



LIGHTHOUSE
CHRISTIAN SCHOOL

Student Handbook

2026-2027



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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 Godly 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 at 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 placed 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 the successful completion of the PACE and or Abeka 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 bloodshed, 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 who's 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 non-public (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 to 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 requirements. The school will adhere to and comply with state and local health, fire, and safety laws.

Admission Policies and Procedures

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.

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 and Compliance of Student Handbook 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 Compliance of Student Handbook Contract
 - i. Signed Pick-up Release Form (K3-12th grade)
9. Failure to comply with any of the admission requirements will result in admission to Lighthouse Christian School being denied.

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.

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.

Curriculum

Lighthouse Christian School's main curriculum source is Abeka. Supplemental materials and resources, for example, Lifepacs (Alpha and Omega), Accelerated Christian Education (ACE), may be utilized for additional assistance to meet the needs of students in grades 6th-12th.

Abeka

Core Academic Disciplines:

1. **Language Arts:** Phonics-based reading, grammar, spelling, composition, and literature instruction form a comprehensive approach that develops strong communication skills and critical thinking.
2. **Mathematics:** Step-by-step instruction with practical application ensures mastery of math concepts and problem-solving skills from early arithmetic through advanced high school math.
3. **Science and Health:** Taught with a focus on the wonders of God's creation, science courses provide a balanced view of scientific facts and biblical truth.
4. **History and Geography:** Students explore world and American history with an emphasis on God's hand in human affairs, civic responsibility, and cultural awareness.

Proven Traditional Methods

Abeka utilizes a structured, teacher-directed approach that emphasizes repetition, memorization, and clear objective methods shown to build academic excellence and discipline. Assessments and activities are designed to reinforce knowledge and challenge students at every level.

Abeka's curriculum supports both traditional classroom settings and homeschool environments. With options for video lessons, textbooks, and digital resources, families can choose the best fit for their students' needs and learning styles.

Spiritual and Moral Development

- Daily Bible lessons and Scripture memorization.
- Emphasis on Christlike character traits: integrity, responsibility, and kindness.
- A curriculum that affirms absolute truth and encourages a personal relationship with Jesus Christ.

Dual Enrollment

Lighthouse Christian School is partnered with Northeast State Community College in hopes of implementing better academic opportunities for upperclassmen. These dual credits not only count towards their college career but are fully accepted and credited by Lighthouse Christian School. This

program is mandatory for those who are placed on an honors diploma pathway and must complete all college courses with our passing grade scale to be credited by Lighthouse Christian School. Students are responsible for their own class schedule, assignments, and attendance.

Student Computers

Students from grades 6th-12th may be issued a computer at the beginning of the school year. All computers are considered Lighthouse Christian School property and are considered a privilege to use. Students must abide by the responsibility waiver that will be sent home once the computer is issued. Student is fully responsible for any damage that occur while having the computer in their care. Students must turn in computers at the end of the year. If the computer is not turned in at the given deadline, the computer will be considered lost or stolen and all report cards or diplomas will be held until the computer is returned or compensated for.

Homework Policies

1. Homework is required to be completed by the student and turned in the next morning when school resumes, with a parent's signature.
2. On the 3rd day of a student being behind in their homework, they will be sent to the principal's office and will receive ISS for the day. In this situation, the parents will be called, and an incident report must be signed before the student will be able to return to class.
3. Every 3 ISS days will result in 1 OSS (out-of-school) suspension and a parent meeting before the student will be allowed to return. Three OSS days may result in dismissal from Lighthouse Christian School.

Testing Policies- Abeka

**Abeka testing policy will be sent home in students' folder at the beginning of the school year.*

Testing Policies- PACE's

1. K-5th grade- must make an 80% or above to pass, or they have to redo the PACE. No corrections on tests.

2. 6th-12th grade- If the student makes at least a 70% on the test, they can look at it again and make corrections. Those two grades will be averaged together, and must be an 80% to pass, or the PACE has to be retaken.
3. If the student fails a PACE test, a note will go home attached to the failed PACE, explaining that the parents must sign it, and the student has to erase the PACE that night for homework. The erased PACE must be checked by a supervisor before the student can work on it again.
4. Anyone caught cheating on a test gets an automatic 0 the first time and an incident report, along with a Remind message must be sent home. Subsequent incidents will get a 0 and ISS.
5. Students finish the PACE, the next day they take the Self-Test, they have 1 day to review and study, then they **MUST** take the test the next day at school. A Test Alert must go home to parents the night the Self-Test is completed with the date their student will be testing in that PACE. The student may choose to test the day after a Self-Test without a review day if they wish.

Calculator Policy:

Students in 7th through 12th grade are permitted to use calculators on Math and Science assignments, quizzes, and tests. However, students in grades 1st through 6th are **not permitted** to use a calculator on any work, including classwork, homework, quizzes, or tests.

Students in 1st through 6th grade must show their work for all Math assignments. If a student in these grades is suspected of using a calculator, they will be required to redo the assignment without the use of a calculator to demonstrate their understanding of multiplication, division, fractions, percents, and decimals.

We believe that building a strong foundation in basic math skills, without reliance on technology, is critical to a student's future academic success. Students must be able to perform fundamental operations by hand to ensure deep understanding and problem-solving ability.

Academic Honesty Policy

Lighthouse Christian School is committed to promoting a culture of integrity, responsibility, and academic excellence. Academic honesty is a fundamental expectation for all students. Students must

complete their own work to the best of their ability without unauthorized assistance or dishonest practices.

The school retains the sole right to determine whether a student's behavior constitutes a violation of this Academic Honesty Policy, including, but not limited to, the following:

- Misscoring work or intentionally recording incorrect scores.
- Copying answers from a score key, another student, or any unauthorized source.
- Having test answers written down, saved, or otherwise accessible during a test.
- Submitting homework, tests, or assignments completed by someone other than the student.
- Using AI software, online generators, or similar technology to complete essays, written assignments, or other coursework.
- Using another student's PACE, homework, or test materials obtained outside of class to complete assignments or study for tests improperly.

Violations of this policy will be addressed according to the frequency and severity of the offense.

Disciplinary action may include, but is not limited to:

- Requiring the student to redo the affected homework, assignment, or test.
- Issuing a grade of zero (0) for the homework, assignment, or test involved.
- In-School Suspension (ISS).
- Out-of-School Suspension (OSS).
- Expulsion.

Parents and guardians agree, as part of their enrollment at Lighthouse Christian School, to uphold and enforce the Academic Honesty Policy. If the school issues a directive regarding academic misconduct, parents are expected to support the administration's decision and assist in maintaining the standards of academic integrity established by the school.

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 do 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 misses class on a day 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 absence 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.

Library

All books and materials are considered the property of Lighthouse Christian School. Students are permitted to use the library for academic purposes only. Students may check out a book during their library class period and may keep the book in their possession for no longer than a 2-week duration. Students will be given a deadline to turn in books checked out. Books not turned in will be considered missing or stolen and will be the student's responsibility to purchase the book based upon the original sale amount. Damaged books in a student's possession will be the same penalty as listed above, and must purchase the book based upon the book's original sale amount. Parents may request whether a child can or cannot check out a book at any given time. This includes a request on specific books or genres.

Any parent challenging a book and requesting it be removed must read the book in its entirety and fill out the book challenge form with the page numbers and statements in question. Please ask the school secretary for this form if needed. All challenges will be brought before the school principal and school board for further evaluation. Please note that challenging a book does not mean the book will be pulled from the library automatically. It is the right and decision of the principal and school board to pull a book from inventory.

Any book donations or monetary donations to enhance the library program is greatly appreciated and can be brought to the main office.

Tuition

Tuition is set up on a ten-month payment plan for your convenience and is payable on the first day of each month. A grace period of five (5) business days will be granted. After five (5) days, a \$25 late fee will be charged. Once tuition payments are 30 days late, the account becomes delinquent, and students will not be allowed to attend school until the account is current. If a grading period should end, and the account is not current, report cards will be withheld until the past due amount is paid. Thirty (30) days before the end of the school year, the parents will be notified if an account is delinquent, and no report cards, diplomas, or other records will be given until the amount owed is paid in full. No student will be allowed to register for a new school year with past due invoices.

Payment may be made by cash, check, or credit/debit card through the school office.

Please note that tuition fees may vary each year.

School Vouchers

Lighthouse Christian School is classified as a Category IV (church-related) school under Tennessee state guidelines. Based on state law and confirmation from the Tennessee Department of Education, Category IV schools are not eligible to participate in the Education Freedom Scholarship (EFS) voucher program. Only Category I, II, and III schools are eligible to accept EFS vouchers.

Parents should be aware that while Lighthouse Christian School may appear in the Education Savings Account (ESA) portal, the ESA and EFS programs are separate. Applications submitted under the ESA portal will not result in an EFS voucher.

Eligibility for future EFS participation would require accreditation through an approved accrediting body. At this time, Lighthouse Christian School is certified through A.C.E. and ALJC, which are not recognized for EFS eligibility. Pursuing additional accreditation could require significant changes to curriculum, testing policies, and administrative oversight, which may conflict with our school's mission and values.

At this time, Lighthouse Christian School will not pursue accreditation for the 2025–2026 school year. Any future decision regarding accreditation will be made carefully to protect the integrity and autonomy of our educational ministry.

Registration Fees

All registration fees MUST be paid upon acceptance of the student's enrollment for the school year. The registration fee is \$250.00 per student. This fee is a one-time, non-refundable enrollment fee that will be subtracted from the total tuition cost and must be paid by student orientation.

Curriculum Fees

All students from 1st-12th are assessed a \$500 curriculum fee, which is separate from the cost of tuition.

Supplies

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

Nutrition Program

Breakfast will not be provided. Students are expected to eat breakfast before arriving at school. To ensure all students are adequately prepared for lunchtime each day, the following policy regarding school lunches is in place:

Packed Lunch Requirement:

All students are required to bring a packed lunch from home each day unless otherwise communicated. This policy helps ensure that every child has a nutritious and ready-to-eat meal during the school day. A microwave is available to reheat food brought from home.

Outside Food

No fast food or restaurant food is allowed to be brought in by students or parents. Students who drive may not leave the school campus to purchase food during lunchtime.

Exception – On-Site Cook:

In instances where an in-house cook is scheduled to provide meals on campus, school-provided lunches may be offered as an alternative. Parents and guardians will be notified of this

arrangement at least one week in advance to allow for proper planning. No on-site serving of food on Fridays.

School Lunch Payment Policy

When available, school-provided lunches are offered for \$5.00 per meal.

Payment Options:

Accepted forms of payment include cash, check, debit/credit card, and Autobooks.

Please note: A 3% processing fee will be applied to all debit/credit card and Autobooks transactions.

Lunch Tickets:

Parents may purchase lunch tickets in advance through the school office. Tickets may be bought individually or in bundles, depending on your preference.

No Charging Policy:

For the integrity of our lunch program, charging meals or creating a tab is not permitted. All lunches must be paid for in advance. No money will be taken at the serving line.

Due to safety regulations, parents are NOT allowed to come and have lunch with their students.

Thank you for your cooperation in helping us maintain a smooth and consistent lunch service for our students.

Hours of Operation

Monday-Thursday: 8:30 AM to 3:30 PM

A staff member will be 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.

Transportation

All students are required to provide their own transportation services to and from school. This also includes students who participate in dual enrollment courses that may be held off campus.

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 will be dismissed to their classroom after morning assembly. 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.

- Grades K3-Kindergarten will begin dismissal at 3:15 pm Monday- Thursday,
- All parents are expected to pick up their child no later than 3:45 PM Monday -Thursday unless they are enrolled in the after-school program.
- Students who are not participating in sports practice may not stay during practice time. Siblings of practicing students may check into the Extended Care facility for an additional fee. Practices are closed, and neither non-participating students nor parents are allowed to stay for practices.

Parents will be issued their student's ID number on a PICK-UP PASS at orientation and must present this pass for pick up. Students will not be allowed to go with any individual without a pick-up pass. Parents will need to complete and return the Pick-Up Release Form by orientation 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 or does not obtain a pick-up pass, 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 the school administration. Proper identification is required for people picking up students other than the parent or the student will not be released.

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 parents handwritten excuse notes per school year for your child. After the 10th

parent excused day, 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. On the 4th unexcused absence, there will be a meeting held with the child and the parent(s) 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 for 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 a three-day bereavement period.
4. Pre-approved absence by the administrator.
5. Extenuating circumstances will be considered on a case-by-case basis.

When absences are excusable, the teacher will permit the student to make-up work that 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 not be 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 an excuse from the place of the appointment.

Tardy Policy

Students arriving after 8:30 AM will be considered tardy and must report to the school office before he or she will be admitted to class. Parents must sign their child in at the office 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 in the office. Three early dismissal days will result in one (1) absent day, which

will count toward the total parent notes that can be provided each school year. Excessive early dismissals will be assessed by the office, and will require a doctor's note to excuse.

Students who drive must bring a written note from a parent with the date and time of the early dismissal before they will be allowed to leave. Students may not ask to call home to leave for the day unless in the case of an accident or illness. Students who are passengers in the student vehicle leaving early must remain in school until the normal dismissal time unless the passenger student has written permission from his or her parents to leave early with the driver student.

Inclement Weather

In case of bad weather conditions, we will announce through the text alert system, and 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. Students may be required to utilize a remote learning day and do their work at home.

Field Trips/ Fees

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

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. Permission slips also must be turned in at the given deadline. If no permission slip is signed or if fees are unpaid, students will not be allowed to attend. Students who are not allowed to attend field trips **MUST** attend school and be expected to perform on a normal academic school day.

Dress code for field trips will follow the regular dress code outlined in this handbook.

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.

Infirmary

Lighthouse Christian School does not employ medical personnel. The office is available for students who are sick, but it is to be used only for a short period of time. During this time, the parents 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 or a religious exemption form is filled out and on file in the office.

Medication

Students are not allowed to take any commercial, over-the-counter drugs at school without written parental consent by completing the Medical Administration Form. This form must be completed and signed before medication can be administered. Parents are responsible for providing the medication in its original container, and/or properly labeled by a pharmacist or physician. Medication must be brought to the school Office or designated staff member by a parent or guardian with student's name written on the bottle. If any prescribed 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. This authorization is valid for the current school year only and must be renewed annually. 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

To protect the health of all students and staff, students with communicable diseases or contagious illnesses must remain at home until they are fully recovered.

A student may return to school only after they have been fever-free and vomit-free for at least 24 hours without the aid of medication.

Students who arrive at school displaying symptoms of a communicable illness, or who have not met the 24-hour symptom-free requirement, will be sent home.

On-site Security

The main school and the preschool use the Mag-Lock security door system, and the door always remains locked, and authorized personnel must enter a code to unlock the door. Parents wishing to gain entry must ring the doorbell and wait to be buzzed in by office staff. The windows at the main building are covered by 3M security film. The school and the preschool use cameras to cover all public areas, including classrooms, gym, lunch and break areas, hallways, and the outside perimeter. The cameras do not have audio functions. The office staff has the right and the ability to use a metal detecting device on any student or visitor if they see fit.

Emergency Preparedness

Fire and emergency drills will be practiced at regular intervals to ensure preparedness for a possible emergency. 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.

Code of Conduct

1. Students must refrain from swearing, smoking, vaping, using indecent language, inappropriate sexual remarks or jokes, gambling, using intoxicating beverages, experimenting with illegal drugs or medication not prescribed to them, using over-the-counter medication in an unsafe manner or to alter their normal state, 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 and adhere to the dress code during school hours and at school-sanctioned functions.
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 that do not adhere to basic Christian standards of living.
7. Students must not participate in or instigate social media/ cyber bullying or the bullying/harassment of any student or staff member in any capacity.

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 expulsion from school, depending on the severity, frequency, and consequences of the infraction. Infractions include:

1. Disrespect to teachers, volunteers, or students.
2. Disorderly conduct in the classroom, chapel, or on school grounds, including talking without recognition, interrupting the class, inappropriate jokes or language towards staff members or other students, writing notes, throwing objects indoors, running in the building except the gym.
3. Bringing any type of nicotine, including vapes, carts, e-cigarettes, cigarettes, etc., onto school property
4. Bringing any type of illegal drugs onto school property, including prescription drugs that are not prescribed to the student, drug paraphernalia or alcohol onto school property.
5. Being caught using any illegal (all nicotine and alcohol products are illegal for minors) or banned substances.
6. Not completing assigned work in the designated time frame.
7. Cheating on homework, assignments, and tests.
8. Destroying or defacing school property.
9. Meddling in another individual's property or taking personal things without permission.
10. Fighting or pretending to fight.
11. Leaving the school grounds without permission.
12. Bringing or possessing weapons on church/school property.
13. Bullying or harassing a student or staff member in person, online, or by any other means.
14. Using threatening language to or about staff, students, the school, or any other person, including making threats of self-harm or committing acts of violence against any person.
15. Sexual harassment of any kind towards another student or a staff member.

Under no circumstances will students receiving discipline be denied food or access to lunch. Parents' will be notified by written documents 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 outlined in the Scriptures.

Mandated Reporting

All staff members of LCS, along with all adults in Tennessee, are mandated reporters. A student's claim of self-harm or suicidal thoughts/statements must never be dismissed. Any threats of violence will be reported to the police immediately. It is the policy of LCS to comply with all state laws concerning mandated reporting.

1. Reporting to Parents or Authorities: If a student expresses self-harm or suicidal thoughts, staff must immediately report this to the student's parent/guardian. If there is concern about the parent's involvement or response, the report must be made directly to DCS (Department of Children's Services).
2. Reporting Threats: If a student makes a threat against a family member, friend, student, staff member, or the school, the staff member must immediately call the police and report the threat.
3. Reporting Abuse or Suspected Abuse: If a staff member has reason to believe a student is being abused physically, sexually, or mentally, the staff member has an obligation by law to report that abuse within 48 hours to DCS and they will comply with that requirement, regardless of the circumstances. It is the job of DCS to investigate and determine whether abuse is taking place, not the staff of Lighthouse Christian School.
4. Who Can Report: Any staff member may directly call DCS or the police to make a report. Alternatively, they can immediately inform the administration who will make the report on their behalf.

Search and Seizure

Lighthouse Christian School reserves the right to search student lockers, desks, vehicles, personal belongings 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.

Weapons and Firearms

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

Tablet Devices/Lap Top Computers

Tablets, Apple watches, or personal laptops are not permitted at school unless prior permission has been granted by the teacher or the office. The school reserves the right to take the device if it is deemed that the student is misusing it or using it without permission.

Cell Phones

Cell phones and Apple type watches are not permitted in school. Students must turn in phones and watches 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 not to adhere to cell phones/ watches rules will result in the following punishments:

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

2nd Offense: The phone will be taken and kept for three days.

3rd Offense: The student will be suspended for three days.

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 enrollment opportunities 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 of 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, language alluding to a sexual assault, 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's enrollment; 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 receive 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. This policy applies to each 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.

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.

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.

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.

Uniform/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.

All students:

- Students are required to wear an LCS embroidered polo shirt. These are purchased through the school office.
- **No hoodies allowed.** Only LCS sweatshirts with a polo underneath and collar showing, or LCS quarter zip or jacket, are allowed. Jackets must be unzipped while in class, and polo shirts must be showing. Only Lighthouse outerwear permitted.
- Bottoms must be in the solid colors black, khaki, grey, or denim. No embellishments, holes, cargo style pockets or loops, rhinestones, prints, or decorations are permitted on pants or skirts. Skirts or pants must be appropriately and modestly sized.
- Outerwear cannot be altered – no tie-dyed or bleached, embellished in any way.
- Every Friday will be School Spirit Day. This is the only day students are allowed to wear their Knights Spirit Wear in the classroom.
- If a student wears a sweatshirt, it must be a “Knights” or “Lighthouse” sweatshirt. LCS polo shirts are required to be worn under the sweatshirt, and the collar must show.
- Students are permitted to wear a shirt under their polo shirt in the winter to keep warm, but never on top.
- LCS jackets or sweaters must always be left open so that the polo shirt is visible.
- No hats are permitted for students or teachers.
- Only one necklace may be worn. Only one bracelet per arm is allowed.

Boys

- Boys must wear an embroidered LCS polo shirt every Monday through Thursday.
- Pants must be worn at the appropriate height, not baggy or falling below the waistline. Pants must be sized appropriately and modestly. Colors permitted are solid black, khaki, grey, or denim. No holes, writing, decoration, embellishment or printing is allowed.

- Shorts are not allowed for regular school hours.
 - Shorts for practices must not be shorter than a 7" inseam.
 - Only tennis shoes may be worn.
 - 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. Only one necklace may be worn tucked inside of shirt. Only one bracelet per arm is allowed.
 - Hair must be neatly trimmed, off the eyes, ears, and collar. Any facial hair must be kept neatly trimmed. No unnatural hair coloring will be permitted.
- Shoes must always remain on your feet. Absolutely no bare feet are permitted. This is for safety as well as cleanliness.

Girls

- Girls must wear an embroidered LCS polo shirt every Monday through Thursday.
- Girls may wear pants or skirts that are appropriately and modestly fitting. Skirts must come to or below the knee. Colors permitted are solids in black, khaki, grey, or denim. No holes, writing, embellishments, decorations, or printing is allowed on pants or skirts. 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.
- Girls are not allowed to wear shorts or T-Shirts in the classroom. Leggings are not permitted on campus or to be worn to and from away games during ball season.
- 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 one necklace may be worn tucked into shirt. Only one bracelet per arm is allowed.
- Only small post-style earrings in the ear 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 tennis shoes may be worn.
- Make-up must be modest and cannot be dark or excessive. Lipstick or lip gloss must be neutral colors.
- Nails may be painted, but must be at a decent length. Can not be painted black.
- 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 shorts and T-shirts. Shorts must have a minimum of a 7” inseam.

If your student is out of compliance with the LCS Uniform and Dress code, they will be sent home, or parents will be required to bring appropriate clothing to school for your child to change into.

Chapel Attire

The regular school dress code is to be followed for Chapel attire.

Fundraising

Fundraising is essential to offset the operational costs, classroom needs, student activities, and facility improvements that are not fully covered by tuition. Lighthouse Christian School requires the participation of all parents and students to ensure the success of these efforts.

Each school year, several fundraisers will be conducted for the benefit of the entire school:

Candy Fundraiser: In the spring, each student is required to sell a minimum of 50 Peanut Butter Eggs. Families with two or more enrolled students are required to sell a minimum of 100 eggs. A fall candy fundraiser may be conducted at the discretion of administrators.

PTSO

The Parent Teacher Student Organization spearheads the major school fundraisers and concessions at ballgames. The PTSO, through concessions profits, helps purchase uniforms and equipment for the teams. For this reason, parents of basketball and volleyball players are required to work one home game per each season. A staff member will work each home game alongside the parents who are scheduled. If a parent cannot work their scheduled time, they will be reassigned to a different game.

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.

Parental Involvement

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

Graduation Requirements

General College Prep Diploma Requirements

Take and earn a minimum of 25.5 credits in specific subjects.

Courses	Credits
Math	4 Credits
English	4 Credits
Science	3 Credits
Social Studies	3 Credits
Bible	2 Credits
Physical Education	2 Credits
Personal Finance	.5 Credits
Elective Focus	4 Credits
Fine Arts	1 Credit
Foreign Language	2 Credits

Honors Diploma Requirements

Take and earn a minimum of 29 credits in specific subjects. Students also must hold a 3.0 GPA or above and meet ACT satisfactory scores. 22 for math, 19 for English, 22 for reading, and 23 for science.

Courses	Credits
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	4 Credits
Fine Art	1 Credit