



*Lutheran Church of the Cross  
Day School*

*Preschool/Elementary School Handbook  
2018 - 2019*

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Dear Parents and Students,

Our school functions as a family for ten months a year. As with all families, we need a vehicle for communicating what is acceptable. We believe our Parent-Student Handbook is the best method of communicating our school policies. This handbook has been prepared for your use...when in doubt, take a look at the handbook and check the policy!

The beginning of a school year holds anticipation and excitement for all that is to come! LCC Day School is proud to partner with you, our families, as we travel this education road together.

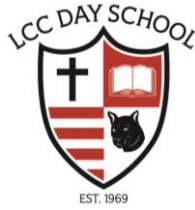
Warmest regards,

*Holly C. Carlson*

Holly C. Carlson  
Head of School

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## MISSION STATEMENT

LCC Day School is a partnership of school, church, and families, inspiring superior academic performance while instilling leadership, responsibility, and values in a nurturing environment. Our mission is to meet the changing needs of our students as they develop their God-given potential from early childhood through adolescence.

## PHILOSOPHY

At LCC Day School, each child is valued for his or her unique traits in personality, styles of learning, rate of development and ability. We strive to instill a lifelong love of learning in an appropriately challenging and faith-centered environment. Education based in Christian values and ethics provides a moral foundation for life. At LCC Day School, we believe that school is not just preparation for life; for a child, school is life. Learning how to move from the dependency of the preschooler to become a caring, respectful young person who can think and act independently requires the encouragement of both school and home working together. Children gain confidence as they grow in responsibility. Challenging children's potential and preparing students for future competitive pre-college preparatory schools is key to LCCDS's mission. Knowing how to lead, how to function well as part of a group, and how to take another's perspective, moves students a step beyond independence to interdependence, and toward being a vital part of a community.

## STAFF

Our professional staff is carefully selected for their educational background, early childhood training, teaching experience, and for their sensitivity to the individual needs of children.

LCC Day School is accredited by Florida Council of Independent Schools and the Florida Kindergarten Council. Additionally, the Preschool staff is accredited by the Pinellas County Licensing Board. Our Elementary and Middle School teachers have a minimum of a Bachelors Degree. Courses, seminars and workshops are a continuing effort to keep our staff informed of new developments in early childhood, elementary, and middle school education. Preschool teachers must complete state-required training, First Aid and CPR training. All teachers undergo a thorough background check, including fingerprinting.

**LCCDS 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, and athletic and other school-administered programs.**



## PRESCHOOL . . .

As a Christian school, LCC Day School has the right to expect and does expect that students, their families, and LCC Day School faculty and staff will conduct themselves in a Christ-like manner as Christian role models.



## PARENT INFORMATION

- **Play is children's work.** Our play-filled environment includes the following developmentally appropriate activities:
  - \* Play-oriented activities
  - \* Cooperative learning
  - \* Social skills
  - \* Manipulatives
  - \* Problem Solving
  - \* Balanced Literacy
- Class times are either 8:30 a.m. – 11:30 a.m. or 8:30 a.m. – 3:00 p.m.
- There is one scheduled parent-teacher conference in January. Please feel free to schedule an additional conference.
- Additional Information:
  - Each child **MUST BE POTTY PROFICIENT.** (See page 5 for complete description.)
  - Please send your child to school in clothes that can “take it”, are comfortable, allow freedom of movement and make it easy for your child to toilet himself.



- Please send your child to school in sneakers. Please NO SANDALS, COWBOY BOOTS, or SLIP ONS.
- Panther Spirit Fridays - Students are encouraged to wear LCCDS Spirit Shirts on Fridays. Spirit Shirts can be purchased from Big T Printing- [www.lccdayschool.com](http://www.lccdayschool.com) click on “Snapshot” tab on the homepage.
- Florida Law states: Children 5 years old or younger must be secured in a federally approved child restraint system:
  - Children 3 years old and younger must use a separate car-seat or the vehicle's built-in child seat.

Children 4 through 5 years must sit in either a separate car seat, a built in child seat or a seat belt, depending on the child's height and weight.

Children may not be transported in the front seat of a car even without airbags. Drivers must carry \$100,000/\$300,000 liability policy limits and \$100,000 property damage limits.

- Some teachers may have classroom pets. Please advise us if your preschooler has any allergies.



### **EXTRA CARE: Before, After, and Full Care**

#### A. Hours:

1. Before Care is offered Monday – Friday 7:30 a.m. – 8:30 a.m.
2. After Care is offered Monday – Friday 11:30 a.m.– 3:00 p.m. for preschoolers and also 3:00 p.m.– 5:30 p.m. Preschoolers will need a lunch and a cot sheet (purchased from the school) for the 11:30 – 3:00 hours.

B. If your child is not a Full Care student, please call the office for available spaces. **Space is limited and on a first come, first served basis.**

C. All Preschool students leaving or returning to school **during school hours** must sign in and out at the school office. When it is necessary to pick up a child during school hours, parents are required to park, come in to the office, and sign the checkout sheet, and the student will be called from class. **Please do not pick up the student from the classroom.**

D. If your child arrives at school before 8:30 and leaves anytime after 3:00 pickup, the parent is required to sign the child in and out with the Extra Care teacher.



### **PARENT ASSOCIATION**

The Parent Association, whose contributions are integral to the excellence of our programs, provides a structure for parental involvement in the school. Opportunities include classroom volunteering, school events and fund-raising. **The Parent Association's goal is to have 100% family involvement,** maintaining a positive influence on the continuing growth of LCCDS Preschool, Elementary, and Middle School.



## GENERAL INFORMATION/HELPFUL HINTS



We are here in the best interest of your child. Do not hesitate to call us at any time. Parents are welcome in the classrooms to observe at any time.

1. **All visitors and volunteers must sign in at the school office and receive a volunteer tag.** Tags should be returned upon leaving the school.
2. Please read all communications sent from the school, including Panther Paw Weekly (electronic weekly newsletter) and Blast Emails. In addition, please post the class calendar you receive.
3. Parents are asked to refrain from texting teachers/staff regarding school business. Please use email or a phone call to send or retrieve information. Text messages cannot be returned per board policy.
4. Keep your address, home and cell phone number, and email address updated in ReWeb so we may contact you in an emergency.
5. Please email your campus Administrative Assistant with carpool arrangements and changes by 2:30.
6. See that your child arrives at school on time and is picked up promptly. As required by PCLB, parents are notified if a child does not arrive within one hour of the scheduled arrival time. Please notify the Preschool Office if your student is not going to attend school or will be arriving late.
7. Please do not leave children in your car unattended. Also, please do not leave your car unattended in the carline.
8. Please do not pack hand sanitizer in your child's backpack.
9. Please do not send any items depicting violence to school; i.e., clothing or accessories. Please leave all personal toys at home except on "Show & Tell" days.
10. Holiday Celebrations - At Open House each teacher will provide a signup sheet of all the celebrations for the year. Our goal is to have a different parent coordinating each celebration. Celebrations are kept low-key with a short simple game or reading a book to the class. Students remain in their classroom and not with their siblings. Healthy snacks are encouraged. Examples of healthy snacks include mini muffins, fruit, and cheese sticks. **No balloons, please.**
11. Birthday Celebrations - Children's birthdays can be recognized at school. Parents may provide a healthy birthday snack for that day if they wish. Examples of healthy birthday snacks include mini muffins, fruit, and cheese sticks. **Please schedule with your child's teacher. No balloons, please. Candles are not permitted inside buildings.** All off campus party invitations should be **mailed** to students and not distributed during school hours.
12. Halloween costumes need to be child friendly and age appropriate. Scary/violent costumes and masks are not permitted.
13. Please see that your child has a good night's sleep.
14. Please inform us of any problems that may cause your child to be emotionally upset.

15. Remember that in your child's work, it is the process, not the product, which counts. Admire your child's work but let him/her tell you about it.
16. Class lists and address information may not be used for business solicitation.
16. Student placement is an administrative decision based on the student's social and academic needs; therefore, teacher requests are not accepted.



## FOOD AND NUTRITION

A nutritious snack will be served each day. Additionally, a catered lunch is available 5 days a week through our school catering company. The catered lunch includes a beverage. Beverages are not sold separately. For the convenience of parents and families, menus and prices are available online. Lunches may only be ordered and paid for online. Additional information regarding the school lunch program is sent home in the beginning of the school year.



Students may bring packed lunches and drinks from home. Microwaves and refrigeration are not available for students' lunches. Be sure to pack ice packs with your child's lunch to ensure food safety. In keeping with the guidelines of the USDA, we ask that you send in a nutritious lunch that includes items from all 5 food groups, as you are able. This would include items from fruit, grain, vegetable, protein and dairy food groups. A complete guide from ChooseMyPlate.gov is sent home for parent education in the beginning of the school year. In keeping with these guidelines, we request that **NO CANDY, GUM, or SODA** be sent in your child's lunch. Please do not send in food items that may present a choking hazard for children under the age of 4. This includes but is not limited to: whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cubes of cheese and any food that is of similar shape and size of the trachea/windpipe.

Students forgetting their lunch will be provided with a school lunch from the LCCDS lunch vendor and the parents will be invoiced.



## HEALTH

1. All students **must** have Physical and Immunization Forms on record by the first day of school. As required by the PCLB, we must inform you: "Some children in our care may not have current immunizations."
2. All students **must** have birth certificates on file.





3. Parents should notify the office if the student has a communicable disease such as strep throat, chicken pox, head lice, etc.
4. Any child who leaves school must be **fever free for 24 hours** before returning to school, unless the school receives a doctor's note.
5. Any child who has head lice must be nit free to return to school.
6. No medicine shall be administered at school without written permission on the **LCCDS Medication Record** form available from the office. **All medication MUST be in the original container with a doctor prescription attached.**
7. All accidents and injuries will be reported to the parent. **Accident or Incident Report** forms will be sent home to be signed and returned.
8. In case of emergency, the following steps will be taken:
  1. Notify parent
  2. Notify emergency contact person.
  3. If parents or emergency contact person cannot be reached, then contact child's doctor.
  4. In case of serious injuries, 911 will be called.

### **Potty Proficiency**

Our school is licensed by the Pinellas County License Board. One of our license requirements is for all students to be "potty trained" since we are not licensed for diapering. Yes, we understand that accidents do happen but we do have some expectations as to what your child should comfortably be able to do before they come through our door. For your child to be considered "potty proficient" they need to be able to accomplish the following:

Your child knows when they have to "go".

Your child can "go" when you take them.

Your child can pull down and up the simplest clothing.

Your child can wipe after toileting with some accuracy.

Your child rarely, if ever, has a toileting accident.

Boys, can use a potty without a shield or use a urinal.

Your child is comfortable going to the bathroom without a parent.

Your child only wears a pull-up/diaper at night and is insulted if you suggest otherwise.



We want your child to feel confident and independent when it comes to bathroom duties. Our goal is to provide the very best preschool experience for your child.

*Smoking, including e-cigarettes, is prohibited on the premises of the children's center.*



### **STUDENT RECORDS**

*LCC Day School Staff may have access to student records.*

The case often arises where other professionals or schools (camps, physicians, educational psychologists, therapists) require official school transcripts, recommendations or behavioral questionnaires. We ask that parents provide us one week's notice to complete and mail these. **Please note:** No records, recommendations, observation forms, etc. will be released directly to parents. It is our policy to mail all information.

## DISCIPLINE MANAGEMENT



Realistic expectations will be set for children and acceptable behavior will be continually reinforced in a positive manner.

The two principal rules governing behavior are:

1. Children must respect each other both physically and socially.
2. Children must respect property that belongs to either the school or another person.

If a child needs to be disciplined, the teacher will immediately maintain eye contact with the child and discuss the infraction. The teacher will attempt to divert the child's attention by redirecting his behavior to more constructive channels. Continuation of the behavior will result in the following sequence, as warranted:

1. Quiet time, in the view of the teacher, giving the child time to think over his actions.
2. Parent-teacher conference to ensure that the child is receiving reinforcement at home to correct the behavior.
3. If severe, disruptive behavior continues which threatens the well being of other children or repeatedly disrupts the daily routine, permanent removal from the school will be an option.

To be effective, the response to behavior will be immediate and consistent.

As required by the PCLB, we must inform you: "No child will be subjected to discipline which is severe, humiliating or frightening, or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited."

### **Discipline Policy**

For the complete LCC Day School Discipline Policy see page 9 of this handbook.



## MUTUAL RESPECT POLICY

School staff members, as well as all school families, deserve mutual respect and should feel safe and secure in the school environment at all times. In the event a family member/guardian uses inappropriate behavior or language, becomes verbally and/or physically threatening or abusive to a staff member or another family, the following will apply:



Offending individuals will be banned from school property at all times, or said child's enrollment in LCCDS will be terminated immediately.



## CARLINE AND CARPOOLS

The preferred method of notifying the school of carline changes is email. Please contact your campus Administrative Assistant for carpool changes and arrangements prior to 2:30. **We strongly encourage parents to refrain from cell phone use while in carline.**



## EMERGENCY PROCEDURES

Emergency procedures for fire, severe weather, intruder alert, or any other school wide emergency are practiced by faculty, staff and students. Emergency Manuals are issued to all staff. All staff are trained in LCCDS emergency procedures. Information relating to emergencies will be communicated via school-to-parent text, or at [www.lccdayschool.com](http://www.lccdayschool.com).

## L.E.A.P. SUMMER CAMP



...a fun place to  
play and learn!

LCCDS has a summer program geared for children who have completed a 2-year-old program. The purpose of this program is to provide a continuous educational experience, which is both interesting and stimulating for the children. The main emphasis is for children to be challenged while having fun. Enrichment includes in-school field trips, projects in art and science, cooking activities, and computers. You may choose one or all of the weeks, each with its own theme or emphasis. This program begins the week after school is dismissed for the summer.



## ELEMENTARY SCHOOL . . .

As a Christian school, LCC Day School has the right to expect and does expect that students, their families, and LCC Day School faculty and staff will conduct themselves in a Christ-like manner as Christian role models.

### ADMISSIONS POLICY

Students spend two days at LCCDS to engage in informal classroom evaluation and observation by the teacher and administration. School Records must be received before an admission decision is finalized.



### ARRIVAL AND DEPARTURE

School is in session from 8:30 a.m. to 3:00 p.m. Faculty supervision is provided from 8:10 a.m. to 3:15 p.m. Students who arrive before 8:10 a.m. **must be supervised by their parents or enrolled in our Before Care Program.** All students must be picked up by 3:15 p.m. Students not picked up by 3:15 will automatically be sent to our After Care Program and a fee will be charged. Parents are **welcomed and encouraged** to wait and attend the flag ceremony at 8:30, but are REQUESTED NOT to accompany their children into the classroom before school or at drop off time.



#### Flag

Building an intergenerational sense of community and school spirit among students is the goal of our flag ceremony. We invite and encourage parents to share this time with our students daily at 8:30 a.m. Younger siblings are requested to stay with their parents. Students will come as a class to flag and remain with their teacher. At dismissal, they will return to their classrooms with their teachers. Class work will begin immediately and therefore parents are asked to refrain from accompanying their student from the flag ceremony. During inclement weather, flag will be held inside.

#### Carline/Carpools

The preferred method of notifying the school of carline changes is email. Please contact your campus Administrative Assistant for carpool changes and arrangements.

*After school* plans must be arranged **prior** to the start of the school day.

#### Transportation

Parents dropping off their children in the morning or picking them up in the afternoon are asked to use the designated drop-off and pick-up areas. **Please do not block traffic or leave your vehicle unattended.** The speed limit on campus is 15 MPH at all times.

**We strongly encourage parents to refrain from cell phone use while in carline.**



**PLEASE FOLLOW TRAFFIC SIGNS AS POSTED!** Everyone's cooperation is needed to keep our arrival and dismissal times accident free.



**SAFETY IS OUR #1 CONCERN!**

If bicycles are ridden, kindergarten through third grade students should be accompanied by an adult. A helmet **must** be worn by all students riding bicycles. Locking your bicycle is required. Bicycles must be walked when on campus. Bicycles are to be parked and locked at the bike rack on the elementary campus.

### **Extra Care**

In our efforts to serve our school community, Extra Care is offered Monday through Friday 7:30 – 5:30.

### **Signing In and Out**

All Elementary School students leaving or returning to school **during school hours** must sign in and out at the school office. When it is necessary to pick up a child during school hours, parents are required to park, come in to the office, sign the check out sheet, and the student will be called from class. **Please do not pick up the student from the classroom.**

### **School Matters!**



## **ATTENDANCE**

### **Absences**

There is a direct relationship between attendance and learning. Regular attendance is vitally important to the progress of a student. Excessive absences will be reviewed by the teacher and the Head of School.

1. If your child is absent due to illness please call the **school office** by noon. Makeup work can be requested at this time and will be available for pick-up in **the school office** after 3:15.
2. **Upon a student's return a note is required explaining the absence.**
3. Extended absences other than illness must be approved in advance by the Head of School. Make-up work will be assigned following the student's return.
4. A written excuse is required for non-participation in P.E.
5. Students are given one day for each day absent to complete class work/homework.
6. The student and teacher work together to schedule makeup dates for assigned quizzes, tests, and papers. If a student is absent for only a test day or a project due date, the missed work is to be completed on the day the student returns to school unless there are extenuating circumstances, as approved by LCCDS.

## **Tardiness**

Students may arrive between 8:10 and 8:30 a.m. Students who arrive after 8:30 a.m. are tardy and will be marked as such by the classroom teacher.

## **Early Pickup**

Whenever possible, please avoid picking your student up early from school, as this disrupts student learning.

# **DISCIPLINE**



## **LCC Day School Discipline Policy**

Becoming a student who can think and act independently requires the encouragement of home and school working together. Good conduct and discipline are necessary for cooperative learning. The expectations for all LCC Day School students:

1. To demonstrate concern for others, as well as self
2. To respect the rights of others
3. To accept and respect others
4. To grow in their own self-discipline and independence

The following are required behaviors for LCC Day School students:

1. Following classroom instruction
2. Listening respectfully to teachers and staff
3. Cooperating with teachers and peers
4. Staying on task and asking relevant/focused questions pertaining to the subject matter at hand
5. Being respectful of property and others
6. Coming to class with paper, pencil and necessary supplies (i.e. textbook, charged device in grades 7/8)

Should the student choose to disregard any of these required behaviors, the following actions may be taken. Consequences will be determined based on a student's age, development, and maturity level.

1. Reminder by classroom teacher/specialist (Verbal, visual, post it note, etc.). Each situation will be handled at the discretion of LCC Day School staff in accordance with the school rules, policies and practices.
2. Removal from class(es). This can include a verbal or written reflection opportunity and/or silent lunch or break.

Taking a short break from classroom or school activities provides an opportunity for students to self-regulate and gives guided practice in problem-solving. When used effectively, taking a



break is not perceived as a punishment but rather allows the student to regain self-control with dignity and independence. The goal of this practice is to build resilience and help students develop the capacity to internally adjust before misbehavior occurs.

When a student has not responded positively to redirection or when behavior does not follow school rules and guidelines, verbal or written reflection opportunities may be used for the student to thoughtfully process their choices/actions, how their behavior has impacted others, how to fix or resolve the situation, and to determine alternative approaches for the future.

3. If behavior continues, step 2 is repeated and parents will be notified, and a conference may be required.
  - a) The parent is called and informed that their student has accrued two visits to the office for behavior infractions.
  - b) A parent, teacher, administrator conference may be held with the student in attendance.
  - c) An immediate plan will be developed by the Administrator for the student to follow which insists upon proper behavior by the student; all members of the conference sign the plan and receive individual copies of it. The plan may include an action plan to correct the negative behavior, a written note of apology, and/or staying after school on same or following day to perform community service at school, in-school suspension/Saturday School, or, in some cases, counseling.

The goal of discipline management at LCC Day School is to create a positive learning environment for all students. Discipline issues will be handled by the classroom teacher on an individual basis, working with the parents and the administration as necessary. Response to the behavior will be immediate and consistent. If severe disruptive behavior continues which threatens the well-being of others, or repeatedly disrupts the daily routine, permanent removal from the school will be an option.

LCC Day School reserves the right to issue an in-school suspension or hold Saturday School for students when it is deemed necessary. Saturday School is a disciplinary measure issued for offenses considered to warrant further disciplinary action and includes: Students are to be on campus from 7:00 a.m. to noon in the LCC Day school uniform. Work during Saturday School is to include written assignments and/or school cleanup. Second and subsequent visits to Saturday School will be charged at the rate of \$20 per hour (\$100 per Saturday) in addition to the above to cover the cost of supervising the student.

Occasionally, it becomes necessary to suspend a student from school classes, activities and events. The suspension period is determined solely at the discretion of the Head of School and/or Assistant Head of School. Should a student receive a suspension, the following will apply:

- a. No credit will be given in all subject areas during the time of suspension.
- b. The student will be required to complete and timely submit all classwork and homework assignments during their suspension, though no credit will be given.
- c. The student will be responsible for making up tests the following day before or after school and will receive a ten percent reduction on the test grade.
- d. The parents of the student must escort him/her to school following their suspension experience to verbally guarantee that the student will not repeat the unacceptable behavior.

- e. Infractions that may result in suspension or permanent removal from school include, but are not limited to:
- Profanity directed at a staff member
  - Repeated harassment of any kind
  - Leaving school without permission
  - Verbal/Emotional abuse of others
  - Actions toward another where physical harm is intended
  - Other behaviors deemed inappropriate by LCCDS Administration

### **Bullying and Harassment**

LCC Day School supports an environment free of harassment and bullying. Our school is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with their peers and our school community.

“Bullying ends where kindness begins.” Teaching our children to treat everyone with kindness is the best way to combat bullying. The school community has an obligation to promote mutual respect, tolerance, and acceptance.

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear, or distress to another person or group of persons. An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means (cyberbullying), or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate it, but perpetuates it.

All allegations of bullying or harassment during school hours or at school events should be reported to the Head of School or Assistant Head of School. The Head of School and/or Assistant Head of School will be responsible for investigating the allegation in a timely manner and issuing logical consequences accordingly. Additionally, parents of all involved will be notified. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

LCC Day School teachers will discuss the LCCDS discipline and bullying policies with students in a manner that is age-appropriate.

### **Social Media/Internet**

The LCC Day School Discipline Policy applies to student conduct on Social Media/Internet. Additionally:

- a) There is no expectation of privacy in electronics owned by the school or brought on campus.
- b) When requested, students must open their accounts and tender their login/password information.
- c) LCC Day School prohibits racial, sexual, gender (including sexual orientation or gender identity) or religious harassment.





- d) LCC Day School prohibits fake profiles, threats of violence, and/or disparaging remarks about students, faculty, and staff.
- e) LCC Day School prohibits filming or photographing anyone, including faculty/staff, on campus without consent.
- f) Students may not post inappropriate conduct or postings which reflect poorly on the school.

### **Drugs and Alcohol**

Use or possession of drugs, alcohol and/or illegal substances is strictly prohibited at LCC Day School by students and this applies whether

- On campus
- Off campus at school sponsored events or while representing the school
- Off campus when interacting with classmates

### **Weapons**

The safety of our students, faculty, and staff is paramount; therefore, we have a “zero tolerance” policy for threats of violence or weaponry on campus. These offenses will be taken seriously and may result in permanent removal from the school.

**Violation of any school policies will result in discipline which can include suspension or expulsion.**

**LCC Day School administration shall have absolute discretion in all matters of student discipline up to and including expulsion. Discipline decisions are made on a case by case basis.**



## **EMERGENCY PROCEDURES**

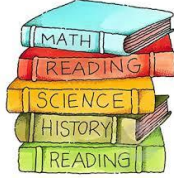
Emergency procedures for fire, severe weather, intruder alert, or any other school wide emergency are practiced by faculty, staff and students. Emergency Manuals are issued to all staff. All staff are trained in LCCDS emergency procedures. Information relating to emergencies will be communicated via school-to-parent text, or at [www.lccdayschool.com](http://www.lccdayschool.com).

## **HOMEWORK**



To further achieve a sense of responsibility and to develop good study habits, students may expect to receive daily homework assignments commensurate to the grade they are in and according to their abilities. Most homework assignments can be found on RenWeb. Students are required to turn in the homework. Late assignments will not receive full credit but are still

required to be completed. From time to time, parents may need to assist their student in their work. However, this does not mean that parents are to do their student's work. Should a question arise in any given area of homework, parents are urged to consult with their student's teacher. This can be done through a note, phone message or e-mail message. A conference may be required if the student is regularly missing homework assignments.



### **Textbooks**

Lost or damaged textbooks are the responsibility of the student and their family. A charge will be made for the loss/damaged books. Student consumable materials missing for longer than one week will be replaced by LCCDS and parents will be invoiced.



## **LCCDS ELEMENTARY SCHOOL**

### **Dress Code Policy**

Uniforms are required Monday through Thursday. Students who are on campus during school hours, including before care and after care, must follow the LCC Day School Dress Code Policy unless otherwise directed. Fridays will be uniform optional, with Friday Dress Code Policy in effect. However, LCC Day School reserves the right to require a uniform on any given Friday due to a special event.

Lands' End is the only vendor for the LCCDS school uniform. All garments must be purchased from the *Lands' End School Catalog*. Items in the regular Lands' End catalog do not meet the uniform guidelines.

A uniform infraction may necessitate a call to the parents who will be asked to bring the proper uniform garment(s) to school. This also includes the correct shoes listed in the Dress Code Policy. The school reserves the right to tell students when their dress does not adhere to the Dress Code Policy. The Dress Code Policy may be altered at any time by the Head of School or the LCC Day School Board.

## **Elementary School Uniform Specifications Policy**

Lands' End: 1-800-469-2222 or [www.landsend.com/school](http://www.landsend.com/school)  
LCCDS Preferred School Number: 9000-7054-1



LCCDS Paw Print Number: 0195910K

### **Boys and Girls**

**A RED uniform shirt is required for school field trips. Logos are encouraged, but optional, on school uniform shirts.**

- ◆ Short sleeve polo knit shirt in evergreen, classic navy, or red
- ◆ Long sleeve polo knit shirt in evergreen, classic navy, or red

### **Boys**

**Approved items:**

- ◆ Khaki slacks
- ◆ Khaki Shorts

**Not approved: Cargo slacks and cargo shorts**

### **Girls**

**Approved items:**

- ◆ Khaki slacks
- ◆ Khaki Shorts
- ◆ Khaki Skorts
- ◆ Red Plaid Side Pleat Skort
- ◆ Red Plaid Jumper
- ◆ White Short Sleeve Peter Pan Polo (to be worn with jumper)
- ◆ White Long Sleeve Peter Pan Polo (to be worn with jumper)

**Not Approved: Skirts and knit skorts are not approved uniform items.**

**Corduroy, cargo and pencil pants are not approved uniform items.**

**The knit jumper is not an approved uniform item.**

### **OPTIONAL ACCESSORIES**

**The LCCDS Paw logo is available for these items**

**Rolling backpacks are permitted in the Elementary School ONLY**

Lunchbox (any color)

Backpack (any color)

## **LCCDS Outerwear Policy**

LCCDS branded outerwear is OPTIONAL for elementary school students. LCCDS Outerwear consists of: 1.) Selected items, as identified below, in the Lands' End School catalog, 2.) LCCDS teamwear or spirit wear with the LCCDS logo sold through LCCDS.

### **Lands' End Outerwear Garments:**

**The LCCDS Crest is encouraged, but optional, on these garments.**

- ◆ Hooded Pullover Sweatshirt in Pewter Heather or Red
- ◆ Zip-front Hooded Sweatshirt in Pewter Heather or Red
- ◆ Crew Sweatshirt in Pewter Heather or Red

**The following garment can be monogrammed with either the LCCDS Crest or LCCDS Paw logo.**



- ◆ Midweight Fleece Jacket in Red or Navy

## **Elementary School Uniform Policy**

### **Hair and Accessories**

- ◆ Acceptable headwear for girls includes headbands, hair ties, and barrettes
- ◆ Boys, hair cut in a style that is above the eyebrows and above the collar
- ◆ Extreme hair styles or colors are not permitted

### **Shoes/Hosiery**

- ◆ Athletic style sneakers ONLY
- ◆ Footies may be worn. Mid-calf socks must be black or white only
- ◆ Girls tights and leggings are permitted in solid black, navy or white with the uniform

### **Personal Grooming**

- ◆ Minimal jewelry
- ◆ Girls: Small stud or small hoop earrings. Maximum 1 per ear
- ◆ No heavy make-up
- ◆ No body piercing or body jewelry
- ◆ No writing on the body
- ◆ No writing on clothing

### **Miscellaneous Accessories**

- ◆ Belts are worn with shorts and slacks
- ◆ Shirts shall be worn tucked in
- ◆ All long sleeve shirts must be uniform attire
- ◆ Shorts and skorts are to be mid thigh or longer in length
- ◆ Scout uniforms may be worn on meeting days and according to Scouting rules

## **Friday Dress Policy**

**Clothing shall be appropriate for school at all times**

**The following applies to FRIDAY DRESS CODE IN ADDITION TO THE UNIFORM Policy above.**

- ◆ Appropriate T-shirt logos are permitted.
- ◆ Tank tops, halter tops, and spaghetti strap shirts are not permitted.
- ◆ Midriffs and shoulder area should be completely covered with normal range of motion.
- ◆ No ripped jeans.

### **Panther Spirit Fridays**

Students are encouraged to wear LCCDS Spirit Shirts on Fridays. Spirit Shirts can be purchased from Big T Printing.

#### **Big T Printing**

2801 16<sup>th</sup> Street North  
St. Petersburg, FL 33704

[727-322-3131](tel:727-322-3131)

[www.lccdayschool.com](http://www.lccdayschool.com) click on the "Snapshot" tab on the homepage

*The sole arbitrator for determining whether a condition adheres to the letter and spirit of the Dress Code Policy shall be the LCCDS Administration.*



## GENERAL INFORMATION



### Chapel

All students and staff attend chapel services each week. Parents are always welcome to attend.

### Cell Phones

Cell phones must be turned “OFF” and kept in the student’s backpack. A visible or audible cell phone will be removed from the student and held in the office for pick up by a parent. Cell phones are NOT to be used on school property between 7:30 am – 5:30 pm. **LCCDS is not responsible for damage, loss or theft of cell phones or electronic devices.**

### Communications



### **Panther Paw Weekly**

Monday

Please read all Panther Paw Weekly and Blast Emails sent from the school. This is the primary method of communication between school and home. Please keep your address, home and cell phone number, and email address updated so we may contact you in an emergency.

Please inform us of any problems that may cause your child to be emotionally upset.

Class lists and address information may not be used for business solicitation.

### Texting

Parents are asked to refrain from texting teachers/staff regarding school business. Please use email or a phone call to send or retrieve information. Text messages cannot be returned per board policy.

### Electronic Devices

Elementary students are not to bring electronic devices and personal computers to school, unless specified by the teacher. Wearable smart devices, including smart watches, are not allowed to be worn by students in grades K-8. Students are never to upload photos of school events to social media and/or public internet sites, for the safety of our students, families, and staff. Electronic devices removed from students for inappropriate use during school hours will be held in the school office for pick up by a parent.

### Fees

Student transcripts/grades will not be issued if there is an outstanding balance on their account. For complete information regarding tuition and fees, please see the LCCDS website.



### Field Trips

Field trips are an integral part of the program at LCCDS. Florida Law states:

Children 5 years old or younger must be secured in a federally approved child restraint system:

- Children 3 years old and younger must use a separate car-seat or the vehicle's built-in child seat.
- Children 4 through 5 years must sit in either a separate car seat, a built in child seat or a seat belt, depending on the child's height and weight.
- Children 6 through 17 years old must be in a seatbelt.

Due to this law, we ask drivers to refrain from bringing extra passengers whenever possible. Drivers may include parents, legal guardians, and immediate family, 21 years of age or older. All drivers must carry \$100,000/\$300,000 insurance liability limits and \$100,000 property damage limits. Students should not be seated in the front passenger seat with air bags. A Field Trip Permission Form must be signed by the parent/guardian before the student is permitted to attend the planned field trip. School rules are applicable on all field trips. The student is representing LCCDS and should act accordingly. Failure to obey school rules will result in the student missing the next field trip. Uniforms with a red uniform shirt are to be worn on all field trips unless otherwise specified. We do not visit gift shops during field trips unless otherwise designated.



### Health and Immunizations

1. All students must have Physical and Immunization Forms on record by the first day of school.
2. All students must have a birth certificate on file.
3. Parents should notify the office if the student has a communicable disease such as strep throat, chicken pox, head lice, etc.
4. Any child who leaves school must be **fever free for 24 hours** before returning to school, unless we receive a doctor's note.
5. Any child who has lice must be nit free to return to school.
6. No medicine shall be administered at school without written permission on the **LCCDS Medication Record** form available from the teacher or office. All medication **MUST** be in the original container with a doctor's prescription attached.
7. All accidents and injuries will be reported to the parent. **Accident or Incident Report** forms will be sent home to be signed and returned.
8. In case of emergency, the following steps will be taken:
  - a. Notify parent.
  - b. Notify emergency contact person.
  - c. If parents or emergency contact person cannot be reached, then contact child's doctor.
  - d. In case of serious injuries, 911 will be called.



## L.E.A.P. Summer Camp



...a fun place to  
play and learn!

LCCDS has a summer program geared for children who have completed a 2-year-old program. The purpose of this program is to provide continuous educational experience, which is both interesting and stimulating for children. The main emphasis is for the children to be challenged while having fun. Enrichment includes in-school field trips, projects in art and science, cooking activities, and computers. You may choose one or all of the weeks, each with its own theme or emphasis. This program begins the week after school is dismissed for the summer.



### Lost and Found

Names should be written on all personal items including uniforms and outerwear. Any articles which are found should be brought to the school office. These items will be kept, and if unclaimed, will periodically be donated to a charitable organization.



### Lunch

A catered lunch is available 5 days a week through our school catering company. For the convenience of parents and families, menus and prices are available online. Lunches may be ordered and paid for only online. Additional information regarding the lunch program is sent home in the beginning of the school year. Students may bring packed lunches and drinks (no soda, please). Students must bring drinks from home unless purchasing lunch. Drinks are not available for purchase separately. Microwaves and refrigeration are not available for students' lunches. Please refrain from bringing hot lunches (such as Chik-fil-A), as this can disturb the class as well as the feelings of others. Also, please refrain from packing candy in lunches. Parents may bring lunch to eat with their child.

Students forgetting their lunch will be provided with a school lunch through the LCCDS lunch vendor and parents will be invoiced. Chewing gum is not permitted at school.

### Joan Daley Anderson Media Center

Our Media Center is open for use by all students. Students are encouraged to check out books. The books checked out by the students are their responsibility and charges will be made for damaged and lost books. Such charges must be paid prior to the end of the year. The checkout period is one week with renewals possible. Families are encouraged to participate in the "Birthdays and Books" program by dedicating a book in their child's name to the library. Commemorative labels are placed in the donated birthday books.



### **Mutual Respect Policy**

School staff members, as well as all school families deserve mutual respect and should feel safe and secure in the school environments at all times. In the event a family member/guardian uses inappropriate behavior or language, becomes verbally and/or physically threatening or abusive to a staff member or another family, the following will apply:

Offending individuals will be banned from school property at all times, or said child's enrollment in LCC Day School will be terminated immediately.

*You're Invited!*

### **Parent Association**

The Parent Association, whose contributions are integral to the excellence of our programs, provides a structure for parental involvement in the school. Opportunities include classroom volunteering, school events and fundraising. **The Parent Association's goal is to have 100% family involvement,** maintaining a positive influence on the continuing growth of LCCDS Preschool, Elementary, and Middle School.



### **Parent-Teacher Conferences**

Communication between home and school is vital to a student's success. Conferencing is a very effective tool. Every student will have a parent-teacher conference scheduled after the first Progress Report has been sent home. A place is also provided on the Progress Report to request a conference. To schedule a conference, please send a note, call the school or e-mail the teacher. Parents are invoiced if ExtraCare is used for conferences. ProEd days require a reservation. Teachers are not available for unscheduled conferences and you are requested to refrain from calling/texting the teacher on their home/cell phone. Phone calls or emails to teachers will be returned before or after school, or during a teacher's break time. Please keep in mind that emails sent after school hours or on the weekend may not be received until the next school day. Teacher's email addresses are listed on the LCCDS website.

### **Party Invitations**

All off campus party invitations should be **mailed** to students and not distributed during school hours.

### **School Celebrations**

**Holiday Celebrations** - The following celebrations are held during the school year: Halloween, Christmas, and Easter. Teachers will organize the Valentine Exchange and the End of the Year celebrations. At Open House each teacher will provide a signup sheet. Our goal is to have a different parent coordinating each celebration. Celebrations are to be held toward the end of the school day, and only be approximately 45 minutes in length. They are low-key with a short,



simple game or a book read to the class, and a healthy snack and drink. Examples of healthy snacks include mini muffins, fruit, and cheese. No balloons, please.

Birthday Celebrations - Students' birthdays may be celebrated at school with a healthy, birthday snack. Examples of healthy birthday snacks include mini muffins, fruit, and cheese. These should be proportioned, individual servings and include plates and napkins. Please schedule this with the classroom teacher. Students remain in their classroom and not with their siblings. No balloons, please. Candles are not permitted inside the buildings.



### Snacks

Kindergarten students will receive a daily snack provided by the school. Elementary students in first grade through fourth grade are permitted to bring a personal snack for snack break each day. The snack needs to be small in portion and as healthy in content as possible. Students will be allowed and encouraged to drink from the water fountain. **Please do not send in any type of drink.** Bringing a snack each day is completely optional. If your student chooses to bring a snack, the snack must be a one day portion size. Please do not send in a large bag/container of snack for an entire week.

### Student Placement

Student placement is an administrative decision based on the student's social and academic needs; therefore, teacher requests are not accepted.



### Student Records

The case often arises where other professionals or schools (camps, physicians, educational psychologists, therapists) require official school transcripts, recommendations or behavioral questionnaires. We ask that parents provide us one week's notice to complete and mail these.

**Please note:** No records, recommendations, observation forms, etc. will be released directly to parents. It is our policy to mail all information.



### Technology

All students and his/her parent must sign the *Student Technology Agreement* issued by the school in order to use school technology.

### Tutoring/Academic Support

Occasionally, teachers may provide academic support (tutoring) outside of school hours. This service is arranged directly between parents and teacher (tutor). The price for this service is \$45.00 for 45 minutes.

### Visitors/Volunteers

All visitors and volunteers must sign in and out at the school **office** and receive a volunteer tag. Tags should be returned upon leaving school.

*Information included in the Parent Handbook is accurate at the time of printing. LCCDS reserves the right to add/change policies or information to the Parent Handbook at any time during the school year. In the event an addendum becomes necessary, parents will be notified through blast email.*

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We have read and discussed the items in this handbook and agree to abide by the policies/guidelines set by Lutheran Church of the Cross Day School.  
**Please return by Friday, August 24, 2018.**

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Parent Name (print)

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Parent Signature

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Student Signature

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Date

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Teacher Name