet on the floor and sit facing the front of their office, except in groups or other directed activities.
- * 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. Because of the problems chewing gum can cause, students are not to chew gum at any time during school hours.

Any un-Biblical conduct will not be accepted and may lead to disciplinary actions. This includes, but is not limited to, previously mentioned items and any additional items mentioned in this handbook.

Search:

LCA reserves the right to ensure by search an environment that is free from illegal or unauthorized materials. 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

Philosophy of Discipline:

LCA has a unique philosophy of discipline. Due to a positive peer influence among the students of LCA, brought about by their response to Biblical direction and the presence of the Lord Jesus, discipline is primarily limited to verbal guidance. Repeated infractions will result in a verbal rebuke by an appropriate staff person. Further infractions may result in the loss of entertainment privileges such as movies, special treats or seconds of treats, free time, and freedom of campus movement. Students may be required to sit in a designated location upon a chair designated as the "baby chair." The writing of lines referencing the offense may also be administered.

The LCA discipline policy has the goal of giving each student the maximum opportunity of exercising self-discipline. An exception in the discipline policy for one is not meant as an exception in the discipline policy for anyone else.

Disciplinary Procedures:

The Administration reserves the right to execute discipline deemed appropriate.

Each Learning Center Supervisor is given the liberty to make and enforce Learning Center regulations consistent with the general policies of

the school. Should discipline be necessary beyond normal Learning Center procedures, LCA will follow the disciplinary procedures that are out-lined below.

The list of infractions that will require disciplinary measures includes but is not limited to:

- * Not prepared for class/supplies
- * Cheating (scoring, checkups, self-tests, tests, etc.)
- * Disobedience/failure to follow directions
- * Lying
- * Profanity, vulgarity
- * Showing disrespect or encouraging others to show disrespect for school policies, Learning Center supervisor, or staff, whether verbally or through body language
- * Arguing with Learning Center Supervisors
- * Showing disrespect for, abusing, defacing school property/facility
- * Stealing
- * Unnecessary physical contact, holding hands, embracing, etc.
- * Belittling other students, name-calling
- * Fighting, unnecessary roughness
- * Bringing unauthorized material to school
- * Chewing gum
- * Leaving desk without permission
- * Talking without permission
- * Throwing objects
- * Violation of hair, dress, jewelry, or make-up code
- * Writing or passing of notes in class or chapel
- * Homework assignments not completed
- * Inattentiveness
- * Inappropriate conversation, singing, gestures, etc.
- * Any conduct considered by LCA staff as un-Biblical.

Should problems continue, appropriate administrative action will be taken. Discipline of students is a joint responsibility of the parents, Learning Center Supervisor, administrators and students. Parents who cannot support the discipline standards of LCA should find a school whose standards more nearly reflect their own. This will prevent the child from being placed in a position of conflict between parent and school.

Minor discipline problems that occur in the Learning Center are handled by the Learning Center Supervisor. Other problems are referred to the administration, which may impose some form of discipline or corrective action.

Before enrolling a student, parents are expected to sign a statement indicating that they have read, understand and agree to have their child governed by all policies, rules and regulations of the academy and to have corporal discipline administered to their child in accordance to those rules.

MEDICAL

“And Jesus went about all Galilee, teaching in their synagogues, and preaching the gospel of the kingdom, and healing all manner of sickness and all manner disease among the people.” Matthew 4:23

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 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 LCA staff official when they feel they have a medical need. When a student indicates a medical concern to

communicate to the appropriate 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 LCA staff official?". Parents should personally verify that this information reached the appropriate LCA staff official to ensure that we are mutually informed. When a child needs medical attention we, parents and 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. LCA assumes no responsibility for the medical expenses of your child.

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

LCA Responsibilities:

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

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. 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 LCA staff official of their needs during the medicine call. When the appropriate LCA staff official is informed, or when it is observed that a student is not feeling well, 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. 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 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 LCA office.

The appropriate 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 LCA does not feel that there is a genuine medical problem. 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, LCA attends training in basic first aid, CPR, and Red Cross Lifeguard procedures.

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

The appropriate LCA staff official will always respond to the expressed medical concerns of a parent toward his child. If at any time the appropriate 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 LCA student by anyone. If it is determined by a medical doctor that a LCA student must be given any of these types of medications, it will be necessary for the student to be immediately removed by the parent. That student will not be allowed to remain enrolled at 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. LCA staff who work directly with the students are informed of the LCA emergency medical procedures.

Before enrolling a student, parents are expected to read, understand, and agree that LCA is not a medical treatment facility and that parents retain the responsibility for the medical care of their student. 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 LCA (the appropriate staff officials) on a case-by-case basis. Under no conditions will LCA assume the liability expected of a medical treatment facility

FINANCES

"Not slothful in business;..." Romans 12:11a

The expense for a total year's enrollment is \$42,000.00. This covers room, board, tuition, PACEs, laundry, and recreation fee. This does not cover the student incidental expenses.

There is a \$250.00 Parent Orientation Fee to be paid to Lighthouse Christian Academy upon arrival to the campus. If the student is enrolled, this fee will be applied toward the first month's tuition.

PLANS OF PAYMENT

PLAN A: Payment in full on or before enrollment...Calendar Year \$ 42,000.00

PLAN B: Payment for a total year's enrollment on a monthly basis
of twelve equal installments \$ 3,500.00

The actual payment obligation for the first year student tuition is as follows: 1st month - \$7,000; 2nd month - \$3,500; 3rd month - \$3,500; 4th month - \$3,500; 5th - \$3,500; 6th month - \$3,500; 7th month - \$3,500; 8th month - \$3,500; 9th month - \$3,500; 10th month - \$3,500; 11th month - \$3,500; 12th month - \$ 0. Upon request, as a convenience to the parent of a first year student, LCA will allow the 1st year tuition to be paid in 12 equal monthly installments of \$3,500.00 each.

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 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. 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.

Money sent to **Lighthouse Christian Academy** for services rendered is not tax deductible.

EXTRA CHARGES DUE ON OR BEFORE ENROLLMENT

Uniform Cost (Male and Female students)	\$ 100.00
Registration Fee (One time fee)	\$ 90.00

INCIDENTAL EXPENSES (Estimated)

Incidental Expense Account (Accrued student expenses per year)	\$ 300.00
Computer Lab Fees (dictated by cost of specific course)	varies
PLAN Test (prep for ACT/ 10th and 11th grades)	\$ 8.00
A.C.T. College Test (12th grade only)	\$ 25.00
Additional expenses that may be anticipated for graduating seniors (Portraits, class ring, announcements, senior trip, graduation dress, etc.)	\$1,500.00

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 AN 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.**

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 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.

Expenses For Graduating Seniors

Specific information regarding these expenses will be provided upon request. See Appendix D.

GIVING:

Occasionally the opportunity to give to a ministry will be presented to the students, allowing them to feel a part of helping others in financing God's work. The normal contribution will not exceed \$1.00. Parents who wish to give financially through the ministry of **Christ Community Church** may contact Pastor Musgrave.

DRESS AND GROOMING

"Abstain from all appearance of evil." I Thessalonians 5:22

LCA maintains apparel and grooming guidelines for students and parents that are consistent with Scriptural teachings; therefore, highly desirable. One's personal appearance is an important part of his Christian testimony. We expect our students and their parents to cooperate with us in maintaining a good testimony in this area.

It is our intent to establish within your daughter a general attitude of femininity and within your son an attitude of masculinity. The Scripture commands modesty in dress and appearance. (I Timothy 2:9-10; 2 Peter 3:3; and Matthew 5:27-28). We do not wish these guidelines to seem stringent or overly strict. We merely seek to follow Biblical standards and would encourage and enlist your assistance in guiding your child to abide by the guidelines at all times.

LCA reserves the authority to disallow any item, style, or image that may prove to have associations that are negative to our position of a Christ-like appearance.

Any clothing that represents anything unethical, immoral, or illegal will not be acceptable for LCA students.

Standards for Girls:

Hair:

- * Hair is to be neat and well groomed.
- * Bangs may not hang over eyes, be sprayed stiff, or "teased" to stand up;
- * Dyed or bleached hair will not be maintained. Permission to change hair color may be requested if the purpose is to restore hair to natural color;
- * Extreme cuts or styles as well as masculine cuts or styles are not permitted.

Make-up:

Make-up may be used with discretion to enhance natural beauty. Age and complexion will be primary considerations in governing make-up.

The following make-up items will **NOT** be permitted:

- * Red or dark lipstick;
- * Nail polish will be permitted **only** on special occasions and will be provided by female staff.

Jewelry:

Any jewelry worn must have either been purchased for self or been given by the family. No jewelry from friends, especially from boyfriends, will be permitted. Minimal jewelry may be worn. Fad styles are not accepted.

The following will **NOT** be permitted:

- * No body-piercing jewelry
- * Large, gaudy Earrings
- * Jewelry with crystals
- * Chokers or "Y" necklaces

Footwear/Leg wear:

All footwear must be feminine in style. No boys' footwear will be permitted for girls.

The following will be either permitted or required:

- * **Required:** Athletic shoes (white low top preferred);
- * **Required:** One pair of black shoes
- * **Permitted:** Sandals, flats, extra dress shoes & fleece-lined girls snow boots.

Leg wear should be feminine but not sensual. The following will be either permitted or required:

- * **Required:** Pantyhose (for church). Only flesh-colored will be permitted (nude, tan, suntan.)
- * **Required:** Girls/Ladies socks for sports or casual wear.

Under Garments:

Under-garments should be feminine but not sensual.

Night Clothes:

Pajamas and House shoes are required.

Swimwear:

Swimwear must be **one piece** and modest cut. No high cut legs. Built-in bra, no low cut tops. No light colors.

Outer Wear:

Appropriate outerwear for girls at LCA are feminine and nonsensual, non-formfitting.

The following guidelines should be helpful in selecting what will be **acceptable**:

- * Tops with skirts, split skirts;
- * Black and other color skirts;
- * Bottoms of **all** outfits (dresses, skirts, split-skirts) must be below the knee.
- * **NO slits above the knee;**

See Appendix A for an itemized list of girls' clothing requirements and an extended list of prohibited items.

Standards for Boys:

Hair:

- * Standard hair cuts are required;
- * Hair must be off the collar and ears, and above the eyes;
- * No "fad styles" may be worn;
- * Hair must be neatly combed so that it is no longer than the middle of the forehead;
- * No tails;
- * Side burns may not extend below the bottom of the ear opening;
- * Facial hair is not permitted unless it has been worn for the previous (5) years or it is required for medical reasons;
- * LCA employs a local barber who comes once every two weeks. Boys will get a hair cut each time at a cost of \$10.00 per hair cut.

Jewelry:

- * No necklaces or bracelets are to be worn unless medically required;
- * No rings may be worn except LCA class ring;
- * Watches may be worn.

Footwear:

Required:

- * Black dress shoes that polish to a gloss;
- * Work boots;
- * Athletic shoes (cross trainer type preferred);
- * House shoes.

Permitted:

- * Casual shoes, additional dress shoes, and western boots.

Underwear:

White underwear (shirt and shorts) must be worn at all times. Crew neck or V-neck style undershirts are acceptable. Boxers or briefs are acceptable. "Silky" or bikini-type under shorts are not acceptable. "Long johns" will be needed during winter months.

Nightclothes: Pajamas. No "silky" types are allowed.

Swimwear: Swimwear must be full cut. No bikini or "Speedo" styles.

Outer-wear:

Appropriate outerwear for boys is long pants and shirts. No "saggy-baggy" or oversized items will be permitted. A belt must be worn at all times with pants that are designed for them. Suspenders, if worn, must be over the shoulders, not hanging down below the waist. T-shirts or shirts that are designed to be tucked in must be tucked in at all times. Socks must be worn at all times when not in the boys'

dorm. Coordinated dress socks are preferred for dress and school. (a clear identification marking may have to be sewn into dark socks). White athletic socks may be worn for work, play, or with boots.

Church/School Dress:

- * A traditional cut solid navy blue suit with white shirt and tie is considered as the official dress suit. (May be single or double breasted);
- * Other traditional cut suits or sport coats may be worn in addition to the navy blue;
- * Sweaters may be worn but not as a substitute for a coat when required;
- * Shirts will be collared. Dress shirts and sport shirts will be worn with appropriately coordinated neckties. A necktie is not required in school except for special occasions;
- * Denim or flannel is not acceptable material for church or school dress;
- * High gloss polished shoes or western boots will be worn to church services. A more casual shoe may be worn to school. Athletic shoes or work boots are not appropriate for school.

Work/Play Dress:

- * Casual slacks and jeans. (Pre-washed or regular blue jeans are acceptable. No colored or oversized styles will be accepted);
- * Work, casual sport shirt and pocket tee shirts. Round neck sweaters or sweatshirts. V-necks must be worn with a shirt under them. Shirt tails are to be tucked in;
- * No tank tops, midriffs, cut outs, low cut tops or open shirts. At no time may men go without wearing a shirt;
- * Tennis shoes, sport shoes, leisure and work shoes. In the student's dorm it is permissible to lounge in slippers, thongs, or shower shoes;
- * Jogging suits may be worn for sports activities (if modest with appropriate under garments), but must not be worn around campus.

Winter Dress:

Cold weather can come from October through April. Low temperatures, snow and ice may be present at any time during these months. Sufficient cold-weather clothing should be provided. This could include the following:

- * Stocking cap/face mask;
- * Insulated under-wear;
- * Gloves – work and dress;
- * Work coat;
- * Dress over coat;
- * Insulated work boots;
- * Flannel / Insulated shirts;
- * Lined work trousers.

See Appendix B for an itemized list of boys' clothing requirements.

PARENT SUPPORT GROUPS

Christ Community Church and Lighthouse Christian Academy holds the position that the best parent support group has already been founded by God. It is called an independent, fundamental, Bible-believing local church. In this type of church, the Word of God is boldly proclaimed producing saved, separated, and soul winning believers. It is in this type of church that a parent will receive Biblical instruction concerning God's plan for the home.

Often a local church in the parent's area can be suggested by LCA. It is counted as a special honor to assist the family in this area.

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 Lighthouse Christian Academy that Christians are prohibited from bringing civil lawsuits against other Christians or Christian ministries to resolve civil disputes. 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 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 LCA. This document represents legal submission to binding arbitration.

CHRISTIAN CHARACTER DEVELOPMENT

"And beside this, giving all diligence, add to your faith virtue; and to virtue knowledge; And to knowledge temperance; and to temperance patience; and to patience godliness; And to godliness brotherly kindness; and to brotherly kindness charity. For if these things be in you, and abound, they make you that ye shall neither be barren nor unfruitful in the knowledge of our Lord Jesus Christ." II Peter 1:5-8

"Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." Philippians 4:8

The Bible-based, Christian character training conducted at LCA encompasses every area of student life, not just academics. Being assigned as a team leader presents even greater opportunity for Christian character development and is reserved for those who have first proven themselves as effective Christians. Areas of voluntary service that encourage Christian character are Sunday School, the church/school nursery, foodservice, and Scripture memory listeners. Every student has assigned, daily responsibilities of personal area and common area maintenance, which are primary for Christian character training at LCA. There are numerous impromptu opportunities for service presented daily that allow students to demonstrate and develop their Christian character.

LCA seeks to take advantage of every opportunity to develop the Christian character of each student. We have adopted a chip system that quickly identifies the development of each student in the area of character on any given day. Student activities and attitudes are tracked at several intervals during the day. They are graded on a pass or fail scale. This means they either meet expectations or do not. Attitude plays a major role in determining a student's progress. If a student follows all instructions the first time, with the proper attitude, he/she will receive a white chip. This chip means that he/she is entitled to all program activities. If the student does not follow instructions the first time, then he/she will be given a blue chip. This chip means that the student has limited access to the activities. If a student has a bad attitude and refuses to follow instructions, then he/she will be given a red chip. This chip means that the student has no access to any of the program activities.

Opportunities for Service

Team Leader:

A team leader is a student who has memorized at least 60 Bible verses and who has consistently demonstrated growth to higher levels of Christian character. A team leader will be responsible to provide student leadership for three to ten students. A team leader will provide for accountability by being aware of the team members' activities and locations throughout the day. Teams are usually kept intact during work and play activities. The team leader is responsible to demonstrate a testimony of Christian character in action to the team members. The team leader should be the example and set the standard for the team members to follow. The team leader will care for the team members spiritually. The team leader should be aware of the individual prayer requests of each team member. The team leader should have regular, Bible-centered devotions with the team. The team leader should be seeking that each team member has truly trusted the Lord Jesus Christ as his personal Savior. The team leader should continually encourage each team member to be actively involved in developing his character through Christian service.

The student who is consistently effective as a team leader may be eligible to become a staff member of LCA after graduation from high school.

Sunday School Teacher:

A team leader who consistently demonstrates growth to higher levels of Christian character may be a Sunday School teacher.

School/Church Nursery:

The school/church nursery is a voluntary area of student service. The students who volunteer and are selected as nursery workers serve by caring for pre-school staff children during times that a parent or adult staff member is occupied in other areas of the ministry. Students who are selected as nursery workers are under the direct supervision of the parents of the children in the nursery. The school/church nursery is an excellent opportunity for Christian character development, especially for the single student.

Food Service:

A food service assistant holds a voluntary position of student service. The students who volunteer and are selected as food service assistants help by serving directly under the staff Food Service Manager. The responsibilities of the food service assistants include helping to prepare the food service area for cooking, serving meals, and helping to keep the food service area clean. Students selected as food service assistants must be able to fulfill their responsibilities in food service while not neglecting their responsibilities in any other area. Food service provides an excellent opportunity for Christian character development, especially for single students.

Scripture Memory Listeners:

A Scripture memory listener holds a voluntary position of student service. Scripture memory listeners are selected from students who have consistently been able to memorize God's Word themselves. Scripture memory listeners must be honest, fair, and equitable in the performance of their service. Scripture memory listeners will have the responsibility of listening to other students quote their daily Scripture

memory, ensure that the Scripture has been quoted word-for-word, and properly make a record of the completion of the quoted Scripture. LCA places much emphasis on the value of Scripture memory in developing Christian character; therefore, the Scripture memory listeners must develop and maintain a high level of Christian character.

Maintenance of Personal and Common Areas:

For every student the very basics of Christian character development begin with the responsibility to maintain his personal and common areas. All students are responsible to maintain their personal areas in a clean and orderly fashion. This includes dormitory area and Learning Center area. All students are responsible to maintain a common area. This common area is assigned on a job list that is developed and updated by LCA staff. The students who neglect to effectively maintain these basic areas of responsibility will find themselves ineligible for other opportunities of service. The students who fulfill these responsibilities with minimal supervision are demonstrating the beginnings of basic character and will see greater opportunities for service.

Position of Parent

LCA must have the freedom to make decisions concerning your child's status of orientation and opportunity for service. Parents must refrain from giving LCA **directives** concerning any area of orientation or service. You have entrusted your child to us and we must be able to employ our experience to produce the best opportunity for your child's Christian character development.

If at any time you feel you must give us some directive in the areas of orientation or service, simply come remove your child from the academy. If you cannot have confidence in our judgment, your child should not continue as a LCA student. Arrangements should be made within 72 hours if this situation should arise.

We always welcome suggestions that will provide a safer environment, enhance Christian character development, or give academic advantage. These suggestions should be given in a loving spirit and directed to the pastor or associate pastor, preferably in writing.

Traits of Christian Character

Appreciative:

Expressing thanks to God and others for ways they have served me.

In every thing give thanks: for this is the will of God in Christ Jesus concerning you. I Thessalonians 5:18

Attentive:

Demonstrating that the person is deserving by giving genuine courtesy and consideration to God's Word or a person's words.

Therefore we ought to give the more earnest heed to the things which we have heard, lest at any time we should let them slip. Hebrews 2:1

Available:

Scheduling my priorities to fit the desires of others.

And as Jesus passed forth from thence, he saw a man, named Matthew, sitting at the receipt of custom: and he [Jesus] saith unto him, Follow me. And he arose, and followed him. Matthew 9:9

Committed:

Giving the control of my life to the Lord.

Commit thy way unto the LORD; trust also in him; and he shall bring it to pass. Psalm 37:5

Compassionate:

Giving whatever is necessary to meet another's needs without expecting anything in return.

(Luke 6:35 - ...hoping for nothing again;...)

Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous; I Peter 3:8

Concerned:

Bearing another's burdens with great affection and admiration.

Bear ye one another's burdens, and so fulfill the law of Christ. Galatians 6:2

Confident:

Having assurance that whatever I say or do will benefit me and others.

I can do all things through Christ which strengtheneth me. Philippians 4:13

Considerate:

Thoughtful of others and of their feelings.

Look [consider] not every man on his own things [interests], but every man also on the things of others. Philippians 2:4

Consistent:

Not wavering from God's principles.

Therefore, my beloved brethren, be ye steadfast, [constant], unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord. I Corinthians 15:58

Content:

Understanding and accepting that God has provided everything I need for adjusting to circumstances around me.

Not that I speak in respect of want: for I have learned, in whatsoever state I am, therewith to be content. Philippians 4:11

Cooperative:

Working or dwelling in unity with others.

Behold, how good and how pleasant it is for brethren to dwell together in unity! Psalm 133:1

Courageous:

Demonstrating that God is with me, giving strength and firmness of character, enabling me to endure any trial or danger.

Be strong and of a good courage, fear not, nor be afraid of them: for the LORD thy God, he it is that doth go with thee; he will not fail thee, nor forsake thee. Deuteronomy 31:6

Creative:

Meeting a need or a chore from a different point of view.

And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God. Romans 12:2

Decisive:

Making all decisions based on the perfect will of God.

And if it seem evil unto you to serve the LORD, choose you this day whom ye will serve; whether the gods which your fathers served that were on the other side of the flood, or the gods of the Amorites, in whose land ye dwell: but as for me and my house, we will serve the LORD. Joshua 24:15

Deferent:

Controlling my privileges and preferences in order not to offend those God has called me to serve (putting their wishes or opinions before mine).

Even as I please all men in all things, not seeking mine own profit, but the profit of many, that they may be saved.

I Corinthians 10:33

Dependable:

Being worthy of trust by doing what I said I would do even if it means self-denial.

O Timothy, keep that which is committed to thy trust, avoiding profane and vain babblings, and oppositions of science falsely so called. I

Timothy 6:20

Determined:

Purposing to accomplish God's best regardless of the opposition.

For I determined not to know any thing among you, save Jesus Christ, and him crucified. I Corinthians 2:2

Diligent:

Seeing a chore (work) as a special assignment from the Lord and doing everything to complete it.

And whatsoever ye do, do it heartily, as to the Lord, and not unto men. Colossians 3:23

Discerning:

Having the insight and sympathetic understanding into a difficult situation and being able to make an accurate judgment.

And they shall teach my people the difference between the holy and profane, and cause them to discern between the unclean and the clean.

Ezekiel 44:23

Discreet:

Forming sound opinions and giving serious attention and thought to what one is doing, especially to details.

A good man sheweth favour, and lendeth: he will guide his affairs with discretion. Psalm 112:5

Efficient:

Accomplishing the greatest productivity by preparing myself and my environment.

Redeeming the time, because the days are evil. Ephesians 5:16

Equitable:

Showing justice and impartiality to persons and programs according to God's law.

To receive the instruction of wisdom, justice, and judgment, and equity. Proverbs 1:3

Fair:

Seeing a situation from the viewpoint of each person involved.

Therefore all things whatsoever ye would that men should do unto you, do ye even so to them: for this is the law and the prophets. Matthew

Faithful:

Manifesting a true spirit to a person to whom one is bound by a promise, a pledge, honor, or love.

Moreover it is required in stewards, that a man be found faithful. I Corinthians 4:2

Fearless:

Facing danger with a spirit of determination, for God gives us the spirit of power.

For God hath not given us the spirit of fear; but of power, and of love, and of a sound mind. II Timothy 1:7

Flexible:

Surrendering or yielding affections to God, not to earthly things that can be changed by others.

Set your affections on things above, not on things on the earth. Colossians 3:2

Forgiving:

Overlooking another's faults by means of expressing to him Christ's love (responding as if there were no faults).

Forbearing one another, and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do ye.

Colossians 3:13

Friendly:

Extending my life to a friendship by receiving a person with the attitude: What is God doing in his life? How can I help?

A man that hath friends must shew himself friendly: and there is a friend that sticketh closer than a brother. Proverbs 18:24

Generous:

Using all I have to glorify God because it all belongs to Him.

I have shewed you all things, how that so labouring ye ought to support the weak, and to remember the words of the Lord Jesus, how he said,

It is more blessed to give than to receive. Act 20:35

Gentle:

Responding tenderheartedly to the needs of others.

And the servant of the Lord must not strive; but be gentle unto all men, apt to teach, patient. II Timothy 2:24

Honest:

Dealing righteously, showing what is right and proper to the Lord and others.

Providing for honest things, not only in the sight of the Lord, but also in the sight of men. II Corinthians 8:21

Humble:

Recognizing my weakness and showing awareness, as a little child, that God and others are responsible for the accomplishments in my life.

Likewise, ye younger, submit yourselves unto the elder. Yea, all of you be subject one to another, and be clothed with humility: for God resisteth the proud, and giveth grace to the humble. Humble yourselves therefore under the mighty hand of God, that he may exalt you in due time: I Peter 5:5-6

Joyful:

Speaking to myself in psalms and hymns and spiritual songs, singing and making melody in my heart to the LORD as a result of being in agreement with God and others (shows on the countenance).

Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord; Ephesians 5:19

Meek:

Yielding everything to God including the results and thought for self.

Who is a wise man and endued with knowledge among you? let him shew out of a good conversation his works with meekness of wisdom.

James 3:13

Merciful:

Having, feeling, and showing more kindness than justice requires.

Be ye therefore merciful, as your Father also is merciful. Luke 6:36

Observant:

Foreseeing and responding correctly and alertly to any situation.

Watch ye and pray, lest ye enter into temptation. The spirit truly is ready, but the flesh is weak. Mark 14:38

Optimistic:

Meditating upon the most hopeful aspects of any situation.

But if we hope for that we see not, then do we with patience wait for it. Romans 8:25

Patient:

Accepting a difficult situation with calm endurance without complaining or losing self-control.

Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us. Hebrews 12:1

Peaceful:

Yielding self to the LORD for His control, for *"He is our peace"* (the inner quietness, freedom from disturbance of strife, absence of excitement or confusion).

These things I have spoken unto you, that in me ye might have peace. In the world ye shall have tribulation: but be of good cheer; I have overcome the world. John 16:33

Perseverant:

Withstanding stress (the attacks of time and circumstance) to accomplish God's best.

And let us not be weary in well doing: for in due season we shall reap, if we faint not. Galatians 6:9

Persuasive:

Motivating and directing others to see issues from God's point of view.

In meekness instructing those that oppose themselves; if God peradventure will give them repentance to the acknowledging of the truth. II Timothy 2:25

Prudent:

Seeing what is likely to happen and giving careful thought in acting and planning.

The simple believeth every word: but the prudent man looketh well to his going. Proverbs 14:15

Punctual:

Showing respect for God's timing as well as other people's time by being on time or quick to act when a request is made.

To every thing there is a season, and a time to every purpose under the heaven. Ecclesiastes 3:1

Purposeful:

Resolving to accomplish a long-range goal and allowing this goal to determine my daily progress.

Blessed are they that keep his testimonies, and that seek him with the whole heart. Psalm 119:2

Resourceful:

Capable and ready to undertake projects that others would overlook or discard.

And that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you. I Thessalonians 4:11

Respectful:

A feeling of deep respect and honor mixed with wonder, awe, and love for the person that God is using in my life to produce the character of Christ in me.

And we beseech you, brethren, to know them which labour among you, and are over you in the Lord, and admonish you; And to esteem them very highly for their work's sake. And be at peace among yourselves. I Thessalonians 5:12-13

Responsible:

Knowing and doing what is expected of me without superior authority; trustworthy; dependable; reliable; accountable.

So then every one of us shall give account of himself to God. Romans 14:12

Secure:

Building my every day life on eternal things which cannot fail or be lost.

And thou shalt be secure, because there is hope; yea, thou shalt dig about thee, and thou shalt take thy rest in safety.

Job 11:18

Self-controlled:

Ruling my own spirit; instant obedience to the Holy Spirit.

Abstain from all appearance of evil. I Thessalonians 5:22

Sincere:

Desiring to do what is right with pure motives.

Now therefore fear the LORD, and serve him in sincerity and in truth: and put away the gods which your fathers served on the other side of the flood, and in Egypt; and serve ye the LORD. Joshua 24:14

Submissive:

An inward attitude of yielding to the authority of another.

Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you. Hebrews 13:17

Tactful:

Saying and doing the right things (discreet) to avoid undesirable consequences in dealing with people.

Let your speech be alway with grace, seasoned with salt, that ye may know how ye ought to answer every man. Colossians 4:6

Temperate:

Temperate:

Not being extreme in any way, especially with regard to appetites.

Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world; Titus 2:12

Thorough:

Knowing what will reduce the effectiveness of my work if neglected but doing all that should be done to complete it.

Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom, in the grave, whither thou goest. Ecclesiastes 9:10

Thrifty:

The prudent managing of resources, work, and the regular putting aside of savings.

Behold, my servant shall deal prudently, he shall be exalted and extolled, and be very high. Isaiah 52:13

There is treasure to be desired and oil in the dwelling of the wise; but a foolish man spendeth it up. Proverbs 21:20

Tolerant:

Accepting others and willing to endure their beliefs and actions with which I do not agree.

Let us not therefore judge one another any more: but judge this rather, that no man put a stumblingblock or an occasion to fall in his brother's way. Romans 14:13

Truthful:

Earned trust by accurately stating all known information.

Wherefore putting away lying, speak every man truth with his neighbor: for we are members one of another.

Ephesians 4:25

Virtuous:

Conforming to and radiating God's moral principles of purity.

Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.

Philippians 4:8

Character trait objectives extracted from ACE School of Tomorrow Procedures Manual Vol. 2 Pg.59 - 63. Permission granted by School of Tomorrow.

WITHDRAWAL/DISMISSAL

THE DECISION TO WITHDRAW:

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 twelve months. It is usually recommended that students remain at least two full years.

Ideally a student will remain through graduation from high school.

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 of this handbook. 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. **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 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 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.

RE-ENROLLMENT:

Re-enrollment opportunities may exist should a parent realize after a student has been withdrawn that there is a need for the student to return. Re-enrollment opportunities depend upon parental support of the ministry, student's specific situation requiring re-enrollment, current capacity of the dormitories, and financial ability.

APPENDIX A

GIRLS' REQUIRED CLOTHING LIST

-No spaghetti or sleeveless tops/dresses-

Underclothes

2 each: Half slips / Camisoles / Bras-white & tan

8 pair: Panties

6 pair: Pantyhose (tan, nude, beige, or suntan)

10 pairs: Socks (sport and casual wear)

Casual Clothes (5 outfits) (Below the knee / no sleeveless)

2 ea. Jean/Khaki Skirts; 1 White shirt (button-up); 2 or 3 of any color tops

Dress Clothes (5 outfits) (Below the knee / no sleeveless)

1 Black skirt (long)

Skirts with blouses/tops

Dresses

Work/Play Clothes (5 outfits)

5 Overalls

5 Casual shirts (Feminine, no sleeveless)

2 Basketball shorts

Shoes (Feminine) 1 pair each:

School style

Girls' Athletic Shoes (low top / Feminine)

House Shoes

Night Clothes (Pajamas), 2 pair (no sleeveless)**Winter Dress Coat / Winter Play Coat****Swim Suit (One piece with regular cut legs; built-in bra, no light colors)**

REQUIRED MISCELLANEOUS ITEMS

Feminine bed spread / Blanket / 2 sets of twin bed linen / Pillow

Towels / Wash clothes (5 each)

Nylon garment bag (for travel)

Softball glove (optional)

Disposable razor, large pack

Toiletries (shampoo, conditioner, toothbrush, etc.)

Hair dryer / Curling iron (optional) 1 each

King James Bible for school (Call our office for ordering. We can purchase these for \$32.)

60 self addressed stamped envelopes (Regular size)

See **Appendix I** for School Supplies

PROHIBITED ITEMS

Clothing that represents anything unethical, immoral, or illegal--will **NOT** be acceptable for LCA students
Sleeveless tops or dresses, Spaghetti straps
"V" neck tops or dresses
Necks that are lower than **2 finger** widths below collar bone in front
Slits above the knee
Wrap-around, or fold-over skirts
Body shirts or form fitting apparel of any kind
Skirts or dresses above the knee
Nothing gang-related
Masculine clothing
Gaudy, large earrings
Red or green ink pens (These colors are reserved for school use)
Aerosol sprays
Alcohol-based products (mouthwash, skin products, etc.)
Dark lipstick

OPTIONAL ITEMS ALLOWED FOR GIRLS (POSSIBLE GIFT IDEAS)

Stationery / Stickers / Lotions, washes, and sprays
Mascara / Foundation / Blush / Light Colored Lipstick (If 13 yrs. or older)
Feminine Long Johns
Headbands / Barrettes
Shower Caddy (To carry shampoo, etc., to showers)
CD player, only--with headphones
Musical Instrument
Concordance (King James) / Bible Dictionary / Bible Cover XL
Blow Dryer / Curling Iron
Make-up bag
Post earrings, Jewelry
Dress Coat
Camera
Stuffed Animals (3 maximum)
Wrist Watch

APPENDIX B BOYS' REQUIRED CLOTHING LIST

Underclothes

6 each: Underwear / Undershirts:
Insulated underwear (seasonal)
8 pair each: White tube socks / Dress socks

School Clothes

5 each: School shirts: White, long sleeve button front with collar - Traditional cut conservative
3 pair: School trousers: Tan, cotton twill types

Dress Clothes

Suit
Dress shirts: (plain without design), 1 long sleeve light blue
3 pair: Dress trousers
Ties: Color coordinated with shirts and trousers

Work/Play Clothes

5 Work/Play shirts: T-shirts, sweatshirts, flannel,
4 pair: Blue jeans, straight cut or boot cut (no button flies) - no "loose" or "baggy" styles; Dark blue (no special washes)

Shoes (1 pair each)

Black dress (must be able to polish) or Western boot
Low cut athletic shoes
Work boots
Casual shoes

Pajamas, House shoes

Work and Dress jacket

Work gloves, Winter work gloves, Winter hat

Dress belt and Work belt

Swim Suit (Full-cut)

REQUIRED MISCELLANEOUS ITEMS

Masculine, rustic (western, Indian, lodge-style) bed spread / 2 sets twin bed linen / Pillow
Towels / Wash clothes (5 each)
Toiletries (Shampoo, toothbrush w/holder, standard pocket comb, soap w/holder, shaving kit, etc.)
Softball glove
Wrist watch
King James Bible for school (Call our office to order. We can purchase these for \$32.)
Sleeping bag
60 self-addressed stamped envelopes (Regular size)

See **Appendix I** for School Supplies

PROHIBITED ITEMS

Clothing that represents anything unethical, immoral, or illegal—will **NOT** be permitted
Black clothing (black dress / school trousers are acceptable)
Nothing gang-related
Earrings
Red or Green ink pens (these colors are reserved for school use)
Aerosol sprays
Alcohol-based products (mouthwash, skin products, etc.)
Effeminate clothing

OPTIONAL ITEMS ALLOWED FOR BOYS (POSSIBLE GIFT IDEAS)

CD player, only-with headphones
Musical instrument
Concordance (King James) / Bible Dictionary / Bible Cover XL
Camera
Sport Coats / Suits
Insulated Coveralls
Stationery
Jogging suits
Shoe shine kit

APPENDIX C

DIRECTIONS TO ABM MINISTRIES, INC., CHRIST COMMUNITY CHURCH, LIGHTHOUSE CHRISTIAN ACADEMY

Airline Connections:

LCA is a three-hour drive south from St. Louis. TWA has its base of operations in St. Louis, and for many travelers is the only source for non-stop flights. It is about 160 miles from the Memphis Airport to Poplar Bluff. Take caution if you decide to spend the night in Memphis near the airport; do **not** stay in a motel on Brooks. It is an undesirable area and has a number of topless places and the like. There is a LaQuinta Inn that is close to the airport, reasonably priced, and in an adequate area.

Driving Instructions:

The key road to find is **County Road FF** off of **US 67**, a major north - south highway connecting St. Louis to Little Rock. When you are driving, you will notice more than one road labeled FF, so make sure it is the one off **US 67**.

County Road FF is 2 miles south of Greenville, Missouri. Poplar Bluff, Missouri, is a town of 15,000, 28 miles south of County Road FF.

From **St. Louis**, take **Interstate 55** south to **US 67** (around Crystal City). Continue south through Greenville to **County Road FF**.

From **Memphis**, there is an interstate method and an overland method. Both methods have flat and straight roads. All roads are two-lane once you leave the interstate. Allow four hours for the interstate method, which is:

- * Go north on **Interstate 55** from Memphis through Arkansas to **US 60**, just south of Sikeston, Missouri (150 miles).
- * Go west on **US 60** to **US 67** (50 miles), just north of Poplar Bluff. **US 60** and **US 67** share the same road for a few miles, so make sure you stay on **US 67** when the two split;
- * Go north on **US 67** about 25 miles to **County Road FF**.

The overland method takes smaller highways through Arkansas and southern Missouri. The drive time is three to three and a half hours. The overland method is 167 miles to Poplar Bluff from the Memphis airport.

- * Go north on **Interstate 55** from Memphis to **US 412** at Haiti, Missouri (90 miles);
- * Go west on **US 412** to **Missouri Route 25** at Kennett, Missouri (20 miles);
- * Go north on **Missouri Route 25** to **Missouri Route 53** at Holcomb, Missouri (15 miles);
- * Go northwest on **Missouri Route 53** to **US 67** on the southern outskirts of Poplar Bluff (40 miles);
- * Go north on **US 67** through Poplar Bluff about 30 miles to **County Road FF**.

When you get to **County Road FF**, pay attention and believe the ROAD CLOSED signs (*if present*). If the road is marked closed, there is flooding over two bridges and you will be able to skip to the next set of instructions.

If **County Road FF** is OPEN, you will go west (a right turn coming from St. Louis and a left turn coming from Poplar Bluff). **County Road FF** is paved, hilly, twisting, and goes roughly northwest. After you get onto **County Road FF**:

- * Go 4.5 miles to **County Road 380**. You will pass over two one-lane bridges. The first bridge is about 2.5 miles in. **County Road 380** is just past the second one-lane bridge at the 4.5-mile mark;
- * **County Road 380** is marked only with painted numbers on the post holding the stop sign. **County Road FF** bears left. You will bear right onto **County Road 380**, which is a dirt road;
- * Follow **County Road 380** about 2 miles. There is no sign for LCA, so look for the first farmhouse on the right. There is an old red barn on the left. Just past the farmhouse is a one-lane asphalt driveway. Turn right onto that small road. If you are coming at night, there is a streetlight that illuminates the intersection;
- * Go up the hill. The asphalt road will change into concrete in about an eighth of a mile. The concrete becomes a large parking area with the LCA buildings on the right side.

If **County Road FF** is CLOSED, turn around and go north on **US 67** to Silva. Go west on **Missouri Route 34**. Drive 4 miles to the town of Patterson. Turn left on **County Road FF** (it is right in the middle of Patterson).

- * Go south - southeast on **County Road FF** about 6.5 miles to **County Road 380**. When County Road FF is closed, County Road 380 is the last left before the flooded bridge.
- * Follow **County Road 380** about 2 miles. There is no sign for ABM Ministries, Inc, so you must look for the first farmhouse on the right. There is an old red barn on the left. Just past the farmhouse is a one-lane asphalt driveway. Turn right onto that small road. If you are coming at night, there is a streetlight that illuminates the intersection.
- * Go up the hill. The asphalt road will change into concrete in about an eighth of a mile. The concrete becomes a large parking area with the LCA buildings on the right side.

APPENDIX D

SENIOR EXPENSES

As the parent of a student anticipating graduation you need to be informed of some of the expenses a senior incurs. This listing will give you a general idea of approximately what you may expect.

The dates for the senior portrait sitting are usually during March. The office will contact parents with pricing and ordering details. Payment is made directly to the studio.

The class rings, if desired, are selected and ordered by the parents from an outside source.

The graduation cap and gown are ordered and provided by the office. Ordering information will be furnished for the parents.

A general graduation announcement (one) will be sent to parents in March. If the parents desire that individual announcements be printed for family and friends, the parents may do so.

The banquet gown (formal) is required for all graduating female students and must be at LCA by April 1. The gown, before arriving at LCA, must meet all of the academy dress codes. (No white, low cut, or strapless gowns are permitted; gowns must be modestly cut.) Parents have the option of:

1. Purchasing and mailing the gown (and accessories) to LCA no later than April 1, or
2. Having LCA staff shop with the student for a gown, shoes, hose, and a purse. In this event, the parents must provide at least \$200 to shop with.

Graduating young men must have a new suit and new shoes and socks for graduation week activities. The suit, shoes and socks should be at LCA before April 1.

The senior trip: Information will be provided to the parents.

APPENDIX E

LIGHTHOUSE CHRISTIAN ACADEMY BIBLE MEMORIZATION LIST

Students receive a trophy after memorizing the first 60 verses of I John and a second trophy after memorizing a total of 120 verses. In addition, students also memorizing the entire book of Ephesians will receive both a \$100 cash award and a plaque recognizing their accomplishment.

I JOHN 1:1- 5:21

1JO 1:1 That which was from the beginning, which we have heard, which we have seen with our eyes, which we have looked upon, and our hands have handled, of the Word of life;

1JO 1:2 (For the life was manifested, and we have seen it, and bear witness, and show unto you that eternal life, which was with the Father, and was manifested unto us;)

1JO 1:3 That which we have seen and heard declare we unto you, that ye also may have fellowship with us: and truly our fellowship is with the Father, and with his Son Jesus Christ.

1JO 1:4 And these things write we unto you, that your joy may be full.

1JO 1:5 This then is the message which we have heard of him, and declare unto you, that God is light, and in him is no darkness at all.

1JO 1:6 If we say that we have fellowship with him, and walk in darkness, we lie, and do not the truth:

1JO 1:7 But if we walk in the light, as he is in the light, we have fellowship one with another, and the blood of Jesus Christ his Son cleanseth us from all sin.

1JO 1:8 If we say that we have no sin, we deceive ourselves, and the truth is not in us.

1JO 1:9 If we confess our sins, he is faithful and just to forgive us our sins, and to cleanse us from all unrighteousness.

1JO 1:10 If we say that we have not sinned, we make him a liar, and his word is not in us.

1JO 2:1 My little children, these things write I unto you, that ye sin not. And if any man sin, we have an advocate with the Father, Jesus Christ the righteous:

1JO 2:2 And he is the propitiation for our sins: and not for ours only, but also for the sins of the whole world.

1JO 2:3 And hereby we do know that we know him, if we keep his commandments.

1JO 2:4 He that saith, I know him, and keepeth not his commandments, is a liar, and the truth is not in him.

1JO 2:5 But whoso keepeth his word, in him verily is the love of God perfected: hereby know we that we are in him.

1JO 2:6 He that saith he abideth in him ought himself also so to walk, even as he walked.

1JO 2:7 Brethren, I write no new commandment unto you, but an old commandment which ye had from the beginning. The old commandment is the word which ye have heard from the beginning.

1JO 2:8 Again, a new commandment I write unto you, which thing is true in him and in you: because the darkness is past, and the true light now shineth.

1JO 2:9 He that saith he is in the light, and hateth his brother, is in darkness even until now.

1JO 2:10 He that loveth his brother abideth in the light, and there is none occasion of stumbling in him.

1JO 2:11 But he that hateth his brother is in darkness, and walketh in darkness, and knoweth not whither he goeth, because that darkness hath blinded his eyes.

1JO 2:12 I write unto you, little children, because your sins are forgiven you for his name's sake.

1JO 2:13 I write unto you, fathers, because ye have known him that is from the beginning. I write unto you, young men, because ye have overcome the wicked one. I write unto you, little children, because ye have known the Father.

1JO 2:14 I have written unto you, fathers, because ye have known him that is from the beginning. I have written unto you, young men, because ye are strong, and the word of God abideth in you, and ye have overcome the wicked one.

1JO 2:15 Love not the world, neither the things that are in the world. If any man love the world, the love of the Father is not in him.

1JO 2:16 For all that is in the world, the lust of the flesh, and the lust of the eyes, and the pride of life, is not of the Father, but is of the world.

1JO 2:17 And the world passeth away, and the lust thereof: but he that doeth the will of God abideth for ever.

1JO 2:18 Little children, it is the last time: and as ye have heard that antichrist shall come, even now are there many antichrists; whereby we know that it is the last time.

1JO 2:19 They went out from us, but they were not of us; for if they had been of us, they would no doubt have continued with us: but they went out, that they might be made manifest that they were not all of us.

1JO 2:20 But ye have an unction from the Holy One, and ye know all things.

1JO 2:21 I have not written unto you because ye know not the truth, but because ye know it, and that no lie is of the truth.

1JO 2:22 Who is a liar but he that denieth that Jesus is the Christ? He is antichrist, that denieth the Father and the Son.

1JO 2:23 Whosoever denieth the Son, the same hath not the Father: (but) he that acknowledgeth the Son hath the Father also.

1JO 2:24 Let that therefore abide in you, which ye have heard from the beginning. If that which ye have heard from the beginning shall remain in you, ye also shall continue in the Son, and in the Father.

1JO 2:25 And this is the promise that he hath promised us, even eternal life.

1JO 2:26 These things have I written unto you concerning them that seduce you.

1JO 2:27 But the anointing which ye have received of him abideth in you, and ye need not that any man teach you: but as the same anointing teacheth you of all things, and is truth, and is no lie, and even as it hath taught you, ye shall abide in him.

1JO 2:28 And now, little children, abide in him; that, when he shall appear, we may have confidence, and not be ashamed before him at his coming.

1JO 2:29 If ye know that he is righteous, ye know that every one that doeth righteousness is born of him.

1JO 3:1 Behold, what manner of love the Father hath bestowed upon us, that we should be called the sons of God: therefore the world knoweth us not, because it knew him not.

1JO 3:2 Beloved, now are we the sons of God, and it doth not yet appear what we shall be: but we know that, when he shall appear, we shall be like him; for we shall see him as he is.

1JO 3:3 And every man that hath this hope in him purifieth himself, even as he is pure.

1JO 3:4 Whosoever committeth sin transgresseth also the law: for sin is the transgression of the law.

1JO 3:5 And ye know that he was manifested to take away our sins; and in him is no sin.

1JO 3:6 Whosoever abideth in him sinneth not: whosoever sinneth hath not seen him, neither known him.

1JO 3:7 Little children, let no man deceive you: he that doeth righteousness is righteous, even as he is righteous.

1JO 3:8 He that committeth sin is of the devil; for the devil sinneth from the beginning. For this purpose the Son of God was manifested, that he might destroy the works of the devil.

1JO 3:9 Whosoever is born of God doth not commit sin; for his seed remaineth in him: and he cannot sin, because he is born of God.

1JO 3:10 In this the children of God are manifest, and the children of the devil: whosoever doeth not righteousness is not of God, neither he that loveth not his brother.

1JO 3:11 For this is the message that ye heard from the beginning, that we should love one another.

1JO 3:12 Not as Cain, who was of that wicked one, and slew his brother. And wherefore slew he him? Because his own works were evil, and his brother's righteous.

1JO 3:13 Marvel not, my brethren, if the world hate you.

1JO 3:14 We know that we have passed from death unto life, because we love the brethren. He that loveth not his brother abideth in death.

1JO 3:15 Whosoever hateth his brother is a murderer: and ye know that no murderer hath eternal life abiding in him.

1JO 3:16 Hereby perceive we the love of God, because he laid down his life for us: and we ought to lay down our lives for the brethren.

1JO 3:17 But whoso hath this world's good, and seeth his brother have need, and shutteth up his bowels of compassion from him, how dwelleth the love of God in him?

1JO 3:18 My little children, let us not love in word, neither in tongue; but in deed and in truth.

1JO 3:19 And hereby we know that we are of the truth, and shall assure our hearts before him.

1JO 3:20 For if our heart condemn us, God is greater than our heart, and knoweth all things.

1JO 3:21 Beloved, if our heart condemn us not, then have we confidence toward God.

1JO 3:22 And whatsoever we ask, we receive of him, because we keep his commandments, and do those things that are pleasing in his sight.

1JO 3:23 And this is his commandment, That we should believe on the name of his Son Jesus Christ, and love one another, as he gave us commandment.

1JO 3:24 And he that keepeth his commandments dwelleth in him, and he in him. And hereby we know that he abideth in us, by the Spirit which he hath given us.

1JO 4:1 Beloved, believe not every spirit, but try the spirits whether they are of God: because many false prophets are gone out into the world.

1JO 4:2 Hereby know ye the Spirit of God: Every spirit that confesseth that Jesus Christ is come in the flesh is of God:

1JO 4:3 And every spirit that confesseth not that Jesus Christ is come in the flesh is not of God: and this is that spirit of antichrist, whereof ye have heard that it should come; and even now already is it in the world.

1JO 4:4 Ye are of God, little children, and have overcome them: because greater is he that is in you, than he that is in the world.

1JO 4:5 They are of the world: therefore speak they of the world, and the world heareth them.

1JO 4:6 We are of God: he that knoweth God heareth us; he that is not of God heareth not us. Hereby know we the spirit of truth, and the spirit of error.

1JO 4:7 Beloved, let us love one another: for love is of God; and every one that loveth is born of God, and knoweth God.

1JO 4:8 He that loveth not knoweth not God; for God is love.

1JO 4:9 In this was manifested the love of God toward us, because that God sent his only begotten Son into the world, that we might live through him.

1JO 4:10 Herein is love, not that we loved God, but that he loved us, and sent his Son to be the propitiation for our sins.

1JO 4:11 Beloved, if God so loved us, we ought also to love one another.

1JO 4:12 No man hath seen God at any time. If we love one another, God dwelleth in us, and his love is perfected in us.

1JO 4:13 Hereby know we that we dwell in him, and he in us, because he hath given us of his Spirit.

1JO 4:14 And we have seen and do testify that the Father sent the Son to be the Saviour of the world.

1JO 4:15 Whosoever shall confess that Jesus is the Son of God, God dwelleth in him, and he in God.

1JO 4:16 And we have known and believed the love that God hath to us. God is love; and he that dwelleth in love dwelleth in God, and God in him.

1JO 4:17 Herein is our love made perfect, that we may have boldness in the day of judgment: because as he is, so are we in this world.

1JO 4:18 There is no fear in love; but perfect love casteth out fear: because fear hath torment. He that feareth is not made perfect in love.

1JO 4:19 We love him, because he first loved us.

1JO 4:20 If a man say, I love God, and hateth his brother, he is a liar: for he that loveth not his brother whom he hath seen, how can he love God whom he hath not seen?

1JO 4:21 And this commandment have we from him, That he who loveth God love his brother also.

1JO 5:1 Whosoever believeth that Jesus is the Christ is born of God: and every one that loveth him that begat loveth him also that is begotten of him.

1JO 5:2 By this we know that we love the children of God, when we love God, and keep his commandments.

1JO 5:3 For this is the love of God, that we keep his commandments: and his commandments are not grievous.

1JO 5:4 For whatsoever is born of God overcometh the world: and this is the victory that overcometh the world, even our faith.

1JO 5:5 Who is he that overcometh the world, but he that believeth that Jesus is the Son of God?

1JO 5:6 This is he that came by water and blood, even Jesus Christ: not by water only, but by water and blood. And it is the Spirit that

bearth witness, because the Spirit is truth.

1JO 5:7 For there are three that bear record in heaven, the Father, the Word, and the Holy Ghost: and these three are one.

1JO 5:8 And there are three that bear witness in earth, the Spirit, and the water, and the blood: and these three agree in one.

1JO 5:9 If we receive the witness of men, the witness of God is greater: for this is the witness of God which he hath testified of his Son.

1JO 5:10 He that believeth on the Son of God hath the witness in himself: he that believeth not God hath made him a liar; because he believeth not the record that God gave of his Son.

1JO 5:11 And this is the record, that God hath given to us eternal life, and this life is in his Son.

1JO 5:12 He that hath the Son hath life; and he that hath not the Son of God hath not life.

1JO 5:13 These things have I written unto you that believe on the name of the Son of God; that ye may know that ye have eternal life, and that ye may believe on the name of the Son of God.

1JO 5:14 And this is the confidence that we have in him, that, if we ask any thing according to his will, he heareth us:

1JO 5:15 And if we know that he hear us, whatsoever we ask, we know that we have the petitions that we desired of him.

1JO 5:16 If any man see his brother sin a sin which is not unto death, he shall ask, and he shall give him life for them that sin not unto death. There is a sin unto death: I do not say that he shall pray for it.

1JO 5:17 All unrighteousness is sin: and there is a sin not unto death.

1JO 5:18 We know that whosoever is born of God sinneth not; but he that is begotten of God keepeth himself, and that wicked one toucheth him not.

1JO 5:19 And we know that we are of God, and the whole world lieth in wickedness.

1JO 5:20 And we know that the Son of God is come, and hath given us an understanding, that we may know him that is true, and we are in him that is true, even in his Son Jesus Christ. This is the true God, and eternal life.

1JO 5:21 Little children, keep yourselves from idols. Amen.

II JOHN 1:1-13

2JO 1:1 The elder unto the elect lady and her children, whom I love in the truth; and not I only, but also all they that have known the truth;

2JO 1:2 For the truth's sake, which dwelleth in us, and shall be with us for ever.

2JO 1:3 Grace be with you, mercy, and peace, from God the Father, and from the Lord Jesus Christ, the Son of the Father, in truth and love.

2JO 1:4 I rejoiced greatly that I found of thy children walking in truth, as we have received a commandment from the Father.

2JO 1:5 And now I beseech thee, lady, not as though I wrote a new commandment unto thee, but that which we had from the beginning, that we love one another.

2JO 1:6 And this is love, that we walk after his commandments. This is the commandment, That, as ye have heard from the beginning, ye should walk in it.

2JO 1:7 For many deceivers are entered into the world, who confess not that Jesus Christ is come in the flesh. This is a deceiver and an antichrist.

2JO 1:8 Look to yourselves, that we lose not those things which we have wrought, but that we receive a full reward.

2JO 1:9 Whosoever transgresseth, and abideth not in the doctrine of Christ, hath not God. He that abideth in the doctrine of Christ, he hath both the Father and the Son.

2JO 1:10 If there come any unto you, and bring not this doctrine, receive him not into your house, neither bid him God speed:

2JO 1:11 For he that biddeth him God speed is partaker of his evil deeds.

2JO 1:12 Having many things to write unto you, I would not write with paper and ink: but I trust to come unto you, and speak face to face, that our joy may be full.

2JO 1:13 The children of thy elect sister greet thee. Amen.

III JOHN 1:1-14

3JO 1:1 The elder unto the well beloved Gaius, whom I love in the truth.

3JO 1:2 Beloved, I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth.

3JO 1:3 For I rejoiced greatly, when the brethren came and testified of the truth that is in thee, even as thou walkest in the truth.

3JO 1:4 I have no greater joy than to hear that my children walk in truth.

3JO 1:5 Beloved, thou doest faithfully whatsoever thou doest to the brethren, and to strangers;

3JO 1:6 Which have borne witness of thy charity before the church: whom if thou bring forward on their journey after a godly sort, thou shalt do well:

3JO 1:7 Because that for his name's sake they went forth, taking nothing of the Gentiles.

3JO 1:8 We therefore ought to receive such, that we might be fellow helpers to the truth.

3JO 1:9 I wrote unto the church: but Diotrephes, who loveth to have the preeminence among them, receiveth us not.

3JO 1:10 Wherefore, if I come, I will remember his deeds which he doeth, prating against us with malicious words: and not content therewith, neither doth he himself receive the brethren, and forbiddeth them that would, and casteth them out of the church.

3JO 1:11 Beloved, follow not that which is evil, but that which is good. He that doeth good is of God: but he that doeth evil hath not seen God.

3JO 1:12 Demetrius hath good report of all men, and of the truth itself: yea, and we also bear record; and ye know that our record is true.

3JO 1:13 I had many things to write, but I will not with ink and pen write unto thee:

3JO 1:14 But I trust I shall shortly see thee, and we shall speak face to face. Peace be to thee. Our friends salute thee. Greet the friends by name.

APPENDIX F

HELPFUL RESOURCES FOR THE HOME

Required:

- * Parent Orientation PACE and video cassettes

- * Videos, School of Tomorrow

Suggested Reading:

- * King James Bible - Read through in one year
- * *In His Steps* Charles M. Sheldon
Whitaker House
- * *Teen Turmoil* Dr. Donald Howard
New Leaf Press
P.O. Box 311
Green Forest, AR 72638
- * *Right from Wrong* Josh McDowell
Word Publishing
- * *The Pilgrim's Progress* John Bunyan
Whitaker House
- * *Training Your Children to Turn Out Right* David Sorenson
American Association of Christian Schools
P.O. Box 2189
Independence, MO 64055
- * *None Dare Call It Education* Dr. John A. Stormer
Liberty Bell Press,
P.O. Box 32
Florissant, MO 63032

APPENDIX G

CHRISTMAS SHOPPING

As you make ready for your Christmas holiday, we ask that you help us with our preparations here. Please read and follow these instructions carefully.

- * The gifts sent are for your child only. Students do not exchange gifts among themselves.
- * All gifts MUST be on location at LCA on or before December 1.
- * A MINIMUM of three (3) gifts must be provided to your child. (Notice this is a minimum. You may send as many gifts as you desire above the three required.)
- * Clearly mark the boxes as Christmas gifts, and then send them as you would any other package.

Every effort is made to ensure that your child has a memorable Christmas with us at LCA. Your cooperation will help to assure that happens.

Christmas Gift Suggestions (This list has been prepared by the students.)

Girls: jewelry, bed set (comforter and linen), perfume, lotions, shower sets, make-up, craft and art supplies, frames and pictures, curling iron, hair dryer, facial supplies, stuffed animals.

Boys: dress watch, cologne, insulated coveralls, work boots, tie tacks, athletic shoes, remote control car, cabin/lodge/Native American design bedspread, ball glove, shoe shine equipment, board games, two-quart canteen with belt/harness.

Both: dress clothes, dress shoes, winter dress coats, sweaters, school coat, camera, electric razor, CD player-only with headphones), Bible concordance, Bible dictionary, Bible cover XL, house slippers, small "stocking stuffer" type items.

THE REQUIRED ITEMS LIST SHOULD BE CONSULTED WHEN SHOPPING FOR GIFTS. ENSURE THAT YOUR CHILD HAS WHAT HE **NEEDS** BEFORE HE HAS WHAT HE WANTS.

APPENDIX H

SCHOOL BREAK

"But now, after that ye have known God, or rather are known of God, how turn ye again to the weak and beggarly elements, whereunto ye desire again to be in bondage?" Galatians 4:9

School break will soon be here. Many of you have vacations and visits planned with your children. This is a wonderful time to see the Lord's work in the life of your child.

We all readily acknowledge that it is the working of the Word of God that produces the desired results in the lives of our children. The

we all readily acknowledge that it is the working of the word of God that produces the desired results in the lives of our children. The opportunity to be exposed to this working comes through what we would call the basics of the Christian life: salvation, church attendance, Bible reading, soul winning, separated living, and giving.

Allow us to encourage you to continue to reinforce these basic principles while on your visits. Be in church with them as they are accustomed; Sunday morning, Sunday evening, and midweek. Ensure that the high standards of dress, conduct, and entertainment are maintained. Encourage them in their Bible reading and soul winning efforts.

The question is often asked by parents, "What can we do to assist in the continued success of our child?" Many of the answers are found in this letter. Remember, "Don't leave that which works to return to that which does not work."

APPENDIX I

SCHOOL SUPPLIES

This list should assist you in determining your student's needs.

PENCILS	A RULER (with metric and English measures)	COLORED
PENCILS	A COMPASS	A PROTRACTOR
ERASERS (large and pencil top)		
SCOTCH TAPE	A STANDARD CALCULATOR	
A SCIENTIFIC CALCULATOR for chem. & physics students		
A KING JAMES BIBLE (Call our office for ordering details. We can purchase these for \$32.)		

Your provision of these items will be a great help to us and to your student.

APPENDIX J

ACADEMIC SPECIFICS FOR HIGH SCHOOL STUDENTS

The bulk of the following academic information has been copied by permission from the School of Tomorrow (Soft) Procedures Manual. It is directed to school administrators, not to parents. It has been included here as a means of answering common questions asked by parents of high school students.

A student is considered a high school student in a particular subject whenever he begins work in PACE 1097 on all subjects. When a student with gaps below PACE 1097 attains age 14 and is more than one year below PACE 1096, he **may** be classified as a high school vocational student and should complete the vocational course of study with the agreement of parents, staff, and student.

Schools should NOT accept a student on the basis that graduation is determined by a preset date or by the student's age. Graduation is determined by achievement, not chronology. The School of Tomorrow program is designed to enable a student to complete his graduation requirements on a schedule commensurate with his ability. Some students may complete requirements earlier than others. Time is not the factor - learning is. **Therefore, students remain in the curriculum until they have completed the prescribed course of study.** The parents and staff should agree on a reasonable course of study for each student, determining what minimum requirements are to be met (Academic Projection) for graduation. Parents and students should understand that procrastination in PACE completion merely adds additional days to the projected graduation date.

Courses above PACE 1096 earn credit toward a diploma. Be cautious to note prerequisites for some courses. For example, Algebra I precedes Geometry, Physical Science, Algebra II and Chemistry.

Students may begin work in PACE 1097 at any time during the academic year after they complete PACE 1096. **Do not make them wait** until the next academic term. The School of Tomorrow program is continuous-progress learning, which is not determined by calendar grade levels. Moreover, whatever PACEs the student starts near the end of the school year should be saved for the student to review before continuing the course at the beginning of the following school year.

CREDITS REQUIRED:

The total number of credits required for high school graduation may vary from state to state. Each state has its own requirements and

method of calculating academic units needed to earn a diploma. Most states require at least 21 Carnegie units, including, but not limited to the following:

English	4
Math	3 to 4
Science	2 to 3
American History	1
World History	1
Civics	1/2 to 1
Geography	1/2 to 1
Computer Literacy	1/2 to 1
Physical Education	2
Foreign Language	1 to 2
Economics	1
Electives	4 to 8

Missouri requires 23 units.

COURSE PREREQUISITES:

The courses and their prerequisites are as follows:

COURSE	PREREQUISITE
Algebra II	Algebra I
Geometry	Algebra I
English II	English I
English III	English I and II
English IV	English I, II and III
Chemistry	Algebra I and Physical Science
Physics	Physical Science
Social Studies	None

COURSES OF STUDY:

There are four basic courses of study (honors, college preparatory, general, and vocational preparatory) for graduation candidates, however, it is recommended that exceptionally bright students be prescribed the honors course of study, and all other students be prescribed a college preparatory program until there is strong evidence that the student cannot complete such a program due to lack of mental ability or commitment corresponding with the student's age at the time he/she is 14 years of age.

The decision as to whether a student pursues an honors, college preparatory, general, or vocational preparatory course of study is an important one. Some determining factors include the following:

1. Parents' highest expectations for student;
2. Parents' anticipated date for students' graduation;
3. Parents' sense of responsibility in assisting the staff in gaining maximum production from the student;
4. Student's age at time of enrollment;
5. Student's age at projected graduation time if he pursues a full honors or college preparatory program;
6. Credits earned in previous school;
7. Performance level as determined by diagnostic tests;
8. Mental maturity (Can he/she handle Geometry, Algebra II, English IV, Biology, etc.?)

A course of study leading toward graduation is usually prescribed at the time a student becomes a high school student. (He/She is working on PACE 1097 - honors or college preparatory, or is age 14 or above - general or vocational preparatory.) The selection of a course of study should be determined with the involvement of parents, staff, and student.

DIPLOMA:

Every graduate receives a DIPLOMA. However, students may complete one of four academic programs:

- A -
- Honors
- College Preparatory
- General

B -
Vocational Preparatory

The students who complete the school's and state's minimum academic requirements for group A should receive a standard diploma stamped "Honors," "College Preparatory," or "General." Any student who does not attain the standard academic requirements but who satisfies vocational requirements (group B) should receive a diploma stamped "Vocational Preparatory."

It should be understood that receiving a vocational diploma does not eliminate a student's opportunity to attend college or be successful in college. As a general rule, the School of Tomorrow vocational diploma provides a better educational foundation than that of the average government school.

HONORS COURSE OF STUDY:

The Honors program includes the standard college preparatory courses plus additional attainment of the very highest quality preparation for a college education. The following courses are recommended:

Sample Honors Course of Study
Required = (R), Optional = (O)

SUBJECT	MINIMUM CREDITS REQUIRED
Bible	3
New Testament Survey (R)	
Old Testament Survey (O)	
Life of Christ (O)	
Doctrines (O)	
Inspiration of the Scripture (O)	
English	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
Math	3 to 4
Algebra I (R)	
Algebra II (R)	
Geometry (R)	
College Math (O)	
Social Studies	4 to 5
World Geography (R)	
World History (R)	
National History (R)	
U.S. Civics/Economics (R)	
State History (1/2 credit) (R)	
(Students will need to take Missouri History if they have not previously completed it.)	
Baptist History (O)	
Science	3 to 4
Biology (R)	
Physical Science (R)	
Chemistry (O)	
Physics (O)	
Bible and Science (O)	
Etymology (R)	1
Keyboarding (R)	$\frac{1}{2}$
Computer Literacy (R)	$\frac{1}{2}$
Speech (R)	$\frac{1}{2}$
Music (R)	$\frac{1}{2}$

Foreign Language (R)	2
Physical Education (R)	2
Personal Development (Girls)	$\frac{1}{2}$
Electives	??

MINIMUM TOTAL CREDITS: 27

The Honors student must complete 27 credits and attain a 94% average. He should demonstrate the ability to communicate effectively in written and oral presentations. His composite reading rate should be excess of 600 WPM as measured on the Readmaster program. He should score at least 22 on the ACT, 1000 on the SAT, and 12.9 on the Stanford (or equivalent achievement test.)

COLLEGE PREPARATORY COURSE OF STUDY:

Students who choose this category are those who have the ability to prepare for college. Careful consideration should be given to the entrance requirements of the type of colleges they plan to attend. Courses will vary among students. College catalogs should be referenced by candidates and parents to select specific courses that need to be completed in high school to meet specific college entrance requirements.

Sample College Preparatory Course of Study

Required = (R), Optional = (O)

SUBJECT	MINIMUM CREDITS REQUIRED
Bible	2
New Testament Survey (R)	
Old Testament Survey (O)	
Doctrines (O)	
Inspiration of the Scripture (O)	
English	4
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
Math	3
Algebra I (R)	
Algebra II (R)	
Geometry (R)	
Social Studies	4½
World Geography (R)	
World History (R)	
National History (R)	
U.S. Civics/Economics (R)	
State History (1/2 credit) (R)	
(Students will need to take Missouri History if they have not previously completed it.)	
Baptist History (O)	
Science	3 to 4
Biology (R)	
Physical Science (R)	
Chemistry (O)	
Physics (O)	
Bible and Science (O)	
Etymology (R)	1
Keyboarding (R)	$\frac{1}{2}$
Computer Literacy (R)	$\frac{1}{2}$
Speech (R)	$\frac{1}{2}$
Music (R)	$\frac{1}{2}$

Foreign Language (R)	1
Physical Education (R)	2
Personal Development (Girls)	$\frac{1}{2}$
Electives	??

MINIMUM TOTAL CREDITS: 25

NOTE: Conventionally taught courses such as choir, band, auto mechanics, etc., may earn elective credit. Additional courses (other than those specifically required for graduation) taken in Bible, math, literature, social studies, and science may be considered as electives.

GENERAL COURSE OF STUDY:

This course of study is the minimum course of study for a standard high school diploma.

Sample General Course of Study

Required = (R), Optional = (O)

SUBJECT	MINIMUM CREDITS REQUIRED
Bible	2
New Testament Survey (R)	
Old Testament Survey (O)	
Doctrines (O)	
Inspiration of the Scripture (O)	
English (four years of high school level English)	4
English 9th (R)	
English 10th (R)	
English 11th (R)	
English 12th (R)	
Math	2
Algebra I (R)	
Geometry (R)	
Business Math (O)	
Social Studies	3½
World Geography (R)	
World History (R)	
National History (R)	
State History (1/2 credit) (R)	
(Students will need to take Missouri History if they have not previously completed it.)	
Science	2
Biology (R)	
Physical Science (R)	
Etymology (R)	1
Keyboarding (R)	$\frac{1}{2}$
Computer Literacy (R)	$\frac{1}{2}$
Speech (R)	$\frac{1}{2}$
Music (R)	$\frac{1}{2}$
Physical Education (R)	2
Personal Development (Girls)	$\frac{1}{2}$
Electives	??

MINIMUM TOTAL CREDITS: 23

VOCATIONAL PREPARATORY COURSE OF STUDY:

MINIMUM TOTAL CREDITS: 23

Students should complete at least the minimum number of credit requirements for your state, province, or country. A course of study leading toward graduation should be prescribed at the time a student is working on PACE 1097 (or age 14 or 15). The selection of a course of study should be determined with the involvement of parents, staff, and student.

High School Transfer Students

Curriculum prescription for graduation for an enrolling high school student begins with the diagnostic testing described previously. Students who return from the previous year or who transfer from another school using PACEs are not required to be re-diagnosed. Their prescription is based on the previous PACEs completed.

When a student from a conventional high school transfers to your school, the supervisor should make careful evaluation before prescribing a course of study leading to a diploma. A general agreement among parents, school personnel, and the student should determine whether the student pursues an honors, college preparatory, general, or vocational preparatory course. Transfer students from schools not using the School of Tomorrow program should be required to complete a minimum of 60 PACEs in your learning center, including at least one Bible course, before receiving a diploma bearing your school's name.

Be sure to tell parents that a transfer student may not graduate in a certain time period. The School of Tomorrow curriculum is metered out through a control system that may or may not permit students to graduate on a set time schedule. Students work at different rates of speed. The graduation date should be set only when it is obvious that he will complete requirements.

Even though credit for courses may have been given to the student by the previous (conventional) school, be aware that many incoming students will diagnose below grade level (some several years below). Your school must give credit for high school level courses for which credit was given at the previous school, but students should not be graduated with skill deficiencies. Prescribe gap PACEs. A realistic graduation program must be charted for such students after assessment of gap PACEs. The credits required for high school transfer students are determined by number of credits already earned at the time of transfer and the diagnosed level. High school transfer students may be exempt from some gap PACEs if the material included is also covered in another diagnosed PACE on a higher level, but still below the student's performance level. Review gap PACEs in relation to prescription PACEs before assigning other PACEs. A high school transfer student should not be prescribed literature study guides that accompany gap English PACEs; however, privilege status book reports could be based on such literature selections.

Note: Credit transferred from other schools should be adjusted to your school's credit values (i.e.: if the other school granted 1 credit per year for PE and your school grants 1/4 credit).

Miscellaneous Information Regarding High School Students

1. A high school transfer student with many academic gaps should be shown that he can **project his graduation date** by comparing the number of prescribed PACEs and weeks in a school year (36) with the average number of PACEs he can anticipate completion per week. For instance, if a student completes two PACEs per week for 36 school weeks, he will complete 72 PACEs during the year. Parents and students can get a general idea of when to plan graduation. Motivation and diligence affect the average number of PACEs completed.
2. A student may graduate at the discretion of parents and school officials whenever he finishes courses prescribed on his academic projection. **However, early graduation** should not be permitted for students who have not completed the honors course. Younger students who have finished all prescribed courses should stay in school and complete college-level courses rather than be graduated at an age too immature for college campus life.
3. High school transfer students must be assigned credit for all courses completed in previous schools; however, after diagnosis, credit is earned in your program by completion of PACEs beginning at the ninth level (PACE:1097). **Gap PACEs**, whether above or below 1097, may be taken for **elective credit** (for high school transfer students **only**), but honors, college preparatory, or general students must **still** complete required courses. Vocational preparatory students receive full credit toward graduation for any level PACEs completed.

Before enrolling a student, parents are expected to sign a statement indicating that they have read, understand, and agree to the fact that LCA is not accredited by the State of Missouri due to a Biblical conviction against state licensure or accreditation. However, since the parents' desire is to obtain a Christian education for their child, they accept the possibility that this may occur and agree not to hold LCA responsible.

LCA Electives

Bible:

- * Life of Christ (SofT)
- * Missions, Intro to (SofT)
- * Old/New Testament Surveys (SofT)
- * Inspiration of the scriptures (Conventional)
- * Doctrines (Conventional)
- * Christian Growth (SofT)
- * Bible Study (SofT)

- * New Testament Church History (Soft)
- * Baptist History (LFBC)

Business:

- * General Business (Soft)
- * Business Math (Soft)
- * Accounting (Soft)
- * Computer Literacy (Soft)
- * Economics (Soft)
- * Keyboarding (Soft)

Fine Arts:

- * Literature (Soft)
- * Music (Soft)
- * Speech (Soft)

Government:

- * Collectivism (Soft)
- * Constitution (Soft)

Science:

- * Bible and Science (Soft)
- * Physics (Soft)
- * Chemistry (Soft)

Language:

- * Spanish I (Soft)
- * Spanish II (Soft)

Misc.:

- * Health (Soft)
- * Shop (Boys) (Conventional)
- * Home Economics (Girls) (LFBC/Conventional)

APPENDIX K

SAFETY MEASURES FOR ABM MINISTRIES, INC., LIGHTHOUSE CHRISTIAN ACADEMY & CHRIST COMMUNITY CHURCH

1. Pastor Larry Musgrave speaks of the three "S"s with all staff:

S	Safety
S	Security
S	Spirituality
2. Brother Larry Musgrave uses the acronym "SOAP" with all students and staff.
Keep students SOAPed and they will come clean.

S	Safe
O	Occupied
A	Accounted for
P	Preached to
3. Staff housing is deliberately arranged to provide vision and observation of activities on the property. This includes the view of the entry and exit roadways as well as work and recreation areas for students.
4. LCA hires a professional fire protection engineer to inspect facility for fire safety.
5. At LCA's request, the county health inspector voluntarily inspects the kitchen and dining facility.
6. LCA hires a fire extinguisher company to maintain and inspect all fire protection equipment.
7. Adult staff live in apartments that are located in the dormitory with the girls.
8. Several adult single staff ladies live in the dormitory with the girls.
9. Administrative staff members have a set of keys for access to rooms and buildings.

10. There are two telephones in each dorm to allow students access to staff at all times.
11. The academy telephone is answered twenty-four hours a day.
12. There is a paging system for inside and outside. All staff and students can be reached at any time if they are on campus.
13. LCA conducts frequent staff meetings. Safety is always covered first.
14. When Pastor Musgrave or Mrs. Musgrave is off campus, they have daily contact with staff, and one of them can be reached at any time.
15. All staff has a card with all cellular phone numbers and private phone numbers to carry with them.
16. Safety comments are made consistently in both formal and informal manners. This is recognized from corrections such as, "Don't run in the building," to safety signs posted throughout the property.
17. Students are not allowed to discipline one another.
18. Students are not allowed to have or keep any type of broken glass.
19. Students are not allowed to have aerosol spray cans.
20. Girls are not allowed to keep razors.
21. To avoid injuries, students are not allowed to have skateboards without proper safety equipment provided by the parents.
22. Students have no access to guns.
23. The girls have access to volleyball and basketball courts that are protected by chain-link fencing.
24. All letters and packages are screened by staff.
25. Students are not allowed to run with sharp objects.
26. When loading or carrying firewood, the boys are not allowed to lift firewood over a person's head.
27. Students are not allowed to slide on frozen concrete in the winter.
28. Students are not allowed to lean on or push against glass windows.
29. The desks in school are along the wall to eliminate congestion.
30. Students are not allowed to throw things to each other in the building.
31. The air conditioner and heat thermostats are kept secure.
32. The chairs in the dorm are moved to an out-of-the-way position to prevent tripping during the night.
33. Standing on chairs is not allowed.
34. Standing or sitting on counters is not allowed.
35. All four legs of a person's chair are to be on the floor.
36. Students are not allowed to play contact sports (football, boxing, soccer, etc.)
37. Students are not allowed to chop wood.
38. Satanic drawings, words, symbols, etc. are not allowed.
39. Pushing and shoving is not allowed.
40. All athletic equipment is kept secure.
41. Students are not allowed to jump on or off beds.

42. Students are not allowed to use toxic products (White-out, glue, etc.) unless supervised.
43. All activities are conducted in assigned teams with a responsible team leader.
44. When away from the buildings, a responsible staff member supervises the students.
45. Students are to maintain their quiet time from 8 p.m. to 8 a.m. on school nights.
46. Students are not allowed out of bed after lights out, unless going to the bathroom or getting a drink.
47. Doorway alarms are activated after lights out.
48. There is an accountability made of each student at least six times a day.
49. When on an outing, students are accounted for many times: while loading and unloading buses, during the outing, and after returning.
50. No students are to enter a room or building alone without the presence of a responsible person.
51. Every student is required to stay on his bed if a power failure occurs.
52. There is a staff member present when two or more students are talking.
53. Students are required to maintain eye contact with the pastor during church services.
54. Parents may have code words, known only by staff and parents, to positively identify parents for phone calls.
55. Visits and phone calls are arranged with parents only.
56. New students remain in front of staff so as to be visible at all times.
57. Students are to awaken staff during the night if they need to go to the bathroom or get a drink.
58. Note-passing is not allowed between students.
59. Students are appropriately supervised when visiting the doctor, dentist, or other medical appointment.
60. All unsecured phones are coded for use.
61. No scuffling is allowed in the buildings or on the concrete.
62. There are emergency lights in each building in the event of a power failure.
63. Glow-in-the-dark signs mark each exit in the dorms.
64. Each student is required to pick up after himself. Nothing is left lying on the floor that could cause someone to trip.
65. Security lights are on every night around each building.
66. All staircases are equipped with handrails.
67. Porches and their stairs are equipped with handrails.
68. Sidewalks to the main building are lit.
69. Running is not allowed in the building.
70. Screaming is not allowed in the building.
71. Students are to stay behind and off of all railing on porches and stairs.
72. All hallways are equipped with nightlights.
73. Students are not allowed to touch any electrical box.
74. The electric outlets in the daycare have safety inserts.

75. All stairwells are well lit.
76. Each office has a large window to provide visibility of student activities.
77. The showers in the dormitories are designed so the head of the person in the next shower may be seen.
78. Shower curtains instead of doors are used.
79. Windows in the girl's dormitory cannot be opened.
80. The dormitories are equipped with flashlights and batteries in case of a power failure.
81. Floors are dried after mopping to prevent slipping.
82. Inside and outside stairwells turn into a landing before the final steps.
83. The showers have textured floors.
84. Every night the staff checks the security of unattended entrances to be sure they are locked.
85. The floors of the dorm are kept free of any objects that could cause tripping. Vacuums are kept in the laundry room, and their cords are properly secured.
86. Students are not allowed to handle electric power tools such as circular saws, table saws, etc., without staff supervision.
87. Everyone is to stay a minimum of 30 feet away from anyone using a weed-eater or swing blade.
88. Eye protection is always worn when operating mowers or weed-eaters.
89. Students are not allowed to use sharp instruments such as scissors, knives, razors, or pencil sharpeners without supervision.
90. Tools and equipment are kept in good condition for the user's protection.
91. Students are not allowed to work on machinery or vehicles unless in class with an adult staff instructor.
92. Students are not allowed to play or work around moving vehicles or machinery.
93. When riding in the bed of a truck, all persons must be seated in the bed, not on the side.
94. No one is allowed to ride on the bed of a trailer.
95. There is no talking by passengers when vehicles are moving in reverse.
96. Only staff may operate vehicles or tractors.
97. All medication is kept in a secure location.
98. Students must receive medicine only from an approved adult staff member.
99. Students are watched when medication is given and the mouth is checked to assure medication was swallowed.
100. All medication is recorded as it is given out--time, date, dosage, and the staff member's initials.
101. Air conditioner filters are changed weekly to help prevent allergies.
102. Students are not allowed to touch a live poisonous snake.
103. Water is available to all outdoor work teams. Breaks are required.
104. When a student is sick, he is never left alone.
105. Shower curtains are cleaned frequently to prevent allergies or disease.
106. Vitamin C is provided for all students as needed.
107. Students are not allowed to use any weapons or dangerous objects.

107. Students are allowed only alcohol-free personal hygiene items.
108. Students are not allowed products with harmful ingredients in their possession.
109. When medical care requiring a professional is needed, the student is always taken to a doctor.
110. Back boards and life jackets are at the pool at all times.
111. Students are not allowed in the pool without at least two staff members present.
112. Running is not allowed around the pool when it is in use.
113. There is adult life saving steps posted throughout each building and around the pool.
114. There is no scuffling in or around the pool.
115. During the winter, chains and posts are placed around the pool.
116. An adult regularly checks the swimming pool to insure the chemical balance is correct.
117. Chemicals for the pool are kept in a locked storage area.
118. To increase visibility, all steps around pool are outlined with white paint.
119. The swimming pool and courtyard is enclosed with a fence.
120. All talking in the pool is stopped when the whistle is blown.
121. No one is allowed to remain in the sun for an extreme amount of time.
122. The swimming pool is lit at night when in use.
123. When swimming, staff are very careful to prevent overcrowding of the pool.
124. Each room has at least one fire extinguisher.
125. No student is allowed to have matches or lighters.
126. There are lit exit signs above each exit in all buildings.
127. There are smoke detectors throughout all buildings.
128. Smoke detectors are checked on a scheduled basis. Batteries are changed frequently.
129. Professionals check the fire extinguishers on a scheduled basis.
130. Fire extinguishers are marked with large signs.
131. All gas cans are kept secure away from any source of ignition.
132. No welding is done around any flammable item.
133. The girl's dormitory has a sprinkler system.
134. Surprise fire drills are conducted on a quarterly basis.
135. Each school staff member has a designated place to go in the event of a fire drill or an actual fire.
136. All electrical appliances (curlers, blow dryers, curling irons, etc.) are unplugged before students leave the building.
137. Only the designated wall plugs may be used for curling irons, curlers, and irons.
138. No food is kept in the student living area to prevent mice and bugs.
139. New students are not allowed in the kitchen.
140. Students are not allowed to use the kitchen.

140. Students are not allowed in the food service area without the presence of a food service assistant or an adult staff member.
141. Cooler and freezer doors can be opened from the inside.
142. The kitchen and dining room floors are swept and mopped or vacuumed three times a day.
143. Plastic gloves are worn when serving food.
144. Hair is pulled back when working in the kitchen.
145. All food products are rotated.
146. Sick persons are not allowed to work in the kitchen.
147. Kitchen workers are not allowed to place knives in the sink when washing dishes. They are placed on the counter next to the sink.
148. Cleaning chemicals are not used when food is present.
149. Students are not allowed to touch certain kitchen instruments (lettuce shredder, meat slicer, etc.)
150. Appropriate shoes for the activity must be worn at all times.
151. When working outdoors, appropriate clothing must be worn.
152. Welders wear proper welding glasses and helmets.
153. Students must tie their shoestrings.
154. Everyone must wear shoes.
155. All cleaning chemicals are kept in a locked closet.
156. All chemical products are rotated.
157. Life preservers are issued to each student when canoeing.

APPENDIX L

GRADUATION ETIQUETTE

- * Details for family arrivals should be scheduled in advance with our office.
- * The appropriate attire for ANYONE attending the graduation ceremony and banquet is formal and modest. Men and boys should wear a suit and tie. Slacks with dress coat and tie are also acceptable for men and boys. Ladies and girls should wear modest dresses. Dresses should not show cleavage, should have some sleeve, and should come below the knee. Dresses should not be slit.
- * Responsible parties should first visit the business office upon arrival in order to ensure that all finances have been completed. All financial matters should be concluded as early as possible.
- * Prior to services, guests may visit with their senior in the auditorium or provided reception area. Please avoid the dining facility and dormitory. No guests are to be in the dormitory on graduation day at any time.
- * Prior to the graduation ceremony, luggage and other belongings of graduating seniors will be available on graduation day to remove and pack into parents' vehicle.
- * Guests may begin arriving after 5 p.m. for the graduation ceremony. Graduation services begin at 6:00 p.m.
- * A banquet will be held following the graduation service. This is a time of fellowship for graduating seniors and their parents, with all of those who have had a part in bringing a Christian high school graduation with God ordained opportunity to reality.
- * All seniors may leave with their families after the banquet.
 - There will be no late night activities planned for graduated seniors, either officially or unofficially. All activities, both on and off campus, shall be completed by 11:00 p.m., graduation night. NO EXCEPTIONS.

Appendix M

Self-Confrontation

A guide to doing your Self-Confrontation in the King James Bible.

1. You will use a King James Bible with wide margins and about 25 lined notebook sheets in the back. NOTE: These sheets are only to be used for Self-Confrontation outlining purposes. Have a good, medium point, black ballpoint pen, a short ruler to underline passages, two paper bookmarks, and one post-it note bookmark.

2. Work from your assigned copy of Biblical Self-Confrontation workbook. NOTE: Never write on, bend, or otherwise abuse this workbook. It is to be kept clean for other students who follow you.

3. Each lesson begins with the lesson's memory verse/s, centered on an unnumbered page. You will need to refer to a list of Bible Book Abbreviations on the last page of this guide.

A. Go to your Bible and find and read the memory verse (mv): Ephesians 2:8-9.
At the top margin of the same page, with your pen, print... (a large dot) . **mv L-1**
Find the verse (Eph 2:8-9) on that page, pen in a large dot in front of the first verse no. (8); then underline it with your ruler. NOTE: You will extend the first line you underline—farther out into the right margin. This will allow you to abbreviate: whether it is the 1st, 2nd, 3rd time your lesson has sent you to that particular verse, in a circle; Lesson # (L-) gtv (go-to verse) and whether it is the 1st, 2nd, 3rd time your lesson has sent you to that particular verse.

B. For now, you write in **(1) L-1** on that top, extended line. Underline the balance of the verses just under the printing.
Leave a paper bookmark in this page.

4. Open the Bible to the first lined paper at the back. Begin reading from Lesson 1, page 1 of your Workbook. You will read, "You Can Change Biblically (Part I)". Then read everything inside the black-lined rectangle at the top of the page. Print the following in small, neat letters--beginning on the top line of your Bible:

L-1, You Can Change Biblically (Pt 1), mv Eph 2:8-9 ... stop writing at this point. Place another paper bookmark here in your Bible.

5. Then, looking at that first Workbook paragraph:

A. Identify the first Bible verse in *italics*, (Ps 119:165) This is the gtv (go-to verse); find this verse in your Bible. Again you will note that it is the first time you have gone to this verse. Leave a post-it note bookmark here (to help

again, you may have that it is the first time you have gone to this verse. Leave a good note somewhere, (to help you keep your place as you work through the many verses in this lesson...)

B. Go to your bookmark at Eph 2:8-9 and finish the previously penned in line to read: (1) L-1, mv Ps 119:165
(1) Now you can remove the bookmark because all the information has been entered.

NOTE: Many verses will be repeated throughout a lesson and you'll come back to the already-underlined verse/s in your Bible. Read again and pen in—in the margin, beneath any earlier entries—the new “go-to verse” and that it is the 2nd, 3rd, or 4th time to that verse, as the case may be.

C. Return to your paper bookmark (in the back notebook page) and enter **Ps 119:165 (1)** at the end of the line you previously entered. You can remove this bookmark.

D. Return to the bookmark at Ps 119:165. Read the verse to yourself. Underline it as described in 5.E. On that top, extended line you will write: **(1) L-1 ... stop and return to...**

E. ...your Workbook to the next *italicized* verse, (Pr 1:33). Return to your Bible where you previously underlined and enter the new “go to” verse (**gtv Pr 1:33**) on the extended portion of the top line. After finding Pr 1:33 in your Bible, first time there, you will return to Ps 119:165 and enter **(1)** following “gtv Pr 1:33”. See the following example:

(1) L1 Pr 1:33 (1) 165 Great peace have they which love thy law:
and nothing shall offend them.

F. Continue on through the lesson, reading every section and being alert for *italicized* verses. You don't want to miss any.

G. Continue on into Lesson 1...working through the black rectangle at the top of your Workbook pg. 2:

6. When you have underlined and marked 1 Jn 4:10, you will come to the first “*Principle # ..*” in brackets:

A. You will read the boldface principle that preceeds; locate the Bible verse that immediately follows the principle, (Lev 19:2), and put a large dot before that verse number in your Bible;

B. Then go to the top margin on that same Bible page and print (another large) dot followed by “P1”, (Principal #1), and copy those boldface words from Workbook: (God's plan for you to change in a biblical way centers on His Son, Jesus Christ.)

C. Read Lev 19:2, underline it, reread, pen in the “go to” verse, (Mt 5:48), and continue in the lesson.

7. The last two sections in every lesson are, “Homework” and “Study Guide for Daily Devotions and Scripture Memory:

A. You do not need to underline any verses in your Bible from those pages.

B. The homework needs to be written out on lined notebook paper, with your name on the upper right-hand corner, and handed to Mrs. Joyce or Mr. Terry when you complete a lesson. NOTE: Leave blank any questions covering previously completed work. For example, on Lesson 1, you can leave #B and E blank.

8. At completion of a lesson, you must know that lesson's memory verse(s) “exactly” including punctuation and reference (where it is found in the Bible).

A. Mrs. Joyce or Mr. Terry will give you a sheet of paper on which to write down your memorized verse(s). You will sit right there at their desk to write.

B. If there is any error, you must rewrite the verse(s) ten times and turn it in later. If you make any error the second time, you need write it/them 20 times...and so on. NOTE: It would be wise to practice writing your verse beforehand on scratch paper so that you write it down perfectly the first time.

Your daily goal is to underline and properly mark 45 Bible verses.

Refer to next page for a list of Old Testament (OT) and New Testament (NT) Book Abbreviations to be used in marking your study Bible.

Abbreviations for Study Bible

Lesson....L Memory verse....mv Go-to verse.....gtv Principle....P

Old Testament

Genesis	Ge	1	Ecclesiastes	Ecc	682
Exodus	Ex	59	Song/Solomon	SS	691
Leviticus	Lev	108	Isaiah	Isa	695
Numbers	Nu	145	Jeremiah	Jer	751
Deuteronomy	Deu	196	Lamentations	Lam	815
Joshua	Jos	239	Ezekiel	Eze	821
Judges	Jud	268	Daniel	Dan	879
Ruth	Ru	297	Hosea	Hos	897
1 Samuel	1 Sa	301	Joel	Joel	905
2 Samuel	2 Sa	339	Amos	Am	908
1 Kings	1 Ki	370	Obadiah	Ob	915
2 Kings	2 Ki	407	Jonah	Jon	916
1 Chronicles	1 Ch	442	Micah	Mi	918
2 Chronicles	2 Ch	476	Nahum	Na	923
Ezra	Ezr	516	Habakkuk	Hab	925
Nehemiah	Ne	529	Zephaniah	Zeph	928
Esther	Esth	546	Haggai	Hag	930
Job	Job	555	Zechariah	Zech	932
Psalms	Ps	584	Malachi	Mal	942
Proverbs	Pro	657			

New Testament

Matthew	Mt	3	1 Timothy	1 Tim	234
Mark	Mk	40	2 Timothy	2 Tim	238
Luke	Lk	63	Titus	Tit	241
John	Jn	103	Philemon	Philem	242
Acts	Ac	133	Hebrews	He	243

