



EST. 1969

*Lutheran Church of the Cross
Day School*

*Middle School Handbook
2018 - 2019*

*4400 Chancellor Street NE
St. Petersburg, Fl 33703
727 522-8331
www.lccdayschool.com*

TABLE OF CONTENTS

Mission Statement	1
Philosophy	1
Staff.....	1
Admissions	2
Academics and Grading Policies	2
Homework	4
Attendance	4
Arrival and Departure	6
Backpacks	6
Break.....	6
Car Line/Carpools.....	6
Cell Phones	6
Chapel	7
Communication.....	7
Discipline Policy.....	7
Dress Code.....	11
Emergency Procedures	14
Extra Care	14
Fees	14
Field Trips.....	14
Flag	15
Food/Drink.....	15
Health and Immunizations.....	15
Joan Daley Anderson Media Center	16
Lockers	16
Lost and Found	16
Lunch	16
Music	17
Mutual Respect Policy.....	17
Parent Association	17
Parent-Teacher Conferences	17
Party Invitations.....	18
PE.....	18
School Assignments/Projects.....	18
School Birthdays.....	18
School Sports – Academic and Conduct Requirements	18
Signing In and Out.....	19
Student Records	19
Study Hall	19
Technology	19
Textbooks	20
Transportation.....	20
Tutoring/Academic Support	21
Visitors/Volunteers	21

Dear Parents and Students,

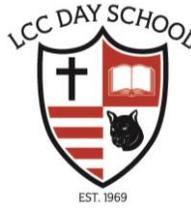
Our school functions as a family for ten months a year. As with all families, we need a vehicle for communicating what is acceptable. We continue to find this “hands on” version of our Parent-Student Handbook to be the best method of communicating our school policies. This handbook has been prepared for your use...when in doubt, take the handbook out and check the policy!

The beginning of a school year holds anticipation and excitement for all that is to come! The 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



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

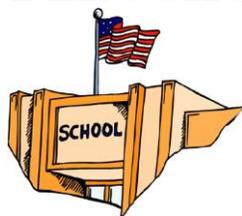
Our professional staff is carefully selected for their educational background, early childhood training, teaching experience, and for their sensitivity to the individual needs of children.

LCC Day School is accredited by the 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.



MIDDLE 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

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

Academics and Grading Policies

Progress reports are issued every quarter. Students are evaluated on their academic achievement and conduct. Academic achievement is represented by a letter grade. A final grade of 65 or above is considered passing for all subjects. A student failing to achieve a passing grade will need to perform corrective action approved by the school prior to proceeding to the next course level. Prealgebra students, along with 7th grade Language Arts students, will take midyear and end of year cumulative exams. Midyear and cumulative exams are averaged into the second and fourth quarter grades, respectively. A midterm (Dec.) and final exam (May) will be required in all core subjects for 8th grade students. This exam will constitute a percentage of their final grade and is listed as a separate grade on the Progress Report.

Grading Scale

A+ =	97-100	C+ =	77-79
A =	93-96	C =	73-76
A- =	90-92	C- =	70-72
B+ =	87-89	D =	65-69
B =	83-86	F =	64 and below
B- =	80-82		



GPA

Grade Point Average is calculated using the following scale:

Letter Grade	Regular Classes	Honors/Advanced Classes
A+	4.00	4.50
A	3.75	4.25
A-	3.50	4.00
B+	3.25	3.75
B	3.00	3.50
B-	2.75	3.25
C+	2.50	3.00
C	2.25	2.75
C-	2.00	2.50
D	1.00	1.50
F	0	0

8th grade students, please refer to your class syllabus for GPA scale.



For grades 6th through 8th, the conduct grade is represented by a number as follows:

- 1 – student exceeds expectations
- 2 – student meets expectations
- 3 – student requires frequent attention from the teacher
- 4 – conduct is an area of concern for the student

All students begin each quarter with a “2” in conduct for meeting expectations. Throughout the quarter, exemplary conduct allows students to move to a “1”. Some of the expectations of conduct include being respectful of property and others, listening respectfully, not talking during class or otherwise creating class disruptions, making transitions smoothly, participating in class, following directions and cooperating with teacher and peers.

In 5th grade the conduct grade is represented by the personal development section of the progress report.

Middle School Progress Reports are distributed one week after the end of the first and third quarters. Second quarter progress reports will be given out following Christmas break and fourth quarter progress reports will be mailed one week following the end of school. 5th grade continues to use the same Progress Report format as the Elementary School. 6th – 8th grade use the traditional Middle School format.

Honors and High Honors

Special recognition is given to students in 6th through 8th grade, who achieve above average marks in all subjects. Students earning Honors must have at least all B’s and 2, or above, in conduct. Students earning High Honors must have all A’s and 2, or above, in conduct.



Valedictorian and Salutatorian

A Valedictorian and Salutatorian will be selected in the 8th grade class after the close of the third quarter. The Valedictorian and Salutatorian will be recognized in the graduation program and each will make a speech at the 8th grade Graduation Ceremony. A Salutatorian will not be chosen in the event of multiple Valedictorians. Both the Valedictorian and Salutatorian must have completed 7th and 8th grade of Middle School, in their entirety, at LCCDS. Using the GPA and conduct grades, the Valedictorian and Salutatorian will be determined based on grades (GPA) and conduct in 7th and 8th grade.

Plagiarism

Plagiarism is claiming someone else’s work as your own, i.e., copying from a website or another student. At LCC Day School we expect high academic integrity on the part of our students; therefore, any form of academic dishonesty, including cheating or allowing others to copy your work, will result in a “0” on that assignment and notification to the parents.

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. For the convenience of students and families, homework assignments are posted by class on RenWeb by Monday of each week. However, it is the students' responsibility to note any changes to homework instructions given in class or to record homework assignments in class in the event it is not available on RenWeb or your home computer is not available. **RenWeb is a valuable supplemental resource but does not remove responsibility from the student.**

Teachers will make every attempt to post tests/quizzes/assignments in advance; however, it may be necessary to alter postings and/or make announcements in class due to variables in class instruction. Students are required to turn in late homework. Homework received one day late will not receive full credit, but is still required to be completed. For an assignment that is one day late, ten percent will be dropped from the maximum grade possible. Homework received two days late will result in a "0" but is still required to be completed. **5th grade teachers will work closely with the students and parents regarding makeup work and tests, as the students transition into the Middle School.**

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 for them. Should a question arise in any given area of homework, students or parents are urged to consult with the subject area teacher. This can be done through a note, phone message or e-mail message. Please refrain from calling/texting the teacher on their home/cell phone. A conference may be required if the student is regularly missing homework assignments.

Homework assignments may not be emailed or handed in on flashdrives, unless specified by the teacher; otherwise, a hard copy of work is required. Printing at school is reserved for in class assignments at teacher discretion. Homework and assignments outside of class are to be printed at home.

It is the student's responsibility to be prepared for school. In the event forgotten items are dropped off for a student, it is the student's responsibility to check for these items in the office. Students are discouraged from using the Middle School Office phone.

Attendance



Attend Today, Achieve Tomorrow!

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 staff and Assistant Head of School.



1. If your child is absent, parents are required to call the middle school office by 10 a.m.
2. Extended absences other than illness must be approved in advance by the Assistant Head of School. Make-up work will be assigned **following** the student's return.
3. Homework is posted on RenWeb and can be viewed by the student at any time.
4. Classwork assignments and any handouts will be scanned and emailed to the student and parents by the close of the school day. Most books are available online, but if your student needs his/her books or other materials from his/her locker, please call or email the Middle School Administrative Assistant, in advance, to arrange a pick up.
5. It is the student's responsibility to contact the teachers regarding any missed classroom assignments or homework when absent. Students are given **one day** for each day absent to complete class work/homework.
6. If a student is absent for only a project due date, the project will be due on the day the student returns to school, unless there are extenuating circumstances, as approved by LCC Day School.
7. A written excuse is required for non-participation in P. E.
8. Makeup tests/quizzes:
5th, 6th, 7th and 8th Grade
 - **When a student is absent he/she has one day for every day absent to makeup tests/quizzes.**
 - **In 5th grade makeup times should be scheduled through the classroom teacher. In 6th, 7th, 8th grade makeup times should be scheduled through the Middle School Office.**
 - **If a student is absent for only a test/quiz day, the missed test/quiz is to be completed on the day the student returns to school** unless there are extenuating circumstances, as approved by LCC Day School.
 - **Test reviews are given at the discretion of the teacher.**
 - **Missing a review does not excuse a student from taking a test on the assigned day.**
 - A student who misses only the period of a test is to take the test at the end of the day or at a time determined by the teacher.

Additionally, 6th, 7th and 8th Grade

- **For every day a student goes beyond the allotted time to make up a test, the maximum grade will drop 10 percent.**

In an extreme situation, such as an extended medical circumstance, we will work on an individual basis with the student and their families.

Tardiness

Students may arrive between 8:15 and 8:30 a.m. Students who arrive in homeroom after 8:30 a.m. are tardy and will be marked as such by the teacher. In 6th, 7th and 8th grade, students may be marked tardy if they are late to subject area classes. Class instruction will begin promptly when the bell rings. The second tardy to class, or homeroom, within one quarter will result in silent lunch.

Parents will be notified via email after a student has excessive tardies in one quarter. Tardies/absences are recorded on the student's permanent records and transcripts.





School Time

Arrival and Departure

School is in session from 8:30 a.m. to 3:15 p.m. Faculty supervision is provided from 8:15 a.m. to 3:15 p.m. Students who arrive before 8:15 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 enrolled in our Study Hall/After Care program and a fee will be charged.

Students need to be “unplugged” when arriving at school, i.e. no headphones in ears.



Backpacks

Rolling backpacks are NOT permitted. All materials needed for school should be removed and stored in the student lockers (grades 6, 7, 8) or in the classrooms (grade 5) prior to placing backpacks in the backpack bins. Students are not permitted to retrieve items from their backpacks during the school day.



Break

Middle school students will have a morning break daily. Students are encouraged to bring a *healthy* snack from home to help “recharge” their body and brain. The snack needs to be small in portion and as healthy in content as possible. 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. Students will be allowed and encouraged to drink from the water fountain. **Please do not send in any type of drink for break.**

Food/beverages

Consuming food/beverages in the school buildings is prohibited at all times, with the exception of break/lunch during inclement weather.

Car Line/Carpools

The preferred method of notifying the school of carline changes is email. Please contact your campus Administrative Assistant for carpool changes and arrangements by 2:30. After school plans must be arranged **prior** to the start of the school day. Arrangements for student transportation to and from the school for athletic practices and games must be made **prior** to practice/game day.



Cell Phones

Any form of cell phone communication is not permitted during school hours, 7:30 AM to 5:30



PM. Cell phones must be turned “OFF” and kept in the student’s locker. 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. **LCC is not responsible for damage, loss or theft of cell phones or electronic devices.**

Chapel

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



Panther Paw Weekly

Monday

Communication

Please read all Panther Paw Weekly’s and Blast Emails that are 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 in RenWeb so we may contact you in an emergency.

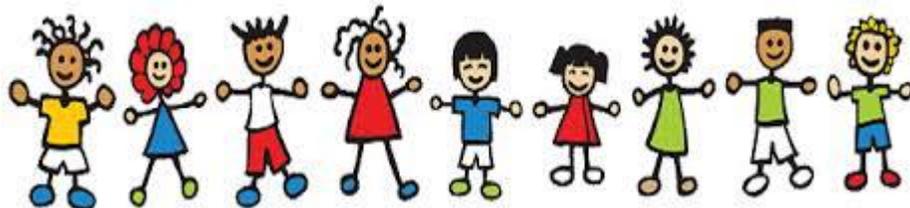
Please inform us of any problems that may cause your child to be emotionally upset.

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.

It is against school policy for students to message parents during school hours. Students may use the school phone, if necessary, to call parents. Parents are asked to refrain from texting and emailing your student during school hours.



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.





LCCDS MIDDLE SCHOOL

Dress Code Policy

Uniforms are required Monday through Thursday, including uniform outerwear in the Middle School. 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 LCC school uniform. All garments, with the exception of PE uniforms which are purchased from Big T Printing, 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 will necessitate the student wear a uniform from the used uniform supply and the parents will be invoiced. Incorrect shoes/socks may necessitate a call to the parents to bring the proper item. The school reserves the right to tell students when their dress does not adhere to the Dress Code Policy. If a middle school student violates the uniform policy, he/she will be required to wear his/her uniform on Friday. If a student's uniform doesn't fit properly (shirt too short to tuck in or skort/shorts too short) he/she will be asked to replace the garment with a proper fitting garment. If a student fails to adhere to the Friday Dress Code Policy, he/she will be required to change into a school uniform from the school's used uniform supply and be required to wear his/her uniform the following Friday. The dress code may be altered at any time as deemed necessary by the Head of School or the LCC Day School Board.

Middle School Uniform Specifications Policy

Lands' End: 1-800-469-2222 or www.landsend.com/school

LCC Preferred School Number: 9000-7054-1

LCC 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
- ◆ Plaid Skorts

Not approved: Skirts, knit skorts, corduroy, cargo, and pencil pants

LCCDS Outerwear Policy

When wearing outerwear, LCC branded outerwear is **MANDATORY** for middle school students Monday through Thursday and is the only outerwear to be worn inside the school buildings. Outerwear consists of: 1.) Selected items, as identified below, in the Lands' End School catalog, 2.) LCC teamwear or spiritwear with the LCC logo sold through LCC Day School. The fleece jacket is generally warm enough for even our coldest days.

On days that are particularly cold, students may wear a non-uniform heavier coat to school while standing on the ramp before/after school and during break. These heavier coats may not be worn inside school buildings. Coats should be appropriate for school with no distracting writing or inappropriate designs. A policy conforming uniform must be worn under the non-uniform heavier coat.

Lands' End Outerwear Garments:

The LCC 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 the either the LCC Crest or LCC Paw logo.

- ◆ Midweight Fleece Jacket in Red or Navy

PE Uniforms

Big T Printing

2801 16th Street North
St. Petersburg, FL 33704

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

www.lccdayschool.com click on the "Snapshot" tab on the homepage.

Boys and Girls

All middle school students, grades 5 – 8, will dress out for PE and should have a minimum of 2 PE uniforms.

- ◆ Black mesh athletic shorts with paw logo
- ◆ Red 50/50 blend t-shirt with LCC PE logo
- ◆ Traditional, athletic sneakers (can be purchased at store of your choice) and socks

Students are required to wear traditional, athletic style sneakers for PE. Points will be deducted from a student's PE grade if he/she is not wearing the correct uniform, including shoes and socks. Wearing shoes that do not meet the PE guidelines will not excuse a student from participating in PE.



Middle 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

Personal Grooming

- ◆ Minimal jewelry
- ◆ Girls: Small stud or small hoop earrings with a maximum of 1 per ear
- ◆ No heavy make-up
- ◆ No body piercing or body jewelry
- ◆ No facial hair for boys
- ◆ No writing on the body
- ◆ No writing on clothing

Shoes/Hosiery

- ◆ Shoes must be conservative, rubber soled, cover the entire foot, and not come any higher than the ankle (no high tops or boots). The fit must be snug so shoes don't slip off easily and the sole must be flat
- ◆ 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

Miscellaneous

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

Friday Dress Policy

For grades 5 through 8

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.
- ◆ Midribs and shoulder area should be completely covered with normal range of motion.
- ◆ **No ripped jeans.**
- ◆ **Students in grades 5 – 8 (boys and girls), who choose to wear shorts, may wear UNIFORM SHORTS ONLY on Friday. Slacks, jeans, and Capri style pants are permitted.**
- ◆ Friday only, girls may wear **rubber and flat soled boots** with a conservative appearance that fit snugly. Boots should not be higher than mid-shin height.
- ◆ Skirts should be mid thigh or longer in length.
- ◆ Leggings may be worn under a skirt or dress only. Leggings may not be worn as slacks.



Panther Spirit Fridays

Students are encouraged to wear LCCDS Spirit Shirts on designated Fridays (See Flip Calendar) Spirit Shirts can be purchased from Big T Printing.

Big T Printing

2801 16th Street North
St. Petersburg, FL 33704

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

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 LCC Administration.



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.

Extra Care

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

Expectation of Privacy

Students have no expectation of privacy for personal or school property at LCC Day School. This includes, but is not limited to, lockers, backpacks and all electronic devices. Passwords must be given upon request. Inspections may be made by faculty/staff without prior notice or consent.

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 include only parents, legal guardians, and immediate family, 21 years of age or older. All drivers must carry \$100,000/\$300,000 liability limits and \$100,000 property damage limits. 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's missing the next field trip. Uniforms with a red shirt are to be worn on all field trips unless otherwise specified. We do not visit gift shops, unless otherwise designated.



Flag

Middle School flag is held daily in the Life Center/Gymnasium. After the pledge is recited, teachers and students can make announcements. All announcements should be appropriate and pertinent to school. Following announcements, a daily devotion is read and the Middle School prayer is recited.

Food/Drink

No eating or drinking is permitted on campus with the obvious exception of break, lunch or other special occasions as determined by the staff. Drinks from home are only permitted during lunch. (No soda drinks, please.) All food/drink items should be kept in a lunch box and consumed only during the specified period. Sealed drinks brought for lunch must remain in lunch boxes and consumed for lunch only. Open containers may not be kept in lockers. This is necessary to protect electronic equipment and textbooks. All food/drink is to be consumed in designated areas only, which include areas outside of school buildings, with the exception of during inclement weather. Gum chewing is never permitted at school. This includes lunch, carline and Study Hall/AfterCare.



Back to School
IMMUNIZATIONS

Health and Immunizations

1. All students must have Physical and Immunization forms on record by the first day of school. Additionally, **students entering 7th grade** must have all state required immunizations.
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 student who leaves school must be fever free for 24 hours unless we receive a doctor's note.
5. Any student 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 in the Middle School Office. All medication **MUST** be in the original container with 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 an 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.

Joan Daley Anderson Media Center/Language Arts Classroom Library

Our Media Center and Language Arts Classroom Libraries are open for use by all Middle School students. Book donations are always welcome and greatly appreciated. All materials checked out by students are their responsibility and charges will be made for damaged and lost materials. Students will be invoiced for any books not checked in at the end of each semester. Personal books students bring to school or have on their devices should not have adult themed content.



Lockers

Students in grades 6 – 8 are issued lockers with a combination style lock. Students are to keep their lockers clean. Locker combinations are not to be shared with fellow students. A backpack bin is provided for each grade level for backpack storage. Backpacks are not to be stored in lockers as they can cause malfunctions to the locking mechanism.

Lost and Found

Names should be written on all personal items including uniforms and outerwear. Any articles that are found should be brought to the Middle School Office. These items will be kept for 2 weeks, and if unclaimed, will periodically be donated to a charitable organization.



Lunch

A school lunch program is available 5 days a week. For the convenience of parents and families, menus and prices are available online. Lunches may be ordered and paid for online. Additional information regarding the lunch program is sent home at the beginning of the school year. Students may bring packed lunches and drinks (no soda drinks, please). Drinks are available for purchase separately from our LCCDS lunch vendor. Refrigeration is not available for students' lunches. **DO NOT** bring hot lunches, such as McDonald's, Chick-fil-A, Pizza Hut, Evos, etc. Also, please refrain from packing candy in lunches. Parents may bring lunch to eat with their student. Once drinks are opened they will not be allowed in the classroom buildings.

Sealed drinks brought for lunch must remain in lunch boxes and consumed for lunch only. Open containers may not be kept in lockers. This is necessary to protect electronic equipment and textbooks.

Microwaves are provided for Middle School students to use at lunch. Microwaves are intended to reheat items, not cook meals. We request microwavable items take no longer than 3 minutes to heat.

Students who forget their lunch at home or on the church campus will be provided with a school lunch through the LCCDS lunch vendor and parents will be invoiced. Students will not be allowed to return to the church campus on Wednesdays to retrieve forgotten lunches. The students may not opt out of eating lunch if he/she forgets his/her lunch.

Wednesdays are designated as “Wacky Wednesday Lunch” in Middle School. Students will have the option of ordering lunch from a predetermined fast food restaurant such as Chick-fil-a, Pizza Hut, etc. Wacky Wednesday lunches must be ordered online through the LCCDS lunch vendor. Wacky Wednesday lunches must be preordered at least 24 hours in advance, otherwise it will not be available. If students do not sign up for the restaurant lunch, they may purchase a school lunch. Drinks may be purchased separately from the LCCDS lunch vendor. Chewing gum is never permitted at school.

Music

Student attendance at musical performances is required. In the event an exception must be requested, parents need to contact the Director of Music Education directly by phone or email, prior to the performance day and giving as much notice as possible.



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 LCC Day School will be terminated immediately.

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 LCC Preschool, Elementary, and Middle School.

Parent-Teacher Conferences

Communication between home and school is vital to a student’s success and conferencing is a very effective tool. All 5th and 6th grade parents, as well as new student families will have the opportunity to schedule a parent-teacher conference after the first quarter. Additionally, students



new to 7th and 8th grade are encouraged to schedule a conference after the first quarter. However, our staff is available, by appointment, to meet with middle school parents as needed. Parents may also call the middle school office, send a note, or e-mail a teacher at any time to schedule a conference. Conferences can be scheduled with one or more teachers at the same time. 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 planning 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 or on school property. Parties must originate after school hours off school property, including transportation.

PE

Students are required to dress out for PE in the designated PE uniform. Traditional athletic style shoes must be worn for PE. If a student is to be excused from PE, the student will need a note from the parent and will be required to dress out. If a student has been excused from PE by a doctor's note, they must have a doctor's note to be cleared to return to PE. Students will lose points for not wearing the designated PE uniform/shoes.



School Assignments/Projects

Food is not permitted to be used in school assignments/projects unless it is specifically assigned by the classroom teacher (such as the Jell-O cell structure project in science or a cooking project in Spanish).

School Birthdays

Students' birthdays may be celebrated at school with a healthy snack only (no beverages) for the grade level during lunch. Please schedule this with the homeroom teacher. These should be pre-portioned, individual servings and include plates and napkins. Please schedule this with the student's homeroom teacher. Candles are not permitted in buildings.



School Sports/Extracurricular – Academic and Conduct Requirements

Academic Requirements: Playing sports and/or participating in school sponsored extracurricular activities requires balancing school work with club meetings, team practices, and games. At the discretion of the school, a student playing a school sport and/or extracurricular activity who does not achieve a grade of "C" or better in all subject areas, may be suspended from school team sports and/or extracurricular activities until the grade is brought up to a "C" or better.

Attendance Requirements: Students must be present for at least one half of the school day in order to participate in a sporting/extracurricular activity occurring on the same day.

Conduct Requirements: School team sports and/or participation in extra-curricular activities such as Brain Bowl Team, clubs, etc., requires good sportsmanship, both in and out of the classroom. Therefore, at the discretion of the school, students earning a conduct grade of 3 or 4 may be suspended from the team or activity until their conduct grade is at an acceptable level.

Suspension from School: If a student's conduct warrants a school suspension, students will also be suspended from school team sports and/or extracurricular activities for the duration of the suspension.

Transportation: Arrangements for student transportation to and from the school for athletic practices and games or other extracurricular activities must be made by the student or parent **prior** to practice/game day. The preferred method of notifying the school of carline changes is email. Please contact your campus Administrative Assistant for carpool changes and arrangements.

During the week of midterm exams and final exams, there will be no Extra Curricular Activities for seventh and eighth grade students. This includes, but is not limited to, sports, drama, etc.

All student athletes are required to abide by the LCCDS Athletic Handbook.

Signing In and Out

All Middle School students leaving or returning to school **during school hours** must sign in or out at the 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 checkout sheet, and the student will be called from class. Please do not pick up the student from the classroom.



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.

Study Hall

In an effort to provide an environment for homework help and support, a one-hour after school Study Hall is offered Monday through Thursday, 3:00 – 4:00, for \$15.00 per day, with a weekly maximum of \$35.00 per week. A school provided snack will be offered during the first fifteen minutes. **Study Hall is not held the day before a school closing. The week prior to exam week, Study Hall will be available for 5th and 6th grades only. Study Hall will not be held during exam week.**



Technology

Wearable smart devices, including smart watches, are not allowed to be worn by students in any grade level K-8. Currently, 5th and 6th grade students are not permitted to bring electronic devices and personal computers, to school or school events unless specified by the teacher. 7th and 8th grade students will participate in the BYOD program. Devices are to be brought to school fully charged. Responsibility and independence is expected of 7th and 8th grade students; therefore, charging devices is not permitted. Students/parents are required to sign the *Student Technology Agreement* prior to technology use.

All students have an LCCDS email address and teachers will be communicating with students through this email address. Students are responsible for checking this email on a daily basis. The LCCDS email address is to be used responsibly.

Students are never to upload photos of school events to social media, including mixers, and/or public internet sites for the safety of our students, families, and staff.

Smart watches are not permitted at school. Electronic devices removed from students for inappropriate use during school hours will be held in the school office for pick up by a parent. Students are not permitted to use their devices to text/email during school hours. If a student needs to contact a parent, it is to be done through the Middle School Office.



Textbooks

Lost or damaged textbooks are the responsibility of the student and their family. A charge will be made for the loss/damage of textbooks. Student consumable materials missing for longer than one week will be replaced by LCCDS and parents will be invoiced. Jumbo size, nylon, stretchable book covers are required for every hardcover textbook in 5th through 8th grade.

Textbooks cost approximately \$100.00 each. Traditionally, the majority of damage assessments are for spine and water damage. This occurs by students throwing backpacks and storing liquids in lockers.

Transportation

Parents dropping off their students in the morning or picking them up in the afternoon are asked to use the designated drop-off and pick-up areas.

The speed limit on campus is 15 mph at all times. **We strongly urge parents to refrain from cell phone use while in carline.** Everyone's cooperation is needed to keep our arrival and dismissal times accident-free.

SAFETY IS OUR #1 CONCERN! Students are required to use the flashing crosswalk any time they are crossing Chancellor Street from the west to east campus or vice versa.

If bicycles are ridden, locking your bicycle is required and helmets **must** be worn. Bicycles must be walked when on campus. Bicycles are to be parked and locked at the bike rack on the elementary campus.

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, and receive a volunteer tag. Tags should be returned upon leaving the school.

Information included in the Parent Handbook is accurate at the time of printing. LCC Day School 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.



Information included in the Parent Handbook is accurate at the time of printing. LCC Day School 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.



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.

Parent Name (print)

Parent Signature

Student Signature

Date

Teacher Name



