



Student Handbook

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Our Foundation

Our mission is to impact our community by cultivating excellence in children and students, training them to follow God's ways, and guiding them toward maturity in Jesus Christ.

Our vision is to see lives transformed by God and for God, renewing the world around them for Christ

History

In 1983, the leadership and parents of the Santa Monica Foursquare Church established the Lighthouse Church School as a Christ-centered alternative to traditional education. Their vision was to provide a learning environment rooted in biblical values—one that reflected the faith and principles upheld in their homes and church. Initially operating within the church facility, the school began as a church-based homeschool cooperative.

Over time, Lighthouse Church School evolved into a fully developed private Christian school, expanding its reach beyond the church congregation to serve families throughout the broader community.

Today, this vision has grown into the **Lighthouse School Ministry (LSM)**—a comprehensive educational system serving children from 3 months through 12th grade.

All four schools operate as ministries of the **Santa Monica Foursquare Church**, located at 1220 20th Street. Since its founding, the Lighthouse School Ministry has remained committed to academic excellence, spiritual growth, and the highest moral standards.

Purpose Statement

The Lighthouse School Ministry exists to train children and students to follow the way established by the Word of God, as exemplified in the life of Jesus Christ. Our purpose and direction are rooted in a commitment to Christ-centered education that instills in children and students a Biblical worldview that equips them to live faithfully and boldly in today's world. We envision lives transformed by God and for God—students who, by the renewing of their minds, become agents of truth, compassion, and restoration in their communities and beyond. This vision guides every aspect of our school's identity, culture, and curriculum.

In pursuit of our mission, we set high expectations for student success by cultivating:

- Christlike character
- Academic excellence
- Leadership rooted in humility and service
- Community impact
- A Biblical worldview integrated into every discipline

Acknowledging the biblical truth that parents are the primary educators of their children, we seek to collaborate with families. It is our hope that the education, training, and discipline provided will strengthen and affirm the Biblical foundation already being laid at home.

Proverbs 22:6 "Train up a child in the way he should go; even when he is old he will not depart from it."

Romans 12:2 "Do not be conformed to this world, but be transformed by the renewal of your mind..."

Deuteronomy 6:6-9 "And the words which I command you today shall be in your heart. You shall teach them diligently to your children and shall talk to them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand. And they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."

Colossians 1:6-7 "...which has come to you, as indeed in the whole world it is bearing fruit and increasing—as it also does among you, since the day you heard it and understood the grace of God in truth, just as you learned it from Epaphras our beloved fellow servant. He is a faithful minister of Christ on your behalf..."

Matthew 28:19-20 "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Philosophy of Education

At Lighthouse School Ministry, we believe that education is a God-ordained process of discipleship, character formation, and academic development. Rooted in a biblical worldview, our philosophy of education affirms that all truth is God's truth. The ultimate purpose of education is to love God and love others.

We believe that each student is uniquely created in the image of God with inherent value, purpose, and potential. As such, education must address the whole person—mind, heart, and soul. Our goal is not merely the transmission of knowledge, but the cultivation of wisdom, virtue, and spiritual maturity.

In partnership with parents and the local church, our educational model reflects the conviction that raising and educating children is both a sacred responsibility and a shared mission. At the heart of our philosophy is the belief that true education begins and ends with the fear of the Lord, which is the beginning of wisdom (Proverbs 9:10).

Academically, we pursue excellence in all disciplines, encouraging students to think critically, communicate effectively, and engage the world thoughtfully and faithfully. We equip students with the tools necessary for lifelong learning and responsible leadership in a rapidly changing culture.

Spiritually, we are committed to forming disciples of Jesus Christ. Through biblical instruction, Christ-centered relationships, and consistent modeling by staff and faculty, students are guided to grow in their faith, develop moral integrity, and embrace their identity in Christ.

We prepare students to live as agents of transformation in the world—not conformed to its patterns, but renewed by the Spirit and equipped to bring hope, truth, and light into every sphere of life.

1) Tuition information

- Registration Fee
 - Non-refundable; covers supplies and standard textbooks.
 - Special books for advanced learning are not included.
 - Books are issued only after payment is received.
- Tuition Payments
 - First payment is due on the first day of school.
 - Subsequent payments are due on the 1st of each month.
 - The final (10th) payment is due by June 1st.
 - Late or unpaid payments may result in withheld report cards or restricted graduation participation.
 - Payments made after the 3rd will trigger office notifications; repeated delays may result in mandatory automatic debit enrollment.
- Payment Methods
 - Auto-Charge (Credit Card)
 - Automatically charged on the 1st of each month.
 - Complete and return the attached Credit Card Authorization Form.
 - Bank Transfer
 - Direct transfer can be set up using: bank name, account holder, routing number, and account number.
 - Recurring Invoice (Email)
 - Invoice sent monthly.
 - Payments after the 1st incur a 10% late fee added to the invoice
 - Cash or Check
 - Must be submitted by the 1st of each month.
 - Payments after the 1st incur a 10% late fee
 - Church tithe app
 - Designate the fund as "K-8th School Fund" and send a screenshot of your payment for prompt processing
- Extended Care
 - Before Care: 7:30 AM start
 - After Care: 3:00 PM – 4:30 PM
 - Late Pickup: More than 10 minutes late results in automatic aftercare enrollment at \$50/day.
- Additional Fee
 - Assessment Fee
 - Mandatory, non-refundable evaluation for incoming kindergarten and transfer students.
 - Graduation Fee
 - Covers caps, gowns, diplomas, and related costs for Kindergarten & 8th Grade.

2) Attendance

- **Absenteeism:** A student returning to school after an absence must send an email to the school office and classroom teachers explaining the reason and dates of the absence. For absences longer than three days, a phone call is required on the third day to verify the absence. Failure to provide a note will result in an unexcused absence, which may impact grades and lead to probation for repeated violations.
- **Tardiness:** Students arriving after 9:00 AM are considered tardy and must submit a note stating the reason. Five unexcused tardies will result in suspension.
- **Vacation:** Notify your child's teacher at least two weeks before taking a vacation to coordinate missed assignments.

3) Notebook and Portfolio

- LCS values parent-teacher collaboration and utilizes notebooks to track student progress.
 - **Parent Section:** Includes announcements, required signatures, and important updates. Notes and tests must be signed and returned promptly.
 - **Homework Section:** Stores assignments with teacher guidance on expectations.
 - **Completed Work:** Signed tests and finished assignments are moved to the student's portfolio, organized by subject for review.
 - **Class Notes:** Emailed weekly or periodically by teachers; parents should review for updates and instructions.

4) Grade

- Grade Reports
 - Issued quarterly.
 - A **D** or **F** in any subject may require a conference; parents may also request a conference at any time.
- **Summer School**
 - **Mandatory** for:
 - Students earning a **D or lower** in two consecutive quarters.
 - Students earning an **F** in any quarter.
 - Students who fail core subject exit exams.
 - **Cost:** \$750 per subject.
 - **Non-completion** results in repeating the grade.
 - Parents choosing outside tutoring/programs must have their child take the **exit exam in August** (\$100 assessment fee). If the exam is not passed, the student will repeat the grade.

- **Academic Eligibility**

- Students must maintain a **minimum 2.5 GPA** to participate in off-campus privileges, overnight trips, elective courses, and sports team playing time.
- Eligibility is **revoked** if the GPA falls below this threshold and may be **reinstated** once the required GPA is achieved.
- Grading scale

100-98	A+	79-75	C+
97-92	A	74-72	C
91-90	A-	71-70	C-
89-85	B+	69-60	D
84-82	B	59-0	F
81-80	B-		

5) Classroom

- **Class Visitation**

- All classroom visits must be cleared through the **school office** prior to the visit.
- Parents must also schedule an appointment with their child's teacher in advance.

- **Volunteers & Chaperones**

- Includes field trip chaperones.
- Siblings may not accompany volunteers or chaperones unless approved the teacher.
- Volunteers must be **present, actively assisting the teacher, and helping manage students.**
- **Professional conduct** is required at all times.

- **Lack of School Materials**

- If a student arrives without required materials for **three consecutive days**, the parent will be contacted to pick up the student.
- The student will not be readmitted that day.

- **Cell Phones & Electronic Devices**

- Students may not use cell phones, smartwatches, or other electronic devices on school property unless directed by a teacher.
- Violations will result in confiscation.
- Repeated violations may result in the device being held until the end of the school year.
- LCS is not responsible for lost or stolen items; students are responsible for their own devices.

- **Hall Pass**

- Students must have a hall pass when outside the classroom during instructional time.

6) Work ethics

- Late Work: Late work will be accepted due to excused absences 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. The completion time for assignments will be determined by the teacher.
- Homework: Homework will be assigned based on grade level and must be submitted by the date specified by the teacher. Please check gradelink and/or the homework section in your child's notebook daily for due dates. While teachers may accept late homework, grades may be reduced at their discretion.
- 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 to 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.

7) Yard Protocol

- General Yard Rules
 - Be kind and respectful to everyone.
 - No tantrums, shouting, or unkind words.
 - Keep hands, feet, and objects to yourself — no pushing, shoving, or grabbing.
 - Play fair and accept the teacher's decision in games.
 - "We get what we get, and we don't throw a fit!"
 - No running near tables or eating areas.
 - Follow directions the first time they're given.
 - Stay in the play area unless you have permission to leave.
 - Take turns and share play equipment.
 - No rough play, wrestling, or tackling.
 - Stop immediately when a teacher blows the whistle or calls your name.
 - If there's a problem, tell a teacher instead of arguing or fighting.
 - Always wear shoes on the yard.
 - Keep balls and toys away from buildings and lunch areas.
- Recess Rules
 - Sit quietly and eat your snack before playing.
 - Only start playing after you finish your snack.
 - Ask the yard teacher before leaving or using the restroom.
 - Use equipment the right way.
 - Include others who want to join in the game when possible
- Lunch Rules
 - Sit and eat for at least 10 minutes before playing.
 - Use good table manners — no throwing food or sharing from your tray without permission.

- Clean your spot: wipe the table and pick up trash from the table and ground.
- Get a “green light” from the yard teacher before starting play.
- Ask before going to the restroom.
- Eat your own lunch — no trading food due to allergy and health concerns.
- Aftercare Rules (Orange)
 - First 30 minutes are for homework or quiet reading.
 - Show your work to the teacher before you play.
 - Ask before using the restroom.
 - Follow the same yard play rules as recess and lunch.
 - Indoor play and crafts are quiet and respectful of others working.
 - Games must be safe — no running indoors or throwing objects inside.

8) Physical Education (P.E.) Policy

- Physical education is a vital part of our students' learning. Students must be prepared for P.E. by wearing their P.E. uniform and appropriate athletic shoes on designated days. Parents are responsible for ensuring their child has the required uniform and supplies ready before school starts. Non-compliance will result in a uniform violation notice and a non-participation grade. Repeated violations may lead to suspension.
- Middle school students (grades 6-8) may need additional supplies or gear for sports teams and are required to participate in team sports as part of the P.E. curriculum, including league games. Sports fees are required to cover facility and equipment rentals.

9) Pick-up & Drop-off

- **Carpool:** Morning carpool runs from 8:45–8:55 AM. Afternoon carpool runs from 2:45–3:00 PM (2:00–2:15 PM on Fridays). Please do not park or line up in the alley before these times. If the gate is closed, drive around the block until it opens. Avoid stopping, parking, or forming a line in the alley at any time.
- **Release of Children:** Only authorized individuals listed on the release form are allowed to pick up students. If someone not listed on the form needs to pick up your child, a signed and dated letter or email from the parent or legal guardian is required. Include the full name of the person picking up your child and specify if you want them added to the permanent list. We cannot release your child based on verbal authorization alone. For unknown individuals, picture and name identification will be required. Please inform anyone picking up your child about this policy.
- **Late Pick-Up:** Late pick-up may incur a fee. If you are more than 10 minutes late, a fee will apply.

10) Supplies

- **Books:** The New International Version (NIV) of the Bible is used throughout the school. Standard textbooks will be provided at the start of the school year, with additional books assigned by the teacher as needed.
- **Materials:** Parents are responsible for supplying standard school materials, as listed by the teacher before the school year begins. It is important that students consistently have the required supplies throughout the year. Each student should have a book bag or backpack and a container for writing utensils. All items should be clearly labeled with the student's name or initials for easy identification.
- **Examples of notebook labels:** Parents, Homework, Bible, Geography, History, Math, English, Art, Science. Please refer to your child's teacher for specific labeling instructions.

11) Uniform

At Lighthouse Church School, we believe our appearance should reflect respect for God, our school community, and the learning process. Neat and modest dress honors the Lord, fosters unity, and minimizes distractions. As 1 Corinthians 10:31 reminds us, *“So whether you eat or drink or whatever you do, do it all for the glory of God.”*

Our uniform standards are intended to ensure students represent themselves, the school, and Christ in a manner that is respectful and Christ-honoring. Failure to comply will result in an infraction notice and may lead to disciplinary action. Continued non-compliance will require a parent conference for immediate resolution.

- **Boys' Uniform**
 - Friday Uniform (May Be Worn All Week)
 - White button-down collared oxford shirt (short or long-sleeved)
 - Navy blue tailored shorts or long pants with a belt
 - Optional Monday–Thursday Variations
 - White or navy blue polo shirt
 - Tailored navy blue or khaki shorts or long pants with a belt
 - Grooming
 - Hair must be clean, brushed, and kept out of the eyes
 - Unusual or questionable haircuts/colors require principal approval
 - No earrings or body piercings
 - Nails must be clean and neatly trimmed
 - Shirts must be tucked in at all times
- **Girls' Uniform**
 - Friday Uniform (May Be Worn All Week)
 - Plaid jumper with white blouse and athletic shorts underneath, or Plaid skirt with white blouse and athletic shorts underneath
 - Optional Monday–Thursday Variations
 - White or navy blue polo shirt

- Tailored navy blue or khaki shorts, long pants, or skirts
 - Skirts must be knee-length with support pants worn underneath
 - Skirt Length Policy
 - If a skirt is too short, an infraction notice will be issued, and parents must address the matter immediately
 - This reflects our commitment to the biblical principle of modesty in 1 Timothy 2:9: *“Women should adorn themselves in respectable apparel, with modesty and self-control.”*
 - Grooming
 - Hair must be clean, brushed, and kept out of the eyes
 - Excessive/distracting hairstyles or unnatural colors are not permitted
 - No excessive jewelry; no body piercings
 - Dangling earrings are prohibited for safety reasons
 - Shirts must be tucked in at all times
- Jackets & Sweatshirts
 - All outerwear must be navy blue or white and free of commercial logos. This includes jackets, sweatshirts, and sweaters.
- Shoes
 - Must be comfortable, closed-toe, and suitable for walking or running
 - Sandals, open-toed shoes, rain boots, and high heels are not permitted
 - Socks must be worn
 - Leggings/tights must be white, navy blue, or black
- P.E. Uniform
 - Navy blue t-shirt or school event t-shirt (e.g., Jogathon, Olympic Day)
 - Pants or shorts that allow for free movement

12) 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 thermally 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.

13) Facility

- Lost & Found: You may look for any of your child’s items before or after school. Unclaimed items will be sent to the Salvation Army on a monthly basis. It is recommended to clearly mark your children’s belongings with their names 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) 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 who 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.

15) Parents commitment

- Volunteer Hours: Each parent or legal guardian must complete 15 hours of volunteer work annually to help build a supportive school community. You can opt out by paying \$150. If volunteer hours are not completed by the end of March, the opt-out fee will be automatically applied.
- Positive Influence: Parents are expected to contribute positively to the school environment. Avoid negative comments, gossip, or actions that could harm the school's atmosphere or relationships.
- Open Communication: Maintain clear and open communication with the school and teachers. This collaboration supports your child's academic and personal growth.
- Fundraisers: To keep tuition affordable, we hold several fundraisers throughout the year. Participation in three mandatory fundraisers is required. To opt out of these fundraisers, submit a \$100 payment per fundraiser. Non-participation will incur a \$100 exemption fee per fundraiser. Failure to pay these fees may lead to your child's expulsion from the school.

16) Conflict Resolution Procedure

- When Your Child Has a Problem with Another Student:
 - Gather Information: Collect details from your child calmly. Understand and reassure your child.
 - Contact the Teacher: Discuss the issue to get insights.
 - Meet with School Staff: Request a meeting if needed.
 - Encourage Resolution: Work with the school on conflict resolution.
 - Involve Administration: Seek mediation if necessary.
- When You Have a Problem with Another Parent:
 - Arrange a Meeting: Choose a neutral place to discuss.
 - Stay Calm: Listen and keep the discussion respectful.
 - Find Common Ground: Seek agreement to resolve the issue.
 - Seek Mediation: Involve a school mediator if needed.

- When You Have a Concern About School Policy:
 - Review the Policy: Understand it by checking documents.
 - Contact Administration: Share your concerns with the principal.
 - Request a Meeting: Discuss concerns and suggest changes.
 - Engage Constructively: Understand the policy and explore adjustments.
- When You Have a Concern About Your Child's Teacher/Staff:
 - Identify Concerns: Clarify the issues/ Concern
 - Request a Meeting: Discuss the concerns directly.
 - Involve Administration: Inform the Principal
 - Provide Evidence: Share any supporting evidence.
 - Follow-up: Ensure the issue is addressed and resolved.

17) Student Constitution

1. Christian Character Standards

1.1 Communication

- Raise your hand and wait to be called on before speaking.
- Listen attentively and respond politely (“please,” “thank you,” “excuse me”).
- Make eye contact; avoid interrupting, yelling, or talking while others are working.
- No profanity or unkind words (e.g., “stupid,” “shut up”).

1.2 Respect for Authority and Peers

- Follow directions promptly.
- Be on time, wait your turn, and treat others with kindness.

2. School Conduct

2.1 Classroom

- Walk quietly in/out.
- Line up when directed.
- Stay seated while eating; throw away trash.

2.2 Personal Items & Safety

- Bring only essential items.
- No skateboards/wheeled devices during the school day.
- No weapons, trading, selling, phones, or electronics.

2.3 Restroom & Yard

- Restrooms used individually.
- No physical contact.
- Do not kick balls over fences/walls.
- Avoid damaging property; any damage must be reimbursed.

3. Discipline

3.1 Disciplinary Policy

- Parents will be informed of disciplinary issues.
- An Infraction Notice may be issued and must be signed by parents; it will be kept in the student's record.
- Three infractions in one year may result in suspension.
- Suspended students must be picked up immediately and cannot return until the specified date.
- Three suspensions in one year may result in expulsion.

3.2 Violation Consequences

- Writing Biblical standards
- Loss of privileges
- Additional assignments
- Cleaning duties
- Removal from class
- Teacher/principal conference
- Parent pick-up request
- Suspension and/or Expulsion

4. Student Probation Procedure

- Conference Required: Parents must meet with the teacher, principal, and/or Pastor (if required) to discuss improvement steps.
- Progress Assessment: If grades or character do not improve, and parental support is lacking, dismissal is possible.
- Mandatory Contact: Failure to arrange the conference may result in removal from school.
- Notification: Probation is communicated verbally and/or in writing to parents.

5. Infractions

5.1 Class Disruptions

- Repeated failure to follow classroom procedures (e.g., not bringing materials, refusing to participate, incomplete work, talking without permission, minor disruptions, sleeping, eating/drinking without permission, dress code violations).

5.2 Inappropriate Behavior

- Irresponsible conduct that is unsafe, causes property loss/damage, incidental contact, or embarrassment to others.
- Intentional harm—physical, verbal, or otherwise—results in immediate probation and may lead to expulsion (zero tolerance).

5.3 Inappropriate Language

- Teasing, name-calling, mocking, insulting, excluding others, touching property without permission.
- Using inappropriate languages and vocabulary

5.4 Campus Procedures Violation

- Ignoring hallway, transition, lunch, arrival, or dismissal procedures.

5.5 Misuse of Technology

- Devices must be silent and completely out of sight unless staff gives explicit permission.
- Failure to comply will be treated as disrespect towards others.

5.6 Disrespect to Adults

- Slow compliance, arguing, talking back, rude remarks, murmuring, complaining, lying, withholding information, misleading statements, or impeding investigations.

5.7 Possession of Inappropriate Materials

- Possession of profane, vulgar, pornographic, or graphically violent materials in any form, including self-created images.

5.8 Cheating & Plagiarism

- Cheating: Using unauthorized help, copying, communicating during exams, or misrepresenting work.
- Plagiarism: Using another person's work without proper credit or citation.

5.9 Vandalism

- Intentional or unintentional misuse or damage to school/staff property valued at \$100 or less.

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 based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial aid, athletic, and other school-administered programs.

Student Handbook Acknowledgment Form

Student's Name: _____

Grade: _____

Parent/Guardian's Name: _____

Email Address: _____

Phone Number: _____

Date: _____

Acknowledgment of Receipt and Understanding

I, the undersigned, acknowledge that I have received and reviewed a copy of the Lighthouse Church School Student Handbook. I understand the policies, procedures, and expectations outlined in the handbook and agree to abide by them.

**Signature of
Parent/Guardian**

Date
