



## **SCHOOL HANDBOOK**

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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. Show and Tell our children the Way.

Show them the Way by your example. 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!

Tell them the truth in all subjects. 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**

### **Registration and Tuition**

The **Registration fee** for the school year costs \$500. 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. Books will not be ordered without 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 a telephone call from the office to pick up your child and be placed on an automatic debit plan.

**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 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:** A note is required for each tardy stating the reason. Five unexcused tardies will result in suspension.

**Notes to Parents:** All notes that specifically concern your child (some are general notes to the entire school) should be signed by you and returned. All tests are to be signed and returned.

**Grade Reports:** Grade reports are given after each quarter. One subject reports will be sent home each quarter to inform you if your child is receiving a “D” or an “F”. Your child’s teacher will determine whether or not a conference is required. Conferences are also available by phone. If you would like to schedule a conference, at any time, please make an appointment with your child’s teacher.

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.

Disciplinary Procedures - Infractions & Suspensions: If a disciplinary problem arises, the Lighthouse Church School's policy is to inform the parents. Violation of any of the Student Constitution warrants appropriate disciplinary action. Possible disciplinary action: writing Biblical standards, loss of privileges, additional work, cleaning assignments, dismissal from the classroom, conference with teacher and/or principal, request parents to pick up student for the day, suspension, or expulsion. Should a disciplinary problem arise, the supervising teacher will decide on the appropriate disciplinary measure. If necessary, an "Infraction Notice" will be issued. An infraction must be signed by the student's parents and will be kept in the student's records. If a student receives three infractions in a given year, then a suspension will be issued. A parent or authorized guardian will be required to pick up the child immediately and the child will not be allowed to return to school for one day. If three suspensions are given within a year, then the student is eligible for expulsion.

Nutrition and Lunch Supplies: 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.

Carpool: Carpool is from 2:45pm-3:00pm. If you arrive before 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. Only authorized individuals can pick up a student.

Birthday 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, a note may be placed in the child's notebook for the parent to approve. 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.

Lost and 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.

Vacation: Contact your child's teacher three days before you go on vacation.

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 re-admitted that day.

Homework: Teachers will determine homework necessary for your child. If it is not turned in on time, there may be reduction in grade depending upon the reason.

Before and After School Care: These services are available for an extra charge. Please refer to the school website for rates and hours, and more details.

Release of Children from School Grounds: 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 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.

## The Lighthouse School 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.

### **Conduct on School Grounds and in the Classroom**

#### Speaking and Listening:

1. Raise your hand if you have a question or want to speak.
2. Look at the person with whom you are speaking.
3. No talking to others while you are doing work.
4. Speak courteously - say "please", "thank you", and "excuse me".
5. Do not interrupt another person who is talking.
6. Always pay attention wherever you are.
7. Do not yell or scream while on the yard.
8. No cell phone or electronic listening devices during class or after school. They will be confiscated if seen or being used during school hours, before or after a parent must come in and pick up the confiscated device.

#### Department Rules:

1. Disrespect of any kind toward another student, teacher, helper, or any adult, or property will not be tolerated. Disrespect is treating others as though they are of no value, or unimportant. Generally it is rude and selfish behavior. 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.
2. Walk into and out of the rooms and buildings quietly. No running.
3. Be on time for class. Return promptly to class from recess and lunch breaks.
4. Always be prepared for class. Have proper supplies for class - notebook, books, papers, and writing equipment. Have homework completed. Be on the correct page or assignment at the time it is given.
5. 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. It will be the parent's responsibility to pick up the child that day.

#### Department Rules on the Play Yard:

1. No throwing of balls or other objects at anyone else with the intention of hurting them.

2. No yelling on the yard. No profanity. No unkind words, including “stupid” or “shut up”. Wait your turn. Include others in activities.
3. No sitting on church steps. No climbing on fences.
4. Walk down steps wherever you go.
5. No playing in the restrooms.
6. Stay seated while eating. No eating while playing. You may only eat in designated eating areas.
7. Throw all your trash away when finished eating. Secure all eating containers in lunch boxes and place your lunch box in the proper area. Follow teacher’s instructions for any additional clean up needed before participating in activities.
8. Go to the restroom and get a drink before recess and lunch are over.
9. Line up as soon as the teacher says to. Do not continue to play.
10. No riding of skateboards or other wheeled devices on the school yard during school hours. No pushing or physical contact of any kind.
11. Try not to hit or kick the balls over the walls or fences. A teacher should be told immediately when a ball goes over the wall or fence and where it went out.
12. Any deliberate damage to school or church property by a student will result in reimbursement by the parent. The parent may be called to pick up the student the day that the damage occurs. Repeated offenses will result in probation and a conference with the principal.

#### Lunch Area and Play Ground Rules:

1. Obey the Ten Commandments.
2. Honor God in everything you do, say, or think.
3. Follow all directions from a teacher, the first time given.
4. Keep your hands, feet, and objects to yourself.
5. Practice all school rules and procedures as stated in the Lighthouse School “Student Constitution”.

## School Standards for Individual Productivity

Grades for each subject are based on tests. Homework, individual notebook, attendance, participation, class assignments, and character. To receive a diploma or grade promotion a student will need to complete and pass core subjects regardless of the students actual age.

### Grading Scale

Grade K			Grades 1-8	
100-98	A+	O+	100-98	A+
97-90	A	O	97-92	A+
89-80	B	G	91-90	A-
79-70	C	S	89-85	B+
69-60	D	U	84-82	B
59-0	F	U	81-80	B-
			79-75	C+
O - Outstanding			74-72	C
G - Good			71-70	C-
S - Satisfactory			69-60	D
U - Unsatisfactory			59-0	F

### Student Probation

If your child is placed on probation the following procedure must be followed:

1. You must set up a conference with the teacher, principal, and/or Pastor Rob Scribner if required. Recommendations for improvements will be given at the conference. There is the possibility that the student will be asked to repeat the prior grade.
2. If the effort grades and/or character grades have not improved and the parent is not demonstrating effort to help, then dismissal is possible. If we have the parent's full support then we will continue to work with the student.
3. If the parent does not contact the teacher for a conference, the student will not be able to remain in school.
4. The student is placed on probation when the word "probation" is marked on their report card or the administration/teacher tells the parents verbally and/or sends a written note.

## **Student 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.

## 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

Any color jacket or sweater may be worn outside the classroom, but once in the classroom 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 a neutral or uniform color (white, blue, brown, black) and closed toe. Socks, leggings, and tights must be white or navy blue.

## **School Supplies**

### School Books

The school uses the New International Version of the Bible. American Heritage or Webster's standard dictionary is required for regular use. 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 following standard materials are to be provided by parents. 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.

Bible NIV

American Heritage or Webster's Dictionary

Thesaurus

1.5 inch, three ring, loose leaf notebook binder

Notebook dividers

Pencils

Pens

Erasers

12 inch ruler

Glue stick

Scissors

Colored pencils

### Notebook Labels:

- Parents
- Homework
- Bible
- Geography (not for K & 6)
- Grammar (not for K)
- History
- Literature
- Math
- Penmanship (not for 6, 7 & 8)
- Art (not for 6)
- Science
- Spelling
- Written Composition (not for K)
- Letters and Sounds 9 (for K only)
- Reading Comprehension (6 only)

## **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.

## **General Information**

### **Church Ministry and Worship Schedule:**

#### **Sunday Morning:**

9:30am Sunday School  
10:30am Service and Children's Church

#### **Sunday Evening:**

7:00pm Evening Service

#### **Wednesday Evening:**

7:00pm Evening Service

#### **Prayer Service:**

6:30am-7:30am Monday-Friday

#### **Lighthouse University:**

7:30am-8:00am Monday- Saturday

#### **The Lighthouse Church**

1220 20th Street  
Santa Monica, California 90404  
Office: 310-829-1741

**Rob Scribner**, Senior Pastor  
**Josh Scribner**, Associate Pastor  
**Josh Young**, Associate Pastor