



Student Handbook

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Welcome Message

Welcome to the Lighthouse Church School. Our school is a ministry by and for the people of our church and those that want to join with us in the vision to educate our children “not as the world does”. We have three main components to our ministry and we ask for your agreement and participation.

- 1) Show and Tell our children the Way.
- 2) Show them the Way by your example.
- 3) Tell them the truth in all subjects

Parents and teachers must be in agreement that the example is not the “world’s way” but the way of Christ. John 14:27 says, “Peace I leave with you; my peace I give you. I do not give to you as the world gives.” Our example of peace gives us the expectation we have in the promise that if we show them, train them, in the way they should go they will not depart from it. In Biblical discipline there is a quiet peace because we trust in the Voice of the Lord. Show them peace!

John 14:6 Jesus said, “I am the Way, the Truth, and the Life.” We are told in the Bible to teach our children to follow the way of Jesus (Matthew 28:18-20). The decision to have your children come to our school is possibly a 15,000 hour decision. Considering the fact that our children spend over 15,000 hours in school from Kindergarten through 12th grade, doesn't it make sense for parents to send their children to a school that will thoroughly prepare them for the purpose for which God has created them? (See Brian Simmons Book)

The Way we try to function is according to the interpersonal relationship standards of the Bible. If you have an issue with an individual, go to them and try to work it out FIRST. Always, consider the other person’s point of view. All relationships are a privilege! Jesus said, “I am the Way” and we try to follow His Way. When necessary you may want to bring the issue to one of our pastors, after speaking to whoever you have an issue with, and they will pray with you and seek guidance on how to resolve the issue. This Handbook covers some important standards of our ministry, please read the entire booklet.

Thank you for the privilege of sharing life with you,

Rob Scribner, Senior Pastor

School Policies

1) Registration and Tuition

- The **Registration fee** for the school year costs \$600. Registration is non-refundable. This cost is used to cover the supplies and costs to educate a child over the course of the school year, which includes: registration, earthquake kit, and the standard set of text books. This does not include any special books that your child may require if they have a special learning need or if they need more advanced material. Please note that books will only be provided upon payment.
- **Monthly Tuition** is \$550. The first payment is due on the first day of school. The last payment of the school year (10th payment) is due no later than June 1st. If June tuition is not paid, your child may not receive their report card, or be able to participate in graduation. If we have not received your tuition by the 10th of each month, you will receive an email or a call from the office to pick up your child and be placed on an automatic debit plan.
- All incoming kindergarten students must undergo a mandatory **kindergarten readiness evaluation** before the first day of school. The evaluation fee is \$75, which is nonrefundable. Please ensure that the evaluation is completed on time.

2) Attendance

- **Absenteeism:** If a student is absent, the student is to return to school with a signed and dated note from the parent or guardian to verify the absence telling why the student was absent and listing the dates. If a student is absent more than three days, a phone call or an email is required by the parent on the third day to verify the absence. This will prevent truancy and will allow a teacher to better plan for the absent student. If a parent does not send a note for an absence, the parent is in violation of school policy, is considered truant, grades can be lowered and probation can result from unexcused absences.
- **Tardiness:** Each tardy requires a note with the reason stated. Accumulating five unexcused tardies will result in suspension. Students arriving after 9 am will be considered tardy. The tardy note should include the student's name, time, date, and reason.
- **Vacation:** Contact your child's teacher three days before you go on vacation.

3) Notebook

- **General Notes:** Please ensure that all notes pertaining to your child (some may be general notes for the entire school) are signed by you and promptly returned.
- **Tests:** Your child's tests will be sent home for your review. Kindly sign each test and return them to school.
- **Class Notes:** Class notes, whether weekly or not, will be emailed by the teacher. Please make sure to read and follow any instructions as needed.
- **Homework Sheet:** Homework assignments will be given daily or weekly. Each child will have specific homework sheets, and the teacher will provide an orientation to explain them.

4) Grade

- **Grade Reports:** Grade reports will be provided after each quarter. If your child receives a "D" or an "F," the teacher will decide if a conference is necessary. Phone conferences are also available. If you wish to schedule a conference at any time, please arrange it with your child's teacher.
- **Summer school:** If a student receives a C- or lower grade for two consecutive quarters, they will be required to attend summer school.\

5) Classroom

- **Class Visitation:** Please clear classroom visitation through the school office prior to visit. In addition, please make an appointment with your child's teacher beforehand.
- **Lack of School Materials:** First day: A note will be sent home stating the missing materials. Second day: A note will be sent home stating that the child may not return to school without the proper materials. If the student returns on the third day without the materials the parent will be contacted to pick up the student. The student will not be readmitted that day.
- **Cellphone:** Students are not allowed to use cell phones or electronic devices on school property before, during, or after school. Devices must be turned off and kept in their backpacks. Violations will result in confiscation and parents must retrieve the item from the school office. Any subsequent violation will lead to retention until the end of the school year. Lighthouse Church School is not liable for lost, stolen, or missing items. Students are responsible for their cell phones and electronic devices.
- **Physical Education (P.E.) Policy:** Students must come prepared for P.E. on their designated days by wearing their P.E. uniform and appropriate athletic shoes. Parents are responsible for ensuring their child has the required uniform and supplies ready before school starts, as students will not be allowed to call home for forgotten items. Failure to comply will result in a uniform violation notice and non-participation grade, with consecutive violations possibly leading to suspension. Middle school students (6th-8th grade) may also need to bring additional supplies or gear for sports teams.

6) Student Constitution

In order to aid in the formation of Christian character and conscience necessary to preserve our liberty and heritage of self-government and civil government, this body of fundamental rules, principles and standards is established for the better ordering of the Lighthouse Church School

- Speaking & Listening
 - Raise your hand if you have a question or want to speak.
 - Look at the person with whom you are speaking.
 - No talking to others while you are doing work.
 - Speak courteously - say "please", "thank you", and "excuse me".
 - Do not interrupt another person who is talking.
 - No yelling on the yard. No profanity. No unkind words, including "stupid" or "shut up". Wait your turn. Include others in activities.
 - No cell phone or electronic listening devices during class or after school.

- Deportment rules
 - Disrespect of any kind toward another student, teacher, helper, or any adult, or property will not be tolerated.
 - Walk into and out of the rooms and buildings quietly. No running.
 - Be on time for class. Return promptly to class from recess and lunch breaks.
 - Always be prepared for class. Have proper supplies for class
 - Non-essential belongings should be left at home. Inappropriate items or inappropriate use of personal belongings may result in confiscation requiring parental retrieval. this includes, but not limited to, remote control toys, electronic devices, cell phones, and toy guns of any kind. Skateboards must be stored at all times in the classroom until after school. Any weapons of any kind, including pocket knives, will be immediately confiscated and the child will be suspended.
 - Trading and selling of any kind is not permitted on school grounds.
 - No throwing of balls or other objects at anyone else with the intention of hurting them.
 - No sitting on church steps. No climbing on fences.
 - No playing in the restrooms.
 - Stay seated while eating. No eating while playing.
 - Throw all your trash away when finished eating. Secure all eating containers in lunch boxes and place your lunch box in the proper area.
 - Line up as soon as the teacher says to. Do not continue to play.
 - No riding of skateboards or other wheeled devices on the school yard.
 - No pushing or physical contact of any kind.
 - Try not to hit or kick the balls over the walls or fences.
 - Any deliberate damage to school or church property by a student will result in reimbursement by the parent.

7) Work ethics

- Late Work: Late work will be accepted due to excused absence only. It is the parent of the student's responsibility to make sure that make up work is given to the teacher. If absent, Work must be made up. Completion time for assignment will be determined by teacher.
- Homework: Homework will be given according to grade level. Homework will be turned in the next day. Please check the homework section of your child's notebook daily. Listed will be the dates that assignments are due. Teachers may accept late homework but grade will be reduced at the teacher's discretion.
- Notebook Standards: The notebook must have the specified amount of dividers. The notebook must have the specified type of paper. All work should be promptly corrected when necessary. Papers must be filed in correct sections. Papers must be labeled correctly with proper heading, as instructed by the teacher.
- Neatness: No loose paper in the notebook. All three holes of the paper must be secured. Hole reinforcements may be used. Hand written assignments must be neat. If it is not neat, the teacher may ask the student to recopy the assignment. No doodling on papers, notebooks, books, desks, or school property. Books must be handled with care so remain in good condition. All trash must be thrown in the trashcan. Articles of clothing must be hung up properly or secured. Keep all desks and workspaces free of unnecessary clutter.

8) Pick-up & Drop-off

- Carpool is from 8:45am-9am and 2:45pm-3:00pm. If you arrive before 8:45am or 2:45pm, you may not park or line up in the alley. You may drive around the block if the gate is not open. Please do not stop, park, or line up in the alley.
- Release of children from school ground: only authorized individuals can pick up a student. Should it become necessary for a person (other than those listed on the authorization release form), to come for your child, a signed and dated letter or email from the parent or legal guardian is required. Please indicate full name of the person who will be picking up your child and if you would like this person to go on a permanent list. We will not release your child with a verbal authorization. Picture and name identification will be required prior to release for those unknown by the school. Please be responsible and inform all those who will be picking up your children of this policy.
- Before & aftercare: These services are available for an extra charge. Please refer to the school website for rates and hours, and more details.

9) Uniform dress standards

- Boys:
 - Monday- Thursday: White polo shirt, navy blue polo shirt, tailored navy blue shorts, tailored navy blue long pants, tailored khaki shorts, tailored khaki long pants. Belts are required. Any combination of these clothing articles may be worn. Also, included is a navy blue sweatshirt with the school logo, or a plain navy blue sweatshirt, or navy blue button down sweater.
 - Friday: Friday uniform consists of a white button down collared oxford shirt short or long sleeved and either navy blue tailored shorts or navy blue tailored long pants.
 - All hair should be clean, brushed, combed, and out of the eyes. Any hair cut that is unusual or could be considered questionable must be approved by the principal. No earrings. No body piercings. Boy's hair should not be any color that is not their own natural color. Nails should be clean and trimmed. Shirts are to be tucked in at all times.
- Girls:
 - Monday- Thursday: White polo, navy blue polo, navy blue shorts, navy blue long pants, khaki shorts, khaki long pants, khaki skirt, navy blue skirt. Any combination of these clothing articles may be worn. Also included is a navy blue sweatshirt with the school logo, or a plain navy blue sweatshirt or button down sweater.
 - Friday: The Friday girls' kindergarten through third grade uniform consists of a plaid jumper with a white blouse. Athletic shorts are worn underneath the jumper. The Friday LCS girls' fourth grade through eighth grade uniform consists of a plaid skirt with a white blouse. Athletic shorts are worn underneath the skirt. The plaid code is listed on the website.
 - Girl's nails and hair should be clean. Hair should be brushed and out of the eyes. Girl's hair should not be any color that is not their own natural color. No excessive jewelry. No body piercings except for stud earrings. No dangling or hanging earrings. No more than one earring per ear. No makeup. Shirts are to be tucked in at all times.
- Jackets & Sweatshirts
 - The uniform must be a navy blue jacket, sweatshirt or sweater. No commercial logos are permitted.
- Shoes:
 - Shoes should be appropriate and comfortable for walking or running. No sandals or open toed shoes of any kind. Rain boots or high heels are not permitted. Shoes should be closed toe. Socks, leggings, and tights must be white or navy blue.
- P.E. uniform
 - Students must wear navy blue t-shirts and pants that allow for necessary movement during physical education classes.

10) Disciplinary procedure

- **Disciplinary Policy:** In the event of a disciplinary problem, Lighthouse Church School will inform the parents.
- **Infraction Notices:** If necessary, an "Infraction Notice" will be issued and must be signed by the student's parents. The notice will be kept in the student's records. If a student receives three infractions in a year, a suspension will be issued. The child must be picked up immediately, and they won't be allowed to return to school for one day. If three suspensions occur within a year, the student may be eligible for expulsion.

(https://docs.google.com/document/d/1apwJYyCqvAAMvrW6ez3tS7Sa_LS3c6_ztMEglewO-Rg/edit)

- **Examples of infractions**

Class disruptions	Classroom Procedures Violation, including, but not limited to, continuing or consistent choices to not follow general classroom procedures, not bring classroom materials, not participate in classroom activities, not complete work in a reasonable time frame, talk without permission, disrupt or distract in minor ways, sleep or have head down, drink or eat without permission (including candy and gum), etc. This infraction may also include not following dress code.
Inappropriate Behavior	Irresponsible Behavior leading to things such as loss or unintentional damage of a student's property, incidental physical contact with or unintentional offense, concern or embarrassment of a student, if to a degree necessary to involve school leadership. Irresponsible Behavior , including, but not limited to, acting in a manner that is risky or unsafe for oneself or others, as well as unintentionally causing messes or minor property damage, if to a degree necessary to involve school leadership.
Inappropriate Language	Disrespect to Student, including, but not limited to, teasing, unwelcome propositions, name calling, mocking, ridiculing, insulting, taunting, slandering, retaliating or excluding in any form or for any reason, throwing an object at someone in a way that is not aggressive, interacting with personal property without permission regardless of whether or not damage occurs, if to a degree that seems necessary to involve school leadership. Infractions involving physical contact and/or property damage may receive a higher-level consequence.
Campus Procedures Violation	Campus Procedures Violation , including, but not limited to, not following all procedures for hallway movement, class transitions, lunch, arrival and dismissal, as well as taking unauthorized routes. This also includes parking violations and unauthorized food orders.

Misuse of Technology	Misuse of Technology, including not meeting the following technology requirements: Technology must remain silent and away unless explicit staff permission has been granted at that time. "Silent" refers to the absence of any kind of noise generated by the device and "away" refers to the device and accessories being completely out of sight. Failure to comply will result in a "Disrespect towards others" infraction.
Disrespect to Adult	Disrespect to Adult , including, but not limited to, being slow to comply and arguing or disputing. Disrespect includes: talking back and rude remarks, flippancy, disregard for authority and indifference, murmuring or complaining under one's breath or complaining to another student. Lying to an Adult or Failing to Provide Necessary Information, including intentionally withholding information, giving misleading information, impeding an investigation, etc
Possession of inappropriate materials	Possession of Profane, Vulgar, Pornographic or Graphically Violent Materials in any medium, also including such images that may have been drawn or created.
Cheating & plagiarism	Cheating is an act of dishonesty in an academic setting where a student attempts to gain an unfair advantage or misrepresent their true abilities or work. It involves using unauthorized resources, copying from others, communicating with others during exams or assignments, or any other deceptive means to achieve higher grades or academic success. Plagiarism is the act of presenting someone else's ideas, words, or work as one's own without giving proper credit or acknowledgment to the original source. It involves copying and using another person's work, such as essays, research papers, articles, or creative content, without permission or proper citation.
Vandalism	Unauthorized Interaction with School/Staff Property in a manner that is intentional. This includes intentionally making messes or leaving any area in the school in disarray and willful and malicious property damage valued at \$100 or less.
Uniform violation	a breach of the dress code or uniform policy set forth by LCS. Uniform violation, including but not limited to, failure to adhere to the prescribed clothing guidelines or uniform requirements, wearing inappropriate clothing, not wearing the specified uniform, altering the uniform in unauthorized ways, or wearing accessories that are not allowed according to the dress code.

- **Violation Consequences:** Any violation of the Student Constitution will result in appropriate disciplinary action. Possible measures include writing Biblical standards, loss of privileges, additional work, cleaning assignments, dismissal from the classroom, conference with teacher and/or principal, request for parents to pick up the student for the day, suspension, or expulsion.
 - Infractions minimum consequences
 - 1st offence: verbal warning & recess detention
 - 2nd offence: infraction notice & disciplinary action above
 - 3rd offence: teacher/parent meeting
 - 4th offence: full day detention & principal/student meeting
 - 5th offence: principal/parent meeting
- *Additional consequences at discretion of the Principal/Administration*

11) Nutrition

- Please provide a snack, lunch, drink, and all eating utensils and condiments for your child. It is suggested that you provide nutritious snacks and lunches for school. Sugar and caffeinated drinks adversely affect the students' concentration in school. Glass bottles are never permitted. A microwave is not available for boiling water for instant soups or for heating lunches. Your child may use a thermal insulated container to bring hot foods to school. If your child stays in after school care, you must also provide a snack for the afternoon.

12) Party invitations

- A list of the names of the students in your child's class will be available at the beginning of school. We are not authorized to give out phone numbers. However, if you would like to request other parent's phone numbers, please communicate with your child's teacher. A student may give out invitations at school under the following conditions: invitations are either for all girls or all boys in their class. Invitations may not be handed out if they are singling out individuals. All girls or boys must be invited. A child that is repeatedly not invited to parties will be hurt. If you must only invite specific individuals, invitations must be sent discreetly, not at school. No exceptions.

13) Facility

- Lost & found: You may look for any of your child's items before or after school. Unclaimed items will be sent to Salvation Army on a monthly basis. It is recommended to clearly mark your children's belongings with their name so it is easy to identify. The school is not responsible for missing items. Each child must be responsible for their personal belongings.
- Bathroom: Students are permitted to use the bathroom one at a time. Simultaneous use of the bathroom by multiple students is not allowed.

14) Supplies

- School Books
 - The school uses the New International Version of the Bible. Standard text books will be ordered for each class at the beginning of the school year. Any additional books will be assigned by the student's teacher.
- Materials
 - The standard materials are to be provided by parents. The list will be provided by the teacher before the beginning of the school year. It also the parent's responsibility to see that the student continuously has the proper supplies and does not run out. It is required that each student uses some kind of book bag or backpack and container for writing utensils. All supplies should be labeled with your child's name or initials so that they are easy to identify. Parents are responsible for providing the standard materials required for their child's education. The teacher will furnish a list of these materials before the start of the school year. It is the parent's duty to ensure that the student consistently possesses the necessary supplies and does not run out during the school year.
 - Each student is required to have some form of book bag or backpack, as well as a container for writing utensils. All supplies should be clearly labeled with the child's name or initials for easy identification. This helps in keeping track of belongings and fosters a sense of responsibility in the students for their personal items.

15) Parents commitment

- Volunteer Hours: Every parent or legal guardian of a student is required to complete 40 hours of volunteer work each year. This active involvement helps build a strong and supportive community within the school.
- Positive Influence: Parents are expected to be positive influences in the school community. This means refraining from negative words, gossip, or actions that may adversely impact the school's atmosphere or the relationships among its members.
- Open Communication: Parents are obligated to maintain open lines of communication with the school and teachers as needed. Effective communication ensures a collaborative effort between parents and educators to support the students' academic and personal growth.
- Fundraiser: In order to keep our tuition affordable, throughout the school year we will have a variety of fundraisers. Three of these fundraisers are mandatory and your child will be required to participate. If you would like to be exempt from these fundraisers, please submit payment to The Lighthouse Church School for \$100 per fundraiser. If you do not participate in each fundraiser, you are required to pay a \$100 exemption fee. Failure to make these payments may result in your child being expelled from the school.

Statement of Doctrine

- We believe the Bible to be the inspired, the only infallible, authoritative word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His resurrection, in His ascension to the right hand of the father and in His personal return in power and glory.
- We believe that for salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely necessary. - We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe that heaven and hell are definite places.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Notice of Non-Discriminatory Policy as to Students

The Lighthouse Church School, 1220 20th Street in Santa Monica admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid, athletic, and other school administered programs.