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## FORWARD

Thank you for considering and/or choosing Lighthouse Christian School. It is an honor to play a role in the Christian Education of your child(ren). Lighthouse Christian School recognizes that the God-given responsibility for the education of children rest with the parents (Deuteronomy 6:6-9). The place of the Christian School is to be an extension of the Christian family and should assist and compliment the parents in that responsibility.

The Bible is the foundation for the education of our children. From Scripture, we understand that God desires certain principles, beliefs, and values to be developed in our children. It is, therefore the goal of Lighthouse Christian School to teach and support these principles, beliefs and values in our role as an extension of the Christian family in the process of educating our children.

Lighthouse Christian School is accredited through the Grace Association and is a member of the South Carolina Association of Christian Schools and the American Association of Christian Schools.

## ADMISSION POLICIES

### GENERAL

#### NEW STUDENTS

Parents who wish to enroll their children in Lighthouse Christian School should obtain an application from the office. After reviewing the handbook online, the parent can submit the application, \$25 non-refundable application fee, and other appropriate paperwork listed on the application form. If there is more than one student in the family applying for admission, an application and fee must be submitted for each student.

*If the family is not a member of Lighthouse Baptist Church, a Pastor's Recommendation must be submitted. The prospective family and student must be faithful, attending members of a local church of like faith (this will be at the determination of the School Board). All new students must submit a recommendation from his or her Pastor.*

The application will be reviewed and the family will be contacted for an interview with the Admissions Coordinator. At the conclusion of the interview, the Admissions Coordinator will review the application with the School Board. If the child is appropriate for admission and the family wishes to have the child enrolled, the Admissions Coordinator will contact you. Upon acceptance to Lighthouse Christian School, there is a \$100 non-refundable enrollment fee per new student. This fee must be paid by August 1 of the upcoming school year.

Selection of students is based upon interviews with parents/guardians, the prospective student, and openings at the grade level. The School Board has the final authority to accept or deny any student.

Enrollment decisions are based on the school's ability to appropriately meet a student's educational and supervisory needs with existing staff and resources. The school reserves the right to determine whether it can provide an appropriate educational setting for each student.

All new students are admitted on a probationary status for the first three months (in 30 day increments), and the Administration reserves the right to forbid further enrollment for any reason. Any student with a history of disciplinary problems of any type (school, police, etc.) must disclose to the administration the details of the problem prior to enrollment.

**LIGHTHOUSE CHRISTIAN SCHOOL DOES NOT ACCEPT STUDENTS WHO HAVE BEEN EXPELLED FROM ANOTHER SCHOOL.**

### RETURNING STUDENTS

A re-enrollment period will be held in the spring of the school year. Each family will have an opportunity to file an "Application for Re-enrollment" for the upcoming school year. This application will hold your child's spot for the next school year but does not guarantee his or her return. The School Board has final authority on the decision of student re-enrollment. If a form is not returned by the designated date, the child's spot will be considered "open".

A \$25 non-refundable enrollment fee will be due for each student in the spring of each school year. If the fee is paid after the designated date, the cost is \$35, if the fee is paid after school has dismissed for the summer, the cost is \$50. All enrollment fees must be paid by the first day of school or your child will not be permitted to attend.

### AGE OF ADMITTANCE

K-3 students must be three years old on or before September 1 of the current school year and be potty trained. K-4 students must be four years old on or before September 1 of the current school year and be potty trained. We will accept new students up to age 14. Please understand and DO NOT ask us to vary. The School Board has final decision and has the right to decline or admit any student.

### NON-DISCRIMINATION POLICY

Lighthouse Christian School admits students of any race, color, national or ethnic origin.

It is understood that attendance is a privilege and not a right. Any student may be dismissed if that student or that student's parents/guardians fail to comply with standards, policies, and procedures of the school.

### IMMUNIZATION

All students, new and returning, are required to have a current South Carolina Certificate of Immunization or a notarized Religious Exemption, an official Birth Certificate, and a Social Security number on file in the office. Students will not be allowed to start school until these documents are provided.

## GENERAL ATTENDANCE POLICIES

### SCHOOL SCHEDULE

|               |                   |
|---------------|-------------------|
| Office Hours  | 8:00 am – 3:00pm  |
| K3 - K5       | 8:20 am – 11:45am |
| Levels 1 - 12 | 8:20 am – 3:00pm  |

#### ARRIVAL AND DISMISSAL

Delivery and pick-up of students must be made at the designated locations. Parents may bring children as early as 7:30 a.m. Children must be taken to the designated area where they can be supervised until teachers come for them. No student is to be left unattended before designated time (7:30a.m.) as no teacher will be on duty.

School dismisses at 3:00 and all children must be picked up at 3:00. Please be prompt in picking up children.

*If someone other than the designated person will be picking up a student, please let the teacher know. He/she must have written permission to leave with anyone other than the designated person. We take every precaution to keep children safe. No undesignated person will be allowed to leave school with a child without picture identification and a note or phone call from the parent. Anyone picking up a child must know the password on the student information card filled out by the parent.*

*If a student will be riding home with a driving student, each student's parents must send a note giving permission for the student to ride with the other student.*

Due to our strict liability insurance policy, LCS nor LBC staff members will **NOT** be allowed to give students a ride to or from school. Each student and teacher is important to us and we are trying to protect and help each one. To make an exception means the School Board is placed in a position to be criticized. **PLEASE DO NOT** ask us to veer from this procedure.

#### EARLY DISMISSAL FROM CLASSES

If you know your child must leave school early, please send a note to the teacher in the morning with details. Come to the office and ask for the student and sign the checkout sheet before you leave. ***Please do not take a child out of school early unless it is absolutely necessary.*** Any undesignated person picking up a child must have picture identification and know the password on the student information card filled out by the parent.

A student must attend school until 12:00 to be counted as a full day of attendance.

## ATTENDANCE POLICY

Regular attendance and prompt arrival at school are essential for satisfactory achievement and progress. Habits of good attendance and punctuality need to be instilled at an early age and are the responsibility of the parent.

**Make Up Work-** We encourage parents to pick up make up work from the school if a student is going to be absent. Once a student returns to school, she/he will need to make up any Math lessons, tests, or quizzes. Any PACE work will need to be made up within a week.

## ABSENCES

When a student returns after an absence, he/she **must bring a note giving the reason. Failure to do so will result in an unexcused absence.** An absence is not considered excused without a note from the parent or from the doctor. If a valid excuse is not received within three days after the absence, the absence will be considered unexcused.

### **A. Lawful Absences include but are not limited to: (Must be accompanied by a note)**

- Absences caused by a student's own illness and whose attendance in school would endanger his or health or the health of others
- Absences due to an emergency or death in the student's immediate family
- Absences due to activities that are approved in advance by the principal and/or supervisor
- Family travel (must be approved in advance by the principal and/or supervisor)
- Birthday (day off must be approved in advance by the principal and/or supervisor)

### **B. Unlawful Absences**

- Absences of a student without the knowledge of his or her parents, or
- Absences of student without acceptable cause with the knowledge of his or her parents

## TRUANCY

**TRUANCY DEFINED: A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.**

**If a student becomes truant, the student and parent will meet with the school board to develop an intervention plan. If the student fails to follow the intervention plan, further action will be taken as deemed necessary.**

## TARDINESS

All students in Grade K3 – Grade 12 are expected to be on time in class. This is a serious offense, students arriving late disrupt the class. A child who is late (after 8:20 a.m.) must report to the office where a tardy slip will be given as his/her admission to class. If a student arrives tardy five times in a quarter, he/she will be awarded BIC. The severity of this punishment will increase for every succeeding late arrival. Please note that each tardy is considered unexcused unless accompanied by a doctor's note. Chronic tardiness generally results in poor academic performance and

always disrupts the class. Be considerate of the teachers and students who must stay on schedule in order to complete the day's activities.

### **STUDENT WITHDRAWAL**

In the event of a student withdrawing from school, the parents must withdraw the child from the office in person. No records will be released until all accounts are paid in full. No refunds will be made on registration fees. In the event of a student withdrawal prior to the end of the school year, tuition balances will be determined based on the amount of time the student has attended school. For example, a student may attend 4 months of school, but the amount charged will be based on a 10-month schedule not the 12 month pay period. Therefore, tuition may be due at the time of withdrawal. There will be a \$200 administrative withdrawal fee for any student being withdrawn during the school year.

The administrator of the school reserves the right to notify the public-school Superintendent should the student cease to attend Lighthouse Christian School.

### **LATE STAY**

Late Stay is available for K-3 - K-5 students until 3:00 and for all students from 3:00 - 4:00 (if needed). Parents need to register their child for the Late Stay program at the beginning of the year. If your child does not normally stay late and you need occasional after school care, please inform the teacher. If an emergency arises that will necessitate leaving your child after school, please call the office immediately.

Late Stay charges for K3-K5 students are \$2.00 per hour and are billed monthly. The bill must be paid within 10 days of billing. If your Late Stay bill has not been satisfied by that time, your child will not be allowed to stay in Late Stay.

Late Stay is available until 4:00 p.m. Monday-Thursday. There is no charge for this service, however, you must register your child for Late Stay at the beginning of the year. Students are to be picked up in the gym. Any student not picked up by 4:00 p.m. will automatically be penalized a fee of \$10 and \$10 for every 15-minute increment they remain after late stay hours.

Please note that all school rules apply to Late Stay. No electronic devices are permitted during late stay. Please do not allow your child(ren) to bring them to school.

### **ATHLETICS/LATE STAY**

For the safety of our students and athletes, only team members are permitted in the gym during practice times. All other students must be picked up at the normal dismissal time. All athletes must be picked up at the conclusion of practice. If parents / guardians are delayed more than 5 minutes, the above underlined penalty will apply.

## FINANCIAL POLICIES

### FINANCIAL INFORMATION

There will be three options available for payments:

1. Pay in full prior to the start of school. Payment can be made by cash or check.
2. Pay in twelve (12) monthly installments. Payments will be automatically drafted from a checking account on the fifteenth of every month.
3. Pay in (4) four installments with Education Scholarship Trust Fund (ESTF)

Payment plans are NOT set up for a child to attend on a month-by-month basis. If your child withdraws from school prior to the end of the school year, the amount of tuition due will be based on the amount of time he attended school. For example, a student may attend 4 months of school, but the amount charged will be based on a 10-month schedule not the 12 month pay period. Therefore, tuition may be due at the time of withdrawal. A financial agreement must be signed stating you understand all financial obligations for your child to attend Lighthouse Christian School.

### EDUCATION SCHOLARSHIP TRUST FUND

The Education Scholarship Trust Fund (ESTF) is a South Carolina state program that provides eligible K5-12 students with up to \$7500 per year to use for approved educational expenses, such as private school tuition, textbooks, tutoring, and educational therapies. The program is designed to give families greater flexibility in choosing the learning environment that best meets their child's needs. Students must be South Carolina residents and come from households at or below 300/500% federal poverty level. Funds are distributed through individual accounts that parents can use for approved expenses. **Lighthouse Christian School is an authorized school approved by the South Carolina Department of Education** to accept ESTF funds, allowing families to apply their scholarship toward tuition and related educational costs at our school.

### DISCOUNTS: (for members and non-members)

There is a 10% discount on the tuition charge that is paid in full PRIOR to the beginning of the school year.

**Students will not be allowed to attend class and will not be given school work if payments are one month in arrears or until arrangements are made to meet the obligation. No report cards will be released until accounts are paid.**

There is a \$25.00 charge for all checks/ payments returned to us by your bank for any reason.

### EXPLANATION OF CHARGES

**A student's Total Fees include the following areas and are determined by your child's Grade Level.**

|                           |  |
|---------------------------|--|
| <b>Tuition:</b>           | Annual charge for your child to attend Lighthouse Christian School.    |
| <b>Books / Resources:</b> | Pays for classroom books and resource materials for each student.      |
| <b>SCACS / GAPS:</b>      | Pays for school liability insurance and for school Accreditation fees. |

**Testing:** Pays for standardized testing for your child which is a federal requirement for all schools, private or public.

**\*\*ACE Student Convention Fees are not included in tuition payments. Please see section “ACE Student Convention” for details.** (This is a charge for each student not per family and is set by A.C.E. and not the school.)

This cost ***DOES NOT*** include field trips, lunch, late stay, yearbook, school pictures, sports fees (if applicable) and other incidentals.

**Lighthouse Christian School’s tuition & curriculum amount is \$7,000. This is the “flat rate” across the board for all LCS students.**

**The following scholarship options will be available:**

**1. Option #1...** Apply and receive the SC ESTF Scholarship. LCS and parents will be required to submit quarterly invoices to CLASSWALLET. (Newly enrolled students will be required to pay a \$25 Application fee and a \$100 Enrollment fee)

**\*If family is not awarded the SC ESTF Scholarship...see Option #2.**

**2. Option #2...** Apply for a Lighthouse Baptist Church Tuition Assistance Scholarship

**\*Contact Admissions Coordinator for an application.**

**Student Charges are as follows:**

| Grade Level        | Total Fees | Quarterly/Monthly Fees               |
|--------------------|------------|--------------------------------------|
| K-12 <sup>th</sup> | 7,000.00   | 1,750.00 Quarterly<br>583.33 Monthly |

**Students eligible for LBC Tuition Assistance Scholarship:**

| Grade Level | Student | Total Fees | Monthly Fees |
|-------------|---------|------------|--------------|
| K3 - K5     | 1       | 2647.00    | 220.58       |
|             | 2       | 2547.00    | 212.25       |
|             | 3       | 2447.00    | 203.92       |
|             | 4       | 400.00     | 33.33        |
| 1st - 12th  | 1       | 3218.00    | 268.17       |
|             | 2       | 3118.00    | 259.83       |
|             | 3       | 3018.00    | 251.50       |
|             | 4       | 650.00     | 54.17        |

There is a non-refundable \$25 enrollment fee per child each spring for the upcoming school year. Please see re-enrollment section for more information.

## GENERAL POLICIES

### EMERGENCY CLOSING

In the event of inclement weather or school-wide sickness, Lighthouse Christian School will notify parents via text message.

### FIELD TRIPS

Field trips may be scheduled at various times during the year. Students are required to maintain the same level of obedience and good behavior away from school. We are responsible for our students on field trips: For our testimony and their safety, it is essential that they comply with standards of good conduct and obedience.

Teachers will designate parent chaperones for field trips as needed. Parents/Guardians are welcome to attend *some designated trips*, but must have prior approval from the teacher. All chaperones and parents must follow high standards of dress and conduct. Parents/guardians not complying will not be permitted to attend. If your child sees you complying with that which is asked of you, it will be easier for him/her to do the same.

The school must have a copy of driver's license and insurance cards of those parents/guardians who plan to help transport students to and from field trips. This is for your protection as well as the school. We ask that parents/guardians who are designated drivers plan to drive to and from a field trip. For the safety of the children, we ask that if you have agreed to transport students that you go and come with the class. If you wish to attend a field trip with your child and plan another activity with your child before returning to the school, we ask that you not transport any students other than your own.

### INSURANCE

We provide accidental insurance coverage for students. Our policy provides secondary coverage and will usually cover any cost above your family coverage.

### MEDICATION

Should it be necessary for students to take medication, a consent/release form must be filled out and signed. Medication must be turned into the office in its original container with the dosage clearly marked on the container. *No over-the-counter medication will be administered from the office without consent from the parent/guardian.* If a student is prone to sinus problems or headaches, it is required that the student brings the OTC medication to the office with instructions from the parent/guardian and a signed consent/release form.

### LOST AND FOUND

Please put your child's name on lunch boxes, coats, sweaters, etc. This will enable us to help you locate lost items. Clothes left in the "Lost and Found" will be given to charity at the end of each nine-week period.

**NOTE:** Do not allow your child to bring cameras, large amounts of money, or other valuables to school. We cannot be responsible for losses. If children wear glasses or watches, keeping up with them is their responsibility.

### LUNCH

Hot lunches are catered each Monday - Thursday from local restaurants and are available for \$5.00. Ordered lunches must be paid for daily. A bill will be sent home as needed for outstanding balances for lunch. Lunch orders are called in each day by 9:00 a.m.

Vending machines are available to purchase drinks and snacks. Students may bring their own lunches and drinks. If you choose to send lunch for your child, make sure to include forks, spoons, etc. and label all items (including containers) with the student's name. A microwave will be available for students to use to heat up his or her lunch, *please do not send items that take more than 3 minutes to heat.* Be sure your child has lunch and snacks (if applicable) or money to buy them when arriving to school. PLEASE PUT YOUR CHILD'S NAME ON THE OUTSIDE OF HIS/HER LUNCH BOX.

Students who forget their lunches will be given a school lunch and the purchase price will be charged to your weekly account. This bill must be paid upon receipt. Students will **NOT** be allowed to call home for lunches.

### PARENT - TEACHER CONFERENCES

If you would like to schedule a conference with your child's teacher, please call the school office or make a note in the student's agenda requesting an appointment. Teachers are always glad to arrange conferences but should not be detained before or after school unless an appointment has been made. If the teacher feels a conference is necessary, you will be notified. Please do not allow a situation to continue without contacting the teacher. We cannot solve problems of which we are not aware.

### IF PROBLEMS ARISE

We are always willing to talk with parents, but it must be done in a calm and controlled atmosphere. Outburst of anger or bad attitudes from parents *will not* be tolerated. Our teachers will do their best to work out a suitable resolution to each situation, but parents will be required to be courteous and in control, as well.

### VISITORS

All guests must check in at the school office and abide by all school policies while on campus.

### SEARCH AND SEIZURE

Lighthouse Christian School maintains authority over students and students' property (ie. Purses, book-bags, etc.), vehicles, parking lots, and grounds. Administration has the right to search them with or without reasonable cause.

### ATHLETICS

The following sports are available to junior high and high school students (7<sup>th</sup> - 12<sup>th</sup> grade):

|                          |                         |
|--------------------------|-------------------------|
| <b>Girls:</b> Volleyball | <b>Boys:</b> Basketball |
| Basketball               | Golf                    |
| Golf                     |                         |

To earn the required number of Physical Education credits, students in the 9<sup>th</sup> - 12<sup>th</sup> grade must participate in a sport for one (1) year. At the end of the year of participation, if a student has attended the required number of practices and all scheduled games, he or she will be awarded one (1) P.E. Credit per year for a maximum to two (2) P.E. credits. The additional credit will count as an elective.

There is a \$40.00 sports fee per sport per student for the first sport and \$20 for the second sport. Fees must be paid before the first game of the season. A student will not be permitted to play in any games until the sports fee has been paid. All students participating in sports are required by SCACS to have a new sports physical each year prior to the beginning of the season. Students without a valid sports physical will not be permitted to participate in any games.

#### *Athletics Transportation Policy*

Transportation will be provided to away games for all event participants. Participants shall include drivers, driver's immediate family, players for that event, book keepers, and coaches. This policy has been set for the safety and well-being of our students and staff.

### ACADEMIC INFORMATION

#### KINDERGARTEN

Kindergarten classes at Lighthouse Christian School offer a delightful learning experience for three, four, and five-year-olds. This is not day care or play school but an enjoyable educational program designed to begin the foundation for a lifetime of learning.

The Abeka curriculum is used in K4 and K5 which is noted for its "back to basics approach" in education. This program includes Bible, phonics, reading, writing, numbers, simple math, art and class singing. By successfully completing kindergarten, students can confidently enter first grade.

#### ACCELERATED CHRISTIAN EDUCATION

Accelerated Christian Education's curriculum, with its clearly identifiable biblical goals, is its major strength. A God-centered philosophy is built into every PACE, where principles of godly

character and illustrations of desired character traits are sequenced in cartoon and motivation forms. The A.C.E. curriculum focuses attention on responsibility, character, and self-discipline. The A.C.E. format builds skill upon skill. The concept of grade level is replaced with continuous progress beginning with the first skill to be mastered. Depending on their ability and motivation levels, students may move ahead rapidly or take as long as necessary, but each student masters the skill.

### ELEMENTARY-MIDDLE

At the elementary and middle school levels, we place great emphasis on the basic fundamentals of education. The A.C.E. curriculum is a great tool for laying a good foundation. The strong phonics program that begins in kindergarten is noted for producing excellent readers. A math program using traditional methods provides a quality mathematics base. Reading, penmanship, history, science, health, spelling, creative writing, language are all approached from a Biblical perspective.

High standards and effective discipline are the hallmarks of the elementary and middle school program. It is our desire to train students to be diligent and to use their abilities to the fullest. Being allowed to “just get by” does not benefit the student nor build good character.

### HIGH SCHOOL

Academic achievement is one of the greatest strengths of Accelerated Christian Education. Graduates from the A.C.E. program have attended more than 1,050 colleges and universities with outstanding performance.

The core curriculum includes basic academic disciplines: Math, English, Literature, Social Studies, Science, and Foreign Language. High school elective courses are also offered to fulfill graduation requirements.

## GRADUATION REQUIREMENTS

As required by the State of South Carolina, a student at Lighthouse Christian School is required to complete a minimum of 24 academic credits to receive a High School Diploma. Students must fulfill the following requirements for graduation however a student may complete more than what is listed as prescribed by the school.

| Subject Courses  | Minimum Credits Required |
|--|--------------------------|
| <b>English</b>   | 4                        |
| English I  |                          |
| English II   |                          |
| English III  |                          |
| English IV   |                          |
| <b>Math</b>  | 4                        |
| Algebra I  |                          |
| Algebra II   |                          |
| <i>Geometry</i>  |                          |
| <i>Pre-Calculus</i>  |                          |
| <i>Business Math</i>   |                          |
| <i>Consumer Math</i>   |                          |
| <b>Science*</b>  | 3                        |
| Biology  |                          |
| Physical Science   |                          |
| <i>Chemistry</i>   |                          |
| <i>Physics</i>   |                          |
| <i>Intro to College Physical Science</i>                         |                          |
| <b>Social Studies*</b>   | 3                        |
| World Geography  |                          |
| World History  |                          |
| American History   |                          |
| U.S. Civics – 0.5 credit   |                          |
| Economics – 0.5 credit   |                          |
| <b>Electives (a combination of the following)</b>                | 7                        |
| Bible I-IV **  |                          |
| Etymology **   |                          |
| Health – 0.5 credit **   |                          |
| Music – 0.5 credit **  |                          |
| Speech – 0.5 credit **   |                          |
| <i>Additional assigned Bible courses will count as electives</i> |                          |
| <b>Computer Science</b>  | 1                        |
| <b>Personal Finance</b>  | .5                       |
| <b>Physical Education</b>  | 1                        |
| <i>Students must play 1 year of a sport</i>                      |                          |
| <b>Foreign Language *</b>  | 1                        |
| Spanish I  |                          |
| <i>Spanish II</i>  |                          |
| <b>Total Credits</b>   | <b>24.5</b>              |

Courses listed in *Italics* for Math are prescribed by the teacher to complete necessary course work as needed.

\* Students earning an ACE College Prep or Honors Diploma will take 4 Science Credits as well as 2 years of a foreign language

\* LCS requires students take all Social Studies courses listed

\*\* Required Electives

## BIBLE CURRICULUM

The Authorized **King James Bible** is the standard for Lighthouse Christian School. This will be the only Bible used for Bible study, teaching, reading and memorization.

### A.C.E. REGIONAL STUDENT CONVENTION

Accelerated Christian Education gives Christian young people opportunities to develop leadership skills through Regional Student Convention and International Student Convention. Preparation and competition develop skills and attitudes that will prepare students for life.

LCS Students attend Convention at The Wilds Christian Camp in Brevard, NC in the spring, bi-annually. Parents will be notified of the cost and due date.

### CHAPEL

Chapel is conducted by a church staff member or a Bible College student.

### STUDENT MOTIVATION

#### A, C, and E Privilege

When a person assumes greater responsibilities in life, he/she earns greater privileges. This principle is taught through the A.C.E. incentive system, designated by letters "A", "C", and "E". Each letter represents a privilege level that may be earned by meeting required responsibilities.

### ACADEMIC ACHIEVEMENT

Lighthouse Christian School uses the Accelerated Christian Education Curriculum for students in 1st - 12th grade (see page 10 for more information). Students work at his / her own pace in each subject matter with the end goal of completing 12 PACES per subject per school year. Students take tests at the end of every PACE. Each test is a measurement device. If a student scores above 80 percent, he advances to the next PACE. A PACE Test score below 80 percent demonstrates inadequate learning or insufficient mastery of skills. At the discretion of the teacher, a student who scores below the minimum score of 80 percent, must repeat the entire PACE (repeat PACES should be completed within one to two weeks). Parents will be charged a restocking fee for the repeat PACE. Because students are required to pass each PACE test with an 80 percent, students will pass all courses with at least an 80 average.

The Abeka Math and Spanish Video Curriculum are used for students in 3rd grade - 12th grade. Students must pass all Math and Spanish courses with at least an overall average of 70. Should a student fail to score above a 70 percent for a final grade, that student will be required to complete the entire course during the next school year.

Other foreign language course options may be made available to the students at the discretion of the school. Please schedule a conference to discuss these options with the school administrator.

### REPORT CARDS and GRADING POLICY

Report cards are issued every nine weeks. Report cards give parents and students an accurate indication of progress or lack of progress. Each student is evaluated in academics and conduct. The conduct grade reflects attitude and conduct and is an important part of the student's evaluation.

The academic grade is based on the following scale using the *South Carolina Uniform Grading Policy* adopted for the 2016/2017 school year:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

Class rank shall be comprised of grades earned during the student's entire high school career. The student earning the highest cumulative weighted grade point average (GPA) in each graduating class will be named the Valedictorian. The student earning the second highest GPA will be named the Salutatorian. This determination will be made at the end of the senior year.

### RECORDS REQUESTS / REQUESTS FOR INFORMATION

All requests for information (transcripts, report cards, etc.) must be done in writing through the school office. The release of a student's transcript or records requires a signed request from the student. A parent / guardian may only sign for a student's records if the student is less than 18 years of age or still attends LCS. Telephone calls / texts/ emails will not release transcripts or school records. **Please allow 5-7 business days to complete your request. Please note that transcripts WILL NOT be completed the same day as the request.** A student / parent may make two (2) separate transcripts requests free of charge, however a \$5.00 fee will be added for any further requests.

Graduating seniors who need a transcript sent to prospective colleges are responsible for notifying the school office where his / her transcript needs to be sent (student will need to provide an email or physical address of the college) . Students must plan ahead as 5-7 business days are needed to complete the transcript request. It is best to make this request before the end of the school year.

## DISCIPLINE AND STANDARDS OF CONDUCT POLICIES

### ACADEMIC INTEGRITY

Students are expected to be honest in their school work and uphold Christian principles of integrity in their daily lives. Academic dishonesty is a serious offense and includes but is not limited to the following behaviors: plagiarism (submitting another's work in part or whole as one's own), cheating (including, but not limited to incorrect and incomplete scoring and other scoring violations), allowing someone else to complete work for you, allowing someone to copy from your homework, or using technology or written material to cheat. It is the responsibility of the teachers and staff members to establish whether academic dishonesty or cheating has taken place. A teacher who discovers a student has cheated (in any form) has the right and

responsibility to deal with the student. The student's consequences can include the following at the discretion of the staff depending upon the incident: demerits, detention, BIC, phone call or conference with parent, suspension.

### **DISCIPLINE**

**This is not a corrective institution;** therefore, we ask that parents not seek enrollment in Lighthouse Christian School with the idea that we reform the child. We work with the home in the formal training of each child, but **we do not take the place of parents who have experienced difficulty in fulfilling their roles.**

A demerit system is used to help correct negative offenses in the classroom. These offenses include disruptive behaviors, incomplete homework, cheating, talking without permission, etc. To help prevent repetitive offenses of the same behavior, the "3 Strike" rule has been implemented. If a student receives demerits on three separate occasions for the same offense in one quarter, he or she will be given a 1(one) day out of school suspension. Multiple suspensions in school calendar year may result in expulsion.

All students are expected at all times to conduct themselves in a manner becoming a Christian. **GRIPING IS NOT TOLERATED!** If your child does come home complaining about a policy or procedure **please follow the procedure below:**

1. Give the staff the benefit of the doubt.
2. Recognize that your child's reporting is emotionally based and may not include all the facts.
3. Realize that Lighthouse Christian School has a reason for every rule and policy and that they are enforced without partiality.
4. Support Lighthouse Christian School faculty and Administration, and call the school for all the information.

When a child's attitude is not in accord with Lighthouse Christian School policies or principles, the student will be placed on probation and both parents will be called for a conference. **If, in the eyes of the Administration, the situation has not changed satisfactorily within the specified time, the parents will be asked to withdraw the child.**

Lighthouse Christian School is dedicated to the training of our young people in a program of academics, activity, and living that is Christ-centered. We believe that all things should be done "decently and in order" (1 Corinthians 14:40), and that our students should be taught to accept the responsibility to "walk honorably before all men".

Here, **we maintain a discipline that is firm, consistent, fair, and tempered with love.** Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the students. Therefore, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

**Remember students: The Lord Jesus expects us to be disciplined in all areas of life.**

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| <p>“Children, obey your parents in all things: for this is well pleasing to the Lord.”<br/>Colossians 3:20</p>                  | <p>“Let every soul be subject unto the higher powers”<br/>Romans 13:1</p>   |
| <p>“For the commandment is a lamp; and the law is light, and reproof of instruction are the way of life.”<br/>Proverbs 6:23</p> | <p>“He is in the way of life that keepeth instruction: but he that refuseth reproof erreth.”<br/>Proverbs 10:17</p> |

**DESTRUCTION OR DISREGARD OF PROPERTY**

Destruction and/or flagrant disregard of school and/or church property will **NOT** be tolerated. There will a minimum \$50.00 fine imposed to the parent or guardian of any student that causes any damage to school and/or church property.

**FORBIDDEN ARTICLES**

1. No pornographic literature (magazines, dirty joke books, etc.) or rock music is allowed on school grounds at any time. Violation of this rule can result in suspension or expulsion.
2. Guns are **NEVER** to be brought to school **FOR ANY REASON**. Breaking this rule **WILL** result in automatic expulsion. Knives (or weapons of any kind), explosives, ammunition, etc., matches and lighters are forbidden. Any violation of this rule may result in suspension. It will be left to the discretion of the administration as to whether a child will be permitted to return to school.
3. Radios, recorders, CD’s, hand held electronics or other related items are not to be brought.
4. Magazines and books should not be brought to school unless directly related to subject matter and pre-approved by the teacher.

**\*\* Any of these items brought to school will be confiscated, and parents will have to collect them from the school office.**

**CELL PHONES**

Cell phones and Smart Watches have become a necessity. Many students have cell phones/smart watches to communicate with their families after school. Because of the text messaging capability, they are not allowed in classrooms. Any necessary communication during school or late stay hours must be done through the school office. Any student with a cell phone during these times will have to surrender the phone, and it will be held for 24 hours in the office for the parent/guardian to collect.

Students may not post anything derogatory to LCS or misrepresent LCS on any site from school, home, or other computers.

### DRESS CODE

Students are expected to maintain godly and modest attire at all times. Clothing made of fabric that appear faded, worn or exceptionally wrinkled is not acceptable dress. The school administration reserves the right to initiate policies on new fads and changes in style throughout the school year. Students are expected to abide by dress regulations at all school functions.

### BOYS

1. Hair must be cut in a traditional style, neatly trimmed - short enough to be out of the eyes, off ears, and off the collar (tapered). Boys *will not* be permitted to tint or dye hair.
2. Long pants are to be worn at all times. **No** shorts are allowed. Jeans may be worn as long as they are not ragged, have holes, or frayed hemlines. **All pants must be worn at the waist and not at the hips or lower.** A belt must be worn if a student has problems keeping his pants at the waist. Please see that pants are snug enough to stay in place. Pants must be hemmed short enough to not drag the ground. **Boys cannot wear warm-up or athletic pants to school.**
3. Football jerseys, baseball shirts, etc., may be worn as long as they are not made of material which is thin, or see-through and are in good taste. **NO** gothic, symbols of rock bands, symbols of the occult or other shirts with inappropriate pictures or phrases are allowed. No sleeveless or tank top shirts will be allowed. **Shirts are to be tucked in at all times.** If you have a question about any shirts, please check with the office and get approval before your child wears it to school.
4. Watches are the only acceptable jewelry.
5. No earrings or other piercings are acceptable at school.
6. No permanent or temporary tattoos are acceptable.
7. For P.E. and sports practices, boys may wear knee length athletic shorts or athletic pants and a t-shirt. Students will be given time to change clothes before and after P.E. Students will not be permitted to wear their athletic clothing during school.

### GIRLS

1. Girls are to wear dresses or skirts and tops. These should be modest (not tight, made of thin or see-through material). Clothes should be full enough that the outline of undergarments is not visible. Dresses or skirts should reach the bottom of the knee when standing. Slits are not to be shorter than the knee when seated. Skirts are to be worn to the waist and not at the hips. No sleeveless, tank top, or strap-top dresses or tops are permitted. No wrap around skirts are allowed. Clothes are not to be ragged, have holes or frayed hems.
2. Tops worn with skirts must be long enough to allow freedom of movement without riding above the waistline of the skirt. A top that exposes skin around the waist when the student reaches up or bends over is too short. No tank tops or strap-tops are allowed. All tops are to be modest (not tight, or made of thin or see-through material) and must cover all undergarments including straps. No plunging, low cut, or gaping

necklines or tops that are unbuttoned or unzipped will be allowed. **No neckline (at its lowest point) can be lower than three of your child's finger widths below the collarbone.** The neckline should be just as modest when a student bent over as when she is standing or sitting upright. Long shirts with leggings are not approved school attire.

3. Tights or shorts may be worn under skirts or dresses for modesty purposes or when temperature drops in the winter as long as the skirts and dresses conform to the guidelines above. **NO long pajama pants or jeans** may be worn under skirts or dresses.
4. No permanent or temporary tattoos are acceptable.
5. Hair color must be natural with no extreme colors.
6. For P.E. and sports practices, girls may wear knee length athletic shorts or culottes and tops with sleeves. Students will be given time to change clothes before and after P.E. Students will not be permitted to wear their athletic clothing during school.

*\*\*The administration reserves the right to make the final decision in matters of dress codes and can be changed at any time throughout the school year.*

### CLOSING STATEMENT

This handbook is to be used as a guide. It is your responsibility as a parent/guardian to be aware of its contents. This handbook is not an all-inclusive statement of Lighthouse Christian School's rules, regulations, or philosophy. The administration reserves the right to add to or delete from this handbook at any time deemed necessary.

## ARTICLES OF FAITH

### **1. The Scriptures**

We believe that the Holy Bible was written by men divinely inspired by God (God-breathed) and preserved by God's power. It is the perfect source of heavenly instruction: that It has God for Its author, salvation for Its end, and truth without any mixture of error for Its matter: that It reveals the principles by which God will judge us: and therefore is, and shall remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions' must be tried.

*II Timothy 3:16-17; II Timothy 3:15; Proverbs 30:5-6; Romans 2:12; Philippians 3:16; I John 4:1.*

### **2. God the Father, the Son, and the Holy Ghost**

We believe that there is one, and only one living and true God. God is an infinite, intelligent Spirit, the Maker and Supreme Ruler of heaven and earth. He is expressly glorious in holiness, and worth of all possible honors, confidence, and love; that in the unity of the Godhead there are three persons - the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing each part of the God-head's distinct (but harmonious) offices for the great work of redemption.

*I John 4:24; Exodus 15:11; Mark 12:30; Matthew 28:19; John 10:30; Ephesians 2:18.*

### **3. God the Son**

We believe that Jesus Christ is the only begotten Son of God. We believe in the deity of the Lord Jesus Christ, in His virgin Birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right-hand of the Father, and in His personal return in the rapture of the church and in power and great glory at His Revelation.

### **4. God the Holy Ghost**

We believe in God the Holy Ghost. Conviction of sin and regeneration by the Holy Ghost is absolutely essential for salvation.

### **5. Man**

We believe that man was created by the direct work of God and was created in His image. We believe that man, by choice, disobeyed God resulting in sin entering the world and death by sin. Man is sinful and under condemnation to eternal judgment. Therefore, everyman needs salvation.

### **6. The Salvation of Sinners**

We believe that the salvation of sinners is wholly of grace and that Jesus Christ is the only way of salvation. The condition of salvation is repentance toward God and faith toward our Lord Jesus Christ. We believe that salvation produces a new creature created in Christ Jesus unto a good works.

### **7. The Security of the Believer**

We believe that those who receive Jesus Christ as Savior are eternally secure. Our security rest in and on the finished work of Jesus Christ; as a result, we have assurance.

## **8. The Church**

We believe that the visible Church is a congregation of baptized believers, practicing New Testament principles, believing this doctrine, observing its ordinances and exercising its autonomy.

## **9. Heaven and Hell**

We believe in the eternal blessedness of the saved in Heaven and the eternal punishment of the lost in Hell. The lost will enter the lake of fire for eternity. The saved will enter the blessing of the Lord for eternity.

## **10. The Resurrection and Return of Christ and Related Events**

We believe in and accept the sacred Scriptures upon the subjects at the full and faced value. Of the resurrection of Christ; we believe that Christ arose bodily “the third day according to the Scripture” that “He ascended to the right hand of the throne of God”; we believe in the Pre- millennial Second Coming of the Lord Jesus Christ; at the rapture of the Church, Christ will come in the air for His saints; and after the tribulation, to the earth with his saints. We believe that Jesus Christ will reign on this earth a thousand years in righteousness until He has put all enemies under His feet.

*Matthew 28: 1-8; Luke 24:39; I Corinthians 15:43; I Thessalonians 4: 13-18; Hebrews 5: 9, 10; Revelations 10-20*

**2026 / 2027 HANDBOOK AGREEMENT**

I have read and understood the contents of the Lighthouse Christian School Handbook. I agree to abide by the policies and procedures set forth by the School Administration.

Student(s) Signature

Date

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Parent(s) Signature

Date

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