

**ELEMENTARY SCHOOL  
STUDENT HANDBOOK**

**2020 - 2021**



**HOLY CROSS**  
LUTHERAN ACADEMY



# HOLY CROSS

LUTHERAN ACADEMY

**LOVE**  
**God | Others | Learning**

Holy Cross Lutheran Academy (HCLA) is a Christ-centered school in which all academic subjects, moral values, discipline, and extra-curricular activities are taught from a Christian point of view.

Holy Cross Lutheran Academy has its foundation firmly established in the saving Gospel of Jesus Christ. Empowered by the Holy Spirit, HCLA offers to all children the highest quality Christian education. This allows each child to reach his/her fullest spiritual, intellectual, moral, physical, emotional, and social development.

The quality of Holy Cross Lutheran Academy lies to a great extent with consecrated and dedicated teachers and equally consecrated and dedicated parents working together to love and nurture each child.

Holy Cross Lutheran Academy is an outgrowth of the Early Childhood program of Holy Cross Lutheran Church, which began as a preschool story time in 1984. Since then Holy Cross has developed a full range of early childhood programs with classes for one year olds through Pre-Kindergarten, an excellent elementary education program (K-5<sup>th</sup> grade) an outstanding middle school serving 6<sup>th</sup> through 8<sup>th</sup> grade, and a College Board certified Capstone HS program for students in grades 9-12.

Holy Cross Lutheran Academy is part of the Lutheran Church Missouri Synod, which Lutheran Schools in the United States can be traced back to the 1600's. Today with over 3400 schools and early childhood centers, the Lutheran Church Missouri Synod operates the second largest parochial school system in the nation. Because of their nature, Lutheran schools are not in competition with public schools, but rather offer parents an alternative where there is an emphasis on educating the whole child.

Holy Cross Lutheran Academy follows the directive of our Lord and making Him the focal point of our educational process, "Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age." (Matthew 28:19-20)

*The purpose of this handbook is to acquaint the parents and students of HCLA with our policies and practices enabling HCLA to offer a quality Christian Education. Policy and procedures described in this handbook are subject to change; however, a notice will be given in the event of any such changes. We fully understand that not all situations or topics may be addressed by these guidelines and these will be handled on an individual basis by HCLA's Administration. It is important for parents to discuss the various items with their students so that all may know the policies and procedures of the school. Also, we encourage you to ask any questions you may have after reading this handbook directly with HCLA's Administration (front desk, admissions personnel, principal or director/s).*

# **HOLY CROSS LUTHERAN ACADEMY**

## **OUR ORGANIZATION**

HCLA is a non-profit organization operated by The Central Florida Cross Network under the auspices of the Holy Cross Board of Directors.

## **OUR MISSION**

Holy Cross Lutheran Academy is a school that strengthens students and families to lead a transformed life through Christ.

We accomplish our mission, centered on education, by welcoming students and families into a strong community, supporting students and families with resources, and mobilizing students and families to make a difference in their community.

## **ACCREDITATION**

HCLA is fully accredited through the National Lutheran Schools (NLSA), AdvancEd, and the National Council of Private School Accreditation (NCPSA). HCLA High School is a recognized member of the College Board.

## **HOLY CROSS LUTHERAN ACADEMY STATEMENT OF FAITH**

“Go and make disciples of all nations . . . teaching them to observe all things whatsoever I have commanded you” Matt. 28:19. Holy Cross Lutheran Academy, a ministry of the Central Florida Cross Network, follows this directive of our Lord by strengthening students and their families to lead a transformed life through Christ. Our school is known for academic rigor and for our ability to aid our students in sound Christian, moral development serving the people of Seminole, Volusia, and Lake counties. As a Christian school, our curriculum includes in-class daily teachings from God’s Holy Word. We integrate our Christian beliefs into *everything* we teach, grounding students in the living Christian faith as taught by our Lord and Savior, Jesus Christ.

*We teach about the Bible, faith and salvation. We believe that:*

- The Bible is the source and basis for all our beliefs (2 Tim. 3)
- The Bible is the inspired Word of God. (2 Tim. 3)
- Only through faith in Jesus Christ can people be saved. (John 3:16)

*We teach about God. We believe that:*

- God is the Almighty, loving creator of everything and everyone. (Genesis 1:1)
- God is one God, but three equal persons (Triune). He is God the Father, God the Son (Jesus) and God the Holy Spirit. Not three gods, but one God (Matt. 28:19)

- God is a Savior (Jesus) who died for our sins and arose from the dead. (Acts 4:11 - 12)
- God is Love. He loves all people perfectly and completely. (I John 4:9 - 10)

*We teach about people. We believe that:*

- People are created individually and specially by God. (Psalm 139:13-16)
- People are loved always and completely by God. (John 3:16)
- People are expected by God to live lives of holiness and perfection (Matt.5:48)
- People are unable to obey God perfectly (everyone sins) (Ecclesiastes 7:20)
- People are forgiven their sins and given the gift of everlasting life in heaven only through faith in the death and resurrection of Jesus Christ. (Romans 6:23)
- People are unable to earn God's favor or forgiveness; rather we receive faith and forgiveness through the gift of God. (Ephesians 2:8-9)

*We teach about relationships. We believe that:*

- People should submit to one another out of reverence for Christ. (Ephesians 5:21)
- People should tell their friends how much the Lord has done for them and how he has had mercy on them. (Mark 5:19)
- The marriage relationship described in the Bible is a holy union, created by God and is intended to be between one man and one woman for one lifetime. (Genesis 2:24, Mark 10:7-8)
- God has given parents the responsibility to raise their children to know God. (Prov. 22:6, Eph. 6:4)
- Strong family relationships and close communication between the home and school are an essential and desirable component in each child's education.

## **CONTACT INFORMATION**

Sanford Campus	407-936-3636 main line ext. 1 407-936-0041 fax line
Aero Lane	407.936.3636 main line ext. 3 407-936-0041 fax line
Lake Mary Campus	407-936-3636 main line ext. 2 407-936-0041 fax line
Church	407-333-0797 main line 407-333-9977 fax line

## **OUR STAFF**

At HCLA we are truly blessed with an excellent staff. All of the teachers on our staff hold Bachelor degrees or higher and have achieved or are encouraged to work toward certification for our own Lutheran requirements and the State of Florida. Because of our emphasis on teaching children from a Christian worldview, we have gone to great lengths to ensure that our staff is comprised of men and women who love the Lord Jesus Christ and are committed to a relationship with Him in all aspects of their lives.

**Mandated Reporting of Child Abuse and Neglect:** All teachers and staff personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S).

**Volunteers:** Parents/Guardian volunteers are welcomed here at HCLA. If the volunteer is a non-compensated volunteer on a regular basis (more than 40 hours per month) we are required to have the volunteer's background checked in accordance with section 402.3055, Florida Statutes of Department of Children and Families.

## **ACHIEVEMENT TESTS**

HCLA utilizes the Measurements of Academic Progress (MAP). MAP is conducted 3 times throughout the school year and helps to guide teacher instruction and helps students set personal learning goals. In addition the results help the school to evaluate the entire learning program and assess individual student growth in comparison to their peers nationally. Results are shared with parents as soon as they are available.

## **ADMISSIONS POLICY**

Holy Cross Lutheran Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of any race, nationality, and ethnic origin in the administration of its policies or other school-administered programs.

### Priority Registration

The following priorities have been set (provided the family is current on all their billing/accounts):

1. Child is currently enrolled in Holy Cross Lutheran Academy.
2. Child has a sibling currently enrolled in Holy Cross Lutheran Academy.

### Open Enrollment

After priority registration is closed, applications for remaining openings are accepted and entered into a pool.

### Enrollment Age

HCLA has taken great care in developing the scope of the curriculum to provide age appropriate progression for each child. Therefore, we have established these guidelines for class enrollment:

- Kindergarten children must be 5 on or before September 1st.
- Children in the First Grade must be 6 on or before September 1st, or have completed Kindergarten.

HCLA is not equipped to serve as a “disciplinary school” and we are not equipped to meet severe

physical, emotional or educational needs. It is important that parents share all important information related to their child's educational, behavioral or other needs to help us in this evaluation. We will admit students who we feel have the potential and desire to be successful; therefore, we reserve the right to:

- Examine records from previous schools
- Discuss the student's progress with former teachers and administrators
- Test the student for grade placement before the student is admitted

Each child is admitted on a conditional basis. If after direct observation of the child and examination of their records, the classroom teacher and the principal agree that HCLA cannot best meet the needs of the child, the teacher and principal will meet with the parents to recommend alternative courses of action.

Since some grade levels have multiple classrooms, students will be assigned to the classroom deemed most appropriate. Careful and thoughtful evaluation will occur to create the best overall classroom environment.

### Required Documentation

ALL children enrolled in a HCLA program MUST have the following on file:

- Current Immunization Records and Physical Examination form
- Emergency contact information
- Parent or guardian signed form agreeing to rules and procedures outlined in the Handbook of Holy Cross Lutheran Academy.
- Transcripts and/or Student records from any school previously attended. HCLA administrative staff will request information from the child's previous school.

### Admission Process

The process of admission to Holy Cross Lutheran Academy has several steps.

1. A parent interview/tour
2. Complete and submit an application for admission.
3. Provide or request any prior school records.
4. Successful completion of pre-admission testing.
5. Family Interview
6. Payment of registration for each student. ***Registration Fees are non-refundable.***

## **HOURS**

School starts each day at 8:30 am, Children are to arrive no earlier than 8:00 am, and should be picked up no later than 3:45 pm.

## **TUITION**

HCLA has an annual tuition. Your child is enrolled for the entire academic year. For your convenience we accept monthly or annual payment plans. Please remember, no discounts are given for non attendance. HCLA utilizes an automatic payment system. All families are required to use this

method of payment unless they are paying for the yearly tuition in full. As always we will continue to work with families should special circumstances arise during the school year.

**Cash will not be accepted for tuition payments.**

## **PAYMENT PLANS**

Annual Payment plan is due June 1<sup>st</sup>

12-month payment plan begins June 1<sup>st</sup>, and ends May 31<sup>st</sup>.

Tuition discounts are available for families with more than 1 child enrolled at any Holy Cross division.

## **ATTENDANCE POLICY**

HCLA follows the legal requirements regarding the number of days school is in session as mandated by the state of Florida. There are 180 days in the school calendar.

Regular, punctual attendance is expected at Holy Cross Lutheran Academy. School is the ‘work’ of the child; a daily experience of his/her vocation. Therefore, absence from school should only occur in the event of illness or emergency. **Students need to attend a minimum of 90% of school days to receive credit.** Excessive absence, tardiness, or early release may put their promotion in jeopardy. Any child attending a non-HCLA sponsored function during school hours will be considered absent.

Students are responsible for making up missed work. Please remember failure to turn in missed assignments will affect a student’s final grade.

Absences will be recorded as one-half day (2-4 hours) or a whole day (more than four hours absent).

**School begins PROMPTLY at 8:30 am.** Please make sure your student is in class and ready to begin work at 8:30am. Remember it takes about 3-5 minutes from drop off time for them to walk to their class and get to their seats. A tardy will be recorded if the student arrives in their class after 8:30 a.m.

## **BEFORE/AFTER CARE**

HCLA offers comprehensive before and after school programs for students in grades K-5. Either program can be used on a regular or as needed basis. Before care is available from 7am-8am daily and includes breakfast. Before care costs are \$465 for full school year or \$7 per day. After care starts at school dismissal and goes until 6:00 pm and includes a healthy snack, homework time, and structured and unstructured playtime. After care costs are \$1750 for the year or \$15 per day. Any parents picking up their child after 6:00 pm will be assessed an additional fee of \$1 per minute. If a child is not picked up by 3:45 they will be placed in aftercare and the parent will incur the \$15/day fee.

## **BIRTHDAY CELEBRATIONS**

Birthdays are a joyous occasion and we at HCLA appreciate the opportunity to share in the joy of this day in the following ways:

- The student may bring a treat to share with each classmate. Please arrange with the teacher the

- time and day and consult with the Nut Allergen Safe policy when sharing food.
- If a child has a summer birthday, you may celebrate a ½ birthday 6-months before/after the actual day or the teacher may choose to celebrate summer birthdays at the beginning or end of the school year.
  - We will do our best to help celebrate this day, however sharing snacks or treats will not take priority over instructional time.
  - We ask that you allow the teacher to help your child distribute the treat at the time the teacher feels is appropriate.
  - Only mylar decorative balloons are permitted on campus.
  - Invitations may not be passed out at school, unless all students in the class are being invited.

## **CELL PHONES/ELECTRONIC DEVICES**

Students should at no time have cell phones or any other electronic device in their possession while on campus. If a cell phone or other electronic device is brought to school, it must be kept in the backpack and be turned off. The school is not responsible for theft or damage to any personal electronic devices brought to school.

## **CHAPEL**

Chapel, held every Wednesday, is a time for the student body to worship and praise the Lord together. Our Lutheran pastors, special guests, and teachers take turns leading chapel. This is a time to focus on God and to reinforce our commitment to putting Him first in our school. A few times a year the entire student body may join together for a joint chapel, but usually different age levels have chapel together. Due to COVID - 19 guests will not be able to join us and the entire student body will not be able to gather until further notice.

## **CHURCH ATTENDANCE**

Love of the Gospel is the proper motivation for worship. HCLA cannot command worship, but because regular worship is beneficial to all God's people it will be encouraged. If your family has no church home, you are welcome to join us in worship at Holy Cross Lutheran Church, Lake Mary. There are 4 worship services to choose from. Traditional Services on Monday at 6:30 pm. and 8:00 am. on Sunday. Contemporary Services on Sunday at 9:30 am. and 11:00 am. There is Sunday school at 9:30 am for all school aged children. Visit [www.hclm.org](http://www.hclm.org) for additional details.

## **CURRICULUM**

At HCLA all courses and subjects are taught from a Biblical worldview. Utilizing materials purchased from national publishers that reference national standards. Instruction is guided by Christian teachers to bring honor and glory to our Lord and Savior, Jesus. All students also study the Bible on a daily basis by participating in Bible class and chapel worship.

Students are asked to memorize portions of the Bible and sing Christian songs. Each school day is started with the pledge of allegiance to the US and Christian flags.

In addition to the study of God and His Work, students are instructed in the following areas:

Reading	Mathematics	English
Science	Social Studies	Fine Arts (Music, Art)
Library Skills	Computer Technology	Physical Education
Spanish	Spelling and Vocabulary	

## **DRESS CODE/UNIFORMS**

HCLA students wear uniforms to school every day. A safe and disciplined learning environment is one of the essential requirements of a good school. Young people who are safe and secure, and learn the essentials of good citizenship, are better students. For this reason, HCLA views school uniforms as one positive way to reduce discipline problems and increase school safety. The benefits of school uniforms include:

- Helping parents/students resist peer pressures
- Helping students concentrate on their school work
- Instilling students with discipline
- Decreasing school violence and theft among students over designer clothing or expensive items
- Helping school officials recognize intruders who come to the school

All students should wear shirts tucked into pants/shorts with an appropriate belt. Only HCLA uniform sweaters and jackets are allowed to be worn in the classroom. Non HCLA sweaters and jackets can be worn to and from school but must remain in their cubby/locker during the school day.

**Ordering Uniforms** - To order uniforms visit [holycross-skoolstyle.com](http://holycross-skoolstyle.com).

### **Guidelines:**

#### Boys:

Black or khaki slacks or walking shorts.  
Short or long sleeve polo shirts purchased through Skool Style.  
Athletic shoes  
Brown or black belt

#### Girls:

Black or khaki walking shorts, slacks, skorts or skirts.  
Short or long sleeve polo shirts purchased through Skool Style.  
Athletic shoes  
Brown or black belt

### **Field Trip Dress Code**

The following dress attire is required for ALL special events unless otherwise directed by the classroom teacher.

Collared school shirt (**red**)

Khaki shorts, pants, skorts or skirts  
Plain white or black athletic shoes

**P.E. Uniforms** (To be worn on P.E. days only)

Red – Short Sleeve T-Shirt (with school logo)  
Plain black shorts (Knit or Mesh) black sweat pants or plain black leggings (worn under shorts on cool days).  
School or plain black sweatshirt (must be worn with appropriate shirt underneath)  
Athletic shoes

**Spirit Day Uniform** (Every Friday is Spirit Day!)

Students may wear jeans or jean shorts (no holes, frayed, cut-outs or cut-offs allowed) with any HCLA (Holy Cross Lutheran Academy) spirit shirt.

**Hair, Makeup and Accessories**

Hair should be well groomed, of natural color and should not be in their face or eyes. Makeup should be nonexistent, no lipstick or noticeable eyeliner. Jewelry and other accessories should be kept to a minimum and not distracting to the student or others.

**Not Permitted**

Visible tattoos (including stickers)  
Sandals, light-up (led), sparkly shoes, clogs or sliders  
Denim clothing (including jeans unless specified)  
Tights, leggings, yoga pants unless worn under uniform skirts or shorts  
Excessive jewelry and make-up  
Earrings on boys  
Unnaturally colored/dyed hair  
Clothing with any kind of lettering, characters or advertising (including jackets and sweatshirts). Except in the case of a small, outside label, or HCLA logo

**Dress Code Violations**

All students are expected to be in accord with the Dress Code on a daily basis. Students will be referred to the office and parents will be requested to bring in appropriate dress. Repeated violations of Dress Code would necessitate more severe action in keeping with discipline policies.

At the beginning of each school year we offer families the opportunity to purchase school-theme t-shirts. The shirts are a wonderful way for the students to be a part of the spirit day each Friday.

**DROP OFF AND PICK-UP**

Students must enter school through the **SIDE entrance**. Students in grades K– 5 arriving before 8:00 will enter through the main entrance and be admitted to BEFORE CARE.

**Please bring your child to school on time.**

## **LATE ARRIVALS**

After 8:30am students are considered tardy and must be checked in by a parent at the main office.

## **PICK UP**

Students will be picked up at the **SIDE entrance**.

Pick up your child on time. After 3:45 p.m. children will be placed in aftercare and parents will be assessed the daily aftercare rate.

Notify the front office or teacher in writing (or by phone in the case of an emergency) of any changes in transportation.

No children will be released without proper notification.

Notify the front office if your child is to participate in the before and/or after school care program.

Children cannot be picked up the last 15 minutes of the day (3:00-3:15).

All children must be picked up in the normal car line unless picked up prior to 3:00pm or after 3:45pm.

**No person shall be allowed to pick up a child without appropriate authorization from a parent or legal guardian and picture identification. There will be no exceptions to this policy.**

## **TRAFFIC COURTESIES**

While driving on our campus, please be aware of your speed at all times. Speed limit is 5 miles per hour in the parking lot. During a special school event, please park in the designated parking areas. We appreciate your effort in keeping our students, parents and staff safe. Elementary students must be dropped off at the side entrance.

## **FIELD TRIP / ENRICHMENT ACTIVITIES**

Due to COVID - 19 field trips will be suspended until it is deemed safe to resume potentially later in the school year.

Field Trip activities will be offered for HCLA students on and off campus. These activities are extensions of our school curriculum and will give children hands-on learning experiences that are directly connected to classroom activities. Student attendance on field trip days is important, and students are expected to consider a field trip day with the same importance as a school day on campus. Students need to have an official Field Trip Consent Form signed by the parent/guardian and dressed in the proper Field Trip attire to be permitted to leave the school grounds.

Siblings are not permitted to attend field trips. Chaperones may need to drive separately if it is determined there is no room for all of the chaperones on the bus. Priority seating is given to students and teachers.

## **GRADES**

HCLA utilizes a web-based gradebook, [www.Sycamoreeducation.com](http://www.Sycamoreeducation.com) allowing students and parents to check their current grades and homework on-line at any time. Everyone has their own password, so grades are always private. You may access Sycamore Education from any computer with internet access: Mac, Windows, FireFox, Internet Explorer, Safari, or Chrome.

## **PROMOTION/RETENTION POLICY**

Promotion in all grades is determined by student achievement. Students not meeting basic expectations are retained. Students who try to do their best, are given due consideration. In these cases, there are many conferences between parent and teacher, as well as among parent, teacher and principal.

Parents are contacted when retention may be a possibility. A student is retained when it appears he/she will profit educationally from such action. While the teachers and principal confer with the parents regarding this matter, the principal makes the final decision.

## **HOMEWORK**

While most schoolwork will be prepared and completed at school, students will spend some time at home with activities growing out of their school experiences. HCLA also realizes that there are many activities in which students are involved during after school hours and as such homework will only be given when it provides practice for the lessons learned or in conjunction with the material that they are learning.

The length, material and method of assigning homework is at the discretion of the teacher; however, a good rule of thumb is to take the student's grade, add a zero then expand up to 10 minutes. For example a first grader will have up to 10-20 minutes of homework each night.

Kindergarten	0 - 10 min.
First	10 - 20 min.
Second	20 - 30 min.
Third	30 - 40 min.
Fourth	40 - 50 min.
Fifth	50 - 60 min.

These are the standard time frames that may be assigned on a daily basis. Please note that most teachers do not provide this amount of homework on a regular basis; however some special projects may take additional time. Also, nightly reading (about 20-30 minutes) should not be considered homework but should be seen as a fun activity that lays the foundation for a lifelong reader, thus nightly reading should be student chosen and consist of books, comics, magazines, websites and other enjoyable reading materials.

Please note that teaching responsibility is one objective of assigning homework. Therefore, students should be held accountable for making sure homework gets home, is completed, and returned on time.

Parents should provide a quiet place and time for homework to be completed.

Parents are an important part of the learning process by setting appropriate expectations, talking with their child about what has occurred at school and being good role models for learning and self-improvement. Please contact the teacher or school principal when homework becomes a problem or unduly burdensome.

## LUNCHES

It is important that your child receives a well-balanced lunch each and every day to enhance the educational and developmental processes. We encourage all parents to pack a healthy lunch for their child. No candy or sodas will be allowed at school.

HCLA will be contracting with a lunch provider. Details will be provided to parents.

## NUT ALLERGEN SAFE SCHOOL

HCLA takes precautions to be a Nut Allergen Safe school – For the health and safety of all our students, items containing nuts, tree nuts or their bi-products may not be brought onto campus for all classes and grades – Early Childhood through 5<sup>th</sup> grade.

In addition we ask that all foods brought into school be checked by the parent/student and are nut free. Always check the list of ingredients.

**Nut Allergen Safe** - The term allergen-safe refers to an environment that is made as safe as possible from food allergens. The phrase should not be interpreted to mean an allergen-free environment totally safe from food allergens. There is no failsafe way to prevent an allergen from inadvertently entering a school or ECE program facility. No nut products may be brought to school for any reason, this includes lunch, classrooms, field trips or school events.

Below are some simple guidelines to help; however, when in doubt leave it out!

### **Acceptable:**

Animal crackers

Fresh fruits and veggies

Cheese sticks/slices/string

Fruit cups/Fruit snacks

Raisins

Cottage cheese

Applesauce

### **Unacceptable:**

Mixed or other types of nuts

Baked goods that have nuts or peanuts

Lunchables with peanut candy

Nut/Peanut Granola Bars

Nut/Peanut Trail Mix

Any candy with nuts or peanuts

Peanut Butter sandwich crackers

## **PARENT-TEACHER COMMUNICATION**

**Parent-Teacher Conferences:** Teachers are available for individual conferences throughout the school year and may be requested by the parent or teacher. Please schedule these with the teacher ahead of time to provide the teacher adequate time to prepare and make sure they have your undivided attention. **Drop off and pick up times are not good times to discuss student progress or concerns** as the teacher has responsibility for multiple students and are not able to give the undivided attention that may be needed.

Teachers are asked to remain at school for 30 minutes following the close of school on Monday – Thursday to speak with parents. Parents are always welcome and encouraged to make an appointment.

*Parents wishing to consult with the Principal or Director of Education may schedule a meeting by calling the school office.*

**Report cards** are issued and published on Sycamore four times during the school year.

School news is posted on Sycamore and emailed to parents weekly while school is in session. Please sign in to Sycamore for news that may be posted in between email notifications. This is an excellent way to get the latest announcements, reminders and classroom news. Teachers may also email class or grade specific information.

## **PROMOTION/RETENTION POLICY**

Promotion in all grades is determined by student achievement. Students not meeting basic expectations are retained. Students who try to do their best, are given due consideration. In these cases, there are many conferences between parent and teacher, as well as among parent, teacher and principal.

Parents are contacted when retention may be a possibility. A student is retained when it appears he/she will profit educationally from such action. While the teachers and principal confer with the parents regarding this matter, the principal makes the final decision.

## **STUDENT MONEY**

When your child must bring money (checks preferred) to school, we ask that you place it in a sealed envelope. Please label the envelope with your child's name and the purpose for the money. Please do not permit your child to bring money to school except on special occasions.

## **BIBLICAL CONFLICT RESOLUTION AND RECONCILIATION PLAN**

Even in a Christian environment communication can sometimes become strained and misunderstandings occur. If you have been hurt, offended, or feel that conflict has occurred, please follow the steps outlined below. After speaking to the Lord in prayer and asking for guidance of the Holy Spirit, approach the person directly at the appropriate level. The following plan is based on God's Word and can be used to reach a peaceful resolution and reconciliation. One of the Pastors can

always be considered as a resource to encourage and guide you, if needed, in order to help you follow these steps and to provide spiritual guidance in order to promote Christ-centered communication all throughout the process.

***“If possible, so far as it depends on you live peaceably with all.”*** Romans 12:18

Speak to God  
in Prayer

**Step 1: Take the matter to God in prayer.**

*“What causes quarrels and what causes fights among you?... You do not have, because you do not ask.” James 4:1-2*



*Proverbs 26:20*

**Step 2: Remain confidential at each step and avoid gossip.**

*“For lack of wood the fire goes out, and where there is no whisperer, quarreling ceases.”*

Speak to the  
person with  
whom there is  
conflict

**Step 3: Go directly and privately to the person with who there is a conflict.**

*“If your brother sins against you, go tell him his fault, between you and him alone. If he listens to you, you have gained your brother” Matthew 18:15*

**Step 4: Sympathize, empathize, and listen before attempting to solve the conflict.**

*“..let every person be quick to hear, slow to speak, slow to anger; for the anger of man does not produce the righteousness of God” James 1:19*



**Step 5: Attack the problem and not the person. Strive for good communication and understanding.**

*“A soft answer turns away wrath, but a harsh word stirs up anger.” Proverbs 15:1*

Speak to the  
Principal

**Step 6: Repent. Forgive. Receive forgiveness.**

*“Therefore, confess your sins to one another and pray for one another, that you may be healed. . . “James 5:16 “Pay attention to yourselves! If your brother sins, rebuke him, and if he repents, forgive him,” Luke 17:3*



Speak with the  
Executive Director

**Step 7: If the conflict is not resolved, continue to move through the flow chart as you ask the next person for assistance as you again approach your brother or sister in Christ with who you are in conflict.**

*“But if he does not listen, take one or two others along with you, ... “ Matthew 18:16*

## **PARENTAL RESPONSIBILITIES**

The HCLA approach to learning emphasizes a partnership with parents in order for the child to receive the best possible education.

The expectation is that parents:

- Are regular in their own worship attendance.
- Provide for Spiritual growth and Biblical teaching outside the school. (i.e. devotions, Sunday School, confirmation)
- Pray for the church and its educational ministries.
- Support the efforts of the faculty by providing trust and respect for the authority of the teacher.
- Support school-sponsored activities and programs.
- Encourage their children to take responsibility for their actions and efforts.
- Fulfill their financial commitment to the school.
- Support efforts of the teaching staff and talk with the teachers first regarding concerns or questions.
- Bring any concerns pertaining to school policy to the attention of the director or principal.
- Work in partnership with the teachers and administration to help your child through the various developmental stages.

## **CHILD / STUDENT RESPONSIBILITIES**

In order for a child to learn in the way HCLA has designed the curriculum, the expectation is that the child:

- Is to love God above all else and allow that love to order their actions.
- Is to respect the rights, and property of others.
- Is to be responsible for his/her own actions.
- Is to work hard, be on time for school, and complete all work to the best of his/her ability in a timely manner.
- Is to develop a unity with, and a concern for the community and recognition of the needs of those less fortunate than himself/herself.
- Is to take pride in his/her school, community, state, and nation
- Is to adhere to the school discipline policy.

## **CRUSADER CODE OF CONDUCT**

- C – come prepared for academic success
- R - respect differences in others
- U – use the JOY model (Jesus – Others – You)
- S - show God’s love to everyone I meet
- A – accept responsibility for my words and actions
- D – demonstrate kindness
- E – exercise my gifts and talents for God
- R – recognize the blessings of others

The Crusader Code of Conduct is a set of expectations for our students to work towards that instill the values of Christ – like behavior. Our discipline policy is designed to reflect those values of Christ found in the Crusader Code of Conduct. Our goal at HCLA is to work together with families to encourage positive growth in the area of discipline.

- We believe that a student is responsible for his or her own actions.
- We believe that students have choices about their behavior.
- We believe that by working as a team with families we can recognize positive behavior and redirect negative behavior.
- We believe students will learn to recognize that their consequences are a result of their choices.

## **DISCIPLINE**

At HCLA we believe in a high standard of behavior that models the values of Christ through Christ-like behavior. Discipline at HCLA is not about satisfying “rules”, but is a reflection of our love for our students and our desire to see them grow as leaders and individuals.

The purpose of discipline is to:

- Provide the structure necessary to equip children to learn and practice Christian love
- Protect students from harm, both physically and mentally
- Insure the integrity of the educational environment

We encourage students to show exemplary Christian behavior throughout the school day. In general, minor misconduct is handled by the classroom teacher. Positive reinforcement is always our first attempt to limit negative student behavior, however, there are times additional steps need to be taken.

Typical discipline might include:

- Making an apology
- Making restitution
- Time-out
- 4th & 5th graders may be asked to stay for a detention

For more serious offenses, the student may be sent to the Lower School Principal for discipline. The parents will be contacted and the incident will be recorded in the student’s records. Consequences may include but are not limited to: loss of privileges, restrictions from activities such as recess, field trips, and other events as deemed necessary. Continuous misconduct may result in probation, suspension, and expulsion.

**Bullying Statement:**

HCLA students are expected to Love God and Love others; this means that bullying in any form is not acceptable behavior. This includes behavior on campus and on social media. Students may not engage in any act of bullying while at school, or at any school function. Unacceptable behaviors are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

**SICKNESS/MEDICATION POLICY**

Due to COVID - 19 we ask that parents are extra cautious when it comes to illness and understand there will be additional precautions in place to ensure the health and safety of our students and staff.

Please do not send your child to school when he/she is ill. We cannot provide care for children who are sick. If your child becomes ill while at school we will contact you and you will need to make arrangements to pick up your child as quickly as possible. Please arrange a system with a family member or friend who can be notified in case of an emergency or sickness.

According to the Florida Child Care Standards for health related requirements and Holy Cross, the following policies apply: 65C-22.004 (2) Communicable Disease Control

Any child suspected of having a communicable disease shall be removed from the facility. The child will be isolated until such time. The child may not return without medical authorization or until the signs and symptoms have not been present for 24-hours. The definition of signs and symptoms are as follows:

1. severe coughing, causing a child to become red or blue in the face or making a whooping sound
2. difficult or rapid breathing
3. stiff neck
4. diarrhea (more than one abnormally loose stool within a 24 hour period)
5. temperature of 100.4 degrees Fahrenheit or higher
6. conjunctivitis (pink eye)
7. exposed, open skin lesions
8. unusually dark urine and/or grayish white stool
9. yellowish skin or eyes
10. yellow or green runny nose
11. questionable rashes
12. any other unusual sign or symptom of illness
13. vomiting
14. head lice – a child identified as having head lice shall not be permitted to return until treatment has occurred. Verification of treatment may include a product box, empty bottle or signed statement by parent or guardian that treatment has occurred.

We ask that you keep your child at home with any of the above symptoms, or any of the illnesses below:

1. Impetigo

2. Chicken Pox
3. Measles
4. Mumps
5. Any other communicable disease

If your child is being treated with antibiotics, they need to be on the medication for at least 24-hours before returning to school. **Your child should stay home at least 24 hours after they no longer have a fever or signs of a fever. This should be determined without the use of fever-reducing medicines.**

#### **65C-22.004 (4) Medication**

Childcare facilities and schools are not required to give medication; however, Holy Cross does choose to give medication according to the following guidelines:

1. Appropriate authorization forms must be filled out by parent and/or physician. These forms can be obtained at the front office or on Sycamore Education under Documents/ Medical.
2. Prescription and non-prescription medication brought to the school must be in the original container.
3. Prescription medication must have a label stating the name of the physician, child's name, name of the medication, and medication directions.
4. All medications will be stored at the front office, except for non-prescription diaper creams.
5. Medication that has expired or is no longer being administered shall be returned to the parent/guardian.

## **EMERGENCY PROCEDURES**

HCLA has a Disaster Preparedness Plan in the event of any possible internal or external disaster or emergency.

HCLA practices monthly fire, semi-annual intruder and severe weather drills.

In the event of severe weather, listen to the weather reports on your local radio station for school closures.

If an evacuation of the Academy becomes necessary the children will be transported to a designated location and parents will be notified.

*The purpose of this handbook is to acquaint the parents and students of HCLA with our policies and practices enabling HCLA to offer a quality Christian Education. Policy and procedures described in this handbook are subject to change; however, a notice will be given in the event of any such changes. We fully understand that not all situations or topics may be addressed by these guidelines and these will be handled on an individual basis by HCLA's Administration. It is important for parents to discuss the various items with their students so that all may know the policies and procedures of the school. Also, we encourage you to ask any questions you may have after reading this handbook directly with HCLA's Administration (front desk, admissions personnel, principal or director/s).*



# HOLY CROSS

## LUTHERAN ACADEMY

*I have read, understand, and agree to the policies, procedures, and consequences of Holy Cross Lutheran Academy as stated in the Handbook. I understand that the policies, procedures, and consequences are in place to ensure the safety and academic success of all students and their Christian values.*

*Please sign and return this document on or before the first day of school.*

*Parent Signature* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

*Date* \_\_\_\_\_



**HOLY CROSS**  
LUTHERAN ACADEMY

**COVID-19 WAIVER OF LIABILITY AND INDEMNIFICATION**

1. I agree that I am personally responsible for allowing my child to attend Holy Cross Lutheran Academy. I agree to comply with all HCLA policies and rules, including but not limited to all HCLA policies, guidelines, signage, and instructions. Because HCLA is open for use by other individuals, I recognize that my child and myself may be at higher risk of contracting COVID-19. With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue the Holy Cross Lutheran Academy, its board members, officers, agents, servants, independent contractors, affiliates, employees, successors, and assigns (collectively the "Released Parties") from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by me related to COVID-19 whether caused by the negligence of the Released Parties, any third-party using HCLA, or otherwise, while participating in any activity while in, on, or around HCLA and/or while using any HCLA facilities, tools, equipment, or materials.

\_\_\_\_\_ (Initials)

2. I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including attorney fees) arising either directly or indirectly from or related to any and all claims made by or against any of the Released Parties due to bodily injury, death, loss of use, monetary loss, or any other injury from or related to mine or my child's use of the HCLA facilities, tools, equipment, or materials, whether caused by the negligence of the Released Parties or otherwise specifically related to COVID-19. \_\_\_\_\_ (Initials)

3. By signing below I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and sign it voluntarily as my own free act and deed, including without limitation the Release of Liability and Indemnification requirements contained in this document; I am sufficiently informed about the risks involved in having my child attend HCLA and am free to decide whether to sign this document; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; as the parent or guardian of attendee I am competent; and I execute this document for full, adequate, and complete consideration fully intending to be bound by the same. I agree that this Waiver of Liability shall be governed by and construed in accordance with Florida law, and that if any of the provisions hereof are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Waiver of Liability as a whole. This waiver remains in effect until the State of Florida lifts all COVID-19 related mandates.

Parent or Legal Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_