

Lighthouse Christian School

Est. 1979



“Let your light so shine before men that they may see your good works and glorify your Father which is in heaven.” Matthew 5:16

“Approve things that are excellent.” Phil. 1:10

Middle/High School
Parent/Student Handbook
5100 Blue Hole Road
Antioch, Tennessee 37013
(615) 331-6286
www.lighthouseministries.org

Welcome from the President

Thank you for considering LCS to assist you in molding the life of your child. LCS offers a Christ-centered approach to education with the goal of spiritual, academic, and social excellence. In recent years, the name of God has literally been removed from our public schools. Voluntary prayer and the Ten Commandments are illegal. Creationism is no longer taught as a viable alternative to evolution, which is taught as fact. Secular humanism, rather than God-centered education, has resulted in decadence and deterioration.

Moral permissiveness, academic deterioration, and drugs are a result of removing God from public schools. Without wisdom, we have sealed a troubled future for many children deeply influenced by this philosophy and environment. Children are the living message we send to a time we will not see. They must, therefore, be molded with love and compassion in a Christ-centered environment. This is our mission at Lighthouse Christian School.

Bro. Al Henson
President

Welcome from the Administration

Welcome to Lighthouse Christian School. We are very pleased you have chosen to send your child to our school. We appreciate the privilege you have given us to educate your child, and we take that responsibility very seriously. We are committed to providing your child with an education that is second to none. God has begun a new work at LCS, and we are excited to see what God has for our future. We are here to serve you, and if we can be of help to you at any time, please contact us.

We are honored that you have chosen LCS to share in the education and training of your children. We consider it a "God-given" responsibility. We believe God has directed committed Christian teachers to instruct and care for your child. They not only work hard to provide your child with a quality academic program, but their ultimate goal is to train students to lead Christ-honoring lives. In order for children to grow up in the nurture and admonition of the Lord, the home, school, and church must work together. It is with this mind that we ask you to read this handbook carefully and cooperate with the school in maintaining its standards. We look forward to working together as a team in the education and training of your child.

Brian Sweatt
Administrator
Matthew Phillips
High School Principal

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Introduction

Mission Statement

Lighthouse Christian School exists to glorify God by offering a Christ-centered, quality education that assists parents in training their children to be disciples of Christ.

“Approve things that are excellent.” Philippians 1:10

Statement of Faith

We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.

We believe in God the Father, God the Son, and God the Holy Spirit.

We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.

We believe that salvation is by grace, plus nothing and minus nothing. The conditions to salvation are repentance and faith.

We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.

We believe in the visible, personal, and imminent return of Jesus Christ.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I cor. 7:10; Eph. 5:22-23)

Philosophy of Christian Education

Home:

The philosophy of Lighthouse Christian School emphasizes the inter-relationship of three institutions (the home, the church, and the school) working together for the development of the child. At Lighthouse Christian School, it is our firm conviction that proper training first begins in the home. The home was the first institution God set on earth, and it is here that the child first learns set patterns of behavior. Each child learns to respond to discipline and authority as he reacts to the controls or guidelines

of the mother and father. There he also learns how to respond to other individuals, either by playing with other children in his family or those who live nearby. So it is in the home that the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the early years at home, he is then ready to be formally educated and to develop the skills necessary to face life successfully.

Church:

Second, it is our conviction that God has also instituted His Church as the organism directly responsible for the winning of the unsaved to Christ and the exhorting and training of the saved. This includes the teaching of biblical principles of living as found in the Holy Scriptures. We believe that the Bible describes the local church as a body of born-again believers led by pastors or elders under the guidance of the Holy Spirit. We therefore affirm that Christian children must be taught respect for God, His Word, and the biblical principles of His Word, and that children should live by these principles. In brief, a few examples of biblical principles we teach are as follows:

- God has always existed, will always exist, and has all knowledge and truth (Genesis 1).
- God created the heavens and the earth and all plants and animals that live upon the earth, each reproducing after its own kind (Genesis 1).
- God created man in His own image. Man, through disobedience, sinned against God, and chose to please himself rather than His Creator (Genesis 3).
- All men are sinners by nature. We naturally are selfish and therefore commit sins against God, others, and ourselves (Romans 3:23, Isaiah 53:6).

In order to defeat sin and live by biblical principles, each person needs a personal relationship with God. This is obtained by first realizing one is a sinner; second, by seeing Jesus Christ as the perfect, sinless Son of God Who died on the cross to pay for the individual's sins; and then by having faith in that payment, and in repentance toward God and faith in Jesus Christ, calling upon the Lord Jesus to come into his heart and save him (Romans 10:9, 10, 13).

- A Christian should live at peace with his fellow man and love his neighbor as himself (Leviticus 19:18, Romans 12:18).
- A child should honor his father and mother (Exodus 20:12).

We encourage our families to faithfully attend church services and functions in order for us together to achieve the spiritual goals which we desire our children to reach.

School:

Third, it is our conviction that a school is an institution set up by man for the education and training of our children. A school should provide both an environment and a curriculum conducive to effective learning. We believe that, as a Christian school, it is our responsibility to build Christian character in our students. We believe that children

should be trained to do right because it is right to do right, and not to do so just for rewards. We believe that there is a natural need for well-defined boundaries governing their behavior. The teacher in the classroom is the authority and must be upheld and respected by the students and their parents. We expect our students to be honest and to exercise personal initiative in class work and homework. Every student must show respect and must obey in attitude and action certain definite rules which are set forth in this handbook. Therefore, in summary, our philosophy may be stated as follows:

- There is final, absolute truth which as a unit centers in the Creator God.
- This truth is revealed in the Bible, and is personified in Jesus Christ, the eternal Son of God.
- Christian education is a Christ-centered, biblically integrated process of developing spiritually, mentally, physically, and intellectually mature young people.
- The ultimate aim of life is not adjustment to society, but conformity to Christ.
- This objective is achieved by a disciplined life of sacrificial service, patterned after Him who pleased not Himself (Matthew 20:28).

Academic Affiliations

Lighthouse Christian School is a member of the Tennessee Association of Christian Schools (TACS) and the American Association of Christian Schools (AACCS) and approved through the Tennessee Department of Education through their agency approval program developed with the Tennessee Association of Christian Schools. LCS is a category two (2) agency approved school.

Asbestos

Lighthouse Christian School has been tested and found to be an asbestos-free environment. The Management Plan is available for review in the High School office during normal office hours from 7:30 a.m. – 4:00 p.m.

School Esprit De Corps

School Colors.....Navy, White, and Orange

School Mascot.....Lion

School Verse.....John 17:3

“And this is eternal life, that they may know You, the only true God, and Jesus Christ whom You have sent.”

School Anthem.....

*All hail to thee, Lighthouse, a brilliant flame held high,
 That leads us to safe harbors, in the darkest night.
 And like our Alma Mater, may we always be,
 A beacon of light, throughout eternity.
 And like our Alma Mater, may we always be,
 A beacon of light, throughout eternity. --Amy Foster, 1992*

Smoke Free Campus

Lighthouse Christian School is a smoke-free campus. All tobacco products are prohibited from use anywhere on the school property.

ADMISSIONS

Admission Policy

Admission of students to LCS is based upon past academic achievements, standardized entrance testing, an interview with the principal, and available class openings. The student should express a desire to attend LCS. The student's attitude, desire for learning, and spiritual openness will be evaluated by the administration.

At the middle and high school level, the student must profess Christ as his or her personal Savior or at least be open to counseling as to what it means to be a follower of Christ.

Admission Procedures

Parents may apply for admission in the elementary or middle/high school offices, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. Admission is not finalized until the following procedures have been completed or submitted:

1. Fill out an application
2. Fill out a financial contract (*both parent/guardian signatures are required*)
3. Submit registration fee \$125 for returning students (\$200 for new families)
4. Enclose a copy of birth certificate
5. Enclose a copy of the *Tennessee School Immunization Certificate* (Green Card)
6. Enclose copy of current standardized test scores
7. Enclose a copy of current report card or withdrawal form (K5-12th)
8. Enclose an unofficial copy of student's transcript (10th – 12th only)
9. Fill out an Emergency Medical Release form (must be notarized)
10. Fill out an After School Care Registration form
11. Have Student Recommendation Form completed by a teacher, pastor, employer
12. Schedule an interview with a principal

**Documents can be notarized free of charge in either school office.*

New students will be given a placement test before grade placement is finalized and acceptance determined. We will review achievement test scores and academic progress with all new students who enroll at LCS, and the results will determine acceptance and placement of the student. Public school academic promotion does not guarantee that a student is prepared to do the same grade-level material that is offered at LCS. The principal will notify the parents as to test results and acceptance or denial of admission. Students with below average testing results will be required to complete more comprehensive testing and may be required to receive tutoring at the parent's expense. The school may also request that the student be to be tested for learning differences at the parent's expense.

Standardized scores may be used in lieu of our testing at the discretion of the administration.

Tennessee law requires all students to have the Tennessee Permanent Immunization form and Birth Certificate or Immigrant Status form on file before admission. No

student is considered registered until the required forms have been completed and returned, admission testing is completed, an interview has been conducted, and **fees have been paid in full.**

Age Requirements

No student, new or existing, who is 19 years old or older will be allowed to register as a senior without permission from the administration.

Abortion

If the LCS administration gains knowledge that a student's pregnancy has been terminated through abortion, the student or students involved will automatically be dismissed from school with no refund of fees.

Communicable Disease Policy

Lighthouse Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. While it is not the desire of Lighthouse Christian School to discriminate against any student, the need for protection of the entire student body is crucial. Therefore, any student at Lighthouse Christian School, or any student who seeks to enroll at LCS, who is diagnosed to be carrying any communicable or potentially lethal disease, shall not be given the opportunity to remain or become a student. The concern is twofold: one, that other students not be infected, and two, that the student who is ill not become infected with other diseases transmitted by fellow students or others within the school family.

If the student is later diagnosed as no longer carrying the communicable disease, the student will be given another opportunity to enroll at Lighthouse Christian School.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, Acquired Immune-Deficiency Syndrome (AIDS), etc. (Current medical information published by the U.S. Centers for Disease Control indicates that the human T-lymphotropic virus type III/lymphadenopathy-associated virus (HTLV III/LAV) is believed to be the agent causing the Acquired Immune-Deficiency Syndrome (AIDS) in humans. The policies herein also apply to students known to be infected with HTLV-III/LAV, or testing positive for the presence of antibodies to the AIDS virus.)

Non-Discriminatory Policy

LCS does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or handicap in administration of its educational policies, or athletic and other school programs.

ACADEMIC INFORMATION

Academic Probation

Students who do not maintain a 2.0 quarter average in the core subjects (English, math, history, Bible, science, foreign language) will be placed on academic probation for the following quarter. The purpose of the academic probation is to ensure that students are doing everything they can to succeed in their classes. A student on academic probation who does not meet the requirements of the academic probation will be re-evaluated to determine a future course of actions. Parents are encouraged to maintain regular contact with the school during the course of their child's academic probation. A student on academic probation must meet the following requirements during that quarter.

1. the student must maintain a 2.0 quarter average in the core subjects
2. the student cannot have more than five missed assignments in any class
3. the student must attend help class in any subject in which the student made a "D" or "F" the previous quarter
4. the student must turn in all projects and major papers assigned during the quarter
5. The student cannot receive more than 15 demerits for disruptive behavior

Algebra I for 8th grade – Any 8th grade student taking Algebra I who makes below an 85 average for the year or does not pass the Algebra Gateway will retake Algebra I in 9th grade.

Academic Retention

Middle school students will not be promoted if they fail English and math or three academic subjects. Any student who makes an "F" in math or English will be required to attend and pass summer school.

High school students must repeat and pass one or both semesters of any required course in which a failing grade is received in order to receive credit for the course. Credit for an elective course in which a failing grade was received will not be given until that course is repeated and a passing grade is received. Students who fail English and/or Bible are required to make those classes up in summer school. A student failing a math class is encouraged to make it up in summer school, but may be allowed to repeat the course the following year if the student's degree plan allows it.

*Students must attend summer school at Lighthouse if the course is available. Students desiring to take summer school courses at another institution must obtain approval from the administration before attending any classes.

Classes

All students must take the academic courses available to them. Juniors and seniors may be teachers' aides one class hour per day. All other exceptions must be approved by the administration.

Curriculum

A curriculum is made up of all materials, tangible and intangible, which are used to instruct students. The curriculum of Lighthouse Christian School is made up of a variety of instructional materials, both from Christian and secular publishing companies. It is our belief that it is not the materials that make education Christian, but the teacher. Our curriculum meets and exceeds that which is required by the State Department of Education. Lighthouse Christian School is committed to annually reviewing our curriculum, considering any new materials being produced and making adjustments in the best interest of our students.

Dropping/Adding or Auditing Classes

No courses may be dropped or added after the first week of school of both semesters. After this date, classes can be dropped or added only with the recommendation of the guidance counselor and the approval of the administration. A class may be audited only with the approval of the administration. Any student who is auditing a class must complete all the work for that class.

Help Class

Our faculty at LCS is called of God to teach as a ministry. Help classes will be provided in certain courses. Help classes will be available once a week from 7:00-7:30 am or 3:00 – 3:30 pm unless otherwise scheduled by the teacher. Any student who is failing a core curriculum subject must attend help class.

Honor Society

Membership to the Honor Society is based on a cumulative grade point average of 3.2 or better and the display of the following characteristics by the student: leadership, spiritual qualities, service, character, and scholarship. Only students in the 10th, 11th, or 12th grades are eligible for the Honor Society. All students who academically qualify for the Honor Society must pass a teacher and administrative evaluation. Even current members of the honor society will be evaluated by the teachers each year. A student in the Honor Society whose grade point average falls below the requirement or who is behind or does not meet the standards of the Honor Society will be placed on probation and will be unable to participate in Honor Society activities and functions during this time including the retreat to Pigeon Forge.

Learning Center (Educational Services)

Any student whose grades are being modified must take all his/her exams in any class in which he/she is receiving modifications. Any student with an IEP must receive tutoring at least once per week.

Progress Reports

All students will be emailed a progress report that lists grades made during a 4½ week period. These reports serve to keep the parents informed of their student's progress and allow for quick correction in weak areas before reaching the end of a grading period. Progress Report grades are also available on RenWeb. Parent/Teacher conferences will be held following progress reports. A parent/teacher conference will be required for any student having an "F".

RenWeb

RenWeb is the school management software used by LCS that is available at no charge to the parents. RenWeb gives parents access to their child's grades, attendance, homework, discipline, etc. Parents are highly encouraged to check RenWeb on a regular basis to stay informed of their child's progress. While not the only means, RenWeb is a significant means of communication for teachers and office personnel and, therefore, should be monitored by parents daily.

Report Cards

Report cards will be emailed to parents at the end of each quarter. Report card grades are also available on RenWeb.

Semester Exams

Semester exams are given at the end of the first and second semester. Any student who has not received more than twenty-five (25) demerits and has eight (8) or less absences in a semester in a course will be able to exempt the exam for that course in which he/she has an "A" average for the semester. Semester exams will count for 20% of the final grade for the semester. All textbooks must be turned in before final exams can be taken. Students must be on time and in dress code to take exams.

Standardized Testing

The administration requires each student to take the ACT at least once before the start of his/her senior year. If a student fails to meet this requirement, he or she will not be considered a senior until taking the ACT. Students must take the ACT at least once during the first semester of their senior year.

To help students prepare for important college entrance tests, all students in tenth grade are required to take the PLAN test (a pre-ACT test) for a fee. Students in eleventh grade will take the ASVAB test (a skills and knowledge test given by the US military) free of charge. Eleventh grade students are also given the option of taking the PSAT (a pre-SAT test) for a fee. All students will be required to achieve a passing score on the Tennessee Gateway Test for Algebra I, Biology, and English II before graduating. The Gateway tests must be retaken until a passing score is achieved.

Select classes may also take a writing assessment.

Additional academic assistance is available through Educational Services. There is an additional charge for these services. Information about this program is available through the office. The Educational Services department is staffed by qualified psychological and educational assessment specialists and offers a comprehensive array of evaluations and tutoring designed to meet the needs of students of all ages.

ACADEMIC STANDARDS

Grade Classifications

High school students are required to earn at least five (5) credits per year before they will be classified in the next grade classification. This includes seniors. Grade classifications will be based on the following earned credits.

0-5 credits	Freshman
6-10 credits	Sophomore
11-16 credits	Junior
17+ credits	Senior

* All juniors re-enrolling for their senior year must take the ACT before their senior year. All students must take the ACT twice before they can graduate from LCS.

Grading Scale

LCS seeks to emphasize learning for the sake of learning, rather than to make a particular grade. However, grades are a prerequisite to college entrance. The grades at LCS are defined as follows:

Letter	Number	Points	<u>Category Weights</u>	
A+	99 - 100	} 4	40% tests	
A	95 - 98		40% quizzes	
A -	93 - 94		20% homework/daily grades	
B+	91 - 92	} 3	<u>Semester Weights</u>	
B	87 - 90			40% 1 st quarter
B -	85 - 86			40% 2 nd quarter
C +	83 - 84	} 2	20% exam grade	
C	77 - 82			
C-	75 - 76			
D	70 - 74	1		
F	69 - 0	0		

Honor Roll

The honor roll is compiled after the end of each nine-week period and will be determined by the following qualifications:

- President's List: All A's.
- Principal's List: All A's and B's

No student making an incomplete in any subject will qualify for the honor roll.

Graduation Requirements

Parents and students should constantly be aware of credits earned in the 9th through 12th grade years. Any information concerning the making up of missed credits, etc., may be obtained through the school office. Two tracks are offered at LCS; however, the academic will be the most beneficial for the majority of students at LCS.

General Diploma

English	4	credits
Mathematics	2	credits
American History	1	credit
World History or Geography	1	credit
Civics/Economics	1	credit
Physical Science	1	credit
Biology	1	credit
Bible	4	credits
Health	½	credit
Physical Education	1	credit
Electives	3½	credits
Computer	1	credit
Additional Math, Science or History	<u>1</u>	<u>credit</u>
Total	22	credits

* A general diploma may only be pursued with the approval of the administration.

Academic Diploma

English	4	credits
Algebra I, II	2	credits
Geometry	1	credit
Physical Science	1	credit
Biology	1	credit
Chemistry or Physics	1	credit
American History	1	credit
World History or Geography	1	credit
A single foreign language	2	credits
Civics/Economics	1	credit
Health	½	credit
Physical Education	1	credit
Bible	4	credits
Electives	1½	credits
Computer	1	credit
Fine art	<u>1</u>	<u>credit</u>
Total	24	credits

*Starting with the 2009-2010 school year, incoming freshman will be required to earn 26 credits. The additions will be one full credit of math, a half credit of personal finance, and a half credit in electives.

All students in grades nine through twelve will follow the academic course of study unless approved by the administration to pursue a general course of study. This insures that each student at Lighthouse Christian School completes as many courses as possible.

Gateway Statement

Prior to receiving a diploma from LCS, all potential graduates must pass Algebra I, Biology and English II Gateway exams.

Valedictorian and Salutatorian

Our procedures are as follows:

- This honor is applicable for graduating seniors only.
- The awards will be based upon the students' grade point average (GPA). In the event of a tie, the numeric average will be used.
- The awards will be given to the student with the highest GPA (Valedictorian) and the student with the next highest GPA (Salutatorian).
- Students must have at least a 3.5 GPA to qualify for either honor.
- If no one should qualify, the awards will not be given.
- Students transferring from other schools can receive the honor only if they have completed four (4) semesters of attendance at LCS prior to their senior year.
- Students who qualify for these honors must be taking the academic course of study.
- Students who qualify for these honors must be taking the advanced courses.

ATTENDANCE INFORMATION

Arrival Time

Students are to arrive no earlier than 7:00 a.m. Students arriving between 7:00 a.m. and 7:40 a.m. must report to the designated morning care area. School begins at 7:45 a.m.

Dismissal Time

Our school day ends at 3:00 p.m. Parents may pick their child up at this time. Those students not picked up before 3:25 p.m. will be taken to After School Care, located in the elementary office building. ASC charges begin at 3:30 p.m.

Absence Policy

Regular attendance is imperative if students are to progress in their education. Absences will only be excused for illness or emergency situations. In either event, parents must email the MS/HS office at mshsoffice@lighthouseministries.org or call the school, ext. 221 by 8:00 a.m. on the morning of the absence or send a written note upon returning to school in order to have the absence excused. If a call is not received, the student is considered truant until proven otherwise. **Please remember, the student is still required to bring in a note from the parents to the office before 7:45 a.m. the day he/she returns to school.**

Having more than eight (8) absences within a semester MAY result in a student repeating that same grade or subject.

After eight (8) EXCUSED or UNEXCUSED absences from school or any class, the student will be required to make up each absence thereafter. For example, if a student missed first period nine (9) times, this last absence will be made up. For each absence beyond eight (8), the student must attend a two (2) hour block at the cost of \$15.00 for each block. If a student fails or refuses to make up these absences, the student will automatically fail the class or classes affected, which may result in the student being dismissed from LCS.

Unforeseen situations will be reviewed by the administration, e.g., death in the family, extended illnesses, hospitalization, etc.

- Three (3) tardies in any class per semester will equal one absence. This will also count toward the eight (8) absences per semester.
- Students who receive early dismissal will be counted absent from the class or classes they miss. This will count towards the eight (8) absences per semester.
- If a student misses more than half of a class, he or she will be considered absent from that class.
- During make-up time, students will be given academic and/or manual work. This will be determined by the administrator.
- Students who drive to school and are excessively tardy may have their driving privileges suspended.

The eight (8) absences pertain to EXCUSED and UNEXCUSED absences. Any absences that need to be made up will be served on Saturdays and after mid-terms and final exams.

Special Note: Homeroom will not be counted as a class, but students will be assessed tardy fines for absences or tardies for homeroom. Nine (9) absences or tardies from homeroom will result in a \$15 fine. A \$5 fine will be assessed for every three (3) absences or tardies thereafter. Absences and tardies reset at the beginning of each semester.

*Student who drive to school will also be assessed tardy demerits for all absences and tardies to homeroom beyond eight (8) per semester.

Excused Absences

- Sickness (with a note from a doctor after three (3) days).
- Doctor's appointment with appropriate note.
- Death in the immediate family.
- Absences approved in advance by the administration. Request for an excused absence must be submitted at least two (2) weeks in advance.

When a student has an excused absence from school, he/she will be permitted to have the same number of days that were missed to make up assignments, up to five days. Absences of six days or more will require special arrangements with the teacher(s). Students will be expected to have completed their work when they return to school if the assignment was long-term in nature or if plenty of advance notice was given to the student. Students should expect to take tests as scheduled when they return. The teacher's discretion will be followed.

All other absences or special circumstances will be determined by the administration as to being excused or unexcused. Any work that is not completed within the time limit will result in a "0" for the assignment.

The burden of responsibility for make-up work rests with the student.

Unexcused Absences

- Any excuse not listed above or that has not been approved.
- Failure of parent to send written notice or call the office the day of absence.
- When a student has an unexcused absence, he/she can make up quizzes and tests but cannot make up assignments.

Tardiness

A student is tardy if he/she is not in homeroom by 7:45 a.m. Tardiness disrupts the entire class in addition to affecting the late student's school routine and academic progress.

Students who have more than **three tardies during a semester will understand that this converts to one absence. See Absence Policy.**

Early Dismissal

Students are not permitted to leave the school's campus during the day. If a student must leave early, a written note is to be brought from the parents and turned into the office **before 7:45 a.m.** The note must state the following:

- The reason for dismissal.
- Time leaving.
- Name of person picking up the student.
- See Absence Policy.

All parents who pick up their children for dental and doctor appointments or other excused absences must report to the office, **not the student's classroom.** The parents are asked to sign out their child in the office and receive a dismissal slip. Students will not be dismissed to anyone other than parents or guardians, unless the student brings a written note from the parent to that effect. If the student returns to school, the parent, guardian or other approved adult must come back to the office and sign back in.

Students will not be allowed to leave for lunch with anyone except their parents or pastor or youth pastor (note from parent required). The exception will be juniors and seniors with a signed lunch permission form on file.

Partial Attendance

Students must be in class on any given day a minimum of four (4) hours in order to be counted present for that day and to participate in sports or other extracurricular activities.

Trips

If a student is to be excused for a family trip, etc., a note from the parent requesting this absence must be submitted to the administration two (2) weeks prior to the absence. The days missed will be counted as days absent from class but will be excused allowing all work to be made up. See Absence Policy. **Family trips, etc. should not be scheduled during mid-term or final exams.**

DRESS CODE

The LCS dress code is designed to honor the Lord by enhancing the learning environment in the classroom. It has been proven time after time that liberal dress standards dilute the learning environment of the classroom. LCS requires that all students act and dress like ladies and gentlemen. Our dress and hair standards are also designed to inspire the students to take care in being well groomed, neat, and modestly dressed. Parents and guests of LCS students are requested to comply with the dress code when attending school functions.

Students are expected to be in proper dress code each day. Any students who are out of dress code will be issued appropriate clothing for that day from the school office. Borrowed clothing should be returned to the school office the following day. The administration reserves the right to disallow any clothing deemed inappropriate.

Boys

- Personal hygiene must be practiced.
- All boys are to wear their hair so that it is attractively maintained. It may not touch the top of the ears, collar, or eyebrows. If the hair, when it is pulled down, touches the eyebrows and ears, it will be considered too long even if the student combs it over. **If the hair is too long, demerits will be assigned, and the student will be given three (3) calendar days to get his hair cut.** If it is not cut in the time given, the student will not be allowed to return to school until it is cut. Absences will be counted as unexcused. Haircuts with extreme differences in length, color, or designs are **not** allowed. Remember, the guiding standard is that hair be well groomed. The administration reserves the right to disallow any “new” or “old” hairstyle that they feel is in conflict with the mission and philosophy of LCS.
- Facial hair is not permitted. Boys must be clean shaven. Side burns should not come below the bottom of the ear.
- Absolutely no caps, hats or sunglasses are to be worn inside the buildings.
- No tongue piercing, body piercing, or tattoos of any kind are permitted while the student is enrolled at LCS. This rule applies to all students, on and off property, on school breaks, and summer vacation.
- No earrings are allowed on campus or at school activities at anytime.
- No chains or wallets hanging outside of pants or shorts are permitted. Necklaces and chains may be worn but must be worn on the inside of clothing. Only one ring may be worn on each hand at a time.
- No “sagging” will be allowed. Pants and shorts should not be more than one (1) size larger than the student’s normal size.
- No nail polish or painting of the nails is allowed.
- No skinny jeans or pants or tight pants are allowed.
- Students are not allowed to wear anything with skulls on it.
- Pants and shorts are not allowed to have writing or designs on them.

Regular School Day

- **Shirts** must be oxford or polo knit style. They may be of any color or print but must be neat and pressed. They may have short or long sleeves and must have at least two (2) working buttons. Only the top two buttons may be left open. A solid color long-sleeved shirt may be worn under polo shirts. No tight shirts. Shirts cannot be worn as a jacket.
- Shirts are expected to be long enough to stay tucked in at all times. Shirts should be tucked in properly so that the belt is showing all the way around.
- Athletic shirts and jerseys may only be worn with the approval of the administration.
- **Brown, dark green, khaki or navy twill shorts** may be worn. Shorts must be no shorter than two inches above the knee. Shorts should fit properly, not oversized or tight. No overalls, drawstring, colored jeans or denim will be permitted.
- **Brown, dark green, khaki or navy twill pants** may be worn all year. Pants should be in good condition, fit properly and have no fraying or holes. No overalls, drawstring, colored jeans or denim will be permitted. Khaki and navy corduroy pants are permitted.
- **Shorts or pants must have belt loops, and a belt must be worn. Belts must be the right size, buckled, and tucked properly into the belt loops. Belts must be visible and cannot hang down. Pants must also have pockets and a zipper front.**
- **Shoes** should be worn at all times. Socks must be worn with shoes with the exception of sandals. Sandals may only be worn with shorts. If shoes have laces, they must be tied. No mis-matched shoes or socks may be worn. No flip-flops or athletic sandals will be permitted.
- **Sweaters/sweatshirts** must have either a collared shirt or a turtleneck underneath. No hooded sweatshirts or zip-up jackets with hoods will be permitted in the MS/HS building. The collar must be worn outside of the sweater or sweatshirt.
- **Coats** cannot be worn in the classroom. Light jackets and sweaters are acceptable.

Girls

- Personal hygiene must be practiced.
- Hair should be neat and attractively maintained. Haircuts with extreme differences in length, color, or design are **not** allowed. Remember, the guiding standard is that hair be well groomed. The administration reserves the right to disallow any “new” or “old” hairstyle that they feel is in conflict with the mission and philosophy of LCS.
- Make-up, if used, must be used modestly.
- No caps, hats, or sunglasses are to be worn inside the buildings.
- Pants and shorts are not allowed to have pictures, writing or designs on them.
- Students are not allowed to wear anything with skulls on it.
- Jewelry, if worn, should be in good taste. It should not be excessively large or gaudy. Earrings may only be worn in the earlobe and no more than two per ear.

- No tongue piercing, body piercing or tattoos of any kind are permitted while the student is enrolled at LCS. This rule applies to all students, on and off property, on school breaks, and summer vacation.

Regular School Day

- **Shirts** must be oxford or polo knit style. They may be of any color or print but must be neat and pressed. They must have short or long sleeves and have at least two (2) working buttons or snaps. Only the top button or snap may be left open. A solid color, long sleeved shirt may be worn under polo shirts. No tight or low-cut shirts, shirts with zippers, turtlenecks, or athletic shirts or jerseys of any kind may be worn. Shirts may not be worn as a jacket.
- Shirts are expected to be long enough to stay tucked in. Shirts should be tucked in properly so that the belt is showing all the way around.
- Athletic shirts and jerseys may only be worn with the approval of the administration.
- **Brown, dark green, khaki or navy twill walking shorts** may be worn. Shorts must be no shorter than two inches above the knee. Shorts should fit properly, not oversized or tight. No overalls, drawstring, colored jeans or denim will be permitted.
- **Brown, dark green, khaki or navy twill skirts, dresses, or jumpers** may be worn all year. They must be to the top of the knee and remain so when sitting. Skirts must be worn on the waist. Shirts that follow dress code must be worn under jumpers. No jean material will be permitted.
- **Brown, dark green, khaki or navy twill pants, gouchos or culottes** may be worn all year. Pants should be in good condition, fit properly and have no fraying, or holes. No overalls, drawstring, colored jeans, capri or crop pants will be permitted.
- **Shorts must have belt loops, and a belt must be worn. Pants that have belt loops require a belt. Belts must be the right size, buckled, and tucked properly into the belt loops. Belts cannot hang down. Pants must have pockets and a zipper front.**
- **Shoes** should be worn at all times. If shoes have laces, they must be tied. No mismatched shoes or socks may be worn. No flip-flops or athletic sandals will be permitted.
- **Sweaters/sweatshirts** must have either a collared shirt or a turtleneck underneath. Collared sweaters must have a turtleneck underneath. No hooded sweatshirts or zip-up jackets with hoods are permitted in the MS/HS building.
- **Coats** cannot be worn in the classroom. Light jackets and sweaters are acceptable.

Boys & Girls

Friday – Jean Day

- Shorts must be in good condition, fit properly and adhere to the two-inch rule. No pictures or designs may be on shorts.

- Blue jeans may be worn the entire year on Fridays. They must be in good condition with no holes, frayed bottoms, or split sides. No tight or over-sized jeans will be permitted. No pictures, writing or designs may be on the blue jeans.
- No T-shirts may be worn with jeans.
- Regular school day dress may be worn as an alternative on Friday, but no drawstring pants.
- Lighthouse hoodies may be worn on Fridays.

Physical Education Dress

Proper dress, as provided in the teacher's guidelines, will contribute to the student's grade.

1. Student must wear athletic shoes.
2. Students may wear PE uniforms purchased from the school.
3. Students may wear any printed Lighthouse t-shirt, or any solid color gray or navy t-shirt (no writing or pictures are permitted). Shirts must be loose fitting and show not stomach when performing physical activities such as jumping jacks and stretching.
4. Students may wear navy or gray athletic shorts (no sweat pant material) for PE. These short must come to the top of the knee and must be loose fitting and contain no writing or pictures.

Field Trip Dress

Special care should be taken to look attractive and in good taste. Normal school dress will be the rule unless otherwise stated by the teacher and approved by the administration. No blue jeans or shorts will be permitted on field trips unless approved by the administration.

Extracurricular Activities Dress

Extracurricular activities include attendance at athletic events, casual social activities, etc. The following does not apply to school banquets, concerts, etc. Normal school dress is the acceptable standard along with the following modifications:

- Jeans and nylon athletic pants are acceptable for both boys and girls.
- Nice-looking sweatshirts or shirts without collars are acceptable.
- Neat and clean tennis shoes are acceptable.
- Swimsuits must be modest and not tight. Two-piece or immodest one-piece swimsuits are not acceptable.
- Shorts are not the normal wear for most activities. At activities where shorts would be acceptable, they must adhere to the two-inch rule. Short shorts or tight shorts are never acceptable.
- Dress for all extracurricular activities must be clean, neat, and modest.

For formal events and banquets, girls' dresses must be approved by the administration prior to the event.

Any student violating these standards will be asked to put on appropriate clothing or leave the event. This is for events both on and off school property.

EDUCATIONAL SERVICES

Policies and Procedures

Goal: The goal of Educational Services is to provide appropriate support for students of Lighthouse Christian School with learning differences in order that they might reach their highest ability level in academic, spiritual and social development.

General Information

Educational Services is a department contained within, but operating as a ministry of Lighthouse Christian School. It conforms to all stated policies of Lighthouse Christian School.

Educational Services provides one-on-one and small group instruction to eligible students through our learning center located in the elementary building. Small group instruction also takes place in the library located on the middle/high school side of campus.

Tutoring Sessions

Tutoring sessions are from thirty (30) minutes up to one (1) hour in duration depending upon the age of the student and their individual needs. Most students are tutored on a twice weekly schedule.

Fees

Fees associated with Educational Services are in addition to school tuition and will be added monthly to the tuition bill. Tutoring services will be suspended on any bill that is thirty (30) days past due until the bill is brought current.

Fees for 2009-2010

Tutoring	\$25.00/full - \$12.50/half session
Guided Study.....	\$12.50/day
Diagnostic testing	\$250.00
Psycho-educational testing	\$950.00

Contract and Application

A contract and application must be completed before any tutoring begins. Contracts run from inception to the end of the school year. Summer tutoring is available during the months of June and July each year. Contracts for summer tutoring are available on or about April 1st of each year.

Hours of Operation

Educational Services operates on the same schedule as Lighthouse Christian School

and will not open on any day that LCS is closed. Daily hours of service are Monday through Friday from 8:00 a.m. to 3:00 p.m. Any services outside of those hours may be arranged on an individual basis.

INSTRUCTIONAL POLICIES

Individual Education Plans (IEP)

IEPs will be developed for each student formally diagnosed with a learning difference. IEP meetings will be attended by parent(s), classroom teacher(s), and administrative staff and Educational Services staff. The IEP team will be sensitive to the privacy of the student/family in regard to information disclosed in the IEP. In order for the IEP to be properly overseen, tutoring with Educational Services a minimum of one (1) day per week is required.

Accommodations/Modifications

Accommodations and modifications will be determined by the IEP meeting participants. Grade modifications must be determined at the time of the meeting and will be reviewed annually. NO new modifications will put into place after the 1st nine weeks grading period unless approved by the administration.

1. Students receiving grade modifications cannot receive a grade above 100%.
2. Modified students cannot exempt exams in any class in which they received modification.
3. Students receiving grade modifications must successfully pass five (5) subjects in order to return to LCS the following school year.
4. Educational Services must tutor any student receiving grade modifications at least one time per week.

Homework Assignments

Homework assignments of accommodated/modified students must be completed in a timely fashion. Any student who fails to complete four (4) homework assignments in an individual class during a single grading period will forfeit all accommodations/modifications for that class for the remainder of the semester.

Referral Procedure

Initial referral may be made by either the classroom teacher or the student's parent. Referral forms are available in the Educational Services office located in the elementary building.

An application and contract will be sent home after the referral in order to more clearly identify the student's individual educational needs. Upon the return of the application and the signed contract, Educational Services staff will schedule tutoring times for the student.

Diagnostic Testing may be needed to formally assess a student's educational differences. Students in grades K-6 complete a diagnostic evaluation, while students in

grades 7-12 are evaluated through a complete psycho-education evaluation. LCS will assist parents through the testing process. All testing fees are in addition to tutoring services fees. For the fee schedule, please refer to the **Fees** section. All testing requests must have parental consent before testing can be arranged. Testing results are valid for three years from the testing date. Re-evaluation must be completed before the three year period has lapsed in order to maintain the diagnosis/IEP recommendations.

Progress reports will be completed from each student receiving services through Educational Services at the end of each school year. Educational Services staff members are also available on scheduled LCS parent conference days to meet with parents.

Additional information about our Educational Services Department is available by contacting Carmel Trevathan or Lorrie Loeffler at 331-6286 ext. 232 or es@lighthouseministries.org.

FINANCES

Book/Curriculum Fee

Book/Curriculum fee is \$125.00 for K5 and \$200.00 for 1st – 12th per child and is due on June 1st. Book/curriculum fee is non-refundable. **This fee must be paid in full by the due date to retain a student's position on the class roster.**

Comprehensive Fee

Comprehensive fees for Middle/High School are \$200.00 for the first child and \$100.00 for each additional child. This fee is non-refundable and is due on July 1st each year. The comprehensive fee includes the following: TACS annual dues, locker fee, physical education fee (this does not include a PE uniform), TACS competition fee, athletic game admission, computer lab fee, science lab fee, supplemental accident insurance, music fee and art fee. The comprehensive fee does not include PE uniforms, yearbooks, retreat, or extracurricular athletic fees.

Financial Aid

Financial aid is available on a limited basis, and a child must be registered before application can be made. LCS uses Facts Grant and Aid Assessment to assist in determining financial aid awards.

Financial Responsibility

Each family that enrolls their child in Lighthouse Christian School signs a legally binding enrollment contract. Since LCS hires teachers and makes plans for the school year based on the number of contracts. Parents or guardians are responsible for their entire year's tuition whether or not their child completes the full school year. This includes withdrawal, expulsion or any other reason that may require your child to leave Lighthouse Christian School. A release of this responsibility may be sought in writing at least two weeks prior to the child's departure date for a move more than twenty-five (25) miles away from LCS or a family emergency. The administrative team will then review your request and send you a decision in writing. You must have a letter in writing from the school administrator stating a release from financial responsibility or the entire contract will be enforced.

Insurance

Each family is required to pay a yearly school-time accident insurance fee. This insurance is secondary insurance coverage only. This fee is covered through your payment of the comprehensive fee.

Records

To insure that your child's records are accurate, please keep the office informed of all changes to your child's records and contact information. You can also make these changes on RenWeb. This includes any change in address, home or cellular phone

number, mother's and/or father's place of employment and work phone number, marital status of parents, health problems, and custody changes. Please update the office regarding emergency contact information as well. The current phone number, name, and address of the person to be called in case of an emergency must be on file.

School records remain the property of LCS and will not be released until all account balances are paid in full and all books are returned. This means that your child's records and any information in your child's records will not be released to you or another school until all account balances are paid in full.

Registration Fee

A \$125.00 per child fee is due at registration for returning families. The new student registration fee is \$200.00. This fee is non-refundable and is separate and not included in any payment plan. This fee must be paid in full upon submission of the registration form and financial contract to retain student position on the class roster.

Responsibility for Book Care

Students are responsible to properly care for all textbooks. Any book that is lost or damaged must be replaced by the student or the cost of the book's replacement will be charged to the student's account. All textbooks remain property of the school and must be turned in before the student will be allowed to take final exams. The replacement cost for all softback books is \$20 and \$45 for all hardback books.

Tuition

Tuition payments may be made yearly (due on August 1st) or by the semester (due on July 1st and January 1st). We also offer a ten (10) month payment plan. **Monthly payments are due the first day of each month. Ten (10) month: Aug 1st–May 1st.**

A \$30.00 surcharge will be added to any tuition account if payment is not received in the school office by the **15th** day of the month. There will be a \$30.00 charge added to an account when a check is returned to us from the bank. **If an account becomes thirty (30) days in arrears, the student may not return to class and/or will not be permitted to take exams until there is a payment on the account or arrangements are made at the office to bring the account up to date.** Student records and/or transcripts will be held until all balances, including tuition, fees, fines, etc. have been paid. RenWeb may be disabled for those whose accounts are not current.

GENERAL INFORMATION

Borrowing

Students may not borrow any item from another student without permission. Neither should they misuse or misplace another student's property. A student should never be in the locker of another student.

Class Activities

Lighthouse Christian School will not be responsible for any party or social affair which is not officially sponsored or approved by the school administration. This includes private parties held at LCS students' homes or parties held elsewhere but attended by LCS students. If at any time behavior contrary to LCS policy is discovered, whether at a private function or a school-sanctioned event, the student(s) will fall under LCS policy consequences.

Community Service

In an effort to increase our involvement in our community, each homeroom class will undertake one community service project this year. Projects will be determined by the homeroom teacher and appropriate principal.

Copiers

No student is allowed to use the copiers unless he or she is a teacher's aide or office aide and has been trained.

Emergency Closing

Should the school be closed due to inclement weather or some other factor, announcements to this effect will be issued via the radio and television media. TV stations for channels 2, 4, and 5 are primarily notified of our closing. Information regarding school closing will be posted on our website at www.lighthouseministries.org/school.

Field/Study Trips

Several times during the school year, our classes go on short field trips during school hours. These trips will be thoroughly planned and supervised by the teacher and usually will be coordinated with class studies. Parents are encouraged to come along and enjoy the fun and interesting places visited by our students. Special study trips are designed by the administration and faculty to enhance each student's learning experience. Each of these trips is required unless permission has been received at least one month in advance from the administration. Any payment made toward these trips is non-refundable.

*Students are not allowed to bring CD players, iPods, MP3 players, etc. on field trips, athletic trips, etc. Students are also not allowed to bring these to school or ASC.

- 6th – NASA Space Center in Huntsville, AL
- 8th – Washington D.C.
- 10th – Biology study trip to Smokey Mountains
- 12th – Senior mission's trip (location is selected by the administration and senior class)

Food and Drink

Students are not permitted to bring food or drink, with the exception of water, into the classrooms at any time. Students may only eat or drink during lunch and **only in the cafeteria.** Students are not allowed to keep food or drink in their lockers or eat or drink in the hallway.

Library

Students may regularly visit the school library. Students may check out books for two weeks. If a book is not returned by the due date, a fine of ten (10) cents per day will be assessed. Students must pay for any lost or damaged books. The charge is the replacement cost of the book, plus a lost-book processing fee of \$1.00.

Lockers

Lighthouse Christian School provides lockers for students in grades 7-12. Students will be assigned lockers. It will be the responsibility of the students to keep his/her locker clean, neat and orderly. No writing, stickers, or inappropriate pictures will be permitted on or in lockers. (Lockers are subject to periodic, unannounced inspections. Any personal property, including a vehicle, is subject to search by the administration without prior notification.) Students are responsible to keep their lockers locked. If a student chooses not to lock his/her locker, he/she assumes all responsibility for its contents.

Lost and Found

Lost articles will be taken to the designated lost and found area. Students will be charged a \$.25 fee to get back lost articles. Articles not claimed by the end of each quarter will be given to needy families or a benevolent ministry.

Lunch Program

Students may bring their own lunches, or they may purchase lunch from our cafeteria. Seniors, and occasionally juniors, are allowed to leave for lunch if a notarized permission slip has been completed in the office.

Medications

All medications must be turned into the office.

Music

MP3 players, iPods, or any other type of music playing device are not allowed on campus any time during the school day, after school or on field trips.

Physical Activity Release Request

If a student is to be excused from a daily physical activity, a note from the parent requesting this privilege and explaining the reason is to be sent to the office.

Records

Please keep the office informed so your child's records may be accurate as to any change of address, telephone number, or place of employment of both the mother and the father. Also, the current phone number, name, and address of the person to be called in case of an emergency must be on file.

School records remain the property of LCS until all account balances are paid in full.

All changes of address which affect your child should be made with the office before the day the change is to be effective.

Re-Enrollment

Re-enrollment for the fall term for students attending LCS will be announced at the beginning of the second semester. No student is automatically re-enrolled for the next year.

Required Events for Juniors and Seniors

- Junior/Senior banquet attendance is mandatory for all juniors and seniors.
- Senior missions trip is mandatory for all seniors unless approval is given by the administration.
- Homecoming.
- Senior Graduation.

Retreat

At the beginning of each school year, the 9th through 12th grade classes go on a three (3) day retreat. The emphasis of the retreat is for the students to get closer to the Lord and closer to each other. The cost of the retreat is not included in the cost of tuition and must be paid prior to each student attending the retreat. Attendance at the retreat is required unless approved in advance by the administration.

Sickness or Contagious Illness

Reasons a student would be sent home from school are:

1. A fever of 100⁰F or above
2. Vomiting

3. Communicable disease such as, but not limited to: chicken pox, mumps, measles, impetigo, strep, lice, ringworm, pink eye (or any questionable rash), staph, or any blood borne pathogen.

If a parent is called to pick up a sick child, the child needs to be picked up within one hour of the phone call. A student must be symptom free for 24 hours (or have a doctor's note) before returning to school.

Special Activities

Along with a strong emphasis on academics and scholarship here at Lighthouse, we also want to incorporate other informative, beneficial, and enjoyable experiences into the student's time at school. During the course of the school year, we will have many special and interesting activities that will enhance our total school program. Some of these include Field Day, Spirit Week, Home Coming, etc.

Statement of Policy Procedures

Lighthouse Christian School reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.

Technology

Lighthouse Christian School provides access to technology for the purpose of instruction and research. The use of this resource is a privilege, and the students at LCS are expected to treat the equipment with care and respect.

- Students may not install any software on computers owned by LCS.
- Students may not bring any programs to school.
- Students may not copy any software from LCS computers.
- Accessing personal e-mail is prohibited.
- Administration of student's personal web pages is prohibited.
- Uploading or downloading information, pictures, music, programs, or other items from the Internet is prohibited except when necessary for instructional purposes.
- Access to chat rooms, web logs, or other interactive communication is prohibited.
- Accessing web sites of questionable content is prohibited. These include but are not limited to pornography, rock music, gambling, professional wrestling, and sites belonging to individuals.
- Students are allowed to bring laptops. Laptops are to be used for educational purposes only. Students are not allowed to be on the Internet on their laptops without permission from a teacher. Any student who violates these policies may lose the privilege of bringing a laptop. LCS is not responsible for damaged laptops.

Telephones

It is the desire of the administration and faculty to serve both parents and students. Students cannot be called to the office for messages. Emergency messages will be forwarded to the classroom. Students will only be allowed to use the office phone IN THE CASE OF AN EMERGENCY, and they must have faculty authorization (giving a message to a student about transportation or something forgotten is not considered an

emergency). Cellular phones or communication devices are not allowed to be on or visible during school hours. If a cell phone is confiscated for being out or ringing in class, parents must come and pick-up the cell phone. Students are not allowed to text during school hours.

Transportation

Parents are encouraged to coordinate their transportation with other parents living in the same area. Students must receive permission from the principal to drive a car to school. Students should park only in the designated areas and cannot go to their cars during school hours without first receiving permission from the office.

*The speed limit in the parking lot is 10 mph.

*Students are not allowed to drive down the hill before 3:30 pm unless picking up a sibling in the elementary.

Any personal property including vehicles is subject to search by the administration without prior notification. LCS is not responsible for any damage to any vehicle that occurs while parking in our lots.

All students who drive to school must have a valid driver's license and have a copy of the license on file in the office. Students must also complete the LCS driving registration form in order to receive a parking pass. Driving students must be off the property by 3:15 p.m. unless they are with a teacher or at a practice.

Website

The school's website is www.lighthouseministries.org. Parents are strongly encouraged to periodically check for important information. The school posts the school calendar and detailed information regarding many of the school events and activities.

Withdrawal/Dismissal

Withdrawal from school must be made in the school office by the parents. Records will not be released until all bills are paid and any textbooks and materials belonging to the school have been returned. **No refunds will be given on registration, book, and other school fees.** Students who are dismissed from Lighthouse Christian School will not be considered for re-admission for a minimum of three (3) months or one full semester. The parents and student must meet with the principal before readmission will be considered.

Use of Image or Likeness

All parents enrolling their child in LCS agree to allow the school to use their child's image or likeness in school publications, advertisements and website. This use includes but is not limited to newspaper, television, website, emails, videos, etc.

HOMEWORK

General Homework Policy

Homework is a day-to-day connection between home and school. It is a vital part of LCS's academic emphasis. It should always be done neatly, accurately, and promptly. The teachers give homework for specific purposes. Each student will be expected to complete the assigned homework.

In order to encourage attendance of church services, teachers will not give homework on Wednesdays unless it is approved through the school office. In keeping with the spirit of this rule, tests will not normally be given on Thursdays unless they have been announced the preceding Monday.

Homework is best completed when done in a quiet, school-like setting away from distractions and noise.

Homework Discipline

Homework grades account for 20% of the student's overall grade. LCS believes that completing homework accurately and on time is absolutely essential. Homework detention and the following consequences will be issued for those who do not do their homework. Each time a student fails to turn in their completed homework the day it is due, he/she will move to the next step for consequences. The following offenses are per quarter and per class:

- First offense: Warning; up to one (1) week to make up homework for 50%.
- Second offense: Parents contacted; up to one (1) week to make up homework for 50%.
- Third offense & each additional offense: Parents contacted; homework detention, and up to one (1) week to make up homework for 50%.

HOURS OF OPERATION

Office Hours

The school offices will be open Monday through Friday from 7:30 a.m. to 4:00 p.m. Parents must stop at the school office during school hours before going to a classroom.

School Hours

School hours are from 7:45 a.m. to 3:00 p.m. Students who remain after 3:25 p.m. will be taken to After School Care.

Morning and After School Care

Morning care begins at 7:00 a.m. Students should go to the auditorium for morning care. There is no charge for morning care. Students should not be dropped off before 7:00 am.

After School Care is available at LCS to those students enrolled. It runs from 3:30 p.m. until 5:30 p.m. The cost is \$3.00 per hour. At 5:30 pm ASC is officially over. A five-minute "grace period" will be allowed without penalty. However, any parent who arrives after 5:35 p.m. to pick up his/her child will be charged \$1.00 for every minute thereafter. This service is provided for our school families, and parents who make use of this service must maintain a prompt schedule for picking up their children. Any student who is still on campus after 3:25 p.m. and is not being supervised in a school-related activity will be taken to ASC. ASC is a privilege not a right. Any student who is continually unwilling to abide by the policies of the ASC program may lose the privilege of attending ASC.

PARENTAL COMMUNICATION

Mandatory Parent Meetings

Valuable information will be given at two (2) mandatory parent meetings to be held in August and January. Policies vital to the consistent training of the students will be discussed. The parent's presence at these meetings is mandatory. The nature of the meeting will vary at times, but the general objectives are:

- To acquaint parents with the philosophy of Christian education and the school's curriculum.
- To acquaint parents and teachers with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
- To provide an opportunity for parents and teachers to know and fellowship with each other.
- To provide the parents an opportunity to see the academic achievements of the students, visit with the teachers, and on occasions, watch the students perform in a planned program.
- To explore ways for parents to become involved in helping the school.

Parents will be notified via their students, mail, or RenWeb in advance of each meeting.

Parental Involvement

In keeping with the mission statement that we are to offer a Christ-centered quality education that assists parents in the training of their children, we feel that it is very important that parents assist LCS.

LCS enjoys a tradition of tremendous parental support and cooperation. The high level of interest and active participation creates a family atmosphere and a sense of belonging. We at LCS cannot operate without parental involvement. We rely on the time, the talents, and the financial support (outside of tuition) of parents, to ensure the improvement and growth of LCS, and to allow LCS to serve and have an impact on the Nashville community.

We encourage our parents to sign up for volunteer work and to participate in fundraisers which will assist us in reaching our potential.

Parent/Teacher Conferences

Parent/teacher conferences are important, whether students are doing well in school or are experiencing academic or social difficulties. Teachers encourage parents to request a conference when questions or concerns need to be addressed. When a conference is requested by a teacher, it is the responsibility of the parents to make every effort to meet with the teacher. Parents may schedule conferences with teachers before and after school. Parents are not to go directly to the classroom without first receiving permission from the school office.

Parental Support

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

SENIOR INFORMATION

Graduation

All seniors must meet all their requirements to walk during graduation with the exception of one (1) credit. All tuition and fees must be paid before a student can walk at graduation.

Lunch

Seniors may go to lunch each day with a signed lunch permission slip on file. If seniors choose to remain on campus, they must report to the lunchroom or the designated senior eating areas. Going out to lunch is a privilege and not a right and may be discontinued if abused. One young man and one young lady are never to go out to lunch by themselves. Seniors are not allowed to ride with or drive non-Lighthouse students during lunch.

Seniors and juniors must sign themselves out and back in and must return on time. Any student who violates any of these policies will lose his/her driving privilege for a week and must eat in the cafeteria.

Mission's Trip

Each year our seniors go on a mission's trip. The destination is selected by the seniors and the administration. This is a required event for all seniors.

Parking

Parking is available for all students who drive in the designated parking areas. All vehicles must be registered with the office, and there are no reserved spaces.

Qualifications for Special Awards

- Mr. and Miss LCS
- Homecoming King and Queen

To be eligible for these special senior awards, NO senior may have fifty (50) or more demerits at the time of voting and must pass administrative approval. MS/HS students, the faculty, and the administration will vote to select the award winners based on the following criteria:

- A strong testimony and daily walk with the Lord
- Good moral character
- A proper relationship with fellow students
- A proper, respectful relationship with teachers and other authority figures
- An active member of the student body
- Must have participated for two (2) years in extra-curricular activities during their high school career (Mr. and Miss LCS only)
- Someone who has been a student at LCS for one full year or two (2) semesters

- Fewer than fifty (50) demerits during the first semester or at the time of voting for the second semester
- Someone who shows school spirit and supports LCS activities
- Someone who is a good student (not necessarily an A/B student, but faithful in doing their best). This student should show respect for his/her teachers and follow through on assignments
- Must have the approval of the administration

College Days

Seniors are allowed two (2) college days per year. College days must be approved in advance by the administration. Parents must provide a note in advance confirming the college day. Approved college days do not count as absences. Unapproved college days will count as unexcused absences.

STUDENT CONDUCT AND DISCIPLINE

General Code of Conduct

One necessity of life is control. The Christian life must be one of control, not merely self-control, but Christ-control. True joy is found in submitting to Him and taking His yoke (Matt. 11:28-30). It is by outward control that we learn to yield to Christ. Each student's conduct should be brought into harmony with the principles of God's Word as revealed in the Bible. Problems arising from a lack of conformity (as evidenced by disregard for school rules, for others, or for school property) will be dealt with by the principal through means of consultation and parental cooperation. Punitive measures such as the school deems necessary shall be taken for consecutive offenses. Students whose attitudes and conduct, both in and out of school, are deemed undesirable and in opposition to the basic principles and purpose of LCS will not be allowed to continue at LCS.

Standard of Conduct

Demonstrations of romantic involvement between students on school property is forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral action as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any action or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1;6:9; I Thess. 4:1-8; Heb. 13:4).

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or member of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement"

A statement that a student is homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at Lighthouse and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

General Discipline Policies

The administration expects students at LCS to be different from the world and to maintain the highest standards of behavior at all times. Attendance at LCS is a privilege, not a right. When students conduct themselves so as to give a negative or counter-productive contribution, they may be dismissed. Intermediate steps may be taken to lead a student to an upright and proper attitude. If these steps are unsuccessful in producing the proper behavior spiritually, morally, or scholastically, the student will lose his/her privilege of being a student at LCS.

If your child is expelled, you may inquire as to the possibility of re-admission. This must be done by notifying the administration of your desire to re-enroll the student, and the administrative team will then review your particular situation. You may contact them through the school office.

The administration of LCS places much confidence in the judgment ability of a godly, spirit-filled teacher. All parents and students should understand that the administration will support the teachers in the matter of discipline. Constructive suggestions are always welcomed, but griping is not tolerated.

By following the line of authority noted below, a student or parent will get questions answered and concerns expressed about a disciplinary procedure or method.

- First step: Talk with the student's teacher
- Second step: Contact the appropriate principal
- Third step: Contact the school administrator

Chain of command must be followed. The principal and administrator will not meet with parents who have not followed the chain of command.

Disciplinary measures will be administered according to the offense and may include profitable extra assignments, loss of privileges, corporal discipline, in-school suspension, out-of-school suspension, expulsion, or any means considered necessary by the administration.

Philosophy of Discipline

The leadership and faculty of LCS strongly believe that each student is created in the image of God; is possessed of worth, dignity, and reason; and is capable of living his/her life making wise choices. Wise choices are those in agreement with the counsel of God. It is Jeremiah who said, "O Lord, I know that the way of man is not in himself; it is not in man who walks to direct his own steps" (Jeremiah 10:23). Therefore, the purpose of a discipline system is to teach each child to live a structured life under the counsel of God.

The staff of Lighthouse Christian School strives to develop in students a disciplined lifestyle. Discipline is viewed as positive training (Proverbs 22:6) that leads to an acceptance of the need for structure in living for God and in accepting God's authority over us and His ownership of us (Romans 14:7-8). A disciplined life brings blessing, but there is also a negative side. Bad behavior results in negative consequences and punishment. Such measures include reprimands, loss of privileges, detention, suspension, and/or expulsion.

Obedience to a few simple expectations will enable any student to avoid disciplinary probation or more severe consequences. Note these:

- Faithfulness to the school's vision to develop suitable spiritual growth and development.
- Faithfulness to the school's vision for suitable academic growth and development.
- Respect for the authority of the administration and faculty. Proper titles of address should always be used.
- Respect for the individuality of all students, regardless of ethnic or racial origins, economic status of family, academic ability, or church membership.
- Acceptance of reasonable rules of behavior in classrooms, hallways, and lunchrooms, physical contact between the sexes, and general rowdiness.
- Observance of the dress and hair codes.
- Rejection of the fads and practices of the current worldly culture.

Attention to these preceding seven guidelines will enable any student to avoid problems of a disciplinary nature:

Students Response to Discipline

A student should never argue an issue with the teacher in front of other students or class. If the student feels a misunderstanding exists, he/she should obey the teacher without protest; the student is free to set up an appointment with the teacher to discuss the matter after class or after school. After meeting with the teacher, if the matter is still not resolved, the student may schedule a meeting with the principal.

When a student discusses a discipline issue with a teacher or a principal, it is imperative that the student maintain a respectful demeanor at all times while

conversing with them. Students who are not respectful or do not present their argument in a good spirit may receive additional discipline.

Demerit Policy

It is desired that students develop self-control and discipline in order that they may effectively serve God. The Scriptures teach that self-discipline is learned through modeled and imposed discipline. Because of this, a framework for discipline is incorporated to guide the students. Our goals are:

- To set standards which, although they may not please everyone, will unquestionably uphold principles of the Word of God.
- To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
- To furnish institutional standards that will provide a model for students as they determine personal standards that are in accordance with Scripture and its principles.
- To incorporate a system which will provide a fair and consistent evaluation of a student's behavior.

A demerit system is used to monitor and correct a student's behavior. It is designed to encourage good behavior and punish wrong behavior. A student begins the semester with "0" demerits. If a student misbehaves, demerits will be assigned for the offense. Special recognition will be given at the end of the year to students who maintain a low level of demerits. The following list details offenses included in the demerit system. This is not meant to be all-inclusive. The administration reserves the right to make the final decision concerning the assignment of any demerits for a student's misbehavior.

Minor Violation	Occurrence							
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Disruptive/talking in class	1	1	1	2	2	2	3	5
Dress code violations	1	1	1	2	2	2	3	5
Failure to follow instructions	1	1	1	2	2	2	3	5
Failure to pay attention	1	1	1	2	2	2	3	5
Shaving	1	5	5	5	5	5	5	5
Tardiness	1	1	1	2	2	2	3	5
Unprepared for class	1	1	1	2	2	2	3	5
Behavior problems/bad attitude	5	5	10	10	10	10	10	10
Cell phones/electronic devices	5	5	10	10	10	10	10	10
Disrespect of peers	5	5	10	10	10	10	10	10
Eating, drinking in building	5	5	10	10	10	10	10	10

Minor Violation	Occurrence							
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Gum	5	5	10	10	10	10	10	10
Hair not properly cut	5	5	10	10	10	10	10	10
Horseplay	5	5	10	10	10	10	10	10
Inappropriate response to discipline	5	5	10	10	10	10	10	10
Not addressing staff properly	5	5	10	10	10	10	10	10
Passing notes in class	5	5	10	10	10	10	10	10
Cheating on homework	10	20	50					
Defacing school property	10	15	20	25	30			
Direct disobedience	10	15	20	25	30			
Disrespect of authority	10	15	20	25	30			
Driving violation/speeding	10	15	20	25	30			
Inappropriate materials	10	15	20	25	30			
Minor fighting	10	15	20	25	30			
Profanity	10	15	20	25	30			
Inappropriate physical contact	10	20	50					
Lying	10	20	50					
Texting	10							
Minor Vulgarity	10							

Major Violation	Occurrence							
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Forgery of parent's signature	25	25	25	25				
Skipping class	25	25	25	25				
Cheating on a quiz or test	25	50	50					
Plagiarism	25	50	50					
Vandalism	25	50	50					
Fighting	50	125						
Gambling	50	125						
Pornography	50	125						
Skipping school	50	125						
Smoking	50	125						
Stealing	50	125						
Threats of violence	50	125						
Vulgarity	50	125						
Alcohol/drugs	125							
Homosexual Behavior	125							
Sexual Immorality	125							

When a student reaches certain demerit levels, the following actions will occur:

10 demerits = detention

20 demerits = detention

30 demerits = detention

40 demerits = One (1) day Saturday school suspension

50 demerits = detention

60 demerits = detention

70 demerits = Two (2) day Saturday school suspension

80 demerits = detention

90 demerits = detention

100 demerits = Three (3) day Saturday school suspension

110 demerits = detention

120 demerits = 3 day out-of-school suspension

125 demerits = dismissal

*7th – 12th grade demerits return to zero at the beginning of each semester

Detentions

Detentions are after school from 3:00-4:00 pm. There is a \$3 charge for detention. If a student skips a detention or fails to report without approval, the student will serve an additional detention. If a student fails to report to detention more than two (2) times during a semester, he/she will be suspended.

A student will have the opportunity to work off demerits once a week at a rate of two (2) demerits per hour. Work times may be arranged through the administration. There is a charge of \$3 for each work session. Working off demerits is not considered a detention. Working off demerits can only be done after all detentions have been served.

Disciplinary Probation

Any student receiving at least fifty (50) demerits in any one semester will be placed on disciplinary probation. A student on disciplinary probation may not receive more than fifty demerits during the semester. A student on disciplinary probation who receives more than fifty (50) demerits may be asked to leave LCS.

Academic Probation

Students who do not maintain a 2.0 quarter average in the core subjects (English, math, history, Bible, science, foreign language) will be placed on academic probation for the following quarter. The purpose of the academic probation is to ensure that students are doing everything they can to succeed in their classes. A student on academic probation who does not meet the requirements of the academic probation will be re-evaluated to determine a future course of actions. Parents are encouraged to maintain regular contact with the school during the course of their child's academic probation. A student on academic probation must meet the following requirements during that quarter.

1. the student must maintain a 2.0 quarter average in the core subjects
2. the student cannot have more than five missed assignments in any class
3. the student must attend help class in any subject in which the student made a “D” or “F” the previous quarter
4. the student must turn in all projects and major papers assigned during the quarter
5. The student cannot receive more than 15 demerits for disruptive behavior

Algebra I for 8th grade – Any 8th grade student taking Algebra I who makes below an 85 average for the year or does not pass the Algebra Gateway will retake Algebra I in 9th grade.

Suspension

The administration will assign Saturday suspensions for all students whose number of demerits reaches a level of 40, 70, and 100. Saturday suspensions will take place from 8:00am until 12:00pm at the cost of \$20 per suspension. Students are expected to show up for assigned Saturday suspensions unless there is a legitimate reason why a student can not attend. This must be approved by the principal at least three (3) days in advance. If a student does not attend his/her assigned Saturday suspension, an additional Saturday suspension will be given. Two (2) missed Saturday suspensions may result in the student being removed from school.

The principal will assign out-of-school suspensions to students whose number of demerits reaches a level of 120.

*Serving a detention or suspension does not remove demerits. Demerits start over at *the beginning of each semester.*

School Expulsion

The administration will consider expulsion for students whose number of demerits reaches 125. Any family whose child is asked to leave or is expelled will still be responsible for the full amount of tuition for that school year.

Disrespect Policy

Any student who is disrespectful to a teacher will receive 10 demerits. If a student is disrespectful more than once, his or her parents will be contacted, and the student will be removed from school for the remainder of the day. A parent and the student must meet with the principal before returning to classes.

Drug Policy

LCS reserves the right to randomly drug test, by means of blood, urine or hair, any student at any point during the school year.

Safety

Crossing the road without faculty or staff supervision will result in an automatic detention for the first and second offenses and a Saturday suspension for any additional offenses. Any student who drives down the hill before 3:30 will automatically receive a detention. If a student would like breakfast in the morning, he/she should be dropped off at the cafeteria. When crossing the street, students are to remain behind the designated line until given permission to cross by a teacher.

Any student walking home after school must have the appropriate note on file in the office.

*While seniors are allowed to cross the street without supervision, seniors must wait for the crossing guard to cross them when the crossing guard is present.

Confiscation of Cell Phones, Electronic Devices, or Inappropriate Materials

Any materials that are confiscated by a teacher and turned into the administration must be picked up by one of the student's parents.

Plagiarism Defined

To better prepare our students for future success, LCS strongly encourages the use of academic research in all classes and at all levels. However, in participating in such endeavors as using outside sources to aid in a writing project, the temptation to engage in plagiarism is strong. According to Simon and Schuster's *Handbook for Writers* (2002), "to plagiarize is to present another person's words or ideas as if they were your own... a kind of stealing" (481). When a person uses another's words or ideas in writing, that person must give credit to the original writer.

Online Social Networking Sites

Students will be accountable for what they post on online social networking sites including but not limited to My Space, Facebook etc. Students can receive demerits, detentions, suspensions or possibly even expulsion for any inappropriate content placed on these sites.

Damage to School or Other's Property

Willful damage to or destruction of school or other's property will not be tolerated. Sitting on desks, carving and defacing desks, graffiti, eating or drinking in restricted areas, throwing things, littering, etc. are not permitted. All damage must be paid for whether accidental or intentional. If any damage to school or other's property occurs, students should immediately report such to the office.

VISITATION INFORMATION

Parental Visits

It is the desire of the administration and faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do request, however, that any visit to a classroom be made by definite appointment with the office. All visitors to campus must check in at the office and receive a visitor's badge.

Student Visits

Only students enrolled in Lighthouse Christian School are to be on campus during regular school hours. Any student desiring to bring a visitor to our school must gain approval through the administration at least one (1) day in advance of the visit.

Normally, we would only expect students to be visiting who are prospects for the school and whose parents have expressed an interest in enrolling them in Lighthouse Christian School.

COOPERATION AGREEMENT

The spiritual, physical, social, and academic welfare of each student is a primary concern to those who minister at LCS. Therefore, each school standard of conduct and policy has been carefully designed to meet students' needs while at the same time serving in a practical manner the daily operations of the school. The staff's goal, regarding our handbook, is to deal with each of our families in a loving, Christ-like manner. We wish to express our thanks in advance to each of our school families for the prayers, support, and cooperation pledged and received, which will enable our school to operate smoothly and be blessed by the Lord.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

In seeking to practice the biblical philosophy as taught within Matthew 7:12 and Romans 14, we desire to include families who share a position in accord with ours regarding the policies and procedures contained within this handbook. Since our spirit is not one of legalism but rather one of service, we want those families who choose to become a part of the LCS family to support with your child our positions on the issues contained within this handbook. If you and your child agree to abide in spirit and practice with the requirements contained within the handbook, please sign the form below and return it to the school office as an indication of your agreement. Thank you for your cooperation, and we look forward to a good school year together.

Students please initial:

- _____ 1. I agree to honor my fellow students, teachers and administration in attitude, word and action.
- _____ 2. I agree to abide by all policies in the handbook or given to me by the administration or teacher.
- _____ 3. I understand that if my attitude, words or actions do not demonstrate support and submission to Lighthouse and its authorities, I may be asked to leave even if I do not have excessive demerits.

Special Note: All parents enrolling their child in LCS agree to allow the school to use their child's image or likeness in school publications, advertisements and website. This use includes, but is not limited to newspaper, television, website, emails, videos, etc.

Parent's Signature _____

Date _____

Print Student's Name _____

Homeroom _____