

# Lighthouse

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Christian School

## **2022-2023 Student Handbook**

P. O. Box 4158  
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Kingsport, TN 37665  
423.247.3578  
lcskingsport.com



***Home of the Silver Knights***

**Principal: Joseph Harless**

**Pastor: Allen McMillan**

## **School Purpose**

The objective in building a private Christian School is to obey the scriptural imperatives Deuteronomy 6:5-7 and Proverbs 22:6.

“...Love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children...” and “Train up a child in the way he should go.” Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home. It is training young people in a Christian environment to be productive citizens and to have a God consciousness. It is training students to set and attain goals in life as well as for eternity. The school staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is not to reform, but to train Christian leadership, self-discipline, individual responsibility, personal integrity, and morality and Christian behavior.

The school admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, and admission's policies.

Lighthouse Christian School's purpose is to effectively serve students with a Christian-centered education. Students will be instructed on Christian principles, character traits, heritage, and leadership. In addition to Christian essentials, students will be offered scholastic programs to promote problem solving, critical thinking, responsibility for learning, and meaningful experiences in core academic subjects. Through these educational and spiritual learning avenues, our goal is to unlock the unique gifts God has given each student, gifts that will influence our world.

## **Vision Statement**

Lighthouse Christian School envisions students excelling academically, becoming Godly leaders, and impacting our society. Lighthouse Christian School will assist in building a solid foundation of spiritual growth, educational excellence, and social development.

## **Mission Statement**

We will work to instill in young developing minds the importance of a good academic foundation and the wisdom of God's word by integrating faith and education throughout curricular and co-curricular programs. Emphasis will be places on developing Christian character using faith in action programs such as Chapel and community service. Students will be challenged to use the knowledge they gain to complete hands-on, teaching activities designed to build self-esteem and encourage a fun, learning environment. Students with widely varying abilities will be taught to develop and practice skills necessary for a successful completion of the PACE system.

## **Philosophy of Education**

Lighthouse Christian School's staff believes that providing and modeling moral, ethical, and Godly guidance are key elements in a successful educational journey. We believe that the fundamentals of education play a vital role in all facets of life. Education goes beyond a subject or a textbook. Therefore, we believe that a Christian-centered learning

environment promotes opportunities to cultivate spiritual enrichment, social interactions, and academic achievement. By doing so, we believe students will become responsible, respectful, and active Christian citizens.

### **Statement of Faith**

1. We believe the Bible to be the inspired, infallible, and authoritative Word of God.
2. We believe that there is one God. We believe in the deity of the Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious death through blood shed, His ascension, and in His personal return to power and glory.
3. We believe in repentance, water baptism in the name of Jesus Christ for the remission of sins, and in the infilling of Holy Spirit with the evidence of speaking in other tongues (Acts 2:38, John 3:5).
4. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
5. We believe in the resurrection of both the saved and the lost; unto the resurrection of life and they that are lost, unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **Educational Objectives**

1. To prepare spiritually by instilling Godly character traits, the importance of a personal relationship and an appreciation for the Lord Jesus Christ.
2. To prepare students to successfully live in a democratic society by helping them to develop a sense of responsibility as a Christian and as a citizen.
3. To offer an instructional program that meets the academic needs of students by encouraging them to think clearly, logically, and independently, as well as, achieving mastery in the tools of learning and communication.
4. To develop moral, ethical, and spiritual senses.
5. To provide them with opportunities to develop an understanding of an appreciation for their personal worth and that of others.
6. To provide opportunities for developing skills necessary to earn a living.
7. To offer opportunities to participate in wholesome forms of recreation to promote a healthy physical body, development of teamwork, and social skills.

### **Accreditation/Association**

Lighthouse Christian School is sponsored by Lighthouse Church and is accredited through The Christian Education Department of the Assemblies of the Lord Jesus Christ. Lighthouse Christian School is a nonpublic (private) school because of religious beliefs; therefore, it is considered a non-public, non-taxed school. According to the Tennessee Department of Education, the state of Tennessee “does not have the legal authority to regulate the curriculum taught in a non-public school”. Annually, Lighthouse Christian School is required to report with the Director of Tennessee Non-Public Schools for the State of Tennessee, Department of Education and with the local

public-school superintendent. Upon the arrival and acceptance of the reports, Lighthouse Christian School will be registered on the Tennessee Department of Education's non-public, non-taxed school listing. We will follow regular procedures for promotion from grade to grade of pupils who have met the school's educational requirement. The school will adhere to and comply with state and local health, fire, and safety laws.

### **Admission Policies**

As a private institution, Lighthouse Christian School reserves the right and privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

A student is admitted to Lighthouse Christian School to a specified grade level on the basis of former records and/or entrance and placement tests. Each student's record is reviewed by the school administration each year. The student's readmission is based upon specific criteria. No married student will be allowed to attend Lighthouse Christian School.

### **Admission Procedures**

1. Application forms must be filled out completely and returned to the school office a minimum of three days before the student wishes to begin classes. These forms are used to obtain basic information concerning the student as it relates to educational experience and general background.
2. The non-refundable registration fee must accompany each application form. Forms returned to the school office without the registration fee will be considered incomplete and will not be processed until the appropriate fees have been paid.
3. Parents must sign the Tuition Contract.
4. Applications must be updated yearly and/or as information changes. It is the responsibility of the parents to ensure that the school has the correct information.
5. An appointment for an interview by the administrator with the student and parents may be requested and include informal inquiring of the student and the parents to establish a foundation of understanding for home and school relationships.
6. In the case of the application for re-admission, the administrator may feel that an interview with the returning student and parents may be productive for the student and the school, and as such may require a meeting prior to approving the student's application for re-admission.

7. A testing program covering several academic areas will be administered to all applications if warranted. If a child ranks at such a level that Lighthouse Christian School administration feels the school is not equipped to serve or provide proper services and attention to, the application for admission will be denied.
8. Final registration is complete only when the following items have been received by the school:
  - a. Completed Registration Form
  - b. Up-to-Date Immunization Records
  - c. Copy of Birth Certificate
  - d. Copy of Social Security Card
  - e. Registration Fee
  - f. Previous School Records
  - g. Signed Tuition Contract
  - h. Signed Pick-up Release Form (K5-3<sup>rd</sup> grade)
9. Failure to comply with any of the admission requirements will result in admission to Lighthouse Christian School being denied.

### **Hours of Operation**

Students will need to report to school at 8:30 am during the school week. Students will be dismissed at 3:30 pm Monday-Thursday. There is no school on Fridays. There will be a staff member present each morning at 8:00 am to open the school for early drop-off.

Students will receive a school calendar on the first day of school every year. The school calendar will contain vital information regarding school breaks, days off, quarter changes and other pertinent details.

### **Breakfast/Lunch**

Breakfast will not be provided. Students are expected to eat breakfast prior to arriving at school. Lunches will be provided by our on-site cook. If your child chooses not to purchase their lunch at school, they must pack their lunch. No outside food will be allowed to be brought in such as fast food etc. Parents are allowed to come and have lunch with their child at their designated lunch time. They must bring a packed lunch, or they can purchase lunch from the cafeteria.

### **Transfer of Records**

Lighthouse Christian School requires students to submit records from previous schools upon admission. Students withdrawing from Lighthouse Christian School may request

a copy of their school records. Lighthouse Christian School will provide the transfer school a copy of the student's records. If an account is not current, no records will be given until the amount is paid in full.

## **Curriculum**

Lighthouse Christian School's main curriculum source is Accelerated Christian Education (ACE). Supplemental materials and resources may be utilized for additional assistance to meet the needs of students.

"Accelerated Christian Education" has maintained high Biblical and academic standards and remained committed to setting children on a path for success. The goal is the same today: to prepare children for the world today and give them the academic and spiritual tools necessary to achieve their God-given potential.

Accelerated Christian Education's concepts are based on the following Five Basic Laws of Learning:

1. A child must be at a level where he can perform.
2. He must have reasonable goals.
3. His learning must be controlled, and he must be motivated.
4. His learning must be measurable.
5. His learning must be rewarded.

Based on these principals, the A.C.E. curriculum assures parents of:

1. A solid, mastery-based, back-to-basics education for their child.
2. A course of study diagnostically individualized to meet a student's specific learning needs and capabilities.
3. A program incorporating Scripture, Godly character building, and wisdom principles.

## **Curriculum Fees**

Curriculum fees are \$200.00 per student per year.

## **Registration Fees**

Upon acceptance, registration fees ensure a place in the classroom for each student and are non-refundable. Registration fees are subtracted from the tuition.

## **Tuition**

Tuition is set up on a ten-month payment plan for your convenience. The first payment is due before or on August 1<sup>st</sup> of each school year. Payments must be made monthly and are due on or before the first of every month. A late payment will be charged if the payment is received after the assigned due date. There is a service charge for returned checks.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of the new year. If an account becomes delinquent at any time during the school year, the student will not be allowed to attend classes until the past due balance is paid. If a grading period should end and an account is not current, report cards will be withheld until the past due amount is paid. Thirty days before school ends, parents whose accounts are not current will be notified and no report cards, diplomas, or other records will be given until the amount owed is paid in full.

Tuition fees may vary each year.

## **Field Trip Fees**

Students will engage in various field trips throughout the school year. Fees must be paid in cash or check no later than the day before the trip.

## **Supplies**

Students must furnish their own school supplies. Supply list will be distributed at the Parent Orientation Meeting which is held at the end of July of each year. Bring all supplies the first day of school. Please write your child's name on their items.

## **Attendance**

In case of an absence, the parent or guardian must call the school office at 423-247-3578 by 9:00 am to report and explain the absence. When the student returns to school, he or she must bring a written note from a parent or guardian stating the reason for the absence or a doctor's excuse. Lighthouse Christian School will accept 10 parent hand written excuse notes per school year for your child. After the 10 parent excused days a doctor's excuse is required for your child to be excused for that day's absence. If a doctor's excuse is not turned in, then the absence becomes unexcused. If you do not provide an excuse for an absence, then he/she will be unexcused. The number of unexcused absences is 5. At the 4<sup>th</sup> unexcused absence there will be a meeting held with the child and the parent(s) here at the school with the school administration. After the fifth unexcused absence the child's name and information will be turned over to the truancy board of Kingsport City Schools.

No refunds on tuition are made because of absences. Lighthouse Christian School recognizes the following as excusable absences:

1. Sickness of the student whose attendance would endanger his or her health and the health of other students.
2. Serious illness of a member of the student's immediate family, which would necessitate absences.
3. Death in the family may be excused for three-day bereavement period.
4. Pre-approved absence by the administrator.
5. Extenuating circumstances will be considered on a case-by-case basis.

When the absences are excusable, the teacher will permit the student to make-up work which was missed. If an absence is anticipated, the student must secure permission to be absent and request make-up assignments in advance. It is strongly suggested that dental and medical appointments are not made during school hours. If an appointment is necessary during school hours, the school must have a one-day notice and the student must bring in an excuse from the place of the appointment.

### **Probation and Dismissal**

A student may be suspended or dismissed from school at any time if he or she is found out of harmony with the rules and policies established by the school. In case of suspension, the opportunity of make-up work will not be granted, and there must be a conference between the student, parents, teacher, principal, and pastor before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration. Further reviews or appeals cannot be considered.

Lighthouse Christian School expects full cooperation from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer.

Lighthouse Christian School believes in collaboration and communication between students, parents, and staff. Therefore, parents should feel free to consult with the school office about problems or questions concerning the welfare of their child. Parents are requested to schedule appointments or visits with their child's teacher or administration at a convenient time after school hours.

Tuition fees still apply while a student is on suspension. In the case of dismissal from the school, that month's tuition is still due.

## **Withdrawals**

Withdrawal from school must go through the office. Students transferring to another school should transfer at the end of a grading period, if possible. Report cards and other records will not be issued to a transferring student whose account is not current.

## **Church Attendance**

All students and their families are welcome and encouraged to attend Lighthouse Church. Students are not required to attend Lighthouse Church; however, are encouraged to attend a Bible believing church that teaches the principles of God. Students are required to attend chapel services that occur during regular school hours.

## **Homework Policies**

Students who do not complete their required work during the school day will be assigned homework. Homework is required to be completed by the student and turned in the next morning when school resumes.

## **Make-Up Work**

The responsibility of initiating make-up work belongs to the student and the parent. Students will have an equivalent number of days missed to make-up work. For example, if three days were missed, then the student will be given three days to complete any missed assignments, quizzes, or exams for credit. Upon returning to school, the student's current day's work will need to be completed simultaneously with make-up work.

If a student missed class on a day that a test is scheduled or an assignment is due, then the student must take the test and/or turn in the assignment on the first day he or she returns to school. If a test or assignment was announced during a student's absences and is given on the first day the student returns to class, the student will not be required to take the test or submit an assignment on that day. If a student returns to school on a pre-announced test or quiz day after a short absence, and the student was informed of the test or quiz prior to the absence, the student is expected to take the test or quiz on the day it is given.

## **Tardy Policy**

Students arriving after 8:30 am will be considered tardy and must report to the school office before they will be admitted to class. Parents must sign their child in at the security desk as tardy. Three unexcused tardies within any grading period will be assessed as one unexcused absence. Excessive tardiness may result in dismissal from school.

### **Early Dismissal**

Parents picking up their child early from school must provide a written note for early dismissal. Parents must sign their child out at the security desk.

Students who drive must bring a written note from a parent with the date and time of the early dismissal before the student will be allowed to leave. Students who are passengers in the vehicle of the student leaving early must remain in school until the normal dismissal time unless the passenger student has a written permission from his or her parents to leave early with the driver student.

### **Transportation**

All students are required to provide their own transportation services to and from school.

### **Drop Off/Pick Up Procedures**

The front doors will be open at 8:00 am. Students are to go to the gymnasium upon arrival and go to their classroom at 8:30 am. If students arrive after 8:30 am, a parent must walk their child into the building and sign him or her in. They are tardy after 8:30 am.

Students will be released at 3:30 pm. All parents are expected to pick their child up at 3:30 pm and no later than 3:45 pm unless they are staying for ball practice. Practices are closed and no nonparticipating students or parents are allowed to stay for practices.

Parents will need to complete and return the Pick-Up Release Form by August 1<sup>st</sup> of every school year. This form provides a list of people who can pick students up from school. If a person is not listed on the Pick-Up Form, he or she will not be able to take the student off school property until a parent is reached for approval. If a person is not listed on the Pick-Up Form, a written and signed note from the parent must be presented upon pick up. In addition to written documentation, the parent is required to give verbal consent in person or over the phone to school administration. Proper identification is required for people picking up students other than the parent.

### **Inclement Weather**

In case of bad weather conditions, we will announce through the text alert system, and also on WJHL Channel 11 and their website as well as our Facebook page, any changes to the schedule for that day including early dismissal, delayed openings or closings.

### **Infirmary**

Lighthouse Christian School does not employ medical personnel. The office is available for students who are sick but is to be used only for a short period of time. During this time, the parent will be notified that the student is too ill to remain in the classroom and must be taken home. No student is to remain in the office more than an hour.

### **Immunizations**

Parents must provide copies of their child's up-to-date immunization records. Children who have not received the required immunizations will not be allowed to attend school until the school receives proof of immunizations.

### **Medication**

Students are not allowed to take any commercial, over-the-counter drugs at school without written parental consent. If any medication needs to be taken by a student, it must be a prescription drug that is accompanied by a doctor's note. This note is only good for the current prescription. Students are not permitted to provide or administer medication to other students. Lighthouse Christian School adheres to this rule for the safety of our students.

Medications will be kept in the school office and will be administered by designated school personnel according to the school medication procedure that provides for safe administration and storage of all medications.

### **Accident/Injury**

A teacher or class aid will administer first aid for minor injuries. An Incident Report will be completed for more serious accidents and injuries. It is the responsibility of the witnessing teacher or staff member to file an incident report on any injury or accident he or she may witness. If a staff member does not witness the accident or injury, it is the responsibility of the student to immediately inform a faculty member or the school office if he or she is involved in an accident or receives an injury. It is the responsibility of the parents to inform the school if a student receives an injury or is involved in an accident at school but fails to inform the staff.

### **Communicable Diseases**

Students who are sick with communicable diseases are encouraged to stay home until they have recovered. Students who arrive at school with a communicable disease will be sent home.

## **Emergency Preparedness**

Fire and emergency drills will be practiced at regular intervals to ensure preparedness for a possible emergency situation. Students should follow the evacuation procedures posted in each classroom.

The following guidelines apply to all classrooms for fire drills:

1. Lights out.
2. Door closed.
3. Walk quickly in a single file line. Do not run.
4. Leave books and other materials in the classroom.
5. Do not wait for others.
6. Quietly wait for the teachers to take attendance to ensure that all students are accounted for.
7. Do not re-enter the building until the “all-clear” signal has been given. Do not block walkways, doorways, or hallways.

The following guidelines apply for all classrooms for lock-down situations:

1. All exterior doors are locked. Building access is restricted to students, staff, and authorized persons only.
2. All interior classroom doors are locked.
3. No students are allowed in the hallway unless accompanied by a staff member.
4. Class schedules are suspended until the situation is resolved and the “all clear” signal is given.

For other emergency situations, the procedure will be the same as the fire drill, or as otherwise determined by the school administration. Parents or authorities will be contacted on an as-needed basis.

## **Weapons and Firearms**

Students are forbidden to bring weapons of any kind onto school grounds including, but not limited to guns, knives, explosives devices (including firearms), or any other weapon that may cause bodily harm. This includes the storage of such items in vehicles.

## **Lifestyle**

A Christian school must provide an environment conducive to spiritual growth and development of its students. Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the individual and/or the loss of the Christian’s physical, mental or spiritual wellbeing. Lighthouse Christian School

promotes an atmosphere of confident and positive Christian standards of conduct that builds strong Christian character.

## **Dress Code**

Lighthouse Christian School believes in Biblical modesty. Modesty can be a subject of interpretation; therefore, the school reserves the right to define modesty in situations not covered herein.

### **Boys**

- Boys must wear an embroidered “Lighthouse Christian School’ polo style shirt every Monday through Thursday.
- Fridays are school spirit day. Lighthouse t-shirts may be worn on Fridays only.
- Pants such as jeans, dress pants or khakis must be worn at the appropriate height, not baggy or falling below the waistline. Colors permitted are blue, black, khaki, or grey. No holes, writing or print is allowed.
- Shorts such as khakis or jean style shorts can be worn if they come to the knee. They must be professionally hemmed. No “cut-offs of any kind”. Colors permitted are blue, black, khaki, or grey. No holes, writing or print is allowed.
- No sweatshirt or hoodie can cover the polo unless it’s a Knight sweatshirt or hoodie.
- Only closed toed and closed heeled shoes are allowed. Tennis shoes are preferred. Lace up shoes must be always tied.
- No athletic wear is allowed in the classroom including t-shirts, ball shorts, sweatpants etc.
- All piercings must be left out at school and during school functions such as ball games and field trips.
- Hair must be neatly trimmed, off the eyes, ears, and collar. Any facial hair must be kept neatly trimmed.

### **Girls**

- Girls must wear an embroidered “Lighthouse Christian School’ polo style shirt every Monday through Thursday.
- Fridays are school spirit day. Lighthouse t-shirts may be worn on Fridays only.
- Girls may wear pants or skirts if they are not tight fitting. Colors permitted are blue, black, khaki, or grey. No holes, writing or print is allowed. No athletic wear, yoga type pants, leggings or jeggings are allowed. No splits in knee skirts. A split in a long skirt cannot come above the knee.

- Capri pants are acceptable if they come below the knee, are not tight fitting and have no holes, writing or print. Girls are not allowed to wear shorts or T-Shirts in the classroom.
- Leggings are permitted only if they are under a skirt or dress and the skirt or dress must be no more than two inches above the knee.
- One ring can be worn on each hand.
- Only small post style earrings in the lobe only. All other piercings must be left out at school and during school functions such as ball games and field trips.
- No unnatural hair coloring will be permitted.
- Only closed toed and closed heeled shoes are allowed. Tennis shoes are preferred. Lace up shoes must be always tied.

### **All students:**

- Every Friday will be school spirit day. This is the only day students are allowed to wear their Knights T-shirts in the classroom.
- If a student wears a hoodie or sweatshirt, it must be a “Knights” hoodie or sweatshirt. LCS polos are required to be worn under the hoodie or sweatshirt.
- Students are permitted to wear a shirt under their polo in the winter to keep warm but never on top.
- Jackets or sweaters must be always left open so that the polo is visible.
- No hats are permitted for students or teachers.
- Shoes must always remain on your feet. Absolutely no bare feet are permitted. This is for safety as well as cleanliness.
- During ball practice, students must wear modest shorts and t-shirts. Shorts must be long down to the knee.
- If you child is out of compliance with the school dress code, he or she will be sent home or parents will be required to bring appropriate clothing to school for your child to change into.

### **Chapel Attire**

Regular school dress code is to be followed for Chapel attire.

### **Code of Conduct**

1. Students should refrain from swearing, smoking, vaping, using indecent language, gambling, using intoxicating beverages, experimenting with illegal drugs, promiscuous conduct (being sexually active), or pornographic materials of any kind.
2. Students must maintain high standards of courtesy, kindness, morality, and honesty.

3. Students must be dressed modestly and appropriately.
4. Students must be kind and helpful to young children.
5. Students will respect those in authority.
6. Students will not participate in, nor belong to gangs, cults, or other such organizations, which do not adhere to basic Christian standards of living.
7. Students must not participate or instigate social media bullying.

## **Discipline**

Lighthouse Christian School prohibits the use of corporal punishment. Rules and standards of conduct are established and enforced to promote a positive atmosphere. Infractions, such as those below, will result in discipline, up to and including suspension or being expelled from school, depending on the severity, frequency, and consequences of the infraction. Infractions include:

1. Disrespect to teachers or students.
2. Disorderly conduct in the classroom, chapel, or on school grounds, including talking without recognition, interrupting the class, writing notes, throwing objects indoors, running in the building except the gym, or cheating of any kind.
3. Not completing assigned work.
4. Destroying or defacing school property.
5. Meddling in another individual's property or taking personal things without permission.
6. Fighting or pretending to fight.
7. Leaving the school grounds without permission.
8. Bringing or possessing weapons on church/school property.

Under no circumstances will students receiving discipline be denied food or access to lunch.

Parents will be notified by written document and/or a phone call concerning their child's behavior.

Believing that order is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom procedures that are in accordance with Lighthouse Christian School standards and Christian principles as set forth in the Scriptures.

## **Search and Seizure**

Lighthouse Christian School reserves the right to search student lockers, desks, vehicles; personal belongs such as purses, gym bags, backpacks, pockets or shoes for objects or

materials deemed noncompliant with school rules or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration.

### **Obscene Behavior and Sexual Harassment Policy**

Offensive, obscene, or inappropriate conduct will not be tolerated at Lighthouse Christian School. Such behavior includes rude hand gestures, lewd facial expressions, inappropriate body contortions, and offensive language or cursing.

It is the policy of this school to practice equal employment opportunity without regard to an individual's race color, national origin, gender, disability, or age in application of any policy, practice, rule, or regulation. Functioning as a non-profit religious entity, we can discriminate based on religion as permitted under Title VII of the Federal Civil Rights Act of 1964. Lighthouse Christian School will maintain a working environment free from offensive behavior in degrading or discriminatory remarks of conduct.

Offensive behavior, also, includes: the making of a request of anyone to engage in illegal immoral or unethical conduct; any act retaliation against any person complaining of a violation of this policy or cooperating in an investigation of a claimed violation of this policy; and the making of any false or fraudulent claim of a violation of this policy.

One specific kind of offensive behavior prohibited by this policy is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted sexually, directed behavior between or among members of the opposite sex or the same sex, is defined as: unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual employment; submission to or rejection of such conduct by an individual is used as the basis for an important decision affecting such individual; or such conduct has the purpose or intimidating, hostile, or offensive environment. It is not necessary for anyone who feels that he or she is subject of offensive subject or sexual harassment to handle it alone.

Anyone who feels harassed or offended by another student, by another teacher, or an administrator encountered in the course of their time at Lighthouse Christian School and prefers not to deal with the problem direction should take the issue directly to the school principal or the pastor. Any employees who receives an offensive behavior complaint or who has reason to believe offensive behavior is occurring shall report these concerns to the school principal or pastor. All allegations of offensive behavior will be investigated promptly, fairly, and completely. The facts shall determine the appropriate response to each complaint. It should be understood that this policy applies to each and every student, each employee, including administration. No retaliation or intimidation directed toward anyone who makes a complaint will be tolerated. Lighthouse Christian

School is committed to maintaining an academic environment in which, all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including dismissal from school and/or termination.

### **Relationships and Physical Contact**

Lighthouse Christian School adheres to a Christian atmosphere and Biblical standards. Therefore, students are to refrain from romantic displays of affection, such as, hugging, kissing, and other physical actions that may be inappropriate in the school setting or offensive in nature.

### **Gender**

So God created man in his own image, in the image of God created he him; male and female created he them. Genesis 1:27

We believe God made male and female and that we are to remain and be addressed as He made us. Therefore, any student attending Lighthouse Christian School will be recognized as their birth certificate states. LCS does not promote or allow the homosexual, lesbian, or transgender lifestyles. We hold to the Biblical model of male and female relationships and marriage.

### **Parental Involvement**

Parental involvement is encouraged. Parents who are not employed by the school are considered volunteers. All volunteers are subject to school policies, procedures, and dress codes. It is the responsibility of the volunteers to familiarize themselves with school policies and the student handbook.

### **Field Trips**

Chaperones are responsible for their own expenses and travel to and from the school before and after the field trip.

### **Tablet Devices or Lap Top Computers**

Tablet Devices or Lap Top Computers are not permitted at school unless prior permission has been granted from the teacher or the office. The school reserves the right to take the table or computer if it is deemed that the student is misusing it.

## **Cell Phones**

Cell phones are not permitted in school. Students must turn in phones to their teacher when they enter their classroom, and they are returned when class is dismissed. Parents, who wish to contact their child during the school day, may call the school office. Failure to not adhere to cell phones rules will result in the following punishments:

1<sup>st</sup> Offense: Confiscation of the cell phone and it will only be returned to the parent from the school office.

2<sup>nd</sup> Offense: The phone will be taken and kept for three days.

3<sup>rd</sup> Offense: The student will be suspended for three days.

## **Media Release**

Pictures and recordings of students learning and engaging in school activities may be taken for advertisement purposes, documentation, and/or for memories, such as yearbook usage, LCS website, Facebook, and any other social media outlets etc. Parents have the right to decline media release. Parents will need to sign the Media Permission Form granting or declining permission for such pictures to be taken and released.

## **Fundraising**

To replace multiple fundraisers, we will have two major fundraisers a year. One is our annual Fall Festival typically held in October. Our other major fundraiser is making and selling Peanut Butter Eggs. We ask each student to sell at least 25 peanut butter eggs. A family with 2 or more students is asked to sell at least 50 eggs. We also need help making the eggs. If a parent would rather help make the eggs, the amount asked to sell can be reduced. If a parent would rather pay the amount in lieu of selling or helping, the amount is \$5.00 per egg. The funds raised will be used for various things such as classroom needs, sending students to competition, and improvements to the building, etc.

## **Graduation Requirements**

### **General Diploma Requirements**

Take and earn a minimum of 25 credits in specific subjects.

<b>Courses</b>	<b>Credits</b>
Math	4 Credits
English	4 Credits
Science	3 Credits
Social Studies	3 Credits
Bible	4 Credits
Physical Education	2 Credits
Personal Finance	.5 Credits
Elective Focus	4.5 Credits

### **College Prep Diploma Requirements**

Take and earn a minimum of 26 credits in specific subjects.

<b>Courses</b>	<b>Credits</b>
Math	4 Credits
English	4 Credits
Science	4 Credits
Social Studies	4 Credits
Bible	4 Credits
Physical Education	2 Credits
Personal Finance	.5 Credits
Elective Focus	3.5 Credits

### **Honors Diploma Requirements**

Take and earn a minimum of 28 credits in specific subjects.

<b>Courses</b>	<b>Credits</b>
Math	4 Credits
English	4 Credits
Science	4 Credits
Social Studies	4 Credits
Bible	4 Credits
Physical Education	2 Credits
Personal Finance	.5 Credits
Foreign Language	2 Credits
Elective Focus	3.5 Credits