



Student Handbook

1220 20th st, Santa Monica CA 90404

Phone: 310-829-1741

Fax: 310-453-2743

www.lighthousechurchschool.com

lighthousechurchschool@gmail.com

Welcome Message

Welcome to Lighthouse Church School! We are delighted to have you join our community. Our mission is rooted in **transformation**—leading students in knowing, living, and sharing the Word of God.

Our Purpose (Why Do We Exist?): Transformation

We exist to guide students in knowing, living, and sharing the Word of God.

Our Values (How Do We Behave?): EXCEL

- **Excellence:** Always strive for the best in your studies and be punctual.
- **X-factor (Christ-centeredness):** Love and follow God's teachings every day.
- **Community:** Engage and contribute to school and community events.
- **Empathy:** Show kindness and understand others' feelings.
- **Leadership:** Be courageous and lead in doing good things.

Our Vision (What Do We Do?): Education

At LCS, we guide students in growing spiritually, excelling academically, and becoming compassionate leaders who shine God's light in the world, all grounded in the Word of God.

John 14:27 tells us, "Peace I leave with you; my peace I give you. I do not give to you as the world gives." This promise of peace and Biblical discipline reassures us that by guiding our children in the right way, they will remain steadfast. Proverbs 22:6 also instructs, "Train up a child in the way he should go; even when he is old he will not depart from it." As Jesus said, "I am the Way," and we are dedicated to following His example.

Please read this handbook thoroughly, as it outlines important standards of our ministry. We look forward to partnering with you on this journey of faith and learning. Thank you for the privilege of sharing this experience with you.

In His service,

Lighthouse Staff

School Policies

1) Tuition and Payments Information

Registration Fee

The registration fee for the school year is \$600. This fee is non-refundable and covers supplies and costs for educating a child throughout the year. It includes registration and a standard set of textbooks. Please note that this fee does not cover any special books required for specific learning needs or advanced material. Books will only be provided upon payment of this fee.

Monthly Tuition

- **K-5:** \$600 per month
- **6-8:** \$650 per month

The first tuition payment is due on the first day of school, with subsequent payments due on the 1st of each month. The final payment (10th payment) is due no later than June 1st. If June tuition is unpaid, your child may not receive their report card or be able to participate in graduation. Tuition payments not received by the 10th of each month will prompt an email or call from the office. Delayed payments may result in automatic debit enrollment and require immediate action to avoid interruption in your child's school experience.

Extended Care

- **Before Care:** Available from 7:30 AM.
- **After Care:** Available from 3:00 PM to 5:00 PM.

Extended care is \$200 per month. If you are late to pick up your child by more than 10 minutes, they will be automatically signed up for daily aftercare at a rate of \$50 per day.

Assessment Fee

All incoming kindergarten students and transfer students are required to undergo a mandatory evaluation before the first day of school. The evaluation fee is \$75 and is non-refundable. Please ensure the evaluation is completed on time.

Other Fees

- **Sports Fee:** Required for all middle school students, \$350 per year. Students must participate in at least one sport per quarter.
- **Graduation Fee:** For Kindergarten and 8th-grade students, covering caps, gowns, diplomas, and related expenses, is \$50.
- **Summer School:** \$750 per subject

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 one week before you go on vacation.

3) Notebook and Portfolio

At our school, we see ourselves as partners with parents and guardians in supporting each child's education. To enhance this partnership, we use notebook binders to track and communicate your child's progress.

Notebook

Each student's notebook is organized into two sections:

- **Parent Section:** This area includes announcements, items requiring your signature, and important updates. Please ensure that all notes related to your child, including any general school notices, are signed and returned promptly. Tests sent home for your review should also be signed and returned to school.
- **Homework Section:** This section contains assignments and tasks for the student to complete. Homework may be assigned daily or weekly, and each child will receive specific homework sheets. The teacher will provide orientation on how to complete these assignments.

Once assignments and tests are completed and signed by parents, they will be moved to the student's portfolio folder. The portfolio is organized by subject and is available for parents to review at any time.

Class Notes

Class notes, whether issued weekly or otherwise, will be emailed by the teacher. Please make sure to read these notes and follow any provided instructions.

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.
- **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

5) Classroom

- **Class Visitation:** Please clear classroom visitation through the school office prior to the 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 may not use cell phones or electronic devices on school property unless instructed by a teacher. Devices must be turned off and stored in backpacks. Violations will result in confiscation, with parents needing to retrieve the device from the office. Repeated violations may lead to the device being held until the end of the school year. Lighthouse Church School is not responsible for lost or stolen items. Students are responsible for their devices.

6) 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.

7) 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.
- **Notebook Standards:** The notebook must have a 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 the correct sections. Papers must be labeled correctly with proper headings, 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:** Carpool hours are from 8:45 AM to 8:55 AM in the morning and 2:45 PM to 3:00 PM in the afternoon. If you arrive before these times, please do not park or line up in the alley. If the gate is closed, you may drive around the block until it opens. Please avoid stopping, parking, or lining up in the alley.
- **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.
- **Before & Aftercare:** Before and aftercare services are available for an additional charge. For rates, hours, and more details, please refer to the school website.

9) Uniform dress standards

- **Boys:**
 - **Monday-Thursday:**

Boys are required to wear a white or navy blue polo shirt paired with tailored navy blue or khaki shorts or long pants. Belts must be worn with all pants or shorts. A navy blue sweatshirt or button-down sweater, plain or with the school logo, is also part of the uniform.
 - **Friday:**

The Friday uniform consists of a white button-down collared oxford shirt (short or long-sleeved) with either navy blue tailored shorts or long pants.
 - **Grooming:**

Hair should be clean, brushed, and kept out of the eyes. Unusual or questionable haircuts must be approved by the principal. Earrings and body piercings are not permitted. Nails should be clean and neatly trimmed. Shirts must be tucked in at all times.
- **Girls:**
 - **Monday-Thursday:**

Girls may wear a white or navy blue polo shirt with tailored navy blue or khaki shorts, long pants, or skirts. Skirts should be knee-length, with support pants worn underneath. A navy blue sweatshirt or button-down sweater, plain or with the school logo, is also part of the uniform.
 - **Friday:**

The Friday uniform consists of a plaid jumper with a white blouse and athletic shorts worn underneath, or a plaid skirt with a white blouse, with athletic shorts underneath. The specific plaid pattern is listed on the school website.
 - **Grooming:**

Hair should be clean, brushed, and kept out of the eyes. Excessive or distracting hair styling and unnatural colors are not allowed. Excessive jewelry is not permitted, and no body piercings are allowed. For safety reasons, no dangling earrings. Shirts must be tucked in at all times.
- **Jackets & Sweatshirts:**
 - Outerwear must be navy blue or white and free of commercial logos. This includes jackets, sweatshirts, and sweaters
- **Shoes:**
 - Shoes should be comfortable, closed-toe, and suitable for walking or running. Sandals, open-toed shoes, rain boots, and high heels are not permitted. Socks, leggings, and tights must be white, navy blue, or black
- **P.E. Uniform:**
 - For P.E. classes, students must wear navy blue t-shirts or school event t-shirts (such as jogathon or Olympic Day shirts) and pants that allow for free movement.

10) Student Constitution

The purpose of this constitution is to foster the formation of Christian character among students at Lighthouse Church School by promoting respectful behavior, effective communication, and adherence to school rules.

I. Formation of Christian Character:

- **Respectful Communication:**

- Always raise your hand and wait to be called on before speaking.
- Listen attentively when others are speaking and respond thoughtfully.
- Use polite language, including "please," "thank you," and "excuse me."
- Make eye contact when speaking and avoid interrupting others.
- Do not talk while others are working and do not yell on the yard.
- Avoid using profanity or unkind words, including "stupid" and "shut up."

- **Respect for Authority and Peers:**

- Follow directions given by teachers and staff promptly and respectfully.
- Wait your turn and be on time for class.
- Practice kindness and compassion in your interactions with others.

II. Department Rules:

- **Classroom Behavior:**

- Walk quietly in and out of the classroom to avoid disrupting others.
- Line up promptly when directed by the teacher.
- Stay seated while eating and throw your trash away.

- **Personal Items and Safety:**

- Non-essential items should not be brought to school.
- Skateboards and other wheeled devices are allowed only after school hours and not in the school yard during the school day.
- Weapons of any kind are strictly prohibited.
- No trading or selling of any kind is allowed.

- **Restroom and Yard Rules:**

- Restrooms should be used individually—no usage together.
- No physical contact of any kind is allowed.
- Do not kick balls over fences or walls.
- Avoid deliberate damage to property. Any damage, intentional or not, will result in reimbursement by the parents.

III. Consequences for Misconduct:

- **Violation Consequences:**

- Violations of school rules will result in disciplinary actions as determined by school staff. These guidelines are essential for maintaining a respectful, safe, and nurturing environment where all students can thrive. Any breach of the Student Constitution may lead to measures such as writing Biblical standards, loss of privileges, additional assignments, cleaning duties,

removal from the classroom, a conference with the teacher and/or principal, a request for parents to pick up the student, suspension, or expulsion.

- **Student Probation Procedure:**
 - Schedule a Conference: If your child is placed on probation, you must arrange a meeting with the teacher, principal, and/or Pastor if required. During the conference, recommendations for improvement will be provided. There is a possibility that your child may need to repeat the previous grade.
 - Assess Progress: If your child's effort and character grades do not improve, and there is insufficient effort from the parent to support the student, dismissal from the school is possible. If the parent actively supports the student, the school will continue to work with them.
 - Mandatory Conference: Failure to contact the teacher for a conference may result in your child's removal from the school.
 - Notification of Probation: A student is placed on probation when it is indicated on their report card, or when the administration/teacher verbally informs the parents and/or sends a written notice.

11) Disciplinary procedure

- **Disciplinary Policy:** In case 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.
- **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 the dress code.
Inappropriate Behavior	Irresponsible Behavior leads to things such as loss or unintentional damage of a student's property, incidental physical contact with or unintentional offense, and 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, name-calling, mocking, insulting, excluding others, or touching personal property without permission. May involve higher-level consequences if physical contact or property damage occurs.
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 Adults, 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 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.

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) 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.

14) 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.

15) 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.

16) 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.

17) 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.

Statement of Doctrine

- **The Bible:** We believe the Bible is the inspired, infallible, and authoritative Word of God.
- **The Trinity:** We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- **Jesus Christ:** We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, atoning death, bodily resurrection, ascension to the right hand of the Father, and His personal return in power and glory.
- **Salvation:** We believe that salvation is through faith in Jesus Christ and is received by regeneration through the Holy Spirit.
- **The Holy Spirit:** We believe in the present ministry of the Holy Spirit, who empowers Christians to live a godly life.
- **Resurrection and Judgment:** We believe in the resurrection of both the saved and the lost; the saved to eternal life and the lost to eternal separation from God.
- **Heaven and Hell:** We believe in the existence of heaven and hell as real and definite places.
- **Spiritual Unity:** We believe in the spiritual unity of all believers in 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 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.

Please check the following:

- I have received a printed copy of the student handbook.
- I have reviewed the student handbook online.
- I understand the rules and policies described in the handbook.

Additional Comments or Questions:

**Signature of
Parent/Guardian**

Date

For School Use Only:

Received By: _____

Date: _____

Notes: _____