

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” Philippians 1:10

Elementary School
Parent/Student Handbook

5100 Blue Hole Road
Antioch, Tennessee 37013
(615) 331-6286

www.lighthouseministries.org

Printed August 2009

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 children 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 children. They not only work hard to provide your children 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
Pam Mickles
Lower Elementary Principal
Charles Mickles
Upper Elementary 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 the Lord Jesus Christ.

“Approve things that are excellent.”

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 activities be engaged in outside of 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; I Cor. 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 or 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 a pastor 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 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 do so just for rewards. We believe that there is a natural need for well-defined boundaries governing their behavior. The teacher in our 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 II (two) 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 HS office during normal business hours 7:30-4:00.

School Esprit De Corps

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

School Mascot.....Lion

School Verse.....John 17:3

“And this is life eternal, that they might know Thee, the only true God, and Jesus Christ Whom thou hast 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.

ADMISSION

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. All students should express a desire to attend LCS. The student's attitude, desire for learning, and spiritual openness will be evaluated by the administration.

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
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 (1st – 6th) or Kindergarten Profile completed by a teacher, Sunday school teacher or pastor
12. Schedule an interview with a principal

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 dictate 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.

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 Requirement

Students must be five years old by September 30 (or before October 1) to enter K5.

Homosexuality

Any student proclaiming himself or herself to be homosexual or engaging in homosexual activity will automatically be dismissed from school with no refund of tuition or 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 ill student 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 HTVL-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 its athletic, or other school programs.

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!

ACADEMIC INFORMATION

Classroom Objectives

A. SPIRITUAL OBJECTIVES

1. To teach that the Bible is the only written Word of God.
2. To teach that God is the Sovereign Creator and Sustainer of all that is (Col. 1:15-17).
3. To teach that man is born a sinner, and in this natural condition is unable to please God (Rom. 3:10, 23).
4. To teach that Jesus Christ is the Son of God who came to this earth to die for sinners (John 3:16).
5. To lead each pupil into a personal relationship with Christ as his Savior (John 3:36).
6. To stress the responsibility of Christians for world missions (Matt. 28:19-20; Acts 1:8).
7. To teach that Biblical truth is the foundation for the proper understanding of all academic subjects (II Tim. 3:16, 17).
8. To teach the proper importance of fellowship with God through daily Bible study, prayer, worship, and service.

B. PHYSICAL OBJECTIVES

1. To emphasize that the body is the temple of the Holy Spirit (I Cor. 3:17).
2. To stress purity (I Cor. 6:13, 20).
3. To teach cooperation and good conduct through sports (Eph. 4:29-32).
4. To teach that this area is not the most important area in life (I Tim. 4:8).

C. SOCIAL OBJECTIVES

1. To develop a balanced personality based on the full utilization of the individual's God-given capacities and talents (Rom. 12:4-6).
2. To stress that the body is the temple of God and it is to be maintained as such (I Cor. 6:19-20).
3. To teach social progress and encourage the social graces expected of a Christian (I Cor. 10:31).
4. To prepare a student to relate properly to non-Christians and to Christians who differ in doctrine or practice (Rom. 12:14-21).
5. To develop logical thinking and strong conviction (Rom. 12:1,2).

D. ACADEMIC OBJECTIVES

1. To maintain excellence as the only academic standard (Col. 3:23).
2. To teach the student to work independently and cooperatively.
3. To develop effective communication skills.

4. To develop creative skills.
5. To develop an appreciation of the fine arts.
6. To teach the basic concepts of scientific investigation and to show that all scientific fact is in agreement with God's Word.
7. To teach and develop an appreciation of our American heritage.
8. To present current affairs in all areas and to relate them to God's plan for man.
9. To teach all subjects in their correct perspective in relation to God's Word.

Computer

Students in K5-6th grade will be given the opportunity to become computer literate by weekly instruction in the computer lab. Computer grades are given by semester, not quarterly.

Curriculum

A curriculum is made up of all materials, tangible and intangible which are used to instruct students. The curriculum of Lighthouse Christian Elementary has been developed over many years of academic life. All subjects and activities are integrated with the basic Christian principles of the Bible to impart a God-centered view of life to the students. It is our belief that it is not the materials that make education Christian, but the teacher. Each class is designed to equip each student with a firm foundation for fundamentals in the elementary grades.

The academic program includes time spent in Bible, language arts, mathematics, Spanish, social studies, science, health, art, music, computer, and physical education. This foundation is valuable in developing the students' concepts about themselves, other people, God, the world, and the Christian life. 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. Exit tests are now given at the end of the school year in math and language arts. Students are expected to master a minimum of 75% of exit skills in order to promote to the next grade.

Grading Scale

| <u>1st grade – 6th grade</u> | | | | <u>Kindergarten</u> | |
|--|--------|----|-------|---------------------|----|
| A+ | 99-100 | C+ | 83-84 | 100 | E+ |
| A | 95-98 | C | 77-82 | 90-99 | E |
| A- | 93-94 | C- | 75-76 | 85-89 | S+ |
| B+ | 91-92 | D | 70-74 | 80-84 | S |
| B | 87-90 | F | 69-0 | 70-79 | S- |
| B- | 85-86 | | | 0-69 | U |

Help Class

Our faculty at LCS is called of God to teach as a ministry. Help classes will be provided free of charge in math and language once a week for 2nd – 6th grade students after the first progress report. Students who have a D or an F at the first progress report will be required to attend. If further tutoring is needed, it may be provided through Educational Services or an outside source.

Honor Roll

1. All "A": Students in 1st – 6th grades who maintain straight A's for a nine-week period will receive a Principal's List certificate or ribbon.
2. "A" average: Students who maintain an "A" average without a "C", "D" or an "F" for a nine-week period will receive an "A" Honor Roll certificate or ribbon.
3. "B" average: Students who maintain a "B" average without a "D" or an "F" with no more than 2 "C"s for a nine-week period will receive a "B" Honor Roll certificate or ribbon.
4. Subjects included in honor roll:

| <u>1st</u> | <u>2nd</u> | <u>3rd</u> | <u>6th</u> | |
|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------|
| Bible | Language | Bible | Language | History |
| Math | Spelling | Math | Spelling | |
| Reading | | Reading | Music | Computer is not |
| Phonics | | P.E. | Science | included in honor roll. |

Learning Center (Educational Services)

Any student with an IEP must be a part of the Learning Center.

Library

Students will visit the library at least two times each month. (Kindergarten will begin 2nd semester). A student may check out a book from the library for two weeks. Another book may not be checked out until the previous book has been returned. Students must pay to replace lost or damaged books. Students in 2nd – 6th grade will participate in Accelerated Reader (1st grade will begin Accelerated Reader second semester).

Music

Music theory and appreciation are taught in grades K5-6th under the direction of our music teacher. Elementary students will participate in one mandatory program each year (K-3rd in the Christmas program and 4th – 6th in the spring program). 4th-6th grade students will also participate in competition choirs as part of the music program. Participation in these programs is part of a student's grade.

Physical Education

All students, grades K5-6th, are required to participate in our physical education program. If a student is to be excused from PE, a note from the parent explaining the reason is to be sent to the teacher. If a student is excused from PE he/she will also need to be excused from recess. If a student needs to be excused from PE for more than one class period a doctor's note is required. All elementary students are to wear athletic shoes on PE days. Students in 4th – 6th grades may wear PE uniforms purchased from the school or other approved items (see dress code section).

RenWeb

RenWeb is the school management software used by LCS that is available at no charge to 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.

Progress Reports

All students will receive a progress report that lists grades made during a 4 ½ 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". Kindergarten will continue to send written progress reports home at the 4 ½ week point of the quarter. These must be signed and returned to the school.

Report Cards

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

Academic Retention

The teacher, in consultation with the principal and parents, will determine the passing or failing of a student. Factors that will be considered are attitude, maturity, achievement level, degree of improvement, and test scores. Students who fail two out of the three core subjects (math, reading and language) or students who fail any three subjects, will be retained. Students who fail one of the core subjects (math, reading or language) must attend and pass summer school, attend Educational Services, receive tutoring, or repeat the same grade. Summer school may not be offered every year at LCS. Other summer schools or tutoring must be approved by the administration. Tutoring must be received from a certified teacher. After

attending summer school, Educational Services, or tutoring, grade promotion will be determined by the teacher and principal. Documentation of summer school, Educational Services, or tutoring must be provided to the elementary principal. Any exceptions to the above policy will be decided by the principal and approved by LCS administration.

Spanish

Students in grades K5-6th will receive instruction in Spanish.

Standardized Testing

The Stanford Achievement Test is given annually to our elementary students. It is a comprehensive battery of tests designed to measure achievement at each grade level in the educational sequence.

The Otis-Lennon School Ability Test is given beginning in 4th grade. This test is used to assess students' ability to cope with school learning tasks, to suggest their possible placement for school learning functions, and to evaluate their achievement in relation to the talents they bring to school learning situations.

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, and 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 30 minutes up to 1 hour in duration depending upon the age of the student and their individual needs. Most students are tutored twice a week.

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 30 days past due until the bill is brought current.

Fees for 2009-10:

| | |
|---------------------------------|----------------------|
| Tutoring..... | \$25.00/full session |
| | \$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 be 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), 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 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 be put into place after the 1st nine weeks grading period unless approved by the administration.

Students receiving grade modifications cannot receive a grade above 100%.

Students with modified grades are not eligible for honor roll. Educational Services must tutor any students receiving grade modification at least one time per week. Students receiving grade modifications must successfully pass five (5) subjects in order to return to LCS the following school year.

Homework Assignments

Homework assignments of accommodated/modified students must be completed in a timely fashion. Any student who fails to complete or turn in 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.

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

Progress reports will be completed for 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.

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 church attendance, 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.

Elementary Policy

K5 –2nd grade teachers will send home assignments on weekly newsletters. Students in the 3rd -6th grade are required to write homework assignments in an assignment book. These assignment books are part of the curriculum fee and are provided by the school. Parents are to sign the homework assignment book only after checking that the assignment is completed. If a child does not understand the homework and the parent is unable to help them with the homework, the parent should write a note to let the teacher know.

Homework/classwork grades account for approximately 25% of the student's overall average. We at LCS believe that completing homework accurately and on time is absolutely essential.

There will be no written homework on Wednesday nights and generally not on Friday nights. Homework is also not given over vacation/holiday breaks.

Kindergarten: No written homework; Reading two times per a week once reading groups begin.

1st & 2nd grades: Reading & review of spelling words and Bible verses. No more than 15 minutes of written homework twice a week.

3rd - 6th grades - Time guidelines for all homework (three nights a week – Monday, Tuesday, and Thursday):
3rd- 30 minutes
4th & 5th - 45 minutes

6th- 1 hour

(Time frames are geared toward the average student.)

Following are the consequences for not having a homework assignment completed. This applies to 3rd grade (after the 1st progress report) through 6th grade.

1. On the first day the assignment is late, the grade will be reduced by 10 points and the parents will be contacted through email or a note in the assignment book.
2. On the second and third day the assignment is late, the grade will be reduced by ten additional points each day.
3. On the fourth day, the assignment grade will become a 50% and the student will be required to complete the assignment in the office during free time. The final grade for the assignment will be determined based on a starting score of 50%. The principal through a note home or email will communicate with the parents when this occurs.
4. Homework missed for legitimate reasons must be explained in a signed note by the parent. If a student has worked faithfully and has still not completed the assignment by bedtime, send him/her to bed. If the student presents a note from home with a logical explanation for incomplete work, the student will be excused from any penalty, but not from eventually completing the assignment.
5. Parents should note in their child's assignment book if a homework assignment is not completed.
6. Students leaving school early are responsible for all assignments given for the next day.
7. If a student misses an excessive number of homework assignments a meeting with the parent, teacher, and principal will be conducted to determine alternative strategies for success.

Any questions concerning homework should be addressed to the specific teacher responsible for the assignments.

ATTENDANCE INFORMATION

Arrival Time

Students are to arrive no earlier than 7:00 a.m. K-3rd students arriving between 7:00 a.m. and 7:45 a.m. must report to their designated morning care area. 4th -6th students arriving between 7:00 and 7:35 must report to their designated morning care area.

Absences

Regular attendance is imperative if students are to progress in their education. The first day a child returns to school after an absence, he/she must bring a dated, written note from the parent indicating the reason for the absence. This note must be presented to the student's teacher upon his/her arrival in the classroom. An email from the parent is also acceptable.

A student must be in school at least 4 hours or the day counts as an absence. Eight (8) absences within a semester may result in a student repeating that same grade. Unforeseen circumstances, i.e., major illness or injury, death in the family, etc. will be reviewed by the administration and parents will be contacted.

Absence Policy Reviewed:

1. The eight (8) absences pertain to both excused and unexcused absences.
2. A student must be in school four (4) hours to be considered present for the day.
3. Please avoid planned absences during the final week of each nine (9) week grading period due to testing/assessments.

Excused Absence

1. Sickness (with a note from a doctor after three (3) days).
2. Death in the immediate family.
3. Doctor's appointment in case of an emergency.
4. Prior administrative approval. 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 to make up assignments that were missed, up to five days. Absences of six days or more will require special arrangements with the teacher.

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.

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

Unexcused Absences

1. Any excuse not listed above or that has not been pre-approved by the administration.
2. Failure to send written notice of absence.

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.

Dismissal Time

Our school day ends at 3:00 p.m. each day. Parents may pick their child up at this time. Those students not picked up between 3:00 and 3:25 will be taken by their teacher to ASC located in the Elementary Building.

Early Dismissal

Students are not permitted to leave the school's campus during the day. If a student must leave early, a written note stating the reason is to be brought from the parents and turned in to the teacher before school begins. All parents who pick up their children for dental and doctor appointments, or other excused absences, must report to the main elementary office, **not the student's classroom or gym building or upper elementary office.** The parents are asked to sign their child out in the office and receive a dismissal slip. Students will not be dismissed to anyone other than parents, grandparents, or guardians, unless the student brings a written note from the parent to that effect. Students who have three early dismissals during a semester, will understand that this converts to one absence. For every third early dismissal after the first six, a fine will be assessed. (That is, with the ninth early dismissal, the fine will be assessed.)

1. Students being dismissed early must be signed out in the office.
2. The parent, grandparent, or guardian will be given a dismissal slip to take to the classroom teacher.
3. Early dismissals will be counted in the same way as tardies, i.e., every three (3) per semester equals one (1) absence.
4. Please avoid early dismissals final week of each nine (9) week grading period due to testing/assessments.

Tardiness

Tardiness disrupts the entire class in addition to affecting the tardy student's school routine and academic progress.

K5-3rd

A student is late if he/she arrives in the classroom after 8:00 a.m. Students arriving after 8:00 but before 8:15 will proceed directly to the classroom, but are still counted as tardy. **Students, who arrive at 8:15 or later, are to be signed in by a parent at the main elementary office and receive an Admit Slip to take to class.**

4th - 6th

A student is late if he/she arrives in the classroom after 7:45 a.m. Students arriving after 7:45 but before 8:00 will proceed directly to the classroom, but are still counted as tardy. **Students, who arrive at 8:00 or later, are to be signed in by a parent at the main elementary office (not the upper elementary office) and receive an Admit Slip to take to class.**

Students who have three tardies during a semester will understand that this converts to one absence. For every third tardy after the first 6 tardies, a fine will be assessed. (That is, with the 9th tardy, the fine will be assessed).

Please remember that students arriving after 11:00 will be counted absent instead of tardy since they must be in school at least 4 hours of the school day.

Tardy Policy Reviewed

1. Every three (3) tardies during a semester equals one (1) absence.
2. For every three (3) tardies in a semester after the first six (6) tardies, a fine of \$15 will be assessed on the ninth tardy. A \$5 fee will be assessed for every 3 tardies thereafter.

STUDENT CONDUCT

General Code of Conduct

The administration expects students at LCS to be different and to maintain the highest standards of behavior at all times. Attendance at LCS is a privilege, not a right.

One necessity of life is control. Every area of life has it. The Christian life is 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. 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 in school.

General Conduct Rules

1. Students should follow directions the first time.
2. Students should keep hands, feet, bodies, objects, and negative comments to themselves.
3. Students should always address and reply to teachers with the utmost respect. Students should always address the faculty or any member of the administration as Mr., Mrs., or Miss respectfully. Student replies to a teacher or authority should be "Yes, Sir," "No, Sir," "Yes, Ma'am," and "No, Ma'am."
4. Disrespect such as mocking, mimicking, sassing, talking back to, or publicly confronting or arguing with a teacher will not be tolerated.
5. Students should not run or make excessive noise in the hallways at any time. Horseplay of any sort is considered out of order.
6. Students should stay away from the walls at all times in order to keep the walls clean.
7. Willful damage to or destruction of school property will not be tolerated. Sitting on desks, carving and defacing desks, eating 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 property occurs, students should immediately report such to the office.
8. Cigarettes, alcoholic beverages, narcotics, knives, guns, explosives of any kind, radios, magazines, tape/CD players, videos, DVDs, tapes, CD's, and inappropriate literature are not permitted on school property.
9. Teachers may give permission for certain items to be brought to school such as games or toys for a special classroom activity. The school is not responsible for

any item that is brought to school that is lost or damaged. All such items will be checked by the teacher or principal. The administration reserves the right to disallow any item deemed inappropriate.

10. Gum chewing is not allowed at school.
11. Stealing, cheating, lying, cursing, using vulgar language or body gestures, or using another's personal items without permission will not be tolerated under any circumstances.
12. Inappropriate conversations at school are unacceptable. These would include, but are not limited to, discussions about certain movies, music, or anything of a sexual nature.
13. Talking in class without permission or passing notes is not permitted.
14. Use of office phones is not permitted without permission from the teacher and are for emergencies only. (see cell phone policy page 42)
15. Students will follow the dress code as established in this handbook.

DISCIPLINE

General Classroom Rules

1. Follow directions the first time they are given.
2. Communicate only when given permission to do so.
3. Be in your seat, facing forward.
4. Keep your whole self to yourself.
5. Come to class prepared and ready to work.

Discipline Principles

Discipline is a biblical term. The Bible says to parents concerning their children, "Bring them (children) up in the nurture (discipline) and admonition of the Lord" (Eph. 6:4). If we are to honor, please, and obey our Lord and Savior Jesus Christ, we must demand discipline at Lighthouse Christian Elementary.

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 warnings, loss of privileges, demerits (5th/6th), isolation, office referrals, detention, suspension, and /or expulsion.

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.

Discipline 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, framework for discipline is incorporated to guide the students. Our goals are as follows:

- ❑ 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.

Office Referrals For Discipline

A student is referred to the office for discipline when he/she has repeatedly disrupted or disobeyed and has not responded to classroom discipline, or has committed a serious offense such as fighting, lying, cheating, etc.

Demerit System

A demerit system is used in 5th and 6th grades to monitor a student's behavior. A student begins each semester with "0" demerits. Special recognition will be given at the end of each semester to students who maintain a low level of demerits. Fifth grade demerit counts return to zero each nine (9) weeks; sixth grade demerits return to zero each semester.

The following list details offenses included in the discipline/demerit system. This is not meant to be an all-inclusive list.

A. Level A Offenses:

1. Disruptive/talking in class
2. Unprepared for class
3. Misbehavior/
general disobedience
4. Failure to pay attention
or follow directions
5. Not keeping whole self to self

B. Level B Offenses:

1. Bad Attitude
2. Disrespect of peers
3. Gum
4. Horseplay
5. Inappropriate music
6. Not addressing staff properly
7. Cheating on homework
or classwork

C. Level C Offenses:

1. Defacing school property
2. Direct disobedience/defiance
3. Disrespect of authority
4. Profanity
5. Lying
6. Inappropriate physical contact
7. Minor fighting

D. Level D Offenses:

1. Cheating
2. Fighting
3. Pornography
4. Stealing
5. Vulgarity

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

If a student's attitude, words and actions do not demonstrate support and submission to Lighthouse and its authorities, the student may be asked to leave even if he/she does not have excessive demerits.

Disciplinary Probation

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

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.

Suspension

The administration will assign Saturday suspension 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 administration 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 the school. In-school and out-of-school suspension will be used as deemed appropriate by the administration.

Expulsion

Intermediate steps will 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 from LCS, he or she must remain out of LCS for a minimum of one semester before seeking re-admittance. The student and parents must meet with the administration before being re-admitted to LCS. Proper restitution and

evidence of genuine repentance to the administration is required before the student is readmitted. Our desire is to see each student grow spiritually and to achieve academic excellence in an atmosphere that is Christ-honoring.

Internet Access

Lighthouse Christian School offers Internet access to each of its students; through the computer lab; however, any use of the Internet to visit inappropriate sites will result in serious consequences.

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.

ELEMENTARY DRESS CODE

General Information

We require that all students act and dress like ladies and gentlemen. Our dress and hair standards are designed not only to inspire the students to take care in being well groomed, neat, and modestly dressed, but also to enhance the learning atmosphere of the school. It has been proven time after time that liberal dress standards dilute the orderliness of the classroom.

The LCS administration reserves the right to suspend a standard of dress due to extremities in the weather. This decision will be announced via communication from the administration.

Parents will be notified of inappropriate dress or appearance, and will be given the necessary steps for correcting the problem and the amount of time allowed for correction. Clothing that is immodest or suggestive must be corrected immediately before a student may attend class. Lighthouse takes a strong stand against tattooing and body piercing; therefore these will not be allowed. If parents have questions about the dress code at any time, they may contact the principal.

Girls

1. Shirts/blouses must have a collar, (round, pointed, or turtleneck), buttons or snaps in front. Shirts may not have zippers. Shirts may be knit or Oxford cloth and any color or print. Short or long sleeves are allowed. Fleece shirts do not count as uniform shirts. All shirts (except sweatshirts) must be tucked in. Shirts can not have any writing or pictures other than the name brand or logo. Shirts, such as t-shirts or other collarless shirts may not be worn over uniform shirts.
2. Sweaters or vests with no writing or pictures, (cardigan, V-neck, pullover) or LCS sweatshirts (no hoods) may be worn over uniform shirts.
3. Solid navy, brown, dark green or khaki walking shorts may be worn from the beginning of school through October 31 and from March 1 until the end of the school year; length should be no shorter than 2 inches above the knee (\$1 bill width). During shorts season, loose fitting twill solid navy, brown, dark green or khaki clam digger or crop pants may be worn. Knit pants may not be worn at any time.
4. Solid navy, brown, dark green or khaki twill pants, skirts, or jumpers may be worn throughout the school year. Length of skirts, or jumpers should be to the top of the knee when standing or sitting.
5. Belts are required for 4th - 6th grades. They are optional for K5-3rd grades. Belts should be plain and be actual belts.

6. Socks must be worn at all times with athletic shoes. Cleats, flip-flops and skate shoes (“Heelys”) are not allowed. Shoes with laces are to be tied at all times. **Shoes, including sandals, must have a back or strap across the back, and be appropriate for play.**
7. 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.
8. Make-up, if used, must be used sparingly. A student may have no more than 2 holes pierced in each ear. No other body piercing or tattooing is allowed.
9. All shorts or pants should be hemmed, not fringed or frayed. All clothing should be free of holes and tears.
10. No knit pants or knit shorts, spandex, or nylon jogging suits will be allowed at any time.
11. Coats, hats, caps, bandanas, or other outerwear may not be worn in class. Hooded sweatshirts are not allowed. Light jackets and sweaters may be acceptable.
12. Friday—JEANS DAY. Students may wear jeans or jean shorts and a collared shirt. T-shirts or sweatshirts are not acceptable.

Boys

1. Shirts must have a collar, (round, pointed, or turtleneck), buttons or snaps in front. Shirts may not have zippers. Shirts may be knit or Oxford cloth and any color or print. Short or long sleeves are allowed. Fleece shirts do not count as uniform shirts. All shirts (except sweatshirts) must be tucked in. Shirts can not have any writing or pictures other than the name brand or logo. Shirts, such as t-shirts or other collarless shirts may not be worn over uniform shirts..
2. Sweaters or vests with no writing or pictures, (cardigan, V-neck, pullover) or LCS sweatshirts (no hoods) may be worn over uniform shirts.
3. Solid navy, brown, dark green or khaki walking shorts may be worn from the beginning of school through October 31 and from March 1 until the end of the school year; length should be no shorter than 2 inches above the knee (\$1 bill width). During shorts season, loose fitting twill solid navy, brown, dark green or khaki clam digger or crop pants may be worn. Knit pants may not be worn at any time.
4. Solid navy, brown, dark green or khaki pants may be worn throughout the school year.
5. Belts are required for 4th - 6th grades; optional for K5-3rd grades. Belts should be plain and be actual belts.
6. Socks must be worn at all times with athletic shoes. Cleats, flip-flops, and skate shoes (“Heelys”) are not allowed. Shoes with laces are to be tied at all

times. **Shoes, including sandals, must have a back or strap across the back, and be appropriate for play.**

7. All boys are to wear their hair so that it is attractively maintained. Hair may not touch the top of the ears, the collar, or the top of the eyebrows. 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.
8. No body piercing or tattooing is allowed. Necklaces must be worn on inside of clothing. No earrings are to be worn on campus or at any school function.
9. All shorts and pants should be hemmed, not fringed or frayed. All clothing should be free of holes and tears.
10. No knit pants or knit shorts, spandex, or nylon jogging suits will be allowed at any time.
11. Coats, hats, caps, bandanas, or other outerwear may not be worn in class. Hooded sweatshirts are not allowed. Light jackets and sweaters may be acceptable.
12. Friday—JEANS DAY. Students may wear jeans or jean shorts and a collared shirt. T-shirts or sweatshirts are not acceptable.

Consequences of Dress Code Violations

Dress:

1st offense – Warning

2nd – 5th offense – No Friday Jean Day

6th offense & beyond – No Friday jean day and demerits (or checks) will be given. Any student who is seriously out of dress code will be required to call a parent to bring appropriate clothing even if it is a 1st offense.

Hair:

1st offense – Warning with 3 days to comply, unless the hair offense is deemed excessive by the administration.

2nd offense – One day to comply and may not return to school until his/her hair is within school standards.

Physical Education Dress

All Kindergarten through 6th grade students must wear athletic shoes on P.E. days. 4th-6th grade students will be expected to be in a P.E. uniform or other approved dress for P.E. classes and this will be counted as part of the student's grade. The P.E. dress code is as follows:

1. Students must wear athletic shoes on P.E. days.
2. Students may wear P.E. uniforms purchased from the school. (new uniforms will not be purchased this year)

3. Students may wear any printed Lighthouse t-shirt (such as field day, etc.), or any solid color gray or navy t-shirt (no writing or pictures are permitted). Shirts must be loose fitting and show no 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 P.E. These shorts 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 general rule unless otherwise stated by the teacher and approved by the principal.

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:

1. Nice sweaters, blue jeans, and leisure athletic pants are acceptable for both boys and girls.
2. Nice looking sweatshirts or shirts without collars are acceptable.
3. Neat and clean tennis shoes are acceptable.
4. Swimsuits must be modest and not tight. Two-piece or immodest one-piece swimsuits are not acceptable.
5. Shorts are not the normal wear for most activities. At activities where shorts would be acceptable, they must be of modest length. Short shorts or tight shorts are never acceptable.
6. Dress for all extracurricular activities must be clean, neatly worn, and modest.

Formal and Semi-Formal Activities

These functions include school programs, concerts, banquets, commencements, homecomings, etc.

Normal school dress (with the exception of shorts) is the acceptable standard. Events requiring a more formal standard of dress will be announced in advance, along with the standard.

FINANCES

Book/Curriculum Fee

The curriculum fee is \$125.00 for K5 and \$200.00 for 1st- 6th grade students per child and is due on June 1st and is non-refundable. This fee must be paid in full by the due date to retain the student's position on the class roster.

Comprehensive Fee

The Comprehensive Fee for elementary is \$150.00 for the first child and 100.00 for each additional child. This fee is non-refundable and is due on July 1st of each year. The Comprehensive Fee includes the following: TACS annual dues, physical education fee, athletic game admission, computer lab fee, supplemental accident insurance, music fee and art fee. The comprehensive fee does not include PE uniforms, yearbooks, or extracurricular activity fees.

Financial Aid

Financial aid is available on a limited basis and a child must be registered before applications 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 the 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 their child to leave Lighthouse Christian School. A release from this responsibility may be sought in writing at least two weeks prior to the child's departure date for a move more than 25 miles away from LCS or a family emergency. The administrative team will then review the request and send a decision in writing. The parent/guardian must have a letter in writing from the school administrator stating a release from financial responsibilities 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. 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 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 per child fee is due at registration. 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 the student's 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. Replacement book fee is as follows: \$20 for soft back and \$45 for hard back. All textbooks remain the property of the school and must be turned in at the end of the school year.

Tuition

Tuition payments may be made yearly (due on August 1st) or by semester (due on July 1st and January 1st). We also offer a 10 month payment plan. **Monthly payments are due the first day of each month. 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 1st 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 30 days in arrears, the student may not return to class 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.

HOURS OF OPERATION

Office Hours

The elementary and middle/high 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 to sign in before going to a classroom or the cafeteria.

School Hours

School hours are from 8:00 a.m. to 3:00 p.m. K5 – 3rd and 7:45am – 3:00pm for 4th – 6th. Elementary students who remain after 3:25pm will be taken to After School Care.

Morning and After School Care

Morning Care begins at 7:00 a.m. 4th – 6th grade students arriving from 7:00-7:35 report to the gym building and K-3rd grade students arriving from 7:00-7:45 report to the cafeteria. There is no charge for morning care. Supervision will not be provided for students who arrive before 7:00 a.m. Students in morning care may purchase breakfast from 7:00 – 7:30 only. 4th – 6th grade student will proceed to gym after purchasing breakfast.

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, or any part of the hour. At 5:30 p.m., 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. 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.

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 channels 2, 4, and 5 are primarily notified of our closing. Radio stations that will be notified will be announced at the beginning of the school year. A message regarding the closing will be updated on the school's website in the event of a closing.

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.

Chapel

Chapels are held weekly on Wednesday mornings. Parents are invited to attend regular chapel services. Special chapels will be scheduled throughout the year.

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.

Field Trip Guidelines

Several times during the school year, our classes go on short field trips during school hours. These trips will be planned and supervised by teachers. Parents may accompany classes or be asked to help chaperone as long as the following guidelines are observed. Each parent who accompanies or helps chaperone a class must agree to abide by the field trip guidelines.

1. All chaperones are under the authority of the teacher(s) in charge and are to stay with the class(es).
2. If you are asked to supervise a group of students, please ask the teacher his/her rules of student conduct.
3. If you are responsible for a group of students, the teacher will instruct the students as to who you are and what their conduct is to be.
4. If there is a discipline problem, the offender(s) should be escorted to the teacher(s) in charge.
5. If the field trip involves a meal at a restaurant or picnic at a park, all students must stay with the class. If the meal is at a mall food court, all students must stay in the food court. We ask that parents who are with the class not buy extras for their own child.

Parents who have not paid for their field trip fees by the scheduled deadline will need to pay at the ticket office/gate when the class arrives at their destination.

Lockers

Lighthouse Christian School provides lockers for students in 5th & 6th grades. Students will be assigned lockers. It will be the responsibility of the student to keep his/her locker clean, neat, orderly, and locked before and after school. No writing, stickers, or pictures will be permitted on or in lockers. (Lockers are subject to periodic, unannounced inspections. Any personal property is subject to search by the administration without prior notification).

Lost and Found

Lost articles will be taken to the small auditorium. Articles not claimed by the end of each quarter will be given away or thrown out.

Lunch Program

Students may bring their own lunch, or they may purchase lunch from our cafeteria. Two microwaves are available for heating food brought from home for 3rd – 6th grade students only. If there are long lines at the microwaves students may not have sufficient time to eat their lunches.

Medication

All medications brought to school must be turned in to the office. Please place the medication in a Ziploc bag along with instructions and student's name.

Parties

Birthday parties will not be permitted during school hours. However, parents may bring small snacks such as cupcakes to share with the class during lunch or recess times. Please notify the teacher in advance. **Students may not bring party invitations to school to handout unless all of their classmates (or boys/girls) have been invited.**

The traditional themes of Thanksgiving, Christmas, and Easter may be observed. Special emphasis will be given in respect to the celebration of each as follows:

1. Thanksgiving - emphasize the harvest theme.
2. Christmas - emphasize the birth of Christ.
3. Easter - emphasize the death and resurrection of Christ.

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.

Retreat

At the beginning of each school year, the 5th and 6th grade classes go on a two (2) 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 the tuition and must be paid to each student attending the retreat. Attendance at the retreat is required unless approved in advance by the administration.

Sickness

Reasons a student would be sent home from school are:

1. A fever of 100 or above
2. Vomiting
3. Communicable diseases such as, but not limited to, chicken pox, mumps, measles, impetigo, strep, lice, ringworm, pink eye, 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 fun things into a child'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 Grandparents' Day, Field Day, Spirit Week, and Homecoming.

Technology

The use of computers is a privilege, not a right. While using the computers for any educational activity, especially the Internet, please remember the following:

- Treat the machine with respect.
- Protect your password. Keep it to yourself, for it is your only access to your personal file.
- The Internet is a great educational resource. Use it responsibly.
- Respect the server resources. Save only what you need.
- Ask for help if unsure of what to do in any application.
- No games or disks from home are allowed on school computers. The computers are here for educational purposes.
- Behave properly around the computers. Keep the area clean and free of food and drink.

- Curriculum needs have priority over other uses.

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 and necessary messages will be forwarded to the classroom. Students will only be allowed to use the telephone in the school office IN THE CASE OF AN EMERGENCY, and they must have faculty authorization. (A student calling about something forgotten is not considered an emergency). If a student has a cell phone at school it must be turned off and kept in his/her locker or backpack from the time the student arrives on campus until he/she is dismissed or checked into after school care. Cell phones left on and/or in the student's possession will be confiscated and turned into the office. The phones in the Educational Services room, and the cafeteria are off limits to students.

Traffic and Transportation

Parents are encouraged to coordinate their transportation with other parents living in the same area. Please be sure to observe the school zone and parking lot speed limits and the parking lot directional arrows.

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 and advertisements. This use includes, but is not limited to, newspaper, television, website, e-mails, videos, etc.

Withdrawal/Dismissal

Withdrawal from school must be made by the parents in the school office. 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 the registration, curriculum, and other school fees.

Students who are dismissed from Lighthouse Christian School will not be considered for re-admission for a minimum of 3 months or one full semester. The parents and student must meet with the principal before readmission will be considered.

Yearbooks

Yearbooks are not included in any of the fees and must be purchased separately. Information will be sent home concerning yearbook orders.

School 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.

PARENT COMMUNICATION

Mandatory Parent Meetings

Valuable information will be given at two mandatory parent meetings, which will be held in August and January. Policies vital to the consistent training of your child will be discussed. The parents' presence at these meetings is mandatory and they will be notified via students or mail in advance. The nature of the meetings will vary at times, but the general objectives are

1. To acquaint parents with the philosophy of Christian education and the school's curriculum.
2. To acquaint parents and teachers with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
3. To provide an opportunity for parents and teachers to know and fellowship with each other.
4. 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.
5. To explore ways for parents to become involved in helping the school.

Parent/School Communication

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

- | | |
|--------------|-------------------------------------|
| First Step: | Talk with the student's teacher |
| Second Step: | Meet with the appropriate principal |
| Third Step: | Contact the school administration |

Parent/Teacher Conference

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 teacher requests a conference, 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 or during designated conference days at the end of each grading period.

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 talent, and the financial support, outside of tuition, to insure the improvement and growth of LCS as an outstanding school, serving and having an impact on the Nashville community.

We encourage and expect our parents to sign up for volunteer work that will assist us in reaching our potential.

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. Please don't linger past 7:45 in the gym building or 8:00 in the lower elementary building. Parents must check in at the office when coming on campus for a visit.

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 have it approved through the appropriate school office. 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 ask 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 in 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. If, after completely reading this handbook, you and your child can agree to abide in spirit and practice with the requirements contained within, 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.

Parent's Signature _____ Date _____

Student's Name _____ Date _____
(Please Print)

Student's Signature (5th & 6th) _____

Student's Grade _____

