

# Lutheran Church of The Cross Day School



## Elementary School Handbook

4400 Chancellor St. NE  
St. Petersburg, FL 33703  
727.522.8331

Dear Parents and Students,

The home-school partnership is paramount to your child's educational success. We value our relationship, recognizing the quality of our parental involvement sets us apart as a school family.

The information and policies contained in this handbook are necessary to function as a successful school. We strongly encourage and deeply appreciate families observing our Arrival and Dismissal procedures, complying with the Dress Code in place for each campus, communicating with faculty and staff when questions arise and generally reinforcing all LCCDS policies and procedures with your child.

We have been blessed as a school for over 50 years due to family involvement and commitment to education. LCCDS is proud to partner with you, our families, as we travel this education road together.

Warmest regards,



*Alexis Walker*  
Head of School



*Jennifer Brady*  
Assistant Head of School



*Katy Davis*  
Early Childhood Director

# Table of Contents

Mission Statement .....	4	Dress Code Policy .....	11
Philosophy .....	4	Elementary School Uniform Policy .....	11
Staff .....	4	Approved Boy Items .....	12
Admissions .....	5	Approved Girl Items .....	12
Flag .....	5	Hair and Accessories .....	12
Transportation .....	5	Personal Grooming .....	12
General Rules .....	5	Shoes and Hosiery .....	12
Elementary Arrival and Dismissal Schedule.....	5	Elementary Outerwear Policy .....	13
Elementary Carline Specifics .....	6	Friday Dress Code Policy .....	13
Before Care Arrivals Specifics .....	6	Chapel .....	13
Walkers, Bike Riders, and Alternate Wheeled Carline Changes .....	6	School Communication .....	13
Aftercare .....	6	Technology .....	13
Signing In/Out Process .....	7	Electronic Devices .....	13
Visitors and Volunteers .....	7	Cell Phones .....	14
Attendance and Absences .....	7	School Fees .....	14
Tardiness .....	7	Field Trips .....	14
Early Pickup .....	7	Health and Immunizations .....	14
LCC Day School Discipline Policy .....	7	LEAP Summer Camp .....	15
Bully and Harassment .....	9	Lost and Found .....	15
Social Media and Internet .....	10	Lunch .....	15
Drugs and Alcohol .....	10	Joan Daley Anderson Media Center .....	15
Threat of Harm to Self or Others .....	10	Mutual Respect Policy .....	15
Weapons .....	10	Parent Volunteers .....	16
Emergency Procedures .....	10	Parent-Teacher Conferences .....	16
Academics/ Grading .....	11	Student Celebrations .....	16
Individual Education/Behavior Plans .....	11	Student Snacks .....	16
Homework .....	11	Student Class Placement .....	16
Textbooks .....	11	Student Records .....	16
		Tutoring/Academic Support .....	17
		ELCA Partnership .....	17

## **MISSION STATEMENT**

LCCDS 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 LCCDS, 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 LCCDS, 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, teaching experience, and for their sensitivity to the individual needs of children.

LCCDS is accredited by the Florida Council of Independent Schools. Additionally, the Preschool staff is accredited by the Pinellas County Licensing Board. Our teachers have a minimum of a bachelor's 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. 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.*

## **LCCDS ELEMENTARY SCHOOL**

As a Christian school, LCCDS has the right to expect and does expect that students, their families, and LCCDS 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 teacher and administration. School Records must be received before an admission decision is finalized.

### **Flag**

Elementary flag is held daily on the Elementary Patio. The Pledge of Allegiance is recited, a patriotic song is sung, and teachers and students can make announcements. All announcements should be appropriate and pertinent to school. Following announcements the Elementary prayer is recited.

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.

### **Transportation**

We strive to keep the lines moving as quickly and safely as possible. Please note, all students must be dropped off and picked up in carline with a vehicle. Parent walk-ups are not permitted during AM or PM Carlines.

### **General Rules**

- Your family name tag must always be visible through the front windshield of your vehicle. If someone else is picking up your child, you must let the office know before afternoon dismissal.
- If someone else often picks up your student, please request an extra car tag for them.
- Students should enter and exit the vehicle from the right side only (the side closest to the sidewalk is the safest side and required by our FCIS accreditation.)
- Only allow your child to exit your car when a safety patrol or staff member is present.
- Please practice buckling and unbuckling the seatbelt or car seat with your child.
- We respectfully ask that you do not walk your child into the buildings to their classrooms.
- Drive slowly while on our campus (15 mph maximum) and remember to always use your turn signal when merging from middle school to elementary carline.
- Left hand turns will not be permitted when entering and exiting the campus during the AM or PM carlines.
- Please refrain from using your cell phone while in carline.
- We ask that you not drop students off on side streets or in parking lots to walk up to campus.
- Please be courteous to our neighboring homes and businesses. We are aware that the hustle and bustle of carline can sometimes put stress on everyone, including the Shore Acres Community. Please represent LCCDS in a positive light.

### **Elementary Arrival and Dismissal Schedule**

- Student hours: 8:30 AM – 3:00 PM
- Before Care hours: 7:30 AM – 8:10 AM (reservations required)
- After Care hours: 3:00 PM – 5:30 PM (reservations required)

- Morning carline: 8:10 AM – 8:30 AM
- Afternoon carline: 3:00 PM – 3:15 PM

### **Elementary Carline Specifics**

- Kindergarten-4th grade students are to be dropped off by vehicle at the designated spaces on the sidewalk in front of the main gate to the Elementary Campus. Be sure to use your turn signal in the parking lot when merging from the main line to the elementary carline.
- All elementary and middle school cars will enter Chancellor St. from Shore Acres Blvd. and make a right-hand turn onto the school campus. Please do not enter Chancellor Street from Indianapolis St. or Helena St. or subsequent side streets.
- Please do not turn left from Chancellor St. into our driveway.
- If you have a preschool student and an elementary/middle student, plan to arrive in the morning elementary carline at 8:10 AM, drop off your elementary/middle student and then proceed to preschool where you can drop off your child until 8:30 AM.

### **Before Care Arrivals Specifics**

- Preschool, Elementary and Middle School Before Care opens at 7:30 AM. To ensure a spot a student must register at enrollment. Limited drop in spots may be available depending on availability.
- Parents who wish to utilize Before Care must park and walk with your child to the Main Office to check your child in.

### **Walkers, Bike Riders, and Alternate Wheeled Transportation**

- 4th-8th Grade students, with parent approval, may walk, ride their bike/alternate wheeled transportation unaccompanied to school. Students who are walking or biking/alternate wheeled transportation must continue to observe their designated arrival time.
- Students who walk or bike/alternate wheeled transportation will be dismissed at the end of their designated dismissal time.
- All bikes and alternate wheeled transportation must be stored at or by the bike rack on the Elementary School campus.
- Bikers and alternate wheeled transportation students are required to dismount and walk with their bike/alternate wheeled transportation on/off campus property.
- Florida law states a helmet must be worn by any student riding a bike or alternate wheeled transportation (skateboard, scooter, one-wheel etc.)

### **Carline Changes**

The preferred method of notifying the school of carline changes is email. Please contact the Administrative Assistant for carline 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.

### **Aftercare**

All students must be picked up from campus by 3:15 PM. Students not picked up by 3:15 PM. will automatically be sent to the main office and parents will be called for pick up. After Care is offered Monday through Friday 3:00 PM - 5:30 PM. To ensure a spot a student must be registered at enrollment. Limited drop in spots may be available depending on availability.

## **Signing In/Out Process**

All Elementary School students leaving or returning to school during school hours must sign in and out in the Main Office. When it is necessary to pick up a child during school hours, parents are required to park, come into 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.

## **Visitors and Volunteers**

All visitors and volunteers must sign in at the school office and receive a volunteer tag. Tags must be clearly visible for the duration of the campus visit.

## **Attendance and 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 Assistant Head of School.

Missed classroom instruction cannot ever be made up, though missed assignments must be; therefore, LCCDS strongly discourages absences undertaken merely for convenience, for outside social activities.

- If your child is absent due to illness, please email or call the school office by 10 AM. Makeup work can be requested at this time and will be available for pick-up in the school office after 3:15 PM.
- 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.
- A written excuse is required for non-participation in P.E.
- Students are given one day for each day absent to complete class work/homework.
- 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 AM and 8:30 AM. Students who arrive after 8:30 AM 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.

## **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 include:

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

The following are required behaviors for LCC Day School students :

- Following classroom instruction
- Listening respectfully to teachers and staff
- Cooperating with teachers and peers
- Staying on task and asking relevant/focused questions pertaining to the subject matter at hand
- Being respectful of property and others
- Coming to class with the necessary supplies

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.

- 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.
- 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.

- If behavior continues, step 2 is repeated, parents will be notified, and a conference may be required.
  - The parent is called and informed that their student has accrued two visits to the office for behavior infractions.
  - A parent, teacher, administrator conference may be held with the student in attendance.
  - If necessary, 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 the 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 AM 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 \$25 per hour (\$125 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:

- No credit will be given in all subject areas during the time of suspension.
- The student will be required to complete and timely submit all classwork and homework assignments during their suspension, though no credit will be given.
- The student will be responsible for making up tests the following day and will receive a ten percent reduction on the test grade.
- 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
  - Horseplay
  - Disrespect towards staff/students/facilities/guests
  - 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. LCCDS 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. 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 in a timely manner. 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 and Internet**

The LCCDS Discipline Policy applies to student conduct on social media and the internet. Additionally:

- There is no expectation of privacy in electronics owned by the school or student owned devices brought on campus.
- When requested, students must open their accounts and tender their login/password information.
- LCCDS prohibits racial, sexual, gender (including sexual orientation or gender identity) or religious harassment.
- LCCDS prohibits fake profiles, threats of violence, and/or disparaging remarks about students, faculty, and staff.
- LCCDS prohibits filming or photographing anyone, including faculty/staff, on campus without consent.
- Students may not post inappropriate conduct or postings which reflect poorly on the school.

## **Drugs and Alcohol**

Use or possession of drugs, alcohol, tobacco and non-tobacco products, including the full range of options for vaping and electronic cigarettes, and/or any additional illegal substances is strictly prohibited at LCCDS and this applies to the following:

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

\*\*Smoking, including e-cigarettes, is prohibited on the premises of LCC Day School.

## **Threat of Harm to Self or Others**

Should the school become aware of a threat regarding a student's intention to harm him/herself or others, the school will investigate the situation and parents/guardians will be notified. Following this, the School Protection Officer will be informed. In some circumstances, law enforcement may be contacted. A student may not return without a full psychiatric evaluation to determine both the student's safety, as well as the safety of the school community. Specifically, the medical evaluator will report to the school that the child in question is not a harm to themselves or others. A follow-up with the School Counselor will be required. The student's therapist must provide counseling strategies and maintain regular contact with the school counselor.

## **Weapons**

The safety of our students, faculty, and staff is paramount; therefore, we have a "zero tolerance" policy for threats of violence or weapons 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. LCCDS 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. 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).

## **Academics/Grading**

Progress Reports are sent home four times a year. Students are evaluated on their academic achievement and conduct. Conferences are required following the first quarter but may be requested by parents or teachers at any time throughout the school year.

## **Individual Academic/Behavior Plans**

Families are expected to work in partnership with the school when accommodations or strategies are recommended that would benefit and support the child. Recommendations may be communicated by the school and/or stated on an Individual Academic/Behavior Plan. As part of this Individual Academic/Behavior Plan, families may be required to provide private services that take place during school hours or after school hours. Conferences are held to review goals and progress of the student.

## **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. 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 students 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, Library Books, and Consumables**

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

## **Dress Code Policy**

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

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. Uniforms are required Monday through Thursday. 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.

As an extension of our uniform policy LCC Day School prohibits the wearing of political attire (buttons, shirts, hats, etc.) in support of any particular candidate or political or social movements. This is a blanket requirement and irrespective of the particular affiliation of that candidate or movement.

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 and Accessories Guidelines**

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

- Lands' End: 1-800-469-2222 or [www.landsend.com/school](http://www.landsend.com/school)
  - Preferred School Crest Number: 9000-7054-1
  - Preferred School Paw Print Number: 0195910K

### **Elementary Boys and Girls**

- Short sleeve polo knit shirt evergreen, classic navy, or red.
- Long sleeve polo knit shirt in evergreen, classic navy, or red.
- A red uniform shirt is required for school field trips.
- Logos are encouraged, but optional, on school uniform shirts.

### **Approved Boy Items**

- Khaki slacks
- Khaki shorts

Cargo slacks and cargo shorts are **NOT** approved.

### **Approved Girl Items**

- Khaki slacks
- Khaki shorts
- Khaki skorts
- Red plaid side pleated skort
- Red plaid jumper
- White short or long sleeve peter pan polo (only when worn with jumper).

Knit skorts or jumpers, corduroy, cargo shorts, or cargo pants are **NOT** approved.

### **Hair and Accessories**

- Acceptable headwear for girls includes headbands, hair ties, and barrettes.
- Boys' hair should be cut in a style that is above the eyebrows and above the collar.
- All hair should be well kept.
- Belts are to be worn with shorts and slacks.
- Shirts are to be tucked in.
- All long sleeve shirts must be uniform attire.
- Shorts and skorts are to be mid-thigh or longer in length and easy to move in.
- Rolling backpacks are permitted in the Elementary School.

### **Personal Grooming**

- Minimal jewelry.
- Girls can wear small stud earrings or small hoop earrings. Maximum one piercing per ear.
- No heavy makeup.
- No body piercings or body jewelry.
- No writing on the body.
- No writing on clothing.

### **Shoes and Hosiery**

- Athletic style sneakers only.
- Socks must be worn. Footies to mid-calf socks are acceptable. White or black socks only.
- Leggings and tights are allowed under uniform bottoms and are permitted in solid black, navy, or white

## **Elementary Outerwear**

LCCDS branded outerwear is OPTIONAL for elementary school students. LCCDS Outerwear consists of:

- Any Land's End School Outerwear or Hoodies without strings in navy, red, black, or gray. (Hoodies must have strings removed due to safety concerns.)
- LCCDS teamwear or spirit wear with the LCCDS logo sold through LCCDS.

## **Friday Dress Code Policy**

Clothing should always be appropriate for school. Students are encouraged to wear LCCDS spirit wear on Fridays. The following applies to the Friday Dress Code in addition to the uniform policy listed 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 torn, ripped, or tattered jeans/pants

## **General Information**

### **Chapel**

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

### **School Communication**

The home-school partnership is paramount to your child's educational success. We value our relationship, recognizing the quality of our parental involvement sets us apart as a school family. LCC Day School believes that a student's success depends on a strong partnership between school and home. Open and timely communication is essential to supporting students' academic, social, and emotional growth. Failure to engage in requested communication may limit the school's ability to support a student effectively and may result in the school proceeding with decisions based on the information available at that time.

Please read all Panther Paw Weekly and blast emails and texts sent from the school. This is the primary method of communication between school and home. To contact you promptly in case of emergency, please make certain that the following information is current and accurately updated in FACTS: home address; business, home, and cell phone number; email address; emergency contact information. Class lists and address information may not be used for business solicitation.

### **Technology**

The Student Technology Agreement issued by the school to use school technology is part of your child's enrollment package.

### **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.

## **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.

## **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 students during school hours. If a student forgets something at home, they can politely request for the Administrative Assistant to contact their parents, usually via email.

## **School 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 airbags. 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 and chaperones are representing LCCDS and should act accordingly.

Failure to obey school rules may result in the student missing future field trips. 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.

For extended day and overnight field trips, students and chaperones must ride on the bus with their class.

## **Health and Immunizations**

- All students must have Physical and Immunization Forms on record by the first day of school.
- All students must have a birth certificate on file.
- Parents should notify the office if the student has a communicable disease such as strep throat, chicken pox, head lice, etc.
- Any child who leaves school early or is absent due to illness must be fever-free and free of vomiting for at least 24 hours without the use of medication before returning to school.
- Any child who has lice must be nit free to return to school.

- 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's prescription attached.
- All accidents and injuries will be reported to the parent. Accident or Incident Report forms will be sent home to be signed and returned.
- In case of emergency, the following steps will be taken:
  - Notify parents.
  - Notify emergency contact person, if needed.
  - If parents or emergency contact persons cannot be reached, then contact the child's doctor.
  - In case of serious injuries, 911 will be called.

### **LEAP Summer Camp**

LCCDS has a summer program offered to rising 1st-5th graders currently enrolled at LCCDS. The purpose of this program is to provide continuous educational experience, which is both interesting and stimulating for children.

You may choose one or all of the weeks offered, 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.

### **Lunches**

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. Lunch 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 a packed lunch (no candy) and drinks (no soda, coffee, or energy drinks). 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 dropping off restaurant lunches (such as Chick-fil-A), as this can disturb the class as well as the feelings of others. Parents may bring outside food to eat lunch with their child on campus.

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

### **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.

### **Mutual Respect Policy**

School staff members, as well as all school families, deserve mutual respect and should always feel safe and secure in the school environment. 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 Volunteers**

Parent volunteering is strongly encouraged and an integral component to the excellence of our programs. Opportunities include classroom volunteering, school events, and fundraising. Our 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 required parent-teacher conference scheduled after the first Progress Report has been sent home.

To request a conference at any time, please call the school or e-mail the teacher. Teachers are not available for unscheduled conferences, and you are requested to refrain from calling/texting the teacher on their home/cell phone. Phone messages 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.

## **Student Celebrations**

- All off campus party invitations should be mailed to students and not distributed during school hours.
- Teachers oversee classroom birthday celebrations. Parents may send in pre-arranged treats for the class.
- **Candles, balloons, flowers, candy, goody bags are not permitted.**
- Holiday celebrations are to be pre-arranged with the teacher.
- We ask that siblings do not attend student birthday or class parties. This includes leaving class to go to another class party on the same campus or leaving one campus to attend a party on another campus. Any exceptions must be approved by the campus administrator.

## **Student Snacks**

Elementary students, Kindergarten to 4th 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 water from their reusable water bottle. Please do not send in any other 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 snacks for an entire week. Candy and gum are not allowed.

## **Student Class 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.

### **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 \$50.00 for 45 minutes.

### **ELCA Partnership**

Lutheran Church of the Cross Day School is a ministry of Lutheran Church of the Cross. As such, we are sharing the Diversity, Equality, and Inclusion statement adopted by the governing body of the church, the Evangelical Lutheran Church in America (ELCA). In keeping with ELCA's mission to live faithfully, witness boldly and serve joyfully.

### **Evangelical Lutheran Church in America Mission & Vision**

Together in Jesus Christ we are freed by grace to live faithfully, witness boldly, and serve joyfully.

**Vision:** A world experiencing the difference God's grace and love in Christ makes for all people and creation.

**Values:** Our values are grounded in faith, in our biblical and Lutheran confessional sources and our love of God and neighbor. They speak to the way this church lives and practices our faith, and they will guide how we journey forward in Christ as a church together.

**Purpose** - Activate each of us so more people know the way of Jesus and discover community, justice, and love.

**Forgiveness and reconciliation:** We are reconciled to God by God's forgiving mercy. Forgiveness and reconciliation flow from what God has made us to be in Jesus Christ and what God is doing with us in the world. As a people of God, we embody forgiveness in speech, action and relationships, and our ministry in reconciliation is foundational.

**Dignity, compassion, and justice:** Each person is created in God's image. We respect this God-given right to dignity and, inspired by the life of Jesus, show love and compassion for all people. Through proclamation of the gospel, through worship and as servants of God working for healing and justice in the world, we uphold and seek to protect the dignity and human rights of all people.

**Inclusion and diversity:** As Christ's church, we value the richness of God's creation and offer a radical welcome to all people, appreciating our common humanity and our differences. We are a church that does not view diversity as a barrier to unity. We recognize and will challenge dynamics of power and privilege that create barriers to participation and equity in this church and society – for women, people of color, minority ethnic groups, people with disabilities, people who are marginalized or living in poverty, and the LGBTQ community.

**Courage and openness to change:** Because we trust in God's promise and understand faith to be a living, daring confidence in God's grace, we are emboldened to embrace learning and change in our spiritual and institutional journey as a church. This means we are open to new ways and willing to take risks to discover God's plan for this church.

**Faithful stewardship of God's creation and gifts:** As church together, faithful stewardship is about holding to God's purpose and ensuring the responsibilities and resources that God has entrusted to us are used with great care and with accountability to God, to each other and those served by this church.

*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.*

**Updated 1/26 MK**