

PARENT – STUDENT HANDBOOK



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Revised 7/24

Love Center Christian Academy 2024-2025 Calendar

Dates	Events
August 11 th	Mandatory Orientation
August 12 th	First Day of School
September 2 nd	Labor Day – Holiday for all
September 9 th	Interims
October 11 th	Report Cards
October 14 th -15 th	Teacher workday – Student Holiday
October 17 th	Parent Teacher Conference
November 11 th	Veterans Day
November 13 th	Interims
November 22 nd	Thanksgiving Dinner
November 25 th – 29 th	Thanksgiving Break
December 17 th	Christmas play
December 18 th	Report Cards
December 23 rd - Jan 3 rd	Winter Break
January 6 th	Students and Teachers return
January 7 th	End of the first semester
January 16 th	Parent Teacher Conference
January 20 th	MLK Day – Holiday for all
January 24 th	100 th Day of School
February 5 th	Interims
February 12 th	Career Day
February 17 th	President’s Day – Holiday for all
March 11 th	Report Cards
March 13 th	Spring Fling
March 14 th	Teacher Workday – Student Holiday
March 17 th – 21 st	Spring Break
April 7 th – 11 th	SAT Testing
April 9 th	Interims
April 18 th	Good Friday
May 20 th	Graduation/ Awards Nights
May 23 rd	Field Day
May 26 th	Memorial Day – Holiday for all
May 28 th	Last day of school/ Report Cards
Every Friday is early release	Dress down day – Last Friday of each month for \$1

Our Mission

To provide an excellent education, spiritual development, and to ignite a curiosity for learning. To empower every child to reach his or her fullest potential as they are taught Christian principles and values. To minister the love of Christ to each family.

Philosophy

Every student can and will achieve according to expectations, therefore, challenging academic training will be provided each day so that students meet or exceed expectations while developing a love for God and their fellow man.

Instructional Goals

Love Center Christian Academy will provide the Abeka developmentally appropriate curriculum for Christian Education for students grades K-6. We will provide maximum education for each learning style and recognize the capabilities and talents of our students in a small class-size setting. LCCA will also provide activities that will develop critical thinking and problem-solving skills as well as promote an understanding and enjoyment of the arts. We will provide a comprehensive education that will enhance each student's understanding of the world and will use positive reinforcement for student behavior.

Notice of Student Nondiscriminatory Policy

Love Center Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, and/or school-administered programs.

Partnership Between School and Home

Love Center Christian Academy believes in a partnership with our student's parents in their child's education. This partnership is based on a common understanding and acceptance of the Mission, Philosophy and Instructional Goals set forth in this Parent/Student Handbook. This Handbook may be amended from time to time, at the sole discretion of the LCCA administration and becomes effective

upon publication. LCCA reserves the right in its sole discretion, to enforce the Handbook policies and the “spirit thereof” regarding student accountability. If the parent(s)/guardian(s) fails to support an LCCA administrator’s enforcement of Handbook policies as applicable to their student, LCCA may, in its sole discretion, determine that there is no effective partnership between the school and the home.

Accordingly, the student will not be permitted to continue in the Academy.

Parent services are a valued part of our school. All LCCA parents are asked to fulfill service hour requirements as follows:

- Each family is asked to serve ten (10) hours per semester or twenty (20) hours per year.
- Service hours for a parent may not be transferred from year to year.
- A description of service hour possibilities will be provided to parents before the beginning of each school year.
- All service hours must be served AND recorded in the service hour notebooks located in the office.

2024-2025 COVID PROTOCOLS

Due to the COVID-19 Pandemic, students or staff who test positive for the coronavirus must have a negative test result before returning to school. For fevers resulting from a cold or flu, students must be fever-free for 24 hours before returning to school. At the time of this printing, masks at LCCA are optional for staff and students.

Love Center Christian Academy
Tuition Schedule 2024-2025

Grade	New Student Fee	Book Fee	Uniform Fee	Annual Tuition	Ten Monthly Payments Aug-May	Semester Payment Aug 10th Jan. 1st	Annual Payment August 10th
K-6th	\$80.00	\$280.00	\$150.00	\$7,390.00	\$739.00	\$3,695.00	\$7,390.00

Non-Refundable Enrollment Fees

New student application fee/testing fee.....\$80.00
Registration Fee..... \$80.00

Miscellaneous Fees

Administrative Fee for van service:
(One child \$450 per year; 2 children \$550 per year; 4 children or more \$650 per year. This fee

can be paid in \$45, \$55, or \$65 per month increments). **For students to ride the bus on the first day of school, the first two months must be paid in advance.**

Class Fee (K-6) \$70.00
(Due with first tuition payment, includes planner and some supplies)

**Extended School Day
 Grades K-6**

Registration Fee	\$30.00 per child (non-refundable)
2:45 P.M. - 6:00 P.M. (Monday –Friday)	\$50.00 per week per child

Daily Drop-in Fees

2:45 P.M. - 6:00 P.M. Daily Drop-in	\$25.00 (one child per family)
2:45 P.M. - 6:00 P.M. Daily Drop-in	\$45.00 (two children per family)
2:45 P.M. - 6:00 P.M. Daily Drop-in	\$65.00 (three children per family)

Penalty Fees

6:05 P.M. - 6:20 P.M. Late Pick-Up Fee	\$10.00 per child
6:20 P.M. - 6:35 P.M. Late Pick-Up Fee	\$20.00 per child

***Prices are subject to change annually.**

Please Note: Tuition and all book fees must be current for a student to attend the first day of school. Any monthly tuition payment not made by the 5th of the month will automatically be assessed a \$25.00 late fee. No Exceptions!! Registration fees cover the cost of administrative processes and are non-refundable. All students currently enrolled in LCCA must re-enroll by the re-enrollment date established each year to be assured of a place for the next school year.

Tuition Payment Options:

The tuition fee remains the same each month regardless of holidays, vacations, sick days, or personal reasons for which your child may be absent. Tuition may be paid using any of the following three options:

- A. **Annual Payment Option** – a single payment of total tuition for the year is due in the LCCA office by the first Monday of August.
- B. **Monthly Payment Option** – ten payments (August-May). Tuition is to be paid in advance on the first day of each month and no later than the 10th. If the tuition is not paid by 3:15 p.m. on the 5th of the month, a late fee of \$25.00 will be charged. If tuition and

other incurred monthly charges (i.e., aftercare, field trips, etc.) are not paid by the 15th of the month you will be asked to remove your child from the program.

- C. **Scholarship Programs and Payment of Tuition and Other fees** - LCCA accepts the FTC/FES-EO and FES-UA, Scholarships. Please contact the LCCA office for specific information related to scholarship programs.

Insufficient Funds Fee:

There will be an Insufficient Funds Fee (IFF) of \$30.00 assessed for all returned checks.

Special Program Fees:

Extended School Day – (When this program is offered) Students not picked up within 15 minutes of dismissal time will automatically be checked into Extended School Day and billing will begin at 2:45 P.M. Parents of students who are not registered for Extended School Day will be assessed a \$20.00 registration fee, as well as the \$5.00 for the first hour/\$12.00 per day after that for Kindergarten students and \$10.00 per hour for 1st-7th graders.

Refund Policy

Parents who self-pay and withdraw their child from LCCA during the school year due to a family relocation of more than ten miles will be charged tuition for the days the student actually attended LCCA (prorated amount). Families with extenuating circumstances, such as loss of job, serious illness, or death of a parent will also be charged a prorated amount based upon actual attendance but will be judged on a case-by-case basis. (Supporting documentation may be required).

Parents who withdraw a student for any reason other than for relocation of more than ten miles will be charged full tuition for any semester in which the student attended LCCA. Because of loss of students at mid-semester results in a loss of anticipated income to the school, enrollment of a student is considered, at a minimum, to be a one semester commitment. Withdrawal circumstances will be reviewed on a case-by-case basis.

Records Request

Student records will not be released until all LCCA accounts are current.

Field Trip Fees

Fees will be billed on monthly statements. Field trip fees are non-reimbursable. (Please see the section entitled “Field Trips” for additional information about field trips.)

Third-Party Checks

Third-party checks are not accepted.

Dress Code Philosophy

Love Center Christian Academy believes that appearance expresses attitude and personality and that it also influences behavior. The Dress Code of LCCA expresses seriousness and a positive attitude that suggests a readiness for learning. The purpose of the Dress Code is to teach and model lasting principles of appropriate dress and behavior, focusing on Jesus Christ, not on the student’s overall appearance, and not simply to address fashion or fads.

Recognizing the variety in classroom settings and individual students, these guidelines offer methods for dressing modestly and appropriately under all circumstances. Therefore, Love Center Christian Academy has adopted the school uniform described below which is required for all students. Clothing that is excessively faded, torn, or otherwise worn out is not consistent with this philosophy and, therefore, should not be worn to school. We appreciate parental support in ensuring that your student is properly attired each school day.

Uniform Requirements

Clothing may not be tight or form-fitting. A belt must be worn if pants or skirts have belt loops. No denim may be worn to school except on special days that are designated as an official Dress Down Day. LCCA shirts must be worn tucked in. No pants may be worn below the waist, and shorts and skirts must be knee length. Excessive jewelry and make-up are not permitted. Girls may wear no more than two sets of earrings in their lobes. Earrings that dangle at all (even ¼ inch), or hoop earrings are not permitted. No more than one ring per hand will be allowed. Girls may wear one bracelet. Note: silly bands or rainbow loom bracelets are not permitted. Students may not wear costume jewelry (other than what has already been described), scarves, bandanas, hats, Heelys, or any shoes with skate wheels, shoes with no back, ballerina shoes, or earrings worn by boys. Headbands which are red, black, or white may be worn.

General Appearance

School uniforms are expected to fit the student appropriately, and be laundered regularly. The shirts may be purchased from the school, or any department store then the logo must be added.

- Shirts must be tucked neatly into bottoms at all times.
No low riding beyond two inches from the waist
- In cold or rainy weather, a student may wear any appropriate outer garment in compliance with LCCA uniform requirements.
- All students' hair must be of a natural hue with no distinct or distracting highlights or streaks that are different from the student's natural hair color.
- Boys' hair must be neat (NO LONGER than shoulder length) no tails, Mohawks may not be of a different color, spiked, or elements of personal appearance which is considered extreme in color or nature, distracting, disruptive, or does not follow the uniform or non-uniform guidelines will be permitted.
- No facial hair is allowed, including sideburns.
- No designs shaved in the hair except for parts.
- Students must refrain from wearing make-up at all times except lip gloss. Eyeliner and/or eye shadow are not permitted.
- No tattoos (permanent or temporary)
- No body piercings (except two sets of ear piercings for girls)
- Fingernail polish (for girls) is limited to clear or muted colors only.
- Girls may not wear false fingernails, and fingernails must be maintained at fingertip length.

Boys

- Khaki or black knee-length shorts or pants
- Short-sleeved or long-sleeved red, black, or white polo shirts with LCCA school logo
- White collared shirt with school emblem and black tie for Wednesday Chapel
- (Optional) Red, black, white, or grey sweatshirt or hoody with LCCA logo (hoodies must not cover the head inside the building)
- Solid (plain) brown or black leather belt OR solid (plain) canvas khaki belt (no decorations, studs, or other designs)
- Non-skid athletic shoes that utilize shoelaces or Velcro straps. **No colored crocks, but black crocks must have a back strap**, no sandals, no slip-on canvas shoes, no Heelys or other brand shoes with wheels, no spinners or shoes that light up).
- Solid, (plain) white or black socks
- Boys are NOT permitted to wear earrings.

Girls

- Khaki, red, white, or black knee-length skirts, jumpers, skorts, shorts, or pants (NOTE: Skirt, shorts, or skorts must be knee-length). **Parents must purchase new knee-length skirts as students grow during the year and skirts get shorter.**
- Short-sleeved or long-sleeved red, black, or white polo shirt with LCCA school logo
- White collared shirt with school logo and black or red cross tie for Wednesday chapel
- (Optional) red, black, white, or grey sweatshirt or hoody with LCCA logo (hoodies must not cover the head inside the building)
- Solid (plain) brown or black leather belt OR solid (plain) canvas khaki belt (no decorations, studs, or other designs)

- Non-skid athletic shoes that utilize shoestrings or Velcro straps, flat boots. **No colored crocks, but black crocks with a back strap**, no sandals, no slip-on canvas shoes, no Heelys, or other brand shoes with wheels no spinners, no toe shoes, no ballerina slippers, no high heels or high-heeled or wedge tennis shoes, or shoes that light up)
- Solid (plain) white or black socks, tights, or leggings
- Hair accessories: girls may wear solid (plain) red, black, or white, headbands, scrunchies, or hair bows.

The school will supply four (4) uniform shirts, black skirts, and ties. Parents may purchase additional shirts and take them to Award Trophy to add the logo, and shorts or purchase pants from any store; HOWEVER, shorts and skirts MUST BE knee length.

*Please remember: **Wednesdays are Chapel days** and all K-6th grade students must wear white LCCA Chapel shirts, ties, black pants or skirts, and black tennis shoes or dress shoes.

Dressing for the Weather

Parents should be aware of daily weather conditions to ensure students are dressed appropriately. Non-uniform sweaters, sweatshirts, jackets, or coats may only be worn outside (before or during recess). Non-uniform clothing may not be worn in the classroom. Solid red, black, or white long-sleeved shirts may be worn under uniform shirts during cold weather, as well as an LCCA sweatshirt or hoodie.

Special Days/Activity Day/Field Trips/Field Day

Students are permitted to wear non-uniform clothing but should dress modestly on these special occasions. Students are encouraged to wear clothing in keeping with a theme when one is given. Christian t-shirts are always acceptable on special days. The following clothing is not considered appropriate on special days and will not be permitted:

- Shorts, skorts, skirts, or dresses that are shorter than knee-length
- Tank tops, halter tops, or tops with spaghetti straps
- Clothing through which skin may be seen because the clothing is torn or distressed
- Clothing with images that promote drugs or alcohol, secular music groups, foul language, anti-Christian, or anti-American sentiments, themes that are violent, evil, or promiscuity
- Clothing which is sheer or see-through
- Clothing that is too tight or too loose
- Tops which are too low and/or which reveal cleavage
- No backless shoes, high heels, or flip-flops
- No high-heeled or wedge tennis shoes
- No face and/or distracting hair color alteration
- No hats (except on outdoor Field Trips or Field Day)

LCCA Administration reserves the right to decide whether special day apparel is appropriate for school or a school-sponsored event.

Please put your child's name on his/her jackets, sweaters, uniform shirts, shorts, and pants, as well as on their backpacks and lunchboxes. Unclaimed items will be donated to charity.

Uniform Code Violations

When a student violates the uniform Code or General Appearance policy as stated above, the following will occur:

- A. The student will be given a Uniform Violation Notice which records the number of times he/she has been out of uniform. The school designee or teacher will fill out a form, and it will be sent home to be signed by the parents and returned the next day. The uniform violation is to be corrected upon return to school.
- B. When a student has received three Uniform Violation Notices, the parent will be contacted to immediately bring the necessary uniform item to school OR if the parent is unable or unwilling to bring the uniform item to school, **the student will be loaned the proper item.**
- C. Chronic or flagrant disregard of the uniform Code (to be determined by the Administration) will result in an after-school detention.

Physical Education Dress Code

Grades K-6 students are required to wear skorts, shorts, or pants on days they are scheduled for physical education. (PLEASE NOTE: Non-skid athletic shoes are to be worn on P.E. days).

Uniform Code Violations

When a student violates the Uniform Code or General Appearance policy during physical education, the violations and consequences will follow as stated above.

Academic Information

Academic Evaluation

All incoming students who do not have records from a previous school will be given an entrance examination. Administration will place a student in an academic situation where the student has reasonable certainty of success. If it is believed that a student will not achieve academic, social, or

emotional success in a higher grade, the student will be denied readmission or retained in the lower grade. The evaluation process is as follows:

- Report cards are issued at the end of each 9 weeks.
- Interim reports are issued halfway through the marking period.
- Students in kindergarten will receive grades of Outstanding, Above Average, Average, or Needs Improvement (O, S+, S, N) for academic subjects, enrichment subjects, and for conduct for the first nine weeks.
- Students in 1st through 6th grade will receive letter grades (A, B, C, D, F) for academic subjects, and will receive Outstanding, Above Average, Average, Needs Improvement, or Unsatisfactory (O, G, S, N, U) for enrichment subjects and conduct.

Honor Roll Policy

High Honor Roll students are those having received all A's and no N's during a quarter.

Honor Roll students are those having received A's and B's with no N's during a quarter.

Retention Policy

Every effort is made by the Administration to place a student in an academic situation in which the student has a reasonable certainty of success at LCCA. If, however, it is believed that a student will not achieve academic success in the next grade, the student will be retained in the lower grade.

A student who has failed Math or Reading (performing below grade level) may be required to do one or more of the following to be promoted to the next grade:

- Receive private tutoring over the summer in preparation for the next school year
- Take a math and/or reading assessment before the beginning of the next school year to determine placement

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete homework assignments on time. Homework is given for several reasons:

1. **For reinforcement:** We believe that most students require review to master material essential to their educational process.

2. **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Please note that **it is a requirement for students to have access to a computer and internet service** at home for some homework and/or project work required by the teacher. We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade.

Make-Up Work

It should be a cooperative effort between students, parents, and teachers to determine if a child needs to make up work missed during an absence and to devise a reasonable schedule by which the missed work should be completed.

- Tests, class work, homework, notes, or other work missed as the result of absence must be made up. It is the parent's and student's responsibility to arrange a time with the teacher to reschedule tests or to obtain work and notes.
- Students are allowed one day for each day absent to submit work assigned during an absence.
- Work assigned before absences will be handed in on the day the student returns to school. No days will be given for work that was assigned prior to the absence.
- Long-term assignments are due on the date given even if the student is absent.
- Students who are absent on the day of a pre-announced test or quiz will be required to make up the test or quiz on the day he or she returns.

Report Cards and Progress Reports

Report cards can be accessed through Gradelink at the end of each nine weeks. Interim reports will be posted halfway through the nine weeks, and parents may also monitor their child's weekly progress on Gradelink.

***Important Notice:* If your account is clear on the last day of school, final report cards will be mailed with the final statement. You may make payment for any balance owed and pick up final report cards at the office between 8:30 and 11:00 a.m. on May 20th.**

Grading Scale

A 100-90 B 89-80 C 79-70 D 69-60 F 59-0

Graduation

Graduation for Kindergarten and 6th Grade students will be held at the end of each school year. Students from all grade levels will also receive awards. Parents are asked to please attend.

Arrival and Dismissal

Arrival

Students are not permitted to enter the school before 7:30 A.M. Students will be supervised from 7:30-8:00 A.M. in the breakfast area. Students dropped off before 7:30 will be unsupervised and the school will not be held responsible for their safety.

7:30 A.M. - 7:55 - all students may enter the school and eat breakfast provided by the parents.

8:00 A.M. – students have five minutes remaining before being marked tardy

8:05 A.M. – the school day officially begins for all grades. PLEASE NOTE that **all classes begin promptly at 8:15 A.M** at which time all students are required to be in their classrooms and ready to begin the day.

Dismissal

Important Notice: Students not picked up within 15 minutes after dismissal time will automatically be checked in to Extended School Day and billing will begin at 2:45 P.M. **Parents who have not registered for Extended School Day will be assessed the \$20.00 registration fee, as well as the daily drop-in rate.**

Early Checkout

Parents are highly discouraged from exiting their vehicles to come inside to check out their students, particularly between the 2:15-2:30 P.M. dismissal time. Parents are requested to pick their students up at the normally scheduled times and to **remain in their vehicles in established car loops**. Exceptions to early checkouts are limited to occasions in which the student has a doctor or dental appointment. Early student checkouts disrupt the learning process in the classroom and interrupt a smooth afternoon dismissal.

Attendance

Our goal at Love Center Christian Academy is for every student to be in school **every day – all day**.

Students cannot learn if they are not in attendance, therefore our attendance policy is as follows:

1. K-6 students must be in attendance for a minimum of 170 days as a criterion for progression to the next grade.
2. A student who must leave school with less than 2 hours in attendance will be counted absent for the entire school day. Students who remain at school for at least 2 hours, but leave before the regular dismissal time, will be counted absent one-half day. A student must be in attendance for a minimum of four hours of instructional time to be considered present for a full day.

3. For any absence to be excused, the absence must be reported to the school office by a parent/guardian. Parents are requested to telephone or email the school office before 8:15 A.M. to report an absence. **Upon the student's return, the student must also present a written note from a parent to the school office explaining the reason for the absence(s) to be included in the student's records.**
4. An excused absence may be issued for illness or death in the family. Other reasons for unexcused absence must be approved by the Administration.
5. Absence due to vacation **is not** considered an excused absence.
6. A physician's note is required upon return to school for extended absence due to illness (three or more days).
7. A student who is absent more than nine (9) days within a semester will not receive a passing grade for the semester in the core subjects (Math, Language Arts, Social Studies, Science, and Bible).
8. Upon five (5) unexcused absences within a semester, a written cautionary notification will be sent to the parent(s).
9. Absences NOT counted in the nine (9) days attendance policy are: A) court dates; B) illness with medical documentation; or C) chronic or extended illness.
10. As defined by Florida Statutes, Section 1000.01, a "habitual truant" is "a student who has fifteen (15) or more unexcused absences within ninety (90) days with or without the knowledge or consent of the student's parent/guardian." Any student who accumulates a total of fifteen (15) days of unexcused absence in a period of ninety (90) calendar days will be considered habitually truant. The parent or legal guardian of the habitually truant student will be informed of excessive absences as well as the school's intention to report the student's truancy to the proper legal authorities, including the Florida Department of Children and Family Services.
11. Upon twelve (12) unexcused absences within any ninety (90) day period during the school year, a written cautionary notification will be sent to the parent(s). Upon fifteen (15) unexcused absences within any ninety (90) day period during the school, a written notification will be sent to the parent that the proper legal authorities, including the Florida Department of Children and Family Services, have been informed of the student's truancy.
12. For regular check-ups and routine dental appointments, a child may be checked out but is expected to be checked back into school unless the appointment is scheduled toward the end of the day.
13. Students are expected to attend field trips (unless the student has been placed on behavioral probation). Should a student in good standing fail to attend a field trip for any reason other than illness, such absence will be deemed unexcused.
14. For parents who make financial arrangements, LCCA will provide or arrange transportation to and from school for its students.

Attendance at School Events on the Day of Absence

A student may not attend a school function (such as afternoon field trips, the Christmas Program, or the Talent Show, etc.) on a day he/she is absent for more than four hours of the school day.

Perfect Attendance

Perfect attendance is defined as having been in attendance at school every day classes are in session for a minimum of four (4) hours of instructional time.

Tardiness

It is the expectation of Love Center Christian Academy that students are to be in class on time each school day. K-6 students arriving after 8:05 a.m. will be considered tardy. Please do everything possible to ensure your child's prompt arrival at school. Promoting punctuality will enhance the learning experience, not only of the individual student but of the entire class. It is disruptive for students to join the class once the morning activities have commenced.

- If a child is tardy, he/she must report to the office for a permission slip to enter class. Parents may not escort students or send students directly to class without first obtaining a tardy slip from the office.
- Tardiness will be excused ONLY for court appearances or medical appointments when a written note is provided by the court or medical facility.
- After three (3) tardies, a verbal warning will be issued.
- After five (5) tardies, a written warning will be sent home.
- Students with tardies above fifteen (15) may be asked to be withdrawn from LCCA. Upon receipt of an eleventh tardy and for any tardy thereafter during the school year, loss of participation by the student in school activities will be imposed (for example, attendance at field trips, Field Day, etc.) such determination to be made by the Principal.

Excused Absence from P.E.

If your child is unable to participate in P.E. (or in recess) please send a note. We would like to keep this to a minimum, however, as time set aside for P.E. is also time set aside for teacher work time; classroom supervision of students during this time restricts the teacher's ability to fully utilize this time.

Communication

Emergency Information Card

Parents are responsible for keeping the school informed as to changes in address, email address, place of employment, telephone/work/cell numbers, and other identification and emergency information. A medical release form must be in a student's file to ensure emergency medical/dental treatment. All persons picking up children must be listed on the child's emergency card kept in the office and must present a photo I.D. at the time of picking up the child. This is for the safety of your child/children; there are no exceptions.

Child Custody

In cases where parents are divorced, an affidavit of the court MUST be supplied to the Academy's office to document the official custody arrangements regarding children enrolled at LCCA. Upon request, the Academy will provide school records to both parents UNLESS supplied with official documents

prohibiting such. It is the parent's responsibility to provide the Academy with updates. ONLY the custodial parent will be allowed to check out a child from school unless the Academy has been otherwise notified in writing by the custodial parent.

Change of Residence/Employment/Custody

All parents are required to notify the Academy promptly of any address changes, phone numbers (home and work), or custodial arrangements that might occur during the school year. (Supporting documents may be required).

E-mail

LCCA will communicate with parents via **Gradelink, texts, and email** throughout the school year. Please check your email regularly. Parents must notify the school office of any change in email address.

LCCA

Each parent will be given a password to access Gradelink.com. This is the communication tool LCCA uses to post newsletters, grades, and all emergency information. Parents, please keep this password where you can easily find it (your phone). Interims will be printed and sent home with your child, but Report Cards will be posted on Gradelink. You may also keep current by accessing our website at www.lovecenterchristianacademy.net and our Facebook page at Facebook/Love Center Christian Academy – Titusville.

Hard Copy Written Communication

There may be times during the school year when it is necessary to send hard copy written communication to parents. All hard copy written communication from the office will be sent home with the family's YOUNGEST or only child to reduce the amount of paper used.

Friday Folders

Kindergarten students will receive Friday Folders which may contain communication between the school and the home. Parents should review the contents of their child's Friday Folder each Friday.

Monthly Newsletter

To conserve the use of paper, and to better communicate with parents, the monthly LCCA newsletter can be accessed on Gradelink unless a specific request is received by the school office that a hard copy is to be sent home.

Parent/Teacher Conferences

Mandatory parent/teacher conferences take place at the beginning of the school year and after the first quarter. Appointment times will be made available to parents prior to the end of the first quarter so that individual conferences with teachers may be scheduled. A parent, teacher, or administrator may also request additional conferences throughout the school year should the need arise.

Grievances

The Administration understands that there may be times when parents and caregivers have concerns that need to be addressed. In some instances, the parent may feel he/she must speak directly with an administrator before speaking with a teacher about a concern, and although LCCA Administration is always willing to speak to a parent, the parent is encouraged to first speak with a teacher in a good faith effort to resolve the matter before contacting LCCA Administration. Parents are respectfully requested to follow this “chain of command” when in need of issue resolution:

1. Speak with Teacher
2. Speak with the Administrator.
3. Speak with the Principal

Parent Envelopes

Envelopes addressed directly to a parent are periodically sent home with students and always contain communication to the parent from the teacher or the school office. A student should not open the envelope but should be responsible for giving it to his/her parents.

Progress Reports and Quarterly Report Cards

Progress reports will be issued after the fourth week of each term for K through 6th grade. Report cards will be issued one week after the conclusion of each quarter on Gradelink.

Visitors

To minimize interruptions and distractions in the classroom, we do not allow visiting relatives or friends to join our students at any time during the school day unless previously approved by the Administration. However, parents and grandparents are welcome to join their students during lunchtime. They must sign in and receive a badge in the school office. So that students can adjust to their new school routine, we respectfully request that parents refrain from joining their students for lunch for the first three weeks of school.

Delivering Items to School

So as not to interrupt class, parents are requested to deliver any forgotten items (lunch, homework, project work, etc.) to the school office for subsequent delivery to the student or classroom. Parents are not permitted to make deliveries directly to a student or classroom. Mail, parcels, flowers, balloons, or other such items should not be delivered to LCCA students. If these items are received by the school, however, they may be picked up in the school office at the end of the day only. Parents are permitted to bring cupcakes during lunch for their child's birthday.

Parents and Students Communicating by Phone or Text

Parents, please do not call or text students during regular school hours (Monday-Friday, 8:00 A.M. – 2:30 P.M.) Students are not permitted to use their cell phones during school hours. Should a student be discovered using his/her cell phone during school hours to receive or send calls or texts, the student's cell phone will be confiscated and given to the Principal and may only be retrieved by the parent. Students who ride the school van may not use their phones until they exit the van. Should parents or students need to communicate, **it must be done through the school office during school hours.**

Weather or Natural Disaster Conditions

School will be closed if weather or natural disaster conditions (i.e., hurricanes, fire) pose a hazard to parents and students. If Brevard Public Schools in our area are canceled due to inclement weather or hazardous conditions, LCCA will also be closed.

Lunch Procedures

Students must bring a lunch from home each day. Should a student fail to bring a lunch, the school will provide a peanut butter and jelly sandwich and water to the student. **Takis, energy drinks, sodas, or juices with high sugar content are not permitted for lunch.**

Health/Illness

Illness or Injury

At this time, LCCA does not have a clinic, so students who are ill or injured during the school day will be brought to the front office. Students will return to the classroom after they have been treated or have rested for approximately 10 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, upset stomachs, and/or injuries that are not treatable with Band-Aids.

Communicable Health Issues

School policy requires that children with head lice, scabies, ringworm, or impetigo be treated with proper medication before being admitted to school. In 1985-86, the School Board of Brevard County adopted a no-nit policy for head lice which LCCA has also adopted. This means that a child may not attend school with head lice nits in the hair. Children are to be kept home if any of the following signs of a communicable disease are noticeable within 24 hours:

1. Oral temperature at or above 100 degrees F
2. Rectal temperature at or above 101 degrees F
3. Axial temperature at or above 99.6 degrees F
4. Abdominal symptoms of vomiting, diarrhea, or pain
5. Upper respiratory symptoms of sore throat, excessive coughing, difficulty breathing, excessive nasal discharge, or earache
6. Symptoms of conjunctivitis, pinkeye, or any discharge from the eyes

NOTE: Due to the COVID-19 Pandemic, students or staff who test positive for the coronavirus must have a negative test result before returning to school. For fevers resulting from a cold or flu, students must be fever-free for 24 hours before returning to school.

Medication

LCCA reminds parents/guardians of Florida Statutes Section 1006.062 regarding medication in schools: All medications coming to the school must be in the original container with the manufacturer/pharmacy label in place. This includes cough drops and over-the-counter medications. Over-the-counter medication can only remain at school for 10 days unless a physician's note authorizes it to remain for a longer time.

Parent permission forms need to be completed for ALL medication to be given at school, including cough drops and over-the-counter medications. The parent must give **written permission** to the school office, including an explanation of the necessity for medication during the school day and/or for the student who may be away from school property on official school business.

Students cannot transport medication to and/or from school. All medications will be counted upon arrival at school. A parent's signature is required to verify that the count is correct. Prescription medication will only be administered as approved by a physician. The principal will designate a person(s) to be responsible for accepting and administering the medication. The designated person(s) will complete a medication log for each student when medication is administered.

Medication will be stored properly in the **ORIGINAL CONTAINER UNDER LOCK AND KEY**. Medication may be left at the school overnight in cases where the physician and parent/guardian request frequent and prolonged dosage requirements. At the end of the school year, parents/guardians must pick up prescriptions in person. Non-prescription, over-the-counter medication, in its original and unopened container, will be administered in the school office under the following guidelines, and dosage cannot exceed manufacturer's recommendations:

- A doctor's prescription will be required if medication is to be administered for any period exceeding ten days in a school year.
- Medication shall not be carried on a student's person in the school.

Please use the "**Student Medical Release/Emergency Contact**" form available in the school office.

Immunization

An immunization form or a certificate of waiver is required for all students enrolled at LCCA. Immunizations must be kept current, as required by Florida law. A certificate of immunization, signed by a physician, must be kept on file in the school office. Students may not attend school without an appropriate immunization record. 2018-19 Immunization Requirements (per the Brevard County Health Department)

Kindergarten	4-5 DTaP (last dose must be after age 4) 3-5 Polio (last dose must be after age 4) 2 MMR 3 Hepatitis B 2 Varicella (or certification of disease)
1 st -6 th Grade	4 DTP/DTaP *5 DTP/DTaP 3 Polio *4 Polio 2 MMR 3 Hepatitis B 2 Varicella (or certification of disease)

***Notes of Exception:**

- A child who commenced vaccination after 7 years of age, would have only 3 Tdap/TD doses.
- DTP is acceptable for DTaP.
- * 3 Polio doses are accepted only if the last dose is given after 4 years of age and 6 months after the 2nd dose
- K-12: * 4 DTaP doses are accepted only if the last dose is given after 4 years of age and 6 months after the 2nd dose

Physical Examination

A physical examination and record of immunizations must be completed or transferred to LCCA for each student before enrollment. Benchmarks for updating immunizations and physicals are Kindergarten and 7th grade.

Students with Special Health Needs

Parents of a student with specific health needs are required to notify the school office concerning the student's medical condition in writing. This information should contain the specifics of the conditions and procedures to be taken by school personnel. Every effort will be made to accommodate students with special health needs.

Field Trips

Field trips are value-added educational enrichment opportunities in which students are expected to participate.

Fees

All fees associated with field trips may be paid directly to the school office or may be billed to the student's account upon parent approval. ***Field trip fees are not reimbursable for any reason.***

Absence from Field Trip

Should a student fail to attend a field trip for reasons other than illness, such absence will be considered unexcused. (Supporting documentation may be required).

Absence on the Day of a Field Trip

A student who is absent on the day of a field trip may not attend the field trip unless the student has been in school for a minimum of four (4) hours. (Supporting documentation may be required).

Field Trips and Behavioral Probation

If a student is on behavioral probation during the time a field trip takes place, the student will not be permitted to attend the field trip, but instead, is required to attend school under the supervision of LCCA Administration. Should students on behavioral probation fail to attend school on the day(s) a field trip takes place for reasons other than illness, such absence will be considered unexcused. (Supporting documentation may be required).

Field Trip Transportation

Bus transportation

- When bus transportation is provided by LCCA for field trip activities, and a parent elects to permit a student to ride on the bus, the student is required to travel both to and from the field trip on the bus.
- Students are not permitted to ride on the bus for part of the field trip travel and with a parent or other adult for another part of the field trip travel.

Parent vehicle transportation

- Except for students who reside more than fifteen (15) miles from LCCA and whose parents wish to make alternate arrangements at least forty-eight (48) hours before the field trip, a student who departs from LCCA must return to LCCA to participate in a field trip.
- If a parent elects to transport his/her own child for field trip activities, transportation must be provided both to and from the field trip.
- A parent may not provide transportation for a student other than his/her child unless express written consent is provided by the other student's parent permitting it.
- In the event a parent provides transportation for a child other than his/her child, proof of insurance in an amount no less than that which is established by the Administration must be submitted to LCCA before the field trip activity.
- A parent and his/her child may ride in the personally owned vehicle of another parent to and from a field trip.

Siblings and/or Other Children on Field Trips

Siblings and/or other children are not permitted to accompany a student, parent, or chaperone on a field trip.

Field Trip Chaperones

Field trip chaperones must have a Level 2 background check on file and be at least twenty-one (21) years of age. Field trip chaperones must be willing to supervise and be responsible for children in addition to their children. No more than two (2) adults from a student's family may chaperone on a field trip, and one of those two (2) chaperones must be the student's parent or guardian.

Emergency Drills

Fire

In case of fire, it is imperative that the building be emptied quickly and calmly. The signal for a fire drill is a continual blast of a horn. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Tornado

When a tornado warning is given, the classroom teacher will have students get under their desks. Teachers will be well-versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

Lockdowns/Shelter In Place

In the event of a lockdown, our students will be instructed what to do by their teachers. Doors will be locked and students will have to remain in place until an all clear is given by local authorities.

Security

For the protection of our students, doors remain locked during the school day. Cameras are installed around the grounds and inside for added security.

School Rules

General School Conduct Rules

The following general school rules have been established to maintain and promote the safest and most effective environment for learning. In addition to individual teacher classroom rules, these general school rules will be enforced at all times:

1. Students are to be good examples of Christian young people both on and off campus.
2. Students are to be respectful and obedient toward LCCA teachers and staff.
3. Students are to show respect for the rights and feelings of others.
4. Students will refrain from physical and verbal fighting.
5. Students will refrain from the use of bad language.
6. Students will not cheat. (**NOTE:** Cheating includes the giving or receiving of information by a student to complete homework, class work, quizzes, tests, or other work assigned by a teacher).
7. Horseplay of any kind is not permitted.
8. Notes or books which show disrespect for teachers or fellow students in any form are unacceptable.
9. Students are not permitted to bring iPods, iPads, headsets, laser pointers, game systems, or other electronic devices to school. If such devices are brought to school, they will be taken to the office and returned to parents only.
10. Cell phones:
 - Cell phones must be kept in a backpack in the “OFF” position at all times.
 - Use of a cell phone during school hours (8:00 A.M.– 2:30 P.M.) is prohibited.
 - Students may not use cell phones on campus or school property.

- Use of a cell phone during Extended School Day is prohibited unless permission is granted by the teacher.
- Cell phones will be taken to the office and returned only to parents should students fail to follow cell phone use rules.

11. Playing cards without teacher supervision or trading cards are not permitted.
12. Toys are not permitted unless specific permission is granted by a teacher.
13. Students are not permitted to bring skateboards to school.
14. Students are not permitted to chew gum or eat candy during a regular school day.
15. Inappropriate roughhousing or offensive touching is not permitted.

***Love Center Christian Academy has a Zero Tolerance Policy for any kind of weapon.**

16. Lunch conduct will be as follows:

- a. Students will eat lunch with their class at the designated table
- b. There will be no horseplay or misconduct at any time.
- c. Students may talk quietly during lunchtime, but loud noises or boisterous behavior is not permitted.
- d. Students will assist in keeping their eating area neat and clean and will clear tables when directed to do so by a teacher.
- e. If there is a spill, the student will notify the teacher.
- f. Throwing food is **absolutely forbidden** and will be disciplined.
- g. Students are not permitted to bring Takis, energy drinks, sodas, or juices with high sugar content for lunch.
- h. To guard against food allergy reactions and/or the spreading of germs, students **are not** permitted to share food, trade food, or eat each other's food.

Classroom Rules

The purpose of classroom rules is to provide principles for godly behavior in an academic setting that establishes healthy limits for children and provide a safe environment and framework in which biblical teaching and learning may take place. The classroom rules will be posted in each classroom, large enough to be seen from any place in the room. They will be taught and reviewed in an ongoing manner.

1. Be loving

Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind ...and your neighbor as yourself" (Matthew 22:37-39 NIV).

2. Be obedient

"Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account" (Hebrews 13:17 NKJV).

3. Be patient

“Patience is better than pride” (Ecclesiastes 7:8b).

4. Be diligent

“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15 NKJV).

5. Be self-controlled

“He who is slow to anger is better than the mighty, and he who rules his spirit than he who takes a city.” (Proverbs 16:32 NKJV)

Reward System for Positive Behavior

Each teacher has a praise system they use to offer various rewards for students displaying positive behavior that is above and beyond expectations. The rewards vary according to grade level and are assigned by the classroom teachers. On a monthly basis, names of students who have been exemplary in their behavior will be submitted to the Administrator for school-wide recognition as Student of the Month.

Desk or Backpack Search

Upon the authorization of the Principal, an administrator or teacher may search the contents of a student’s backpack. An administrator or teacher, at any time, may search a student’s desk.

Internet Use Policy and Student Use of Electronic Devices in School

LCCA provides Internet use for its students under strict supervision by our teaching staff. Misuse of the Internet may result in disciplinary action up to and including expulsion. Accessing email, Facebook, Twitter, Instagram, or any other social network, or texting by a student is strictly forbidden.

Photographing or videoing any student (including oneself) or teacher is strictly forbidden.

NOTE: Should a student access the Internet for any other purpose than those directed by the teacher, the student will lose the privilege of using the Internet for the remainder of the year.

Playground Rules

Students are expected to observe the following playground rules while on the playground during the regular school day and/or during Extended School Day:

- Students will obey their teachers at all times, walk to and from the playground, line up when called, and treat everyone with respect.
- Students will not use profane language.
- Food or drink is not allowed on the playground.
- Pens, rulers, notebooks, and books must be left in the classroom or backpacks.
- **Weapon-style toys such as swords, knives, sticks, or twigs are prohibited on the playground.**
- No jumping from playground equipment
- No transferring from one swing to another while in motion
- No jumping from swings while in motion
- No climbing up backward on slides
- No standing on picnic tables
- No digging holes or throwing rocks.
- No bouncing of balls against buildings
- No climbing on, hanging from, or leaning against fences.

Discipline

Discipline is defined as “training that is expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement.” (The American Heritage Dictionary). A critical element of a child’s education is discipline as it applies to his or her behavior in school. LCCA will work with families to apply godly, just, and fair discipline to its students.

Consequences

Consequences play a critical role in the development of a student’s godly character. Fair punishment disciplines and forms a child’s character. Fair punishment is clear, specific, and established before an occurrence of misbehavior. Parents are asked to assure their child understands and is clear about the rules contained in this handbook, as well as classroom rules which will be established by the teacher.

Occasionally, circumstances require that a new rule, specific to the circumstance, be established. If such an incident occurs, the students will be informed and instructed about the new rule. Parents will be notified by the teacher of such an addition to the class rules.

Consequences are age-appropriate and consistent at each grade level. Consequences generally increase in severity according to the frequency or degree of misbehavior. These consequences include, but are

not limited to verbal warning, reprimand, the loss of student privilege(s), detention, suspension, and/or expulsion. Logical consequences and communication with parents and administration will take place as necessary.

Bullying

LCCA adheres to a zero-tolerance philosophy as it relates to bullying. Understanding that bullying may occur in a physical, mental, or emotional capacity, every effort will be made by the LCCA Administration and teachers to ascertain the validity of any claim that bullying is or has taken place. Upon a determination that bullying has occurred, the offending student(s) will be subject to detention, suspension, or expulsion as deemed appropriate by the LCCA Administration. Parents and/or students are encouraged to report any incident of bullying to a teacher or LCCA Administrator as soon as possible.

Any incident of a student or parent/relative of a student who knowingly criticizes, harasses, belittles, or humiliates another student and/or any member of a student's family may result in the offending student being withdrawn from LCCA.

Cyberbullying

Cyberbullying (defined as bullying of a student through the use of the Internet, cell phone, or other electronic device) will not be tolerated, and when determined to have taken place, will result in detention, suspension, or expulsion as deemed appropriate by LCCA Administration. Texting, emailing, tweeting, or posting negative, inflammatory, or embarrassing information about an LCCA student or any member of the student's family on Facebook, Snapchat, TikTok, Twitter, or any other social website by another LCCA student or parent/relative of an LCCA student or his/her family members, whether said information is true or false, will result in detention, suspension, or expulsion of the offending LCCA student as deemed appropriate by LCCA Administration.

Spiritual Counseling

Should students continually behave in an un-Christlike manner despite efforts on the part of teachers, administrators, the Principal, and parents or legal guardians, the student will be required to meet with the pastor one or more times for spiritual counseling. The pastor will evaluate the situation and decide the best course of action, including but not limited to biblical counseling or student mediation guided through prayer.

Spiritual counseling is also available to our school families. If a need arises at home, a parent or legal guardian may request a meeting with the pastor or may request that his/her child meet with the school pastor to address any spiritual needs.

Discipline Policy

The infraction system (SOAR) is implemented in the classroom when a student is given infractions based on daily negative behavior. Infractions are given when students do not follow one of the rules listed below.

SOAR

“Listen to counsel and accept direction, that you may be wise the rest of your days.” Proverbs 19:20

- S** — Be Self-controlled and Obey. “Obey your leaders and submit to their authority.” Hebrews 13:17
- O** — Offer Kindness and Honesty. “Dear friends, let us love one another, for love comes from God.” I John 4:7
- A** — Act Responsibly and Work Diligently. “Act as though you were working for the Lord rather than people.” Colossians 3:23
- R** — Respect Yourself and Others. “Do to others what you would want them to do to you.” Luke 6:31

Infractions are counted throughout the week. Consequences are assigned when students reach certain amounts of infractions. For levels 1 and 2, teachers will choose to assign a consequence from the list, based on the severity of the behavior. The levels and possible consequences are listed below.

Level 1 Up to 3 Infractions

5-10 Minute Loss of Recess
Loss of Participation/Privileges in free time activity
Conversation with teacher after class
Change of Seat (to an isolated desk in the back of the room)
Note home to parents
Think time
Behavioral Reflection

Level 2 Up to 6 Infractions

Removal of student for 30 minutes to another room

Loss of recess for the day
Special Mastery assignment
Note home to parents
Phone Call home
Change of seat (isolation from the class)
Behavioral Reflection

Level 3 Up to 9 Infractions

Upon earning 9 infractions in a week, the student will be referred to the Administrator. Referrals to the Administrator for excessive infractions will result in a Discipline Referral for Excessive Infractions and will follow the steps below:

Discipline Referral for Excessive Infractions

Upon receipt of the 1st Discipline Referral for Excessive Infractions, a student will be sent to the Administrator, and the parents will be contacted to discuss the student's behavior.

Upon receipt of a 2nd Discipline Referral for Excessive Infractions, a student will be sent to the Administrator. Additionally, a conference will be scheduled between the parents, teacher(s), and Administrator to discuss the student's behavior.

Upon receipt of a 3rd Discipline Referral for Excessive Infractions, a student will be sent to the Principal. Additionally, the student will receive a 1-Day OSS (out-of-school suspension) to be served the following school day.

Upon receipt of a 4th Discipline Referral for Excessive Infractions, a student will be sent to the Principal. Additionally, the student will receive a 2-Day OSS (out-of-school suspension). Before serving the 2-Day OSS, a conference will take place between the parents, teacher(s), and Principal.

Upon receipt of a 5th Discipline Referral for Excessive Infractions, there will be a conference between the parents and the Principal. The student may be subject to additional suspension and/or expulsion as determined by the Principal.

Discipline Referral Policy for Specific Incident(s)

A kindergarten through 6th grade student may be referred to the Administrator for any of the following reasons:

- Verbal assault against a teacher or administrator
- Verbal assault against another student
- Physical assault against a teacher or administrator

- Physical assault against another student
- Skipping class
- Threatening or harassing a student or teacher
- Cursing or use of vulgar language
- Lewd or destructive behavior
- Inappropriate hand or body gestures
- Stealing
- **Possession of weapons**
- Extortion
- Alcohol or drug possession or use
- Smoking
- Fighting
- Any deliberate action which inflicts harm upon another person
- Cheating (the giving, taking, or receiving of information by a student for completion of homework, class work, quiz, test, project work, or any other assignment)
- Accessing or attempting to access inappropriate material on the Internet (including Facebook or personal e-mail)
- Such other behavior deemed by the Administration to be inappropriate and of such a magnitude warranting implementation of disciplinary action as described below:

Should a student receive a Discipline Referral for one or more of the above-referenced specific incidents, the parent will be contacted by phone and notified of the incident, and the following disciplinary action(s) may be taken, such action to be determined by the Principal and/or Administration on a case-by-case basis:

- Loss of recess for a period of one to five days
- Lunch detention
- Removal of the student to another location in the school for a portion of the school day
- Removal of the student by the parent for the remainder of the school day
- One-Day Out-of-School Suspension (1-OSS)
- Two-Day Out-of-School Suspension (2-OSS)
- Three-Day Out-of-School Suspension (3-OSS)
- Expulsion
- Such other disciplinary action as determined by the Discipline Dean and/or Administration.

Behavioral Probation

Should a student receive any of the following within a semester, the student will be placed on

behavioral probation:

- Two (2) suspensions for having received Discipline Referrals for Specific Incidents
- Three (3) Discipline Referrals for Excessive Infractions in One Week
- A combination of one suspension and two (2) Discipline Referrals for Excessive Infractions in One Week

Behavioral probation will result if a student demonstrates a pattern of non-compliance with the policies of LCCA and/or not having an attitude of cooperation with the philosophy of LCCA. When a student is placed on behavioral probation, his/her progress will be evaluated by Administration over the next nine (9) weeks. During behavioral probation, a student is not permitted to participate in: field trips, Field Day, or class parties. If positive change is not noted in that time, the student's enrollment status will be re-evaluated.

Detentions

Failure to serve a detention (with a valid excuse) will result in the detention being reassigned. Failure to serve a detention (without a valid excuse) will result in a required 1-day suspension. Partial completion of detention will result in having to re-serve the detention in its entirety the following school day. If a student is unable to serve a detention at the designated time, the parent must contact the Administrator BEFORE 2:30 P.M. on the day the detention is to be served upon which arrangements will be made for the student to serve the detention on the following school day.

Multiple Detentions

Should a student be given a 30-minute detention by more than one teacher on a particular day, the student will be sent to the Administration where a schedule to serve the multiple detentions will be given to the student for serving the detentions.

Suspensions

For any student serving a Suspension, the following will apply: A student serving an OSS (out-of-school suspension) is not permitted to attend classes or school functions on the day(s) the suspension is served. The student must complete or make up all homework, quizzes, tests, or project work missed during the suspension and will receive 75% of the credit earned for such work.

ANY ACTION NOT COVERED BY SPECIFIC POLICY WILL BE DEALT WITH AT THE ADMINISTRATION'S DISCRETION.

Extended School Day

PLEASE NOTE: All LCCA Family Handbook provisions apply to the LCCA Extended School Day.

LCCA Extended School Day (ESD) is where your child in kindergarten through 6th grade receives exceptional care from a superior staff while simultaneously providing you with the convenience of making only one stop for all your educational and childcare needs.

Fees

Registration Fee	\$20.00 per child (non-refundable)
2:30 P.M. - 5:30 p.m. (Monday –Friday)	\$50.00 per week per child

Daily Drop-in Fees

2:30 P.M. - 5:30 p.m. Daily Drop-in	\$25.00 (one child per family)
2:30 P.M. - 5:30 p.m. Daily Drop-in	\$45.00 (two children per family)
2:30 P.M. - 5:30 p.m. Daily Drop-in	\$65.00 (three children per family)

Penalty Fees

5:35 P.M. - 5:45 P.M. Late Pick-Up

Fee	\$10.00 per child
5:45 P.M. - 6:00 P.M. Late Pick-Up Fee	\$20.00 per child

***Prices are subject to change annually.**

Snacks: Parents whose children attend ESD may provide a snack for their children or choose the snack that is provided by the ESD staff.

Important Notices:

1. Students not picked up within 15 minutes of dismissal time will automatically be checked into ESD and billing will begin at 2:45 P.M. (Parents of students who are not registered for ESD will be assessed the \$20 registration fee, as well as the daily drop-in fee.
2. LCCA does not offer care for teacher on in-service days, holidays, or during summer vacation.
3. A student may not be brought to LCCA ESD on an afternoon when: 1) the child has not attended at least four (4) hours of school that day, and 2) the child was checked out earlier in the day and was not checked back in before dismissal.

HANDBOOK ACKNOWLEDGEMENT FORM

(The complete handbook is on the website as a separate file)

I have read the LCCA Student Handbook. I support all LCCA policies through my words and deeds, and I also require that my child(ren) comply with all LCCA policies with their words and deeds. I agree to do so cheerfully and willingly in order to partner with LCCA in the education of my child(ren).

We are in harmony with all LCCA policies and pledge our full cooperation. We understand the handbook can be updated and modified at any time.

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date

PLEASE DISCUSS THE STUDENT HANDBOOK WITH EACH LCCA STUDENT IN YOUR HOUSEHOLD.

Student Name (Printed) Student's Cell # Grade

Student Name (Printed) Student Cell # Grade

Student Name (Printed) Student Cell # Grade

Student Name (Printed) Student Cell # Grade

How did you learn of Love Center Christian Academy?

PLEASE RETURN THIS FORM TO THE SCHOOL THE FIRST WEEK OF SCHOOL