

A MINISTRY OF VIVA CHURCH



LIVING WORD ACADEMY

PARENT & STUDENT HANDBOOK

"Where students achieve their fullest potential
academically, socially, emotionally and spiritually."



LIVING WORD ACADEMY

Administrative Team

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Founder

Margie Adorno
Co-Founder

Georgette Rodriguez
Principal/Pastor

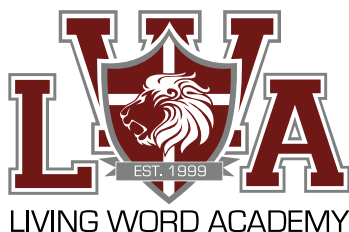
Michelle Nieves
Preschool Director

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HR/Business Office Manager

Chisa Adorno
Enrollment Coordinator/Adm.
Assistant

Living Word Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Revised 12/2019



Parent & Student Handbook

Living Word Academy Parent-Student Handbook is not intended to cover every situation which may arise but is simply a general guide to refer to and it contains important information on policies and procedures and constitute an important part of parent's contract with LWA.

If a parent/guardian has any questions or need clarification regarding any policies, practices and procedures contained in this handbook, it is the parent's responsibility to contact the LWA administrative office for clarification.

LWA may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion. All changes will be updated in LWA website and announced via email. I understand that it is the parents' responsibility to review with the student LWA Parent/Student Handbook policies and to emphasize the importance of following the rules.

The last revised version of the Student-Parent Handbook supersedes and replace any and all prior handbooks or materials previously distributed.

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HISTORY

Established Since 1999

Living Word Academy is the educational extension of Living Word Church. Living Word Church was founded in 1990 and now known as VIVA Church. In 1996 the Lord planted a vision in the heart of Pastor Abner Adorno to open a Preschool. Soon after, this same vision grew in the heart of LWA's first Director, Margie Adorno and together they founded Living Word Academy in June, 1999. The Academy opened its doors with 3 students and within a week grew to seven students and six staff members in a 1,000 sq. ft. location. The Academy completed its first year with approximately 25 students. Glory to God! In 2004, the Academy opened enrollment for the first time to Kindergarten and held commencement for its first graduates, of seven students. Over the next few years we were blessed with steady growth and now serve K1 through 8th grade. In 2018, we expanded our campus by adding an additional building with seven exquisite classrooms. Today we do not only serve students in our community but also serve under resourced kids in other countries.

OUR PLEDGE

We recognize each child as a unique gift from God to each of his or her parents and we pledge to always show God's love in our words and our deeds. Furthermore, each staff member has been chosen to reflect the ideas and goals through a biblical worldview.

MISSION STATEMENT

To provide a Biblical Worldview education that challenges and encourages children to achieve their fullest potential academically, socially, and spiritually in a Christian environment.

Living Word Academy admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally made available to the students of the school.

*"Train a child in the way he should go:
and when he is old he will not depart from it".*
- Proverbs 22:6



LIVING WORD ACADEMY

(As in agreement with the Constitution and Bylaws of VIVA Church and the Assemblies of God)

FAITH AND BELIEVES STATEMENT OF FAITH

We explicitly affirm our beliefs in basic Bible teachings, as follows:

1. There is one true God, eternally existing in three persons -Father, Son and Holy Spirit- each of whom equally possesses all the attributes of Deity and the characteristics of personality.
2. Jesus Christ is God the Living Word who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is a perfect Deity and true humanity united in one person forever.
3. Jesus lived a sinless life and voluntarily atoned for the sins of men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone.
4. Jesus rose from the dead in the same body, though glorified, in which He lived and died.
5. Jesus ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for His own.
6. Man was originally created in the image of God. He sinned by disobeying God; thus, he was alienated from his Creator. That historic fall brought all mankind under divine condemnation.
7. Man's nature is corrupted, and he is thus totally unable to please God. Every man is in need of regeneration and renewal by the Holy Spirit.
8. The salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation and thereby justifies them in His sight.
9. It is the privilege of all who are born again of the Spirit to be assured of their salvation from the very moment in which they trust Christ as their Savior. This assurance is not based upon any kind of human merit, but is produced by the witness of the Holy Spirit, who confirms in the believer the testimony of God in His written Word.
10. The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to men. He convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of spiritual birth and seals them until the day of redemption. His fullness, power and control are appropriated in the believer's life by faith.
11. Every believer is called to live in the power of the indwelling Spirit that he will not fulfill the lust of the flesh but will bear fruit to the glory of God.
12. Jesus Christ is the Head of the Church. His Body, which is composed of all men, living and dead, who have been joined to Him through saving faith.
13. God admonishes His people to assemble together regularly for worship, for participation in ordinances, for edification through the Scriptures and for mutual encouragement.
14. At physical death the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his body to everlasting glory and blessing.



15. At physical death the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his body to everlasting judgment and condemnation.
16. Jesus Christ will come again to the earth—personally, visibly and bodily—to consummate history and the eternal plan of God.
17. The Lord Jesus Christ commanded all believers to proclaim the gospel throughout the world and to disciple men of every nation. The fulfillment of that Great Commission requires that all worldly and personal ambitions be subordinated to a total commitment to "Him who loved us and gave Himself for us."

STATEMENT OF FINAL AUTHORITY FOR MATTERS OF FAITH AND CONDUCT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LIVING WORD's faith, doctrine, practice, policy and discipline, our Senior Pastor and Church Board of Directors is LIVING WORD'S final interpretive authority on the Bible's meaning and application.

BIBLICAL STANCE ON SEXUAL IMMORALITY

Regarding Homosexuality, Marriage, and Sexual Identity LIVING WORD has adopted the biblical stance as it is written in the official statement by the General Presbytery of the Assemblies of God, August 4 - 5, 2014.

With Regard to... **Sexual Immorality**, The Assemblies of God believes that sexual acts outside of marriage are prohibited as sinful. Sexual acts outside of marriage include but are not limited to adultery, fornication, incest, bestiality, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, or same-sex sexual acts. (Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:26-27; 1Corinthians 6:9-13; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4).

CERTIFICATIONS AND LICENSING

FLOCS

(Florida League of Christian Schools)

LWA is a member of and is certified by FLOCS. FLOCS holds an annual conference in the Fall, in which the Academy closes for two days, both for the teachers and the administration, for the purpose of mandatory continuing education classes. Conference dates and Academy closures are subject to change.



DCF (Department of Children and Families)

LWA Preschool is regulated and licensed by DCF.

SCHOOL AND OFFICE HOURS OF OPERATIONS HOURS OF OPERATION

According to LWA Welcome Center Clock and Administrative Office clock

- **LWA Hours** 7:00 AM – 6:00 PM
- **Office Hours** 8:00 AM – 5:00 PM Preschool
8:00 AM - 4:00 PM Elementary/ Middle School
- **School Tours** 10:00AM - 4:00PM T / W / F by appointment
- **Preschool** 7:00 AM – 6:00 PM (Year-round)
- **Elementary /Middle School**
8:00 AM – 3:00 PM
Wed 8:00AM - 2:00PM (August – May)
- **Elementary / MS Extended Care**
7:00 AM - 8:00AM & 3:00 PM – 6:00 PM
- **Elementary Summer Camp Hours**
8:00 AM – 5:30 PM (June / July)

ENROLLMENT, RENEWAL AND WITHDRAWAL PROCEDURES ENROLLMENT APPLICATION PROCESS

Applications will be processed in the order they are received with all completed documents from the checklist. Forms must be completed and fees paid at time of registration. Upon registration there will be a **non-refundable** registration fee. **(Renewed Annually)**

FORMS AND DOCUMENTS REQUIREMENTS UPON ENROLLMENT

1. Registration/Application Forms and Fee – for new and returning students
2. Original Immunization form and Physical form
3. Parents Enrollment Agreement Forms signed
4. Notarized Medical and Authorization Release Forms (Forms MUST be updated yearly)
5. Book and Material fees paid in full
6. Copy of Birth Certificate
7. Copy of parent and student's Social Security Card
8. Copy of parent picture ID and persons authorized to pick up student
9. Transcript Request Form
10. Copy of Last Report Card
11. Copy of IEP (if applicable)



12. Background Screening
13. Financial Agreement
14. Authorization for Automated Payment signed
15. Lunch Program Application

Please note that your child(ren) can not begin school until ALL documents and fees have been completed and submitted. Processing the student application will require 24 to 48 hours after all documents are received.

REGISTRATION RE-NEWAL

Registration RE-NEWAL (Jump Start) for the upcoming school year begins in March and opens to the community in March/April. Students are admitted based on the student's birthday and successful completion (promotion) of the previous grade.

Example:

- To begin K1, a child must be 1 year old on or before September 1.
- To begin K2, a child must be 2 years old on or before September 1.
- To begin K3, a child must be 3 years old on or before September 1.
NOTE: A student entering K3 MUST be FULLY potty trained (no diapers, no pull-ups) and is able to use the bathroom independently (including naptime). This is required for admission as well as promotion.
- To begin K4, a child must be 4 years old on or before September 1.
- To begin Kindergarten, student must be 5 years old on or by September 1.
- To enter or be promoted to 1st grade, student must be 6 years old on or before September 1. And so on...

An Entrance Exam is required of all new students for class placement. A child may be denied admission if the Academy deems it is not a good fit for both parties. If a student is admitted after the school year has begun, LWA may require tutoring in order for the student to be able to work at the same level of the class. Tutoring will be done after school hours at the expense of the parent.

All children are admitted conditionally for a thirty-day probation period.

STUDENT RECORDS

It is school policy that records concerning an individual child are private and will not be shown to anyone other than the custodial parent or our accreditation agency for mandatory inspections. Routine school newsletters and weekly reports are given to a non-custodial parent upon a written request. The student's file will not be released for any reason. The health and physical forms will be returned upon appropriate withdrawal.

WITHDRAWAL POLICY

LWA requires a 30 day notice in writing (LWA Withdrawal Form) to withdraw a student from the Academy. Final payment must be made in cash, debit/credit card or money order only. Withdrawals must be done through the school office. You will be assessed tuition fees until the proper withdrawal procedures are completed. All records will be kept until the procedure is completed and financial obligations are met. At any time a portion of a weekly or monthly tuition will not be refunded.



SCHOOL RECORDS

It is the school's policy to forward your child's records and health forms automatically to the next school upon their request or a parent's request. **However, records will not be released if there is an unpaid balance.**

UNIFORMS AND DRESS CODE POLICY

The administration reserves the right to make all decisions regarding inappropriate dress, hairstyle, jewelry, etc. When in doubt, please check with the School Principal or Preschool Director before assuming something is acceptable. The administration reserves the right to change dress code policies or take corrective steps when it is in the best interest of Living Word Academy.

UNIFORM GENERAL GUIDELINES

- LWA students must be in full LWA uniform at all times unless otherwise indicated by administration.
- NAVY solid bottoms
 - Boys – pants (NO CARGO STYLE PANTS)
 - Girls – jumpers, skorts, and skirts (must have shorts under), nothing shorter than 2" above the knee will be acceptable.
- Black Belts must be worn when clothing has belt loops.
- No clothing should be worn more than one size larger than needed.
- Casual Dress: Offensive slogans or logos, rock groups or inappropriate language on clothing is not permitted
- Uniform tops must be tucked in at all times.
- Flip flops, backless shoes (any kind), open toe and sandals (any kind) are not permitted
- Shoes must be solid black. Any shoes with laces must be tied.
- Sneakers with PE uniform must be solid color, black, gray or white.
- Jewelry – only stud earrings are permitted, no multiple ear piercings and/or body piercing (nose, eyebrows, etc.) of any type are permitted; necklaces, bracelets, rings are not permitted for safety reasons
- Tattoos are not permitted, includes temporary
- Hair:
 - Girls - no artificial colors
 - Boys - hair should not be worn in a man bun or pony/pig tail
 - front - no longer than the eyebrows-kept out of the eyes
 - back – no longer than the top of the collar
 - no artificial colors
 - lines or designs buzzed in hair are not permitted
- When students are scheduled for P.E., they must be in full P.E. uniform and wear sneakers or points will be deducted from their grade and they will not be permitted to participate for the day.

WINTER WEAR

When temperatures reach 65° and below:

- Leggings (**solid black or navy only**) may be worn under the girls skirts, skorts or jumpers



- P.E. - Students may wear either solid black or navy leggings under their P.E. shorts or may wear school burgundy sweatpants. LWA sweatpants will be required beginning school year 2019-2020.
- Long sleeve - SOLID white, navy, black, gray, or charcoal gray may be worn under uniform top Sweaters - sweaters worn in class or on campus must be navy blue with the Academy logo.

DRESS CODE INFRACTIONS

Students are expected to be in uniform every day, except for the monthly fundraiser "Jean Dress Down Day". The attire for Jean Day is jeans with a LWA Spirit Shirt. Otherwise, they are considered out of uniform and will receive a Dress Code Infraction. On the third (3rd) offense, a dress code violation fee will be charged to your account.

PARENT DRESS CODE

Parents should adhere to the dress guidelines when on campus, field trips or any school function. Clothing that is too short, too tight, too revealing, or too casual will be inappropriate. Thank you for your support and for being a role model for the students.

CHANGE OF CLOTHES

Every student in K1 thru K5 must keep a change of clothes (shirts, shorts or other bottom, underwear and socks) in a ziplock bag with his/her name clearly labeled on each item and on the bag. Diaper children must have at least six (6) extra diapers per day and their own diaper wipes. Diaper children must also have a sippy cup (optional) and two (2) changes of clothing, including socks.

GENERAL SCHOOL INFORMATION AND POLICIES

ANNUAL FUNDRAISER

The school conducts several fundraising events each year earmarked to support the general operating budget, capital improvement or large pieces of equipment. There are many different ways for a family to support the success of the fundraisers is greatly appreciated and highly needed.

Each of our families is asked to participate in one of our School Wide Annual Fundraiser each year, in addition to paying tuition. The goal is to achieve 100% participation by all our attending families your participation will make a significant contribution to the operating budget each year. If the family chooses not to participate in our annual school wide fundraiser a donation of \$100 donation will be charge to the student account as a contribution to our fundraiser. All donations are tax deductible.

CHANGE OF ADDRESS / PHONE NUMBERS / DATA UPDATE FORM

It is the parent's responsibility to make sure the office has the correct information



regarding you and your child. Please notify the Academy office immediately in writing or fill out the data update form of any change in address or telephone numbers (home, work, authorized parties to pick up student, or other pertinent information) Please keep all records up to date so that we can expedite any emergency situation.

CHAPEL AND BIBLE

As a Christian Academy, Chapel and Bible are an intricate part of our syllabus. Bible is taught daily and Chapel services are conducted weekly. The services consist of songs, Bible lessons, sharing and prayer.

CHECK IN AND OUT PROCEDURE

Every Preschool/VPK/4C and Extended Day Student must be signed in and out ONLY by an adult (18 years or older) using the Academy kiosk. Children will be released only to those listed on the Student Application. Each person authorized to pick up will be assigned their own code. All those picking up a child MUST show a photo ID before the child is released. It is the parent's responsibility to advise the individual(s) picking up the student of the check in and out policy.

LIVING WORD ACADEMY'S WELLNESS POLICY

1. NUTRITIONAL EDUCATION

- Nutritional topics shall be integrated within the comprehensive health education curriculum each grade level. Students will have access to useful nutritional information.
- Nutritional education will be incorporated within the larger school community. Nutritional education will involve sharing information with our student's families to positively impact the community.

2. PHYSICAL EDUCATION AND ACTIVITY

- All students in grade K-5 received 40 minutes per week of instructionally relevant physical education. Middle school physical education grades 6-8, is required to receive a minimum of one semester of physical education in each of the three years.
- Students will receive education that promotes a physically active lifestyle. The students shall receive education that teaches them the skills needed for lifelong physical fitness.
- All elementary school students will have daily recess. The school will provide space, equipment and an environment conducive to safe and enjoyable play.
- Students will have the opportunity to be involved in physical activity through physical education programs. Students will be encouraged to participate in community-offered athletic programs.
- The physical education program shall meet the needs of all students, including those who are not athletically gifted, and teach cooperation, fair play and responsible participation. Teachers will discourage bullying, restrict picking teams and promote confidence building.
- Staff will be encouraged to participate in at least 30 minutes of moderate-intensity aerobic activity (e.g. brisk walking, jogging, swimming) every week. Staff will be informed of the opportunity to participate in physical activity in after-school programs and community events.



- School policy will prohibit the use of physical activity and the withholding of physical activity as an act of punishment.

3. OTHER SCHOOL-BASED ACTIVITIES

- Students will have access to free, quality drinking water.
- Parents will be informed of other school-based activities such as spirit night, skate night, car washes, etc.
- The school will promote the use of school facilities outside of school hours for physical activity programs offered by community-based organizations and for the school community's use. Parents will be allowed to bring their children to the school and have access to our basketball courts.
- Students will be provided an adequate amount of time to consume their meal.

4. NUTRITIONAL PROMOTION

- The school environment, including the cafeteria and classroom, shall provide clear and consistent messages that promote and reinforce healthy eating.
- Organizations operating concessions at school functions will be encouraged to offer healthy food choices at a lower profit margin to encourage student's selection.

5. ASSURANCE

- We assure that the guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by USDA.

6. GUIDELINES FOR ALL FOODS SERVED AND SOLD

- All food prepared and served at this school will meet the Nutritional guidelines consistent with Dietary Guidelines and will contribute to develop good healthy eating habits.

7. INFORM/UPDATE THE PUBLIC ABOUT THE CONTENT/IMPLEMENTATION OF THE LWA-WP

- Wellness goals and policy updates will be provided to students, parents and staff. School wellness updates may be provided in the form of handouts, the school website, articles or information provided in the school newsletter. The school will provide all parents with a complete copy of the LWA-WP at the beginning of the school year and will ensure that the most updated version of the policy is always available.

8. PROVIDE A PLAN FOR EVALUATING AND MEASURING THE IMPLEMENTATION OF THE LWA-WP

- The wellness team shall meet quarterly to review nutritional and physical activity policies.
- School food service staff will ensure compliance with nutritional policies within school food service areas.

9. ENSURE ALL STAKEHOLDERS MAY PARTICIPATE IN THE DEVELOPMENT, IMPLEMENTATION, REVIEW AND UPDATE OF THE LWA-WP

- The school will consider student's needs in planning for a healthy nutritional environment. The food service director will be available to speak with parents during open house and allow for parents to make suggestions.

10. DESIGNATED LEA/SCHOOL OFFICIAL TO ENSURE THAT EACH SCHOOL COMPLIES WITH THE LWA-WP

- The principal shall ensure compliance with established school-wide nutritional and physical activity policies.



HEALTH, ILLNESS AND RE-ADMITTANCE

Prior to admittance, LWA requires a statement signed by a Florida Physician stating that the child is in good health and immunizations are up-to-date. State law requires that we have this information provided to us on a Florida Certificate of Immunization form (DH Form 680) and Student Health Examination form (DH Form 3040). (Updated Immunization and Health Examination forms are required upon admittance to kindergarten and 7th grade for every child, including new students, regardless of age or grade). The Florida Law 232.032 requires that **EVERY STUDENT, K1 THRU GRADE 12**, must provide the school evidence that they have been immunized. Physicals are required annually for all Preschool students. Students entering Kindergarten and 7th grade are required to turn in an updated one. Immunization Records must stay up to date. If a child's Physical or Immunization Records expire the student will not be permitted to enter school until updated records are turned in to the office.

Children should be brought to school healthy and able to participate in all indoor and outdoor activities, including field trips. Any child suspected of having a communicable illness or disease shall be brought to and kept in the office until a parent picks up the child. The child must be picked up within **one hour** of the parent being contacted.

You will be required to pick up your child if the school staff observes any of the following signs and symptoms:

- **FEVER:** Temperature that shows a sudden spike of 100.4 degrees or higher. Students **MUST** be FEVER FREE, without medication, for 24 hours before returning to school (if sent home Tuesday, the earliest they may return is Thursday)
- **RESPIRATORY:** Breathing difficulties, wheezing or strong constant cough.
- **VOMITING:** If the child shows signs of illness and continues to vomit. Students **MUST** be SYMPTOM FREE, without medication, for 24 hours before returning to school (if sent home Tuesday, the earliest they may return is Thursday)
- **DIARRHEA:** When characterized by frequent watery or green-colored bowel movements, which are not related to medications or food reactions. Students **MUST** be SYMPTOM FREE, without medication, for 24 hours before returning to school (if sent home Tuesday, the earliest they may return is Thursday)
- **RASH:** Undiagnosed rash other than mild diaper or heat rash. A rash relating to medicine should be brought to the teacher's attention so that we will not be alarmed.
- **SORE THROAT:** Sore throat that needs culturing because other signs are present or a heavy nasal discharge of green nature.

RE-ADMITTANCE TO SCHOOL

Re-admittance to Living Word Academy for the following communicable diseases shall be **ONLY** with a physician's note with the OKAY to return to school: (If not student will be sent home)

- | | | |
|-------------------|-------------|------------------|
| • CHICKEN POX | • IMPETIGO | • CONJUNCTIVITIS |
| • LICE OR SCABIES | • PINWORMS | • HEPATITIS |
| • STREP THROAT | • RINGWORMS | |

Children may not return to school until symptoms are absent for at least 24 hours (other than Strep Throat-which is 48 hours).



MEDICATION

Due to the risk of complications, the school **will not** administer prescription medicines or over the counter medicines. Students are not permitted to have any medication in their possession. (ex. in backpacks). **If a child needs medicine during school hours, parents may come to the Welcome Center to administer medicines or breathing treatment to their child. *Parent MUST fill out medicine authorization.**

At the discretion of the Administration, if there is a life threatening situation, such as allergies reactions in which an EpiPen is required or extreme asthma, the parent must fill out a Medication Form. The EpiPen or Asthma pump must be in its original prescribed packaging and the Academy will keep it in the Welcome Center.

INSURANCE

A Medical Release Form must be signed by parent and notarized and be in our files as proof that each child is covered by insurance.

VIVA Church and LWA carry the required liability insurance, in which every child is covered. This is not a primary policy; therefore, if a student is injured, the claim should first be made with the parent's insurance company.

ACCIDENT/INCIDENT/ILLNESS FORM

Our staff makes every effort to ensure the safety of your child. Unfortunately, minor accidents can occur. As your partner in the care of your child, we realize that you will want to be aware of your child's injuries or illnesses that occur at LWA. In order to keep you informed the office will provide, for your signature, an incident/illness report for each occurrence and it will be kept on student record. In case of a serious accidental injury, we will make every attempt to contact you or your designee for instructions. In the event that we have attempted to contact you or the designated persons and have been unsuccessful, we will, as stated on the signed and notarized Medical Release Form seek medical treatment for the child as needed.

FIRST AID

County regulations limit first aid provided at the Academy to the use of soap, water and bandages. We are not permitted to use any other type of medications.

PHOTOGRAPHS AND VIDEO RELEASE

Students are photographed and videoed individually and as a class throughout the year. Photos of students participating in our school activities (on or off campus) will be taken throughout the year. Such images will be used, but not limited to the following: posted in classrooms, hallways, website, apps, LWA social media, publications, brochures, yearbook, and used in school/church presentations. At the time of registration, each parent must sign the Authorization Form and have it notarized.



HOLIDAY PARTIES AND BIRTHDAY CELEBRATIONS

At various times of the year, special parties are planned and held for classes. All parties must be pre-approved and coordinated through the classroom teacher with a minimum of a week prior to the celebration. You may send in treats (store bought food ONLY) as part of the celebration. If invitations will be sent home, they must be given to the teacher to send home in the student folders. All birthday parties and treats take place after 2:00 PM and will be held in the designated area. **LWA IS A NUT FREE CAMPUS.**

Holiday parties are a time when we will ask for participation from the parents. We will either send home a list with the item each student will be asked to bring in or a sign-up sheet will be available for you to choose. Any adults participating in these events must have a Background Check on file prior to the event. (Refer to Background Check Policy)

LOST AND FOUND

We ask that you label every item (clothing, sweaters, jackets, backpacks, blankets, pillows, etc.) with your child's first and last name. Lost items will be placed in the Academy Lost and Found located in the Office. **NOTE:** Items will be kept for one week and will be donated or disposed of after one week.

TOYS

Toys, games (including electronic games), iPods, etc. are not permitted in the Academy at any time and will be confiscated, unless the teacher/staff informs you otherwise. Living Word Academy will not be responsible for any missing or broken items brought from home.

CUBBIES/LOCKERS/BACKPACKS

Students are assigned desks, lockers and/or cubbies annually. A student may not trade any of the above with another student. They are to be kept clean, neat and organized.

Students are prohibited to enter another student's desk, locker, cubby or backpack. Entering and taking an item without specific permission from the owner is considered stealing. The LWA Administration reserves the right to access desks, lockers, cubbies and backpacks for inspection at any time deemed necessary by LWA. Students must provide LWA staff with combinations or keys to locks. LWA administration reserves the right to cut a lock if deemed necessary.

VISITOR AND BACKGROUND CHECK POLICY

Any person other than a student, staff, administration or church staff is considered a visitor and must report to the office for clearance, provide an identification and will receive a visitor badge before proceeding anywhere on campus.

Visitors must comply with the policies of the Academy, including the conduct and dress guidelines. Any person participating in ANY school activity, (ex. volunteering, chaperoning, celebrating a birthday, etc.) **must** have an annual background check on file at the school office before the day of the event.



FIELD TRIPS

Educational field trips are an integral part of the curriculum and are not optional. All grades participate in at least one educational field trip each year. Elementary/MS students will participate in a minimum of two per academic year. Each field trip is chosen to provide a hands-on educational experience according to the grade level objectives. Some teachers may require a project or writing assignment as part of the field trip.

In order for a student to participate, the following guidelines must be followed:

- A signed Field Trip Permission Slip is required for all field trips.
- The Field Trip Fee must be paid in advance.
- Financial Accounts must remain current and in good standing.
- All Preschool students must have an adult chaperon in order to attend field trip.

Students must wear the required attire as stated on the Permission Slip. Students not in field trip clothes will not be permitted to leave campus, nor will they be permitted to call home for clothing.

Field trips are a privilege which can be denied at the discretion of LWA administration. If for some reason a student is not able to participate in a field trip, it is the responsibility of the parent to provide alternate care for that day and the student will receive an unexcused absence. The policy for make-up work for an unexcused absence will be applied.

Payment for field trips are to be paid by deadline stated in the permission slip. Student will not be able to participate in the event if payment is issued after the deadline. Field Trip fee is a non-refundable/non-transferable fee. If the student doesn't show up to the event, regardless the reason, the field trip fee will not be refunded. If the student arrives late, they will need to go through the ticket center and buy their ticket at regular price. Teachers will not be coming back to the entrance to pick up late arrivals and the field trip fee originally paid to LWA will not be refunded. Late arrivals will have to catch up with the group. Participants must pay ahead of time, add-ons will not be permitted at the location.

If the student or chaperone has an annual pass, they will need to use their pass on their own personal time and not on a LWA Field Trip day.

Permission slips need to be turned in by the deadline with full payment in order for the student to be able to participate in the event. Permission slips will not be accepted after the deadline or without payment.

CHAPERONE GUIDELINES

Parent participation is encouraged; however, **bringing younger or older siblings is not permitted (even if they are currently a student at LWA) ; ONLY LWA students in that specific class may attend the field trip.**

For the safety of our students, we ask that chaperones adhere to the following guidelines:

- Have Local Background Check, at the expense of the parent.
- LWA must receive results of the Local Background Check a minimum of 3 days prior to any field trip.



- Cell phones should only be used for emergency situations.
- Please do not conduct business by cell phone or have lengthy personal calls while chaperoning a field trip. The students in your care must have your undivided attention.
- A specific number of chaperones are typically permitted to participate on a field trip. Individuals wanting to chaperone a field trip must sign up with the teacher in the classroom, turn in the signed permission slip to the office indicating a desire to chaperone AND pay the required fee before being considered as an approved chaperone.
- Please remember that you are representing the school and upholding its policies (including dress guidelines). Please be an example by demonstrating maturity in actions, attitude and dress.

SMOKING POLICY

We are a smoking free campus. Smoking is not permitted at anytime on the LWA / VIVA campus or at any LWA sponsored activities.

CELL PHONE POLICY

There is a “no cell phone policy” upon entering any building on campus. Students will not be dismissed to parents on phones. For the safety of the students and our personnel, cell phone calls/texting are not permitted while you are in line for dismissal. You will be asked to park immediately. If you are not willing to cooperate with our staff, a meeting with the administration will be required.

LWA FOOD POLICIES AND PROCEDURES

LWA IS A NUT FREE CAMPUS AND OUTSIDE FOOD IS NOT PERMITTED.

BREAKFAST

Only students enrolled in Preschool and Extended Care are provided a light breakfast during the hours of 7:15 AM – 7:45 AM (according to the Academy clock). All outside food must be consumed prior to entering the Academy.

LUNCH

LWA prides itself in providing a home-made nutritious lunch for our students. A School Lunch Program Application must be filled out in order for LWA to sponsor the cost of the student’s lunch. If an application is not completed LWA reserves the right to assess the student’s account with a lunch fee per day. A monthly lunch calendar is available in the Academy Office.

We are not able to acknowledge any student allergies unless LWA Medical Statement form is signed by his/her doctor and turned in to the office.

DUE TO SEVERE FOOD ALLERGIES, LWA REQUIRES TO HAVE WRITTEN DOCUMENTATION FROM A DOCTOR SPECIFYING A LIST OF ALL ALLERGIES A CHILD HAS.



SPECIAL DIET

For students with special diet needs, Parents will follow the protocol below:

1. Parents will need to submit LWA Medical Statement to request special meals and/or accommodations. Parents may request the form at our Welcome Center.
2. LWA will evaluate if it is possible to comply with the special diet needs. If not, the following protocol will be followed:
 - a. Home/Outside meals need to be presented to the cafeteria monitor to confirm that items do not contain nuts or manufactured in a facility that may contain nuts.
 - b. During each lunch period, seating arrangements in the cafeteria, will be determined by the type and severity of student allergies.

DISASTER PROCEDURES AND EMERGENCY SCHOOL CLOSING

FIRE DRILL PROCEDURE

Fire drills are conducted monthly. Students are asked to walk to designated areas in an orderly manner.

LOCKDOWN PROCEDURE

Building will be locked and will remain locked until an “all clear” is given.

TORNADO/HURRICANE WARNINGS

LWA is equipped with an emergency weather alert system which will notify the school office if inclement weather is approaching.

BOMB THREAT PROCEDURE

Students will be instructed to evacuate the building.

SCHOOL CLOSING

LWA will close if a public announcement is made that Orange County Schools are closed. Be attentive to your radio and local news for such announcements. LWA Administrators/teachers will also notify parents of school closures as well as when school will resume.

SCHOOL CLOSURE

In case of a school closure, student records may be picked up at VIVA CHURCH administration office.



FINANCIAL DEPARTMENT GENERAL INFORMATION AND POLICIES FEES

Registration and registration renewal fees are non-refundable and non-transferable. LWA administration reserves the right to increase fees to meet the expenses of the Academy. All fees are subject to change without notice. All changes will be updated in our Parent & Student Handbook.

TUITION

A full week's tuition is due regardless if a student attends school or is absent for any portion of the week or if LWA is closed for a portion of the week. All financially subsidized accounts from any source must still pay their parent portion of tuition regardless if a student is in school one or five days, including absences due to illness, vacation, etc.

PAYMENT SCHEDULE

All recurring payments are process as automated payments through the LWA bank system.

PRESCHOOL tuition payment is weekly and is due every Monday morning for the ensuing week. Monthly Preschool payment available see financial office for more information.

ELEMENTARY and MIDDLE SCHOOL students tuition payment is due the first of each month. If the automated payment is rejected by the bank for any reason a decline payment of \$20.00 will also be assessed to your account as of Tuesday morning.

If payment is not received by due date, a late payment fee of an additional \$20.00 will be assessed to your account as of Tuesday morning.

Regardless if Monday is a Holiday; the automated payment will still be process by our bank system on due date. However, late payment fee will be assessed on Wednesday instead of Tuesday to allocate enough time to the parents to act on a declined payment due to the Holiday.

In the event a payment is not made the second week, the child will not be permitted to return to school until the account is brought up to date.

CUBS TODDLER 1- 2 YEARS OLD PROGRAM Toddler program is an annual tuition commitment. Payments are due the first of each month beginning in August and runs through July. If the first day of the month falls on a Saturday or Sunday, then it is due the first Monday of the month. If payments are not made on their due date, a late fee of \$20.00 per week will be assessed to your account. Students may not attend classes on the first of the next month if the previous month's balance is not paid. Students with a delinquent account are not permitted in the classroom until the account is up to date. Full monthly payment is due regardless if LWA is closed due to holidays, teacher trainings or any other reason.



RETURNED CHECKS

Sometimes a parent decides to pay for a field trip or any other miscellaneous fee with a personal check. In those cases, if any check is returned by the bank for insufficient funds or for any other reason, a fee of \$30.00 assessed to the student's account. If a second check is returned by the bank, a fee of \$40.00 will be assessed to the student's account and will result in a "CASH ONLY, debit/credit card, Bank Check or Money Order" basis thereafter. **LWA does not re-deposit returned checks.**

If payment by check is desired, an approval from the Finance Office needs to be requested.

DISCOUNTS

A 10% discount off tuition will apply to the second child in the same family. Active military, law enforcement, firefighters, as well as, active tithing VIVA CHURCH members will receive a 10% discount. Families being subsidized through 4C, VPK, SUFS, McKay, any other agency or scholarship are not eligible for a discount.

REFUNDS

Registration fees and registration renewal are non-refundable and non-transferable. If a student withdraws from LWA at any time after registration, parents are responsible for paying the tuition and fee charges through the month in which the student withdraws.

SCHOOL RECORDS

It is the school's policy to forward your child's records and health forms automatically to the next school upon their request or a parent's request. **However, records will not be released if there is an unpaid balance.**

LATE PICK UP FEE

Late Pick Up fees is a fixed charge of \$10.00.

School Dismissal:

Late Pick-Up fees is a \$10.00 penalty plus a \$2.00 for every minute late.

After Closing Hours: 6:00pm

Late Pick-Up fees is a \$10.00 plus \$25.00 for every 10 minutes. Charges are based on a 10 minutes increments and are not prorated. When a parent is late they will be asked to sign a Late Pick Up Slip. **All late pick-up fees must be paid in full at time of pick-up or no later than the next business day.**

PRESCHOOL / VPK

Living Word Academy Preschool serves children
ages 1 year old – 5 years old.

Toddlers Program:	Cubs / K1 and K2 (1 – 2 years old)
3 Years Old Program:	K3 (must be potty trained)
4 and 5 years old Program:	VPK / K4

MORNING DROP OFF/CHECK IN - PICK UP/CHECK OUT PROCEDURE

Preschool traffic will drive through the carport of the Academy. For the safety of the children and courtesy towards other parents, parking for a short time will be in the right lane, leaving the left lane for through traffic. If a parent needs to be in the Academy more than usual (2 minutes), we ask that you park in the designated parking spots.

Preschool students must be walked in to their classroom and checked in by an adult, 18 years or older. It is important that students arrive to school by 9:00AM, since the academic portion of their day begins promptly at 9:00 AM. Preschool students are not permitted to arrive after 9:30AM. Due to their academic curriculum, **VPK Program** students may arrive up to 10 minutes before class begins, without being charged for WRAP.

A parent must inform the Academy office of any appointments that will cause the student to arrive after 9:30 AM. Upon arrival to the Academy, the parent must provide documentation of the appointment. Even with an appointment, preschool students will NOT be permitted to arrive after 10:30 AM.

Students picked up after 6:00 PM, will incur a late pick-up fee. (Please refer to Late Pick Up Fee Section)

FOR THE SAFETY OF THE STUDENTS, PLEASE DO NOT USE CELL PHONES DURING DROP-OFF OR PICK-UP OF STUDENTS.

IMPORTANT NOTE

Excessive tardies after 6:00pm will lead to a mandatory student pick up of no later than 5:30pm. Dismissal from the extended care program is at the discretion of LWA administration. Excessive is defined as: on the third offense in one month.

TARDY POLICY

All Preschool academic curriculum begin promptly at 9:00 AM. Please understand that a student arriving late to class causes distraction to the entire class. Enrolling your child at LWA requires a commitment from you to having him/her here on time each morning.

SNACK

Preschool is provided with snacks at certain times of the day. **Snacks from home are not permitted.**



REST PERIOD

All preschool students will be given a rest period. Sleeping is not mandatory but children must rest quietly on their mats. Please label blankets, pillows and mats. They are to be taken home EVERY FRIDAY for washing and returned on Monday morning. Parents must provide a 4 inch thick sleeping mat.

POTTY TRAINED

Students in K2 are not expected to be potty trained, although the teacher will work with the student throughout the year. While your child is being potty trained, please send several changes of clothing and dress him/her in easy-to-remove clothing. Students entering the K3 class MUST be fully potty trained (no diapers, no pull-ups) in order to begin the K3 academic year in August.

AGENDA/FOLDER POLICY

K1 - K2 CUBS

An Agenda will be sent home and brought back daily in order to communicate with parents. In addition, each student will have a designated folder that will go home every Friday. The folder will contain work and/or projects the student has completed and possibly some assignments to work on at home (Homework). The folder is due back to school on Monday. Homework will be assigned Mondays and must to be completed and returned Fridays.

K3 - K4 - VPK

Homework and Agenda will be sent home daily. Folders with student's completed work will be sent home Fridays, emptied and returned Monday. Homework will be assigned Mondays and must to be completed and returned Fridays. The purpose of the folder is to maintain communication between home and the Academy.

ASSESSMENTS, PROGRESS REPORTS, PROMOTION AND RETENTION

STUDENT ACADEMIC ASSESSMENTS

Assessments are performed a minimum twice a year, the first one being within the first 4 - 5 weeks of the commencement of class and at the end of the year.

PROGRESS REPORTS

Progress Reports are prepared to keep parents informed of student's fine and gross motor skills, social and academic progress. They are sent home in January and again at the end of the year.

PROMOTION/RETENTION PROMOTION/NON-PROMOTION (RETENTION) IN PRESCHOOL

It is the goal of LWA to teach children to enjoy school, be confident, be secure in their friendships, know they are God's children and to be prepared in all areas of development necessary for future success in school. Promotions are done at the beginning of each school year, not necessarily birthdays.



We are concerned about each child in our school and take the responsibility to recognize the development of each child seriously. For this reason, we conduct a growth and development assessment/evaluation before going into the next class. This recommendation is made with a great deal of observation and consultation.

It is unusual to retain a preschooler due to the rapid growth and maturity of a child during these years. However, if a teacher believes that a student will not be ready to be promoted to the next class, they will notify the Director in a timely manner. At that time, the Director will contact the parents and request a conference with all parties involved (parents, teacher and Director) to determine what is in the best interest of the student.

Occasionally, after numerous evaluations, observations, careful documentation, and conferences with both the Director and the parent, the Director will recommend further professional evaluation. Documentation of the evaluation will be required. If significant improvement has not occurred and LWA has exhausted their resources, in the best interest of the student, the student may be dismissed at the discretion of the Director.

A student entering K3 **MUST** be FULLY potty trained (no diapers, no pull-ups) and is able to use the bathroom independently (including naptime). **This is required for admission as well as promotion.**

PARENT-TEACHER CONFERENCES

Conferences are available with your child's teacher by appointment only. His/Her goal is to help you with the education of your child and he/she welcomes discussing it with you. However, PLEASE do not expect this during drop off or pick up time. Remember, their first responsibility is to their students and class.

DISCIPLINE

The following is provided to serve as a general guideline for Student Conduct at LWA. Some discretion is given to the Director in dealing with student behavior, based on the age of the child and the circumstances surrounding the misconduct. However, administration and teachers will seek to adhere to the guidelines below.

ALL new students to the Academy enter on a 30 day probation period and may be dismissed at any time at the discretion of the School Principal.

Every student will begin their day with a fresh start on **GREEN**, but may earn a **PURPLE** for displaying exemplary behavior (ex. displaying kindness to an injured classmate).

YELLOW INFRACTION

These are areas of misconduct typically handled in the classroom by the teacher. Students are provided an opportunity to think about their behavior and how to make better choices. Parents may or may not be contacted at the teacher's discretion. Examples of Yellow Infractions are, but not limited to:

- Disobeying the teacher/staff
- Disrupting the class
- Lying or withholding the truth



RED INFRACTION

These are areas of misconduct that are more serious in nature and require parent contact by the teacher or Administration. After three consecutive "Reds" the teacher will request a Parent-Teacher conference to discuss the student's behavior. Examples of Red Infractions are, but not limited to:

- Failure to correct a Yellow Infraction
- Use of obscene, profane, or abusive language or gestures
- Disrespectful actions or speech toward a teacher or staff member
- Bullying or intimidating another student
- Doing anything dangerous to self or others
- Hitting or biting another student, teacher, staff member or any other adult on campus or off campus.

At the discretion of the Director, a student may be sent home for the remainder of the day, suspended or expelled for an infraction or if a behavior has not improved.

AFTERNOON PICK-UP

Preschool hours are from **7:00AM to 6:00PM**. We request that all children be picked up no later than 6:00PM. The Academy clock will be used as the official time. If you are unavoidably detained, please call the school office as soon as possible. However, such a call will not negate your responsibility to pay the late pick up fee.

LATE PICK UP POLICY

Late Pick-Up fees is a \$10.00 plus \$25.00 for every 10 minutes. Charges are based on a 10 minutes increments and are not prorated. When a parent is late they will be asked to sign a Late Pick Up Slip.

Excessive tardies after 6:00pm will lead to a mandatory student pick up of no later than 5:30pm. Dismissal from the extended care program is at the discretion of LWA administration. (Excessive is defined as more than three tardies in one month)

LWA Administration reserves the right to dismiss any child whose parent/guardian is excessive with Late Pick Ups. When a parent is late for the second time, they will receive a written notice on the third Late Pick Up, the parent/guardian will be asked to meet with the Administration and will be informed that the student's enrollment at LWA will be jeopardized if there is a failure to comply with school policies.

If you are unavoidably detained, please call the school as soon as possible. However, such call will not negate your responsibility to pay the late pick-up fee.

If a student has not been picked up **45 minutes after closing time**, which is 6:00PM, and we are unable to reach a parent/guardian or emergency contact, **LWA will be obligated to contact the appropriate authorities (Police/Sheriff Department/DCF)**. At that time, they will take the appropriate steps. **Late pick up fee, will not be excused/ waived after closing hours.**



PRESCHOOL SUMMER CURRICULUM

LWA preschool program is a year-round program. During the academic school year (August – May) an age appropriate academic/character building curriculum is utilized and during the months of June and July we offer an exciting summer curriculum of activities.

VPK AND 4C SCHOOL POLICIES

4C / VPK

Students are eligible to apply and receive 4C to assist with tuition; Parents are responsible for the “Parent Portion” set forth by 4C. If a student is absent more than 3 days in a month, which is established by 4C, it is the parent’s responsibility to pay in full the excess absences. Payment notices will be sent to each parent. All 4C, government or agency subsidized accounts are not eligible for any additional discounts. (McKay, SUFS, Gardiner, AAA, etc.)

Parents are responsible to comply with the requirement from **4C or VPK** to sign in/out the student on the **DAILY Sign In/Out computer system and the MONTHLY Attendance Sheet**. If the student(s) is (are) going to be picked up by someone else, it is the parent’s responsibility to ensure that the designee is informed of this requirement. **4C or VPK** might decline payment of any day where the signature in the **Daily Sign In/Out Sheet** is missing. Parents are financially responsible for any fee or portion of a fee not covered or declined by the **4C or VPK** office or any adjustment made by them for any reason.

It is parent’s responsibility to maintain updated 4C or VPK documentation and notify LWA before expiration or of any changes to benefits. **PLEASE NOTE:** If benefits expire, the parents will be responsible to pay regular rate for all services rendered and not covered by the **4C or VPK** program.

VPK ATTENDANCE, TARDY & LATE PICK UP POLICY

Living Word Academy provides a quality VPK Program. Our program is offered for 3 hours a day, 5 days a week for 180 days. All enrolled families receive a calendar showing the scheduled days off during the academic school year beginning in August and ending May/June.

Attendance on instructional days is of utmost importance to remain in the VPK program. Not only is LWA’s funding linked to attendance, but also the child’s success as they enter kindergarten. You will be required to sign and comply with the following on Attendance and Tardiness Policy to remain in the VPK program at LWA.

VPK ABSENCE POLICY

Daily attendance in the VPK program is necessary for optimal learning. However, you will be allowed three (3) absences per month. Any absences beyond those require a written note from the parent for one of the following reasons:

- Illness or injury of the child or the child’s family member which requires hospitalization or bed rest



- Physician or dentist appointment
- Infectious disease or parasitic infestation
- Funeral service, memorial service, or bereavement upon the death of the child's family member
- Compliance with a court order (e.g. visitation, subpoena)
- Special education or related services for the child's special needs
- Observance of a religious holiday or service
- Family vacation, not to exceed 5 excused absences per program year.

PLEASE NOTE: Absences of 5 consecutive instructional days, without notifying the teacher/office will be considered a withdrawal from the VPK program at LWA. Withdrawals from the VPK program will not be eligible for re-enrollment. LWA will allow 5 documented absences during the 180 day instructional period. Documentation must be submitted in advance, stating the reason for the 5 days, dated and signed by the child's legal custodial adult.

VPK TARDY ARRIVAL POLICY

In order for students to maximize the benefits of our program, arriving on time is essential. Students may arrive 10 minutes before class. Morning Classes begin promptly at 8:30am and afternoon classes begin promptly at 12:30. All students are expected to be on time, in place and ready to begin the day. Students arriving after 8:30AM or 12:30PM are considered tardy (late). At this time parents must sign a "Late Pass" at the Welcome Center for the student to turn in to the teacher. We understand that it is occasionally unavoidable to be "running late", but more than 3 times a month will not be acceptable and can be cause for termination for those students registered in the VPK program.

VPK LATE PICK UP POLICY

Students are dismissed after the three hours and parents must pick up their child within 5 minutes of dismissal time. LWA Administration reserves the right to dismiss any child whose parent/guardian is excessive with Late Pick Ups. When a parent is late they will be asked to sign a "Late Pick Up Slip". If a student is picked up late, a fee is assessed regardless of the reason. Refer to Late Pick-Up Fee section.

MONTHLY VERIFICATION OF ATTENDANCE POLICY

Parents must stop by the Welcome Center at the end of each month. You will be given a form to sign confirming your child's recorded attendance for the month.

PRESCHOOL AND VPK WRAP AROUND LATE PICK-UP POLICY

LWA hours of operation for Preschool and VPK Wrap Around are from 7:00 AM to **6:00 PM**. All children must be picked up by 6:00PM. The Academy clock will be used as the official time. If a student is picked up late, a fee is assessed regardless of the reason. If you are unavoidably detained, please call the school office as soon as possible. However, such a call will not negate your responsibility to pay the late pick up fee.



If a student has not been picked up 45 minutes after closing time, which is 6:00PM, and we are unable to reach a parent/guardian or emergency contact, LWA will be obligated to contact the appropriate authorities (Police/Sheriff Department/DCF). At that time, they will take the appropriate steps.

ELEMENTARY / MIDDLE SCHOOL

FINANCIAL GUIDELINES

TUITION

Tuition is computed on an annual basis. Annual tuition is divided into 10 equal monthly payments beginning August 1 thru May 1. Tuition fees are not prorated for holidays, absences, teacher planning days, FLOCS Annual Conferences, etc. Accounts are expected to be kept paid and current as agreed to in the LWA Financial Agreement or child's enrollment can be compromised.

PAYMENT SCHEDULE

Tuition payments are due the first of each month beginning in August and runs through May. If payments are not made on their due date, a late fee of \$20.00 per week late will be assessed to your account. Students may not attend classes on the first of the next month if the previous month's balance is not paid. Students with a delinquent account are permitted to take exams but they will receive an incomplete grade until balance is paid off. If a student is withdrawn from LWA with an outstanding balance, the student's records will not be transferred until the account is cleared. Full monthly payment is due regardless if LWA is closed due to Holidays, Teacher training or any other reason.

CASH payment will NOT be accepted at the Welcome Center. Any CASH payment will need to be processed directly with the Finance Office.

All payments are processed through automated payment with our banking system. Any automated payment declined will incur a late payment fee. Plus a declined payment fee.

WITHDRAWAL FEES

LWA is a non-profit organization setting each year's budget on students contracted for the year. Early termination and withdrawal of student results in damages that are difficult to adequately assess, therefore, an early withdrawal fee of one month's tuition will be assessed for any Elementary/Middle student who is withdrawn before the end of the school year. However, a withdrawal fee will NOT be assessed for students who are withdrawn with at least a 30 day written notice to the Academy office. An early withdrawal form is available in the Academy office to be signed by the student's parent/guardian. LWA reserves the right to withhold all records until the withdrawal process is completed and financial obligations are met.



LATE PICK UP FEE

All late pick-up fees must be paid in full at time of pick-up or no later than the next business day.

LWA Administration reserves the right to dismiss any child whose parent/guardian is excessive with late pick ups. When a parent is late for the second time, they will receive a written notice. On the third late pick up, the parent/guardian will be asked to meet with the Administration and will be informed that the student's enrollment at LWA will be jeopardized if there is a failure to comply with school policies.

If you are unavoidably detained, please call the school as soon as possible. However, such call will not negate your responsibility to pay the late pick-up fee.

If a student has not been picked up **45 minutes after closing time, which is 6:00PM**, and we are unable to reach a parent/guardian or emergency contact, **LWA will be obligated to contact the appropriate authorities (Police/Sheriff Department/DCF)**. At that time, they will take the appropriate steps. **Late pick up fee, will not be excused/ waived after closing hours.**

EXTENDED CARE HOURS

The Extended Care hours are from **7:00AM to 8:00AM; 3:00PM to 6:00PM.; 2:00PM to 6:00PM**, on Wednesdays. We request that all children be picked up no later than **6:00PM**. The Academy clock will be used as the official time. If a student is picked up late, a fee is assessed regardless of the reason. Refer to Late Pick-Up Fee section.

Excessive tardiness after 6:00pm will lead to a mandatory student pick up of no later than 5:30pm. Dismissal from the extended care program is at the discretion of LWA administration. (excessive is defined as: more than three tardies in one month)

LWA offers the following Extended Care Services:

- 1. Emergency Extended Day Service:** This is a 1 or 2 day service available to parents that need a temporary care arrangement. Prior approval by the administrative office is required for this service. Approval is conditional to space availability. (No registration fee is required.)
- 2. AM Extended Day Service:** It is a weekly rate service due on Monday for the ensuing week. Student can be dropped off at 7 am. It is an annual commitment that requires a contract. (Requires a non-refundable/non-transferable registration fee.)
- 3. Extended Day FULL Service:** This is an all-day extended care (7am to 6pm) with a monthly fee per student due on the 1st of the month. It is an annual commitment that requires a contract. Any additional child will have a discounted monthly rate. (Requires a non-refundable/non-transferable registration fee per student.)
- 4. Weekly Extended Day Services:** This is a 1 or 2 weeks service available to parents that need a temporary care arrangement. Fee will be due prior of service rendered for the pre-approved week. Pre-approval requests need to be submitted to the administrative office with at least 1 week advance. If the student does not use the pre-approved service regardless the reason, the entire fee is still due to the academy and it is not refundable or transferable. Approval is conditional to space availability. (No registration fee is required.)



ALL Extended Day Fee are non-refundable and non-transferable. Pre-approved services will not be re-scheduled as LWA already incurred in staffing expenses to accommodate the requested service. All fees are to be pre-paid prior to service been rendered.

EXTENDED CARE / CHECK IN PROCEDURE

Students are to be dropped off in the designated area according to the time they arrive. Parents are required to park, enter the Academy and check in their child, using our kiosk.

IF there is a Preschool sibling(s), the Elementary/MS student may still be dropped off at the designated area, BUT THE PARENT MUST THEN PARK, CHECK IN, AND WALK THE PRESCHOOLER TO THEIR CLASSROOM OR DESIGNATED AREA, INSIDE THE BUILDING. Parents of Elementary/MS may walk their child into the buildings and drop them off in the common areas (Lobby, Welcome Center). **Parents are NOT permitted to walk students to the classrooms.**

MORNING ARRIVAL

Elementary/MS students must be in their seats and ready to begin the day by 8:00AM.

- Students in Elementary/MS may be dropped off in designated area between 7:45AM and 8:00AM at no cost.
- Extended Day students arriving earlier may wait in the cafeteria or designated area until 8:00AM. A parent and/or student may not enter the classroom before 8:00AM, EVEN if the teacher is in the room.
- A student arriving after 8:00AM, according to LWA's clock, must come to the office for a Late Pass before being permitted to enter the classroom.

AFTERNOON DISMISSAL / LATE PICK UP / CHECK OUT

- Students are dismissed at 2:50PM at the designated area and will NOT be dismissed between 2:30PM and 3:00PM or 1:30PM and 1:50PM on Wednesdays. After 3:05PM, parents must then come in the building to check them out. If there is a Preschool sibling you must enter the building to pick them up and check them out.
- Students picked up after 3:05 PM, according to LWA's clock, but are not enrolled in Extended Care, will incur a late pick up fee. (Please refer to Late Pick Up Fee section)

FOR THE SAFETY OF THE STUDENTS, DO NOT USE CELL PHONES DURING DROP-OFF OR PICK-UP OF STUDENTS. STUDENTS WILL NOT BE DISMISSED.



TARDY POLICY

All classes begin promptly at 8:00 AM. A student arriving late to class causes distraction to the entire class and does not allow the late student the opportunity to settle in for the academic day. Enrolling your child at LWA requires a commitment from you to have him/her here on time each morning.

AM TARDY POLICY ADDENDUM

Each Student from Kindergarten to 9th grade must arrive to school by the appointed start time of 8:00am for Elementary & Middle, and 7:20am for High School. If a student arrives after their start time, they will receive a tardy slip which the parent or guardian are required to sign and return. Each student will be allowed to receive up to 4 tardy slips per quarter and/or every 10 weeks. By the 3rd tardy, the parent/guardian will be notified and warned of the approaching 4th tardy. If a student reaches their 5th tardy within the 10 weeks, a fee of \$25.00 will be charged to your account. By the 6th tardy, a \$40.00 fee will be charged to your account. If a student reaches their 7th tardy within the quarter, a parent conference with the Principal will be held to discuss further actions.

EXCUSED TARDY

The student and parent MUST come to the Academy office for the student to receive a Late Pass.

Valid Excused Tardy:

- Vehicle problems (flat tire, car not starting, etc.). Please call the office to inform us about the emergency.
- Accidents on major highways and roads causing major traffic delay (typically, LWA will be informed through the radio, other families, and/or staff)
- Morning medical appointments-teacher and/or office must be previously informed and requires a doctor's note upon arrival to school.
- Waking up late or leaving home late will NOT be an Excused Tardy.

UNEXCUSED TARDY PER 9 WEEKS

- 1st tardy: the student will receive a verbal warning.
- 2nd tardy: a note will be sent home warning of the following course of action.
- 3rd tardy: the parent/guardian will be contacted. This counts as 1 unexcused absence.
- 4th tardy: the student will receive Wednesday, Afternoon Character Development.
- 5th tardy: the student will receive Wednesday In-School Suspension.
- 6th tardy: the student will receive Saturday, Morning Character Development.**

Students with excessive tardiness may be placed on probation. Student will not be eligible to receive a Perfect Attendance award or participate in extracurricular activities.

3 Consecutive tardies will equal 1 unexcused absence.

Unexcused tardiness will be noted on the student's Report Card.

** A fee will be applied to the parent/guardian account.



ATTENDANCE POLICY

The Florida Compulsory Attendance Law requires every school age child attend school for 180 days or the hourly equivalent. In compliance with Florida Statute Section 232.10, LWA requires a written excuse notice explaining the absence and must be signed and dated by a parent or guardian upon return to school. **Students absent from school may not participate in any after school (extracurricular) activities for that day.**

Students absent more than 20 days in a school year or five days in a quarter (9 weeks) place their promotion in jeopardy.

EXCUSED ABSENCE

Work will be made up with no grade penalty. Students receive one makeup day for each excused day of absence. It is the responsibility of the student to make up missed work.

Valid Excused Absence:

- Personal illness or injury (after the third day, a doctor's notes is required)
- Serious illness or death in the family.
- Medical appointments when communicated to the office in writing.
- Court appearance for the student with documentation.
- Educational, family and church trips with pre-approval by the Principal.
- A doctor's note must be provided in order to be excused from P.E.

UNEXCUSED ABSENCE

Work must be made up, but one letter grade will be deducted on any tests or assignments.

Unexcused Absence:

- A foreseeable absence that was not pre-arranged
- All non-emergency absences for the convenience of the parent of the student (examples, including but not limited to: parents allowing older siblings to care for younger siblings, babysitting so parents can work, sleeping late, traffic, vacations, etc.)
- Accumulated tardies or early releases. 3 tardies = 1 unexcused absence

AGENDA POLICY

Each student annually receives a Homework Agenda. The purpose of the Agenda is to maintain communication between home and the Academy. The student is required to write their homework assignments, projects, due dates, test dates, upcoming activities, and daily conduct, etc. in their Agenda. Occasionally, there will be notes or our school newsletter "The Roar" stapled into the Agenda.

To ensure that the parent is aware of the daily communication, we require that the parents sign the Agenda nightly.



ACADEMIC POLICY

HOMEWORK

Homework is meant to reinforce lessons learned at school and help the child learn character and skills necessary for independent work. It is not our intention to make it excessive.

Homework should be assigned three to five times a week. Below are the times, on average, that students should spend on homework each night:

- Grades K-1: up to 20 minutes/night + independent reading
- Grades 2-3: up to 30 minutes/night + independent reading
- Grades 4-5: up to 40 minutes/night + independent reading
- Grade 6-8: 50 minutes or more/ night + independent reading

If a student has worked constructively for the suggested time frames, but the assignment is not complete or the child is frustrated, parents are encouraged to write a note to the teacher stating this. The assignment will be counted as completed and the teacher will work with the student to address his/her needs. Students may make up assignments missed due to excused absences.

On Wednesday night, homework will be kept to a minimum to allow students the opportunity to be involved in church activities. Occasionally, homework or projects may be assigned on Fridays or extended holidays at the discretion of the teacher.

Late Homework assignments, without a valid excused note (at the discretion of the teacher), will be penalized one letter grade each day it is late. (example: if the assignment arrived on time would have earned a grade of 87B, the grade for being late one day is a 77C, two days 67D, etc.)

LATE WORK POLICY

- 1 day late = 10 points deduction
- 2 days late = 20 points deduction
- 3 or more days = 0, but work must still be turned in

GRADING SCALE

Electives: (based on participation, effort, dressing in P.E. uniform, assignments, HW, exams, attendance, etc.)

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
- I = Incomplete

Academics:

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

*Students who have not completed or made up all assignments for a subject will receive an "I" (Incomplete) on their Progress Report and/or Report Card in that subject. Any student that fails to make up any assignment in the allotted time will receive a zero for that assignment.



PROGRESS REPORTS

Progress Reports are prepared to keep parents informed of student's academic progress and conduct for each time period. They are sent home at the 4 to 5 week point of each grading period. Progress Reports will be placed in the student Agenda and a signature card will be stapled to the back of the student Agenda for parent signature. Progress Report may be kept and the signature card signed and returned within two school days.

REPORT CARDS

The school year is divided into four quarters. Each quarter consists of approximately nine weeks. Report Cards will be placed in the student Agenda and a signature card will be stapled to the back of the student Agenda for parent signature. Report Cards may be kept and the signature card signed within two school days.

AWARD STANDARDS

- **Christian Character:** Demonstrating Christ-like characteristics.
- **A Honor Roll:** ALL A's in academic areas, S or above in elective areas.
- **A/B Honor Roll:** All A's and B's in academic areas, S or above in electives.
- **Principal's List:** All A's in conduct and academic areas and all E's in electives and conduct.
- **Highest G.P.A:** Highest Grade Point Average, G or above in electives.
- **Perfect Attendance:** Present every school day. No more than 2 unexcused tardies

PROMOTION, PROBATION, AND RETENTION

Students will be promoted to the next grade level upon satisfactory completion of work required by the curriculum. Students who meet any of the following conditions for a term of nine weeks will be placed on academic probation for a period determined by the teacher and administration. If the condition remains for the subsequent term without improvement or visible effort, the student may be subject to dismissal from the academy. The student will be re-evaluated after the probation period. In the event any of the following conditions continue to apply, the student will be retained:

- Failing two core subjects coupled with a teacher recommendation and administrative approval.
- Failing three core subjects.
- Having excessive absences that result in failing grades as described below (under attendance policies).
- Having a 60 or less in all core subjects.

For the purposes of this policy core subjects include Language Arts (Reading, Literature, Spelling, etc.), Math, History, and Science.

Any exceptions to the above regulations must be approved by the administration. Students on the borderline may consider being tutored by an approved teacher. This work must be documented and the student may be reevaluated before entering the next grade.



ACHIEVEMENT TESTING

LWA administers a National Achievement Test during the spring of each school year. The test consists of subtests in various subject areas. Results of testing aids teachers and administration in improving the curriculum.

Any such testing is NOT “high stakes testing” and will not be used to determine student promotion or retention, nor is our curriculum designed to teach these tests. We teach the subject, merely using the testing as ONE input to assess student progress and school effectiveness.

PARENT-TEACHER CONFERENCE

Parents are required to attend two Parent-Teacher conferences each academic year. In order to obtain your child’s first Report Card, a conference must be attended. The third Report Card is also picked up through a Parent-Teacher Conference. In addition, a parent or teacher may request a conference any time there is a concern. Conferences may be scheduled by contacting the teacher via email or by calling the office. (Please do not use the time during dismissal or drop-off to talk with the teacher. These times are reserved for class preparation and care of the students.)

DISCIPLINE POLICY OR CODE OF CONDUCT

LWA teachers will send the Discipline Policy or Code of Conduct home during the first week of school. It is expected for the parents to read and discuss the Code with their children. Both parents and children will acknowledge their understanding of the policy by signing the Code of Conduct Acknowledgment document.

LWA reserves the right to refuse admission and/or dismiss (expel) or suspend any child whose behavior is disruptive and harmful to themselves, other children or staff members. In addition, LWA will assign a detention if the behavior deems necessary. Parents will be notified whether the detention will be served either after school or Saturday School. Fighting of any sort will be an automatic suspension. We do not practice of corporal punishment (spanking). **ALL new students to the Academy enter on a 30 day probation period and may be dismissed at any time at the discretion of the School Principal.**

DETENTION

Character Development Class (Detention) is a 1 hour after school session on Wednesdays. In School Suspension is held all day Wednesday during school hours.

Character Development Saturday Program is from 8:00am to 12:00pm on Saturdays with a \$40.00 fee per day.

A detention notice will be sent home to the parents to be signed and returned the following day.



STUDENT CELL PHONE POLICY

- *Cell phones must be turned off during the school day.*
- LWA is not responsible for lost or stolen cell phones, nor do we have the resources to investigate if they are lost or stolen.
- Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. Instructional time is defined as the time from the last ring of tardy bell to the first ring of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.
- Using a cell phone during the normal school day, without the teacher's permission, will result in the confiscation of the phone.
- The cell phone must be secured and kept out of sight.
- If a student's cell phone is confiscated, a parent/guardian must pick up the phone. Confiscated phones will not be returned to a student. The school will not contact parents to notify that a phone has been confiscated.

SUMMER CAMP

Summer Camp is available for all elementary age students. If they leave without proper notification they will be withdrawn from our program and will need to re-register. This would be based on availability of space only.

**All information in this Parent/Student Handbook
is subject to change without notice.**

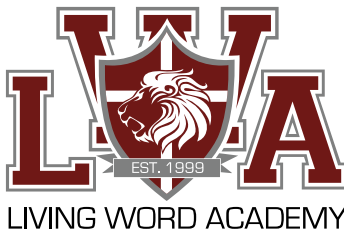
(Parent/Student Handbook is available at LWA website or APP. Please request a copy of student supply lists and school academic calendar at the time of registration.)

Revised December 2019

Thank You

For choosing Living Word Academy





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