

# Lutheran Church of The Cross Day School



## Middle School Handbook

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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

## **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 MIDDLE 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 teachers and administration. School records must be received before an admission decision is finalized. In addition, students participate in a formal academic assessment during their shadow days at LCCDS.

### **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 grade level. Seventh grade students take midterms and final exams in Math and Language Arts. These exams are averaged into the second and fourth quarter grades, respectively. A midterm (Dec.) and final exam (May) is required in all core subjects for 8<sup>th</sup> grade students. These exams constitute a percentage of their final grade and are listed as a separate grade on the Progress Report. Exam grades will be available for families to view on RenWeb/FACTS after they have been graded and reviewed.

### **Grading Scale**

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

### **GPA**

A weighted grading system is used to reward the additional effort needed to do well in Honors courses. In Honors courses, grades of C- or above earn an extra .5 point. D's in such courses do not qualify for any additional weighting. Geometry is weighted an additional 1.0 for grades of C- or above.

### **Honors Classes**

LCCDS Honors classes are demanding and designed to promote higher levels of thinking and

understanding. These courses require greater academic skills as well as a greater time commitment. Class sizes are limited.

#### Math Honors Criteria:

- Students should have stanines of 8 or 9 on the Math composite, and stanines of 8 or 9 on at least one of the math subtests (Math, Math Computation) of their Math standardized testing.
- Students must have a recommendation from the previous year's teacher.

In addition;

- Students must be able to demonstrate precision and fluency in arithmetic skills and have a strong mathematical knowledge base.
- Students must be willing to work toward a solution independently and with others, even when a problem has no clear solution or procedure.
- Students must be able to reason analytically, deductively, and inductively.
- Students must be able to work at an accelerated pace.

#### Language Arts Honors Criteria:

- Students should have stanines of 8 or 9 on the Reading composite and the Language composite categories of their Language Arts standardized testing.
- Students must have a recommendation from the previous year's teacher.
- Students must be able to complete extensive reading and writing assignments.
- Students must demonstrate advanced reading, writing, communication, and literary analysis skills.
- Students must be able to use expanded vocabulary, interpret varied genres of literature and demonstrate and understand complex concepts.
- Students must be able to demonstrate strong inferential reading comprehension and grasp hidden nuances in the reading material.
- Students must be able to demonstrate outstanding writing skills employing logical reasoning, critical thinking, and mature insights.
- Students must be able to work at an accelerated pace.

#### Spanish Honors Criteria

- Students must have recommendations from the previous year's teacher.
- Students must have superior marks in Spanish in previous years.
- Students must exhibit advanced conversational, reading and writing skills.
- Students must be active participants in classroom activities.
- Students must be able to work at an accelerated pace.

#### Conduct

For grades 6<sup>th</sup> through 8<sup>th</sup>, 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 teachers and peers. A conduct grade of 1 or 2 is required to be considered for quarterly Honor Roll. A 3 or 4 in conduct may result in:

- Student removed from Honor Roll.
- Student removed from Athletics and/or extracurricular activities.

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

### **Distribution**

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

### **Honors and High Honors**

Recognition on the Progress Report is given to students in 7<sup>th</sup> and 8<sup>th</sup> grades, 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. At LCCDS, Honors and High Honors are not included on the Progress Report for students in 5<sup>th</sup> and 6<sup>th</sup> grades. At these grade levels, LCCDS does not consider Honors and High Honors developmentally appropriate, as it has the potential to add significant pressure and anxiety to both students and families.

### **High School Credit**

LCCDS awards high school credit for successful completion of certain middle school courses. Not all private schools will accept high school credits awarded in high school. Most public high schools will accept high school credits awarded in middle school, but there may be additional requirements, which include passing the state of Florida Algebra I or Geometry End of Course Exam (EOC). Typical students will receive high school credit for:

- Algebra I Honors
- Language Arts/English Honors
- Geometry I Honors
- Spanish I Traditional or Honors (which consists of both 7<sup>th</sup> and 8<sup>th</sup> grade Spanish)

### **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 grades.

### **Individual Education/Behavior Plans**

Families are expected to work in partnership with the school when modifications or strategies are



recommended that would benefit and support the child. Recommendations may be communicated by the school and/or stated on an Individual Education/Behavior Plan. As part of this Individual Education/ 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.

### **Plagiarism**

Plagiarism is claiming someone else's work as your own, i.e., using AI (Chat GPT), copying from a website or another student. At LCCDS 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 Google Classroom and FACTS 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, or your student/home computer is not available. **Google Classroom 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 is an extension of the learning process and is integral to student success. 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. **5<sup>th</sup> grade teachers will work closely with the students and parents regarding missed assignments, 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 an e-mail message. ) Please refrain from contacting the teacher on their home/cell phone. It is not the intent for students to spend an excessive amount of time completing assignments. A conference may be required if the student is regularly missing or having difficulty with homework assignments.
- Printing at school is reserved for in class assignments at teacher discretion. Required hardcopy homework and assignments 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 Middle School Office. We do not interrupt classes to notify students that forgotten items have been dropped off.

### **Attendance & Absences**

There is a direct relationship between attendance and learning. Regular attendance is vitally important to the progress of a student.

- Excessive absences will be reviewed by the staff and Head of School.
- Absences other than illness must be approved in advance by the Head of School.
- Make-up work will be assigned following the student's return.

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, sports or for vacation.

1. If your child is absent, parents are required to email or call the Middle School Office by 10:00 a.m.
2. Homework and assignments are posted on Google Classroom and FACTS and can be viewed by the student at any time.
3. 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.
4. 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 LCCDS.
5. A written excuse is required for non-participation in P. E.
6. Makeup tests/quizzes: 5th, 6th, 7th, and 8th Grades
  - a. When a student is absent, he/she has one day for every day absent to makeup tests/quizzes.
  - b. Makeup times should be scheduled through the classroom teacher.
  - c. Makeup tests will be administered during PE, Art, or during Study Hall.
  - d. 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 LCCDS.
  - e. Test reviews are given at the discretion of the teacher.
  - f. 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, in 6th, 7th and 8th Grades, 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 8:10 AM - 8:30 AM. Students who arrive in 1<sup>st</sup> period after 8:30 AM are tardy and will be marked as such by the teacher. In 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, students may be marked tardy if they are late to subject area classes. Class instruction will begin promptly according to scheduled times. 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 tardiness in one quarter. Tardies/absences are recorded on the student's permanent records and transcripts and can negatively impact a student's grade/performance.

### **Arrival and Departure**

School is in session from 8:30 AM to 3:00 PM. Faculty supervision is provided from 8:10 AM - end of carline. Students who arrive before 8:10 AM. must be supervised by their parents or enrolled in our Before Care program. Students not picked up by the end of carline will automatically be enrolled in our After Care program and a fee will be charged. Students need to be "unplugged" when arriving at school, i.e. no headphones in ears, all electronics turned off and stowed in backpack/carrying case.

### **Backpacks / Computer Cases**

Rolling backpacks are NOT permitted. Chromebooks are required to be secured in their carrying case at all times.

### **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 healthy in content. 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. Students will be encouraged to drink water from their personal water bottle.

### **Food/Beverages**

Water, only, in reusable bottles are allowed in the classroom. Any water bottles left in the classroom at the end of the day will be turned into Lost and Found. Students may not interrupt a class in progress to retrieve a forgotten water bottle. Consuming food/beverages, other than water, in the school buildings is prohibited at all times, with the exception of break/lunch during inclement weather.

### **Car Line Changes**

The preferred method of notifying the school of carline changes is email. Please contact your campus 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.

### **Cell Phones and Smart Watches**

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 or 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. Smart watches are not permitted at school.

### **Chapel**

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

### **Communication**

Please read all Panther Paw Weekly’s and Blast Emails and Texts that are 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.

Should there be a classroom concern, students should first and promptly communicate directly with the classroom teacher and together they can address the need or concern. This teaches students advocacy skills and personal responsibility. Following this, parents are welcome to follow-up with the teacher for clarification, if needed.

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

## **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 LCCDS 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 LCCDS 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).

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 LCCDS 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 and/or School Counselor 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 LCCDS 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.

LCCDS 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 LCCDS 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:

1. No credit will be given in all subject areas during the time of suspension.
2. The student will be required to complete and timely submit all classwork and homework assignments during their suspension, though no credit will be given.
3. 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.
4. Infractions that may result in suspension or permanent removal from school include, but are not limited to:
  - a. Profanity directed at a staff member
  - b. Repeated harassment of any kind
  - c. Leaving school without permission
  - d. Verbal/Emotional abuse of others
  - e. Actions toward another where physical harm is intended
  - f. Horseplay
  - g. Disrespect towards staff/students/facilities/guests
  - h. Other behaviors deemed inappropriate by LCCDS Administration

### **Bullying and Harassment**

LCCDS 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 in a timely manner. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

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

### **Social Media/Internet**

The LCCDS 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 student owned devices brought on campus.
- b. When requested, students must open their accounts and tender their login/password information.
- c. LCCDS prohibits racial, sexual, gender (including sexual orientation or gender identity) or religious harassment.
- d. LCCDS prohibits fake profiles, threats of violence, and/or disparaging remarks about students, faculty, and staff.
- e. LCCDS 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, 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 whether

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

The Pinellas County Licensing Board prohibits smoking, including e-cigarettes, on the LCCDS campus.

### **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 from Garda World will be informed. 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 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. 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.**

### **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.**

Uniforms are required Monday through Thursday, including uniform outerwear in Middle School. Middle School students wear their PE uniforms to school on the days that they have scheduled PE classes. Students who are on campus during school hours, including Before Care and After Care, must follow the LCCDS dress code policy unless otherwise directed. Fridays are uniform optional, with Friday Dress Code Policy in effect. However, LCCDS 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, including PE uniforms, must be purchased from the [Lands' End School Catalog/Website](#). Items in the regular Lands' End catalog do not meet the uniform guidelines. In the LCC Day School uniform store on *Lands' End*, you can personalize the gender and the grade of your student ensuring all approved uniform items will be listed.

The school reserves the right to inform students when their dress does not adhere to the Dress Code Policy. A uniform infraction may necessitate that the student wear a uniform from the used uniform supply and parents/guardians will be invoiced \$5.00 per item. For example, if a student's uniform does not fit properly (shirt too short to tuck in, bottoms too short or tight), he or she will be asked to replace the garment with a proper fitting garment from the used uniform supply. Other uniform violations may necessitate a call to parents/guardians to bring the proper item. If a student fails to adhere to the Friday Dress Code Policy, they will be required to change into a school uniform from the school's used uniform supply.

Dress code violations will be recorded. Parents/guardians will be notified of each violation. When a student accumulates four violations, a meeting with guardians, student, and administration will be held.

Appropriate measures will be taken which may include, but are not limited to, loss of Friday dress privileges, loss of skirt option, or loss of sweatshirt privileges.

*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.*

### **Middle School Uniform Specifications Policy**

Lands' End: 1-800-469-2222 or [www.landsend.com/school](http://www.landsend.com/school)

LCC Preferred School Number: 9000-7054-1

LCC Paw Print Number: 0195910K

#### **Boys and Girls**

All students need at least one RED uniform shirt. 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

Students wearing clothing that is too tight or too short will be asked to wear clothes from the used uniform supply and their school account will be billed \$5 for each article of clothing.

### **LCCDS Outwear Policy**

When wearing outerwear, LCCDS branded outerwear is MANDATORY for middle school students Monday through Thursday and is the only outerwear to be worn inside the school buildings. 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 or at the flagpole before/after school and during break. These heavier coats may not be worn inside school buildings. Please bring LCCDS outerwear if your student requires outerwear 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**

- Any Lands' End School outerwear or hoodies without strings in navy, red, black, or gray.



- LCCDS teamwear or spirit wear with LCCDS sold through LCCDS.
- Uniform polo or PE shirts must be worn under outerwear.

*\*\*\*The LCCDS Crest is encouraged on all outerwear*

## **PE Uniforms**

Middle School PE Uniforms are purchased through Lands' End.

### **Boys and Girls**

- Black mesh athletic shorts.
- Black athletic skort (girls)
- Red Active T-shirt with LCCDS crest.
- Traditional, athletic sneakers (can be purchased at the 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, though it will negatively affect the points earned for proper PE attire.

**Middle School students should wear their PE uniform to school on days they have scheduled PE classes. When students do not have scheduled PE class the regular school uniform should be worn.**

## **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 hairstyles or colors are not permitted. Natural blonde, brunette, or redheads only.

### **Shoes/Hosiery**

- Shoes must be conservative, rubber soled, cover the entire foot, and not come any higher than the ankle (no 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.
- Girl's tights and leggings are permitted in solid black, navy or white with the uniform.

### **Personal Grooming**

- Minimal jewelry.
- Girls: small stud or small hoop earrings.
- No heavy makeup.
- No body piercings or body jewelry.
- No facial hair for boys.
- No writing on the body or clothing.

### **Miscellaneous**

- Belts are worn with shorts or slacks.
- Shirts shall be worn tucked in.
- All long sleeve shirts must be uniform.
- Skirts/skorts/dresses should be no shorter than mid-thigh.
- White undershirts only under the uniform shirt.
- Sweatpants are never acceptable.



**The LCC Day School Crest is encouraged on all school uniform attire.**

### **Friday Dress Code Policy**

Grades 5<sup>th</sup> through 8<sup>th</sup>

*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 torn, ripped, or tattered jeans/pants.
- 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/Skorts/Dresses should be no shorter than mid-thigh and allow freedom of movement.
- Leggings may be worn under a skirt or dress only.
- Leggings may not be worn as slacks.
- No sweatpants, yoga pants, joggers, or warm up style pants.
- If a student has PE on Friday, they may either wear their full PE uniform (red shirt and mesh shorts) or Friday dress policy and dress out for PE.

### **Panther Spirit Fridays**

Students are encouraged to wear LCCDS Spirit Shirts on Fridays.

### **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 via email.

### **Extra Care**

Extra Care is offered Monday through Friday 7:30-5:30. To ensure a spot a student must register at enrollment. Limited drop in spots may be available depending on availability.

### **Expectation of Privacy**

Students have no expectation of privacy for personal or school property at LCCDS. This includes, but is not limited to, lockers, backpacks and all personal 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 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 may result in the student missing future field trips. 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.

## Extended Trips

Each year, 5<sup>th</sup> – 8<sup>th</sup> graders attend extended overnight trips as a grade level, chaperoned by members of the faculty and administration. During these trips, school is “in session” for the duration of the trip, therefore there is an expectation of attendance. Each trip is tied to the curriculum and students will be working in class preparing for the trip, as well as using the information learned to complete assignments following the trip. On extended trips students learn how to function responsibly as an individual and responsibly within a group. These trips give students the experience of travelling away from home, along with building relationships with their teachers and peers and providing real world opportunities through integrated learning.

## Flag

Middle School flag is held daily. In addition, community flag is held each Wednesday at the end of Chapel in the Sanctuary. 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

Eating or drinking is not permitted on campus with the obvious exception of break, lunch or other special occasions as determined by the staff. Water, only, in reusable bottles are allowed in the classroom. Any water bottles left in the classroom at the end of the day will be turned into Lost and Found. Students may not interrupt a class to retrieve a forgotten water bottle. Drinks from home are only permitted during lunch. NO soda, coffee or energy drinks are allowed. 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.

## Health and Immunizations

1. All students must have Physical and Immunization forms on record by the first day of school. Additionally, **students entering 7<sup>th</sup> 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,

flu, head lice, Covid, etc.

4. Any student who is absent or leaves school must be fever-free and free of vomiting for 24 hours without the aid of medication.
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 a doctor's prescription attached.
7. All accidents and injuries will be reported to the parent. **Accident or Incident Report** forms will be sent home to be signed and returned.
8. In case of an emergency, the following steps will be taken:
  - a. Notify parents.
  - b. Notify emergency contact person.
  - c. If a parent or emergency contact person cannot be reached, then contact the child's doctor.
  - d. In case of serious injuries, 911 will be called.

*Smoking, including e-cigarettes, is prohibited on the premises of LCCDS.*

### **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. 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 especially 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. Lunch 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, coffee or energy drinks are allowed.** Once drinks are opened, they will not be allowed in the classroom buildings. Drinks are available for purchase separately from our LCCDS lunch vendor. Refrigeration is not available for students' lunches. Please refrain from packing candy for lunch.

- Students need to be responsible to arrive at school with everything they need for the day, including lunch. Parents are discouraged from dropping off lunches as it undermines student

responsibility and interrupts the school day.

- DO NOT BRING IN RESTAURANT LUNCHEs, such as McDonald's, Chick-fil-A, Pizza Hut, Evos, etc.
- 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.
- 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.
- Family members bringing lunch to eat with their students will eat on the Elementary School Patio, only. Middle school students must be under the supervision of staff during break and lunch. For their safety, students must remain on the sidewalk or Elementary hallway when moving between campuses unless directed otherwise by a staff member.

### **Mutual Respect Policy**

School staff members, as well as all school families, deserve mutual respect and should feel safe and secure in the school environment at all times. In the event a family member/guardian uses inappropriate behavior or language, becomes verbally and/or physically threatening or abusive to a staff member or another family, the following will apply: *Offending individuals will be banned from school property at all times or said child's enrollment in LCCDS will be terminated immediately.*

### **Parent Volunteering**

Parent Volunteering, 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. LCCDS's goal is to have 100% family involvement, maintaining a positive influence on the continuing growth of LCCDS Preschool, Elementary, and Middle School.

### **Parent-Teacher Conferences**

Communication between home and school is vital to a student's success and conferencing is a very effective tool. Families will have the opportunity to schedule a parent-teacher conference during or after the first quarter. However, our staff is available, by appointment, to meet with middle school parents as needed. Parents may call the middle school office or email 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 for PE in the designated PE uniform on scheduled PE days. 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 is still required to dress for PE. 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. While beautiful and tasty, they also invite bugs and other unwanted pests into our facilities.

## **School Birthdays**

Students' birthdays may be celebrated at school with a healthy snack only (no beverages) for the grade level during snack or lunch. Please schedule this with the homeroom teacher. These should be pre portioned, individual servings and include plates and napkins. Candles/balloons/flowers/candy/goody bags are not permitted.

## **School Sports/Extracurricular – Academic and Conduct Requirements**

Academic Requirements: Playing sports and/or participating in school sponsored extracurricular activities requires balancing schoolwork 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 four class periods of the school day to participate in a sporting/extracurricular activity occurring on the same day.

Conduct Requirements: School team sports and/or participation in extracurricular 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 have a physical on file for the current year to participate in athletic events. All student athletes are required to abide by the LCCDS Athletic Handbook.

### **Signing In and Out**

Students arriving after homeroom are marked absent unless they sign in at the Middle School Office upon arrival. 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 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 LCCDS policy to mail all information.

### **Technology**

5<sup>th</sup> through 8<sup>th</sup> grades participate in the LCCDS Chromebook Program. Devices are to be brought to school fully charged. 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, including mixers, 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. 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 issue to students in 5<sup>th</sup> through 8<sup>th</sup> grade. Textbooks cost approximately \$150.00 each. Traditionally, the majority of damage assessments are for spine and water damage. This occurs by students throwing backpacks and storing liquids in lockers.

### **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.

### **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.

### **Middle School Arrival & Dismissal Times**

- Student hours: 8:30 AM - 3:00 PM
- Before Care (reservations required): 7:30 AM - 8:10 AM
- After Care (reservations required): 3:00 PM to 5:30 PM
- Morning carline: 8:10 AM - 8:25 AM
- Afternoon carline: 3:00 PM - 3:15 PM

### **Middle School Carline Specifics**

- 5th-8th grade students are to be dropped off in front of the Life Center.
- All Elementary and Middle School cars will Enter Chancellor St. from Shore Acres Blvd. and right-hand turn onto the school campus. Please do not enter Chancellor Street from Indianapolis St. or Helena St.
- Families with middle school students are requested not to arrive too early to dismissal as it creates a bottleneck in the overall functioning of carline.

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

4th-8th Grade students, with parent approval, may walk, ride their bike or 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.)
- Students are not permitted to drive golf carts to school.

### **Visitors & Volunteers**

All visitors and volunteers must sign in and out and receive a volunteer tag in the Middle School Office. The tag must be clearly visible for the duration of the campus visit.

### **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 1/25 MK**