

Living Springs Adventist Academy

Parent & Student Handbook



Revised 2026

Learn Serve Achieve

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Welcome and Mission Statement

Living Springs Academy is a Seventh-day Adventist Christian K-8 school.

The mission of Living Springs Academy: Success is measured by academic achievement, spiritual growth, and community service—pursued through prayer, dedication, and a relationship with Jesus.

Learn with Purpose

Serve with Compassion

Achieve with Integrity

Accreditation and Certification

Accreditation

Living Springs Academy takes pride in offering a program that is in harmony with the teachings and values of the Seventh-day Adventist Church. Our school is supervised by the Florida Conference of Seventh-day Adventists, ensuring that our educational practices align with the principles upheld by the church.

Furthermore, we are pleased to inform you that Living Springs Academy holds full accreditation from the Adventist Accrediting Association (AAA) and the Florida Association of Academic Non-Public Schools (FAANS). These accreditations validate the quality and standards of our academic programs, ensuring that we provide a high-quality education to our students.

As an accredited institution, we adhere to rigorous standards of curriculum, instruction, and school management, while incorporating the values and beliefs of the Seventh-day Adventist Church into all aspects of our educational program. This accreditation demonstrates our commitment to providing a well-rounded education that encompasses both academic excellence and spiritual growth.

We are grateful for the oversight and support of the Florida Conference of Seventh-day Adventists, as well as the recognition and accreditation bestowed upon us by the Adventist Accrediting Association and the Florida Association of Academic Non-Public Schools. These affiliations strengthen our commitment to delivering education of the highest quality in a nurturing and faith-based environment.

Teaching Staff

At Living Springs Academy, we are privileged to have a teaching staff composed of certified educators who exemplify and embrace the principles of Christian education in their personal lives. Our teachers are committed to upholding the values and teachings of the Seventh-day Adventist faith, and they serve as role models for our students.

Each member of our teaching staff has undergone the necessary certification and training required to provide a high-quality education to our students. They possess the knowledge and skills to deliver effective instruction while integrating the principles of Christian faith into their teaching practices.

Non-Discrimination Statement

LSA is committed to providing equal opportunities to all students, regardless of their race, gender, or national origin. We ensure that all programs and activities are accessible to every student who qualifies, without any form of discrimination. Our goal is to create an inclusive and supportive learning environment where every student can thrive and reach their full potential.

Accreditation and Certification

Child Abuse Policy

LSA strictly adheres to federal and state laws regarding the reporting of child abuse and neglect. Any LSA administrator, teacher, or staff member who has reasonable cause to suspect child abuse or neglect is required to make an immediate oral report to the Florida Abuse Hotline. This policy is rigorously enforced to ensure the safety and well-being of our students. We prioritize the protection of children and maintain a zero-tolerance approach towards child abuse or neglect.

Philosophy of Education

Living Springs Academy believes....

Deuteronomy 4:9	...do not forget the things your eyes have seen or let them fade from your heart as long as you live. Teach them to your children and to their children after them.
Deuteronomy 11:19	Teach them to your children, talking about them when you sit at home, when you walk along the road, when you lie down and when you get up.
Deuteronomy 32:2	Let my teaching fall like rain and my words descend like dew, like showers on new grass, like abundant rain on tender plants.
Proverbs 22:6	Train up a child in the way he should go; even when he is old he will not depart from it.
Isaiah 54:13	All your children shall be taught by the LORD, and great shall be the peace of your children.
Colossians 3:21	Fathers do not provoke your children, lest they become discouraged.
2 Timothy 3:16-17	All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.

We believe that our school should have an atmosphere conducive to the harmonious development of the physical, the mental and spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.

--E.G. White, Education page 17

We believe that Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

Agreements

LSA commits to:

- Maintaining a safe and welcoming learning environment that promotes academic excellence and harmonious living.
- Nurturing students' holistic development in academics, spirituality, physical well-being, and social interactions.
- Attentively listening to students' perspectives and being readily accessible for addressing their inquiries.
- Cultivating effective communication and conflict resolution skills.
- Offering compassionate and corrective measures.
- Providing timely feedback on students' progress and development.

Parents/Guardians are expected to:

- Serve as positive role models for their children.
- Provide adequate rest and nutritious meals, emphasizing regular family meals together.
- Schedule regular health care visits for their child.
- Ensure their child arrives at school daily in the complete uniform. On dress down days, students should wear appropriate and modest attire for school.
- Ensure their child is dressed according to guidelines for school, special events or performances.
- Pay the \$1.00 fee for Friday dress down clothing which must be modest, no torn or ripped jeans, no printed t-shirts, or short shorts (1 inch above the knee requirement)
- Be actively involved in their child's emotional, spiritual, and social well-being.
- Actively participate in their child's academic progress.
- Support the development of their child's citizenship skills.
- Make timely payments for tuition and any damaged or lost school property.
- Follow procedures in the handbook (especially in the communication procedures)

Students agree to:

- Show respect to both peers and adults.
- Take responsibility for the proper care of all provided resources.
- Seek clarification by asking questions when facing difficulties.
- Complete assignments and projects within the given deadlines.
- Share their school experiences with their families.
- Actively participate in all school activities.
- Contribute to maintaining a clean and organized school facility.
- Abide by the dress code policy, refraining from wearing jewelry, cosmetics, unnatural hair color, or dark nail polish to school/events.
- Obtain permission from teachers/principals before bringing toys, books, games, or any technology, including cell phones, to school.

- Hairstyles should be clean and neat. Hair color should be only natural colors, with minimal make-up in grades 6-8, and no jewelry.

Admissions

Admission Eligibility:

- LSA welcomes students who genuinely desire a Christian education, demonstrate respect for God's Word, maintain reverence during religious activities, and willingly adhere to LSA standards and regulations.
- All student admissions are subject to approval by the School Board.
- LSA admits students of any race, color, and ethnic origin, providing equal rights, privileges, programs, and activities.
- Special educational needs are considered on an individual basis by the special needs coordinator and admissions committee, depending on the presented IEP/504 plan's review.
- Kindergarten students must be five years old by or before September 1, while first graders must be six years old by or before September 1.
- Placement testing is required for all students during the enrollment process.

Admission Policy:

- Living Springs Academy accepts students in grades K through 8.
- To be eligible for admission, children must demonstrate appropriate physical, mental, emotional, and social maturity for their assigned grade level.
- Parents are required to disclose an Individual Education Plan (IEP) or a 504 Plan at their current school. They must also provide Financial Aid documentation if applicable. If this information is not disclosed the school has the right to dismiss the student or make other necessary disciplinary actions.
- By applying for admission, parents pledge to adhere to the expectations outlined in the handbook. Failure to comply may result in the student's right to attend the school being forfeited.
- Both the student and parent(s) or guardian must sign a written statement confirming their understanding and agreement with the Student Handbook and its policies.
- Admissions and retention decisions for Living Springs Academy are made at the discretion of the faculty and School Board.

New Student Application: To apply for admission to Living Springs Academy, please follow these steps:

- Obtain the school handbook and application form from the school office or website.
- Thoroughly review the school handbook to ensure both parents and students are willing to support LSA's rules and policies.
- The Admissions Committee may conduct interviews with parents and applying student(s).

- Complete the application form and submit it to the principal, along with the required recommendation forms. One recommendation must be from an educator, providing information on course grade level, present level of performance (PLP), and any accommodations used.
- Request previous school records to be sent directly to LSA.
- If applicable, present an updated Individual Education Plan (IEP) or 504 plans for review by the admissions committee.
- Include supporting documentation such as a Scholarship Award Letter, report card, copy of birth certificate, immunization records, social security card, and insurance card.
-

Admissions Continued

Acceptance (required before enrolling):

- All student applications are reviewed and decided upon by the School Board.
- A signed Records Transfer Request form is necessary for requesting official records to be sent to LSA.
- Students are required to undergo an evaluation prior to meeting with the admissions committee.
- The admissions committee comprises the principal, church Pastor, School Board Chair, Special Needs Coordinator, and classroom teacher(s).
- A personal interview with the admissions committee is mandatory for both parents/guardians and the new student.
- The admissions committee confers with the School Board to determine acceptance or denial of the application.
- All new students are initially placed under a 90-day probationary status.

Contractual Agreement:

Parents enrolling their students in LSA enter into a contractual agreement with the school, and it is expected that they fulfill their obligations. School records will not be released until all commitments have been met.

The school is committed to providing an academic program suitable for students who can perform at or above the standard grade level. Students who exhibit academic deficiencies may be accepted on academic probation and will be given a 30-60-90 day period to demonstrate their ability to maintain a passing grade. The school reserves the right to request the withdrawal of non-performing students. All students are admitted on a 30-60-90 day probationary period.

ENROLLMENT REQUIREMENTS FOR ALL STUDENTS: [NOTE: A child may not attend class until all updated forms are on file]:

- Medical forms: In accordance with Florida state law, all schools must keep medical forms updated.
- Updated Student Physical Form.
- Updated Immunization Record Form.
- **Notarized** Medical Consent Form.
- Financial contract (accompanied by Registration Fee).
- **Copies required:**

- Birth Certificate
- Social Security Card
- Health Insurance Card
- Report card from the last school attended
- Updated Individual Education Plan (IEP) or 504 Plan, if applicable.
- E-Rate form

Admissions Continued

Financial Assistance

There are several sources of funding for families who are unable to meet LSA financial obligations.

- Step Up for Students (Gardiner, McKay, Family Empowerment)
- AAA Scholarship

Immunization Records/Medical Examination:

- New students and kindergarten students must undergo a complete physical examination.
- Florida law mandates immunization against polio, DPT, mumps, rubella, and rubeola (measles). A physical exam/immunization record (Form 3040) signed by a doctor or a completed immunization certificate (Form HRS-680) from the County Health Department is required.
- If a student has undergone a physical examination within the past six months, a copy of the examination report will suffice.
- Seventh-grade students must complete vaccination against Hepatitis B, receive a second dose of measles vaccine (preferably MMR), and obtain a tetanus-diphtheria booster.
- Kindergartners must either have received the Varicella vaccination or provide the date of their Chicken Pox infection.
- Proof of immunization must be provided PRIOR to admission. Any exemptions to this policy will be reviewed by the school board on a case-by-case basis.

Registration Procedure: Prior to completing registration, each student must apply and receive acceptance. During the registration process, the following steps are taken:

- Completion of LSA information forms.
- Signing of medical consent forms and have them notarized.
- Review of medical records.
- Review of transfer or school records.
- Completion of financial contracts.
- Payment of the registration fee.
- Payment of supply fee.

Admissions Continued

Student and Parent Agreement:

Student Agreement:

- The student promises to observe and uphold Christian principles throughout their time at LSA. Failure to do so may result in the forfeiture of their place in the school.
- The student is responsible for fulfilling all assigned school-related duties to the best of their ability.

Parent Agreement:

- Parents are expected to cooperate with and support LSA teachers and adhere to school policies.
- Critical conversations regarding the school should be initiated with the teacher first, and if necessary, involve the principal or School Board member. These conversations should be held outside of the child's hearing unless specifically invited to attend for a particular reason.
- Upon enrollment at LSA, parents and the student agree to accept the school's standards, regulations, and financial obligations outlined in the handbook.

Student Insurance

LSA provides insurance coverage for all students during school hours, days, and school-sponsored activities. The parent's insurance is considered primary, with the school insurance covering additional medical costs. If medical expenses exceed the parent's insurance benefits, the school insurance will cover the remaining costs.

In the event of an accident, parents/guardians and students are required to:

- Notify school staff immediately and seek necessary treatment.
- Complete an incident report form, which should be filed with the school.
- Initiate treatment within 90 days of the injury date.
- Obtain a claim form from the school office. A filled-out copy should be retained by the school, while the original form will be sent, along with the medical bill, to the school's insurance company.

Academics

Academics

As Christians, we look to Christ as an example of excellence in Christian education. It is the goal of this school to provide incentives and recognition for students who are committed to challenging themselves to the highest level of performance in their scholastic endeavors.

A Honor Roll-Students with a quarter grade of A in reading, math, science, and social studies and nothing less than a B- (No C's) will be awarded A Honor Roll.

A/B Honor Roll-Students with a quarter grade of A and B in reading, math, science, and social studies and nothing less than a B- (No C's) will be awarded A/B Honor Roll.

Academic Grading System K-8th

Kindergarten-2

- I Independently achieves objectives and performs skills.
- P Progressing toward objectives and performing skills.
- NT Needs more time to develop.
- NA Not addressed in this marking period.

Grades 3rd-8th

A+	100
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
D-	60

Academic Integrity

We'd expect staff and students to demonstrate high standards of academic integrity. Academic integrity is defined as respect for the others' ideas and work through proper acknowledgement and referencing. No cheating of any type of schoolwork, tests or quizzes will be tolerated. Academic dishonest/cheating may include any of the following and may be applied to work in

Academics

any medium. (ie. Written or audio text, film production, production, photographs, published images, other artist's work, electronic devices AI, computer programs, etc.

- Inappropriate/inadequate acknowledgement-material copied word for word or exactly duplicated without any acknowledgement of the source.
- Collusion-Material copied from another student's assignment, course work or exam with his/her knowledge.
- Stealing-Material copied from another student's assignment, course work or exam without her/her knowledge.
- Ghost writing-Assignment written or purchased by a third party and represented by a student as his/her own work.
- Consequences-Teachers will follow established classroom policy for dishonesty. (See handbook)

Finance

Financial Requirements

Tuition and One-time fees:

Registration Fee: K-8 \$100

Application Fee: K-8 \$100

Supply Fee: K-8 \$50

Application and Registration Fees

This fee of \$100 covers classroom and library materials, instructional supplies, test fees, the cost of enrolling and maintaining records for students, and more. Students may not enter school until paying the registration fee.

Delinquent Accounts

Should the responsible party fail to pay the account within 60 days of the invoice due date, the parent/guardian will be asked to withdraw their student(s) until the account is current. Accounts more than 90 days overdue are considered delinquent and may be sent to the school's collection agency. The party responsible for the delinquent account shall be responsible for all fees and expenses of collections, including attorney's fees.

Monthly Payment Plan

The yearly tuition is divided into ten equal payments. The first payment is due, with the registration fee, at registration. Each monthly payment is due by the 1st of the month with the last payment due by the last day of school in May. A breakdown of payments can be obtained from the treasurer.

Previous Unpaid Accounts

LSA reserves the right to deny admission to any student having an unpaid balance with this or any other school until the account is paid or satisfactory payment arrangements are made.

Returned Checks

A \$75 service charge will be applied to all returned checks.

Payment Breakdown 30-60-90

During the probation period, payments will be pro-rated, and you will be given a breakdown of any fees that you owe if either party decides that LSA is not the best place for that student.

Policies

Cell Phones/iPods/Smart watches/Personal Electronic Devices Policy:

To maintain a focused and uninterrupted learning environment, the following rules apply to cell phones, iPods, smartwatches, and other personal electronic devices at LSA:

- Devices must remain turned off and securely stored while on school property, unless explicit permission is granted by a staff member.
- Violation of this policy will result in the confiscation of the device by the staff member and its submission to the administration.
- The administration will return confiscated devices directly to the parents/guardians, accompanied by the following penalties:
 - 1st offense: Verbal warning, requiring the phone to be turned off and left with the teacher until the end of the day.
 - 2nd offense: Phone is taken and will only be returned to the parent/guardian. (Students cannot pick-up the phone themselves.)
 - 3rd offense: The phone must be turned in at the beginning of the day.

These rules are in place to safeguard the learning environment from disruptions and respect the privacy of other students.

Computers/Laptops/Tablets

Tablets and Computers Usage Policy:

The use of tablets and computers at school is both a necessity and a privilege. To ensure responsible and appropriate use, the following guidelines apply:

1. Acceptable Use Policy: Students must sign an Acceptable Use Policy that outlines the responsible use of tablets and computers. This policy emphasizes using these devices solely for educational purposes.
2. Internet and Device Usage Agreement: Students and parents are required to sign an agreement regarding internet and device usage during the registration process. This agreement ensures understanding and compliance with the school's policies.
3. Compliance and Consequences: Failure to comply with the usage policy may result in the loss of the privilege of using technology. It is essential for students to adhere to the guidelines and understand the consequences of misuse.
4. Parents may be responsible for damaged or broken tablets or computers.

By following these guidelines, we can foster a safe and productive learning environment with the responsible use of technology.

Policies Continued

Early Student Pick-up Policy:

Parents are discouraged from retrieving the students before dismissal time as early pickup disrupts the class and impairs the academic performance of the child. To ensure proper communication and documentation, the following policy applies to early student pick-up:

1. Parent's Written Note: Except in emergencies, students who need to leave school early must present a written note from their parent or guardian to the teacher. This note should state the reason for the early departure. It is important for the note to be submitted to the teacher before the school day begins.
2. Doctor's Appointments: In the case of a student returning from a doctor's appointment, a note from the doctor should be presented by the student upon their return, whether it is on the same day or the following day. This note helps provide necessary documentation of the appointment.

Late pickup of Students: If students are not picked up within 15-20 after dismissal, there may be a fee of \$50 charged.

Head Lice Policy:

To minimize the risk of spreading head lice, it is crucial for parents to routinely check their children for lice and report any outbreaks. The following guidelines apply:

1. Exclusion from School: If lice or nits are found in a child's hair, they should not come to school until treated and all nits have been removed. The child must be cleared by the principal before re-admittance to school.
2. Treatment and Retreatment: The use of lice shampoo is recommended, followed by retreatment 7-10 days later. It is important to follow the instructions provided by your county health department for effective treatment.
3. Additional Measures: The health department advises treating bedding, articles of clothing, and play areas to prevent reinfestation.

By following these guidelines and seeking further instructions from the county health department, we can effectively manage and prevent the spread of head lice within our school community.

Surveillance Disclosure Statement

To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is approved by the Florida Conference Board of

Education. Video surveillance may be utilized in and around schools, on Florida Association property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well.

Policies Continued

Illness

To maintain a healthy environment for all students, the school reserves the right to dismiss any student who may have an illness or contagious condition. The following guidelines apply:

1. **Physician's Written Statement:** In some cases, a physician's written statement may be required upon the student's return to school, depending on the nature of the illness or condition.
2. **Fever Policy:** A child with a fever of 100.4 degrees Fahrenheit or higher must remain at home until they have been fever-free for 24 hours without the use of fever-reducing medications. Parents are kindly requested not to administer fever reducers before sending their child to school. If a student's fever returns, parents will be contacted to arrange for the child's pickup from school.
3. **Antibiotic Treatment:** If a student receives antibiotics for a contagious illness, they must remain home until they have been on antibiotics for at least 24 hours or as specified by their physician.
4. **Vomiting Policy:** If a student has vomited due to illness, they are requested to stay home for 24 hours from the time the vomiting stops.

We prioritize the well-being and health of our students and aim to prevent the spread of illnesses within our school community.

Medication Policy:

For the safety of our students, the following guidelines regarding medication administration apply:

1. **Written Parental Explanation:** No student is allowed to have medications in their possession at school without written parental explanation and instructions for use.
2. **Written Permission:** School personnel are legally prohibited from administering any medications unless written permission is received from parents. This includes both prescription and over-the-counter medications.
3. **Official Pharmacy Packaging:** Medications must be in their original pharmacy packaging, clearly labeled with the student's name and dosage information.
4. **All over-the-counter medications** such as Tylenol, allergy pills, or any other medication must be provided by the parent.

These guidelines ensure proper administration and safety when it comes to student medications.

Policies Continued

AE Connect

AE Connect is an online school management program implemented by LSA to enhance operational efficiency. It serves the following purposes:

1. **Daily Attendance and Grades:** The program facilitates accurate recording of student attendance and enables efficient grading procedures.
2. **Student/Family Database:** AE Connect maintains a secure database of student and family information, providing a valuable resource for school-related purposes.

Health Standards:

LSA promotes a balanced vegetarian diet in alignment with our adopted Creation Health philosophy. This diet encompasses a variety of fruits, vegetables, grains, nuts, dairy products, and eggs. We believe that a wholesome, well-balanced breakfast and lunch play a crucial role in the educational process. Research shows that students who have a nutritious breakfast demonstrate better preparedness for their schoolwork and achieve higher test scores.

Wellness and Meals Policy:

At LSA, we embrace a holistic approach to health and wellness, guided by our Adventist beliefs. We recognize that our bodies are divine creations deserving of care and respect. By incorporating the 8 principles of C.R.E.A.T.I.O.N. Health (Choice, Rest, Environment, Activity, Trust in God, Interpersonal Relationships, Outlook, and Nutrition), we fulfill God's intended plan for vibrant and balanced lives. To promote optimal health, we encourage a well-balanced diet that avoids meat consumption, focusing instead on legumes, whole grains, nuts, fruits, and vegetables. In addition to essential vitamin B12 sources, this dietary approach fosters vigorous well-being. We adhere to kosher guidelines outlined in Leviticus and Deuteronomy for meat consumption.

During school days, students are expected to follow principles of healthful living, which include starting the day with a nutritious breakfast to support optimal learning. Students in grades K-1 are encouraged to bring a healthy mid-morning snack. Lunches prepared at home should be consumed during designated lunch periods.

To maintain a health-conscious environment, we discourage the consumption of sugar-laden or caffeinated drinks, as well as candy and highly sugared desserts. There should be no soda in lunches. Students may not bring microwavable Cup-O-Noodles or any similar product. These take too long to make and students spend their lunchtime waiting for the microwave.

Campus Life

Parents/Adults Approaching Students

Parents or other adults are not to approach any student while at or away from LSA about grievances they may have. They are to communicate with the teacher or administration, who will in turn approach the student. Should a conference be needed, a student must be represented by his or her parent.

School Arrival and Dismissal

Grades K-8:

Monday-Thursday 8:00 a.m.-3:00 p.m.

Friday 8:00 a.m.-2:00 p.m.

Students should be at school at least five minutes early and in their seats at 8:00 a.m. No student should be dropped off prior to 7:45 without prior arrangements being made with the staff. Students are expected to leave the premises promptly (within 15 minutes) after dismissal. Failure to pick up your child within 15 minutes or being dropped off early without arrangements may result in a \$50 fee. This fee would need to be paid prior to the student returning to school.

School Visitation Procedure:

LSA values and welcomes the involvement of parents and other adults in our classrooms. We believe that collaborative partnerships between home and school contribute to the success of our students. In order to ensure a smooth and productive visitation experience, we kindly request that all visits be scheduled in advance with the teacher and principal.

Parents are encouraged to attend their child's activities and observe their progress throughout the year. To arrange such visits, please make an appointment in advance. We kindly ask for your understanding and patience during the first four weeks of school, as this period allows our teachers and students to establish a solid foundation for the academic year.

During your visit, we kindly request that you quietly take a seat in the classroom. If students approach you, please encourage them to return to their desks and continue their work. While the teacher is responsible for the students during class time, they will be glad to arrange a time to speak with you after school to address any questions or concerns you may have.

Student Selling of Products or Services: Approval from school administration is required for selling any product or service, only for civic, church, or school benefit. Personal selling for direct personal benefit is not permitted.

Student Safety: Ensuring student safety is our top priority. Here are the safety measures in place:

- Playground activities are only allowed under adult supervision.
- Teachers or aides supervise playground activities during the school day.
- Monthly fire drills are conducted, and tornado and lockdown drills are held semiannually.
- Any damage to school property must be reported promptly to school personnel.
- Students are educated on the safe use of equipment

Campus Life Continued

School Volunteers

At LSA, volunteers play a valuable role in enhancing students' educational experiences by generously sharing their time, expertise, and enthusiasm. Working closely with the school administration and staff, volunteers contribute to the overall enrichment of our students' learning environment.

It is important to note that volunteers serve in a supportive capacity and operate under the guidance and supervision of professional school personnel. They do not replace teachers but rather assist and complement their efforts. The primary responsibilities of teaching and discipline remain with the teachers.

Volunteers are expected to adhere to the Christian standards outlined in the school handbook regarding their dress and behavior. Additionally, all volunteers are required to undergo a background screening process before they can begin their service. As role models for our students, volunteers are encouraged to uphold the values and principles we promote at LSA.

Care of Personal and School Property: Please note the following guidelines regarding personal and school property:

- The school is not responsible for personal property, so it is advisable to take proper care of personal belongings.
- Lost and found items should be claimed before the end of each school year.
- If anyone becomes aware of any damage to school property, it should be reported immediately to a staff member.
- Any intentional misuse, breakage, or destruction of school property may result in charges for the responsible individuals.

Home and School Association:

The Home and School Association serves as a platform for parents, teachers, and church members to collaborate in supporting LSA and the home. This association organizes various activities such as parent education programs, social events, and fundraising initiatives. Notifications regarding events and meetings are communicated through email and sent home with the students.

Attendance Policy

In harmony with the Southern Union Education Department and State of Florida codes, LSA expects regularity and promptness in school attendance and at scheduled extra-curricular activities. Acceptable excuses for absences, tardiness, or early dismissal include illness, medical, dental or optometrist services, quarantine, or bereavement.

Absences, Tardiness and Early Dismissals

- Parent should contact the school prior to the start of the school day (8AM) for any absences.
- Parent must provide a WRITTEN EXCUSE FOR ALL ABSENCES, including plans to make up missed schoolwork, upon return to school. Parents must ensure missed schoolwork is satisfactorily made up according to the teacher's instructions.
- Students with an unexcused absence **WILL NOT** be able to make up the worked they missed.
- The school may temporarily exclude and require medical examination of any student who is suspected of having a communicable disease to safeguard the health and safety of all students.

*Southern Union Education Code

Sick Leave Request

The following information is documented:

- Time out of class and symptom(s) reported/displayed
- Action taken
- Time parent called
- Time re-evaluated & by whom (if applicable)
- Time picked up and by whom (if applicable)

Leaving School Campus

Student Dismissal Policy: For the safety and security of our students, no student is allowed to leave the school grounds before regular dismissal time. However, in case of an emergency, arrangements to pick up a child can be made with the teacher and principal. We prioritize the well-being of our students and appreciate your cooperation in adhering to this policy.

Attendance Continued

Excessive Absences

Excessive Absenteeism Policy: Excessive absenteeism refers to instances of tardiness, early dismissals, or unexcused absences where the student misses more than 10% of instructional time. It is important for students to make up any missed schoolwork, as this responsibility falls on the student. Failure to do so may result in a zero and potentially lower grades for the quarter. Additionally, excessive absenteeism may prompt further evaluation to ensure adequate retention of required material for promotion.

It is crucial to note that excessive absenteeism can jeopardize a student's Worthy Student or other scholarship status. Students who are scholarship recipients are at risk of forfeiting their scholarship due to excessive absenteeism.

LSA complies with the state of Florida's attendance requirement, which mandates regular class attendance. Students who miss 15% of their classes (equivalent to 27 school days per year) may face retention or failure due to absences. This includes both excused and unexcused absences. A student is excused from school for personal illness or in the event of a death in the immediate family. Parents should arrange in advance for any other absences and are encouraged to schedule routine doctor or dentist appointments outside of school hours.

When returning to school, the student must provide a written excuse from their parent, stating the reason for the absence. It is the responsibility of the student and/or parents to make arrangements for completing missed schoolwork.

Field Trips/Educational Sabbath Programs

LSA staff organizes a limited number of student field trips each year to enhance the educational experience and provide valuable learning opportunities. In addition, we host Educational Sabbath program performances, a Christmas program, as well as Graduation/Promotion Ceremonies. These activities are considered regular school days and are an integral part of the curriculum.

At the beginning of the school year, parents are required to sign a field trip permission form, granting consent for their child to participate in all field trips scheduled throughout the year.

Prior to each field trip, parents are provided with advance notification and informational forms sent to their homes. **Parents have the right to prevent their child from attending a field trip by submitting a written note or making a phone call to the school. However, it is important to note that if a student does not participate in a scheduled field trip, it will be marked as an absence since it is considered an educational day.**

During field trips, students are expected to adhere to LSA standards and policies and conduct themselves accordingly.

Grades, Testing and Textbooks

Grading System

Notices of current grades will be sent home quarterly.

- Kindergarten report cards stress child development
- Grades 1-2 use the independent functioning (I), progressing (P), and needs time to improve (NT) grading system.
- Grades 3-8 use letter grades A, B, C, D, F for all courses.

Parent-Student-Teacher Conference/Report Cards

The school year is divided into four nine-week periods. At the end of each period, a report card indicating the student's progress is sent home with the student or is given at the parent-student-teacher conference held after the first and third periods. Parents or teacher may arrange additional conferences.

Academic Contract

Students who do not turn in assignments in a timely manner or who's grades are not a C or better may be put on an academic contract. This is to ensure that students are successful at LSA. Consequences will be determined based on the difficulty that the student is having and discussed with the student and parent prior to implementation.

Testing

- MAP is designed to target a student's academic performance in mathematics, reading and language arts.
- Fluency testing is administered at the same time as the MAP test. This measures a child's ability to read quickly with minimal errors and be able to answer comprehension questions based on their reading.

Special needs testing for academic or behavioral reasons may be requested by the parent or teacher. Before implementing these tests, the parents must give written consent. This testing will begin with the following test but may include other testing based on the student's need.

- K-bit 2 Kaufman Brief Intelligence Test-a brief measure of verbal and nonverbal intelligence used with individual ages 4-90 to determine a discrepancy between performance and learning ability.

Textbooks

Textbooks are provided on a rental basis as part of the book fee (\$150/\$250). Students must handle all textbooks carefully and write in them only at the request of the teacher. Damaged or lost books are charged to the student. These charges are to be paid before the report card is issued.

Grades, Testing and Textbooks Continued

Transferring

When transferring to another school, students at Living Springs Academy are required to fulfill the following steps:

1. Return all school property, including library books, textbooks, workbooks, and any other materials owned by the school.
2. Settle any outstanding financial obligations with the school.
3. Coordinate with the principal to ensure the transfer of the student's records to the new school.

Once these requirements have been met, the student's cumulative record will be sent to the new school upon written request from the school, with the parent's permission. It's important to note that Living Springs Academy reserves the right to withhold transcripts if there are any unpaid accounts.

If the withdrawal process is not completed, grading and attendance requirements will continue to apply until the process is finalized. This may result in your child's grades being affected due to missing or incomplete assignments.

Please ensure that all necessary steps are taken to ensure a smooth and timely transfer for your child.

Mental maturity and social maturity are important indicators of a child's readiness for school. The curriculum includes:

- Kendall Hunt's *Stepping Stones*, which is part of the Pathways series. The Bible curriculum has a themed approach. Student will study learning to worship, learning to be like Jesus, learning to give thanks, learning about the Promised One, learning to make choices, learning about the Lamb of God, learning to go into all the world, and learning about what the Bible tells me.
- Big Ideas Math and Dreambox
- Foundations for phonics instruction
- Lexia Core 5 an assessment an instructional tool for reading and RAZ Kids.
- Biblical creation is the basis for the science curriculum with learning emphasis placed on nature and the Scriptures, thus acquainting the child with a loving God. The curriculum develops the child's senses, arouses natural curiosity, and teaches early observation, classification, and analysis skills which stimulate further study.
- The discover approach necessitates active student involvement in learning experiences. A variety of activities provides each child with a program for total development. These activities include stories, music, play, art, cooking, field trips, role-playing, games, videos, and computers. The curriculum prepares the student for first grade with learning experiences in reading readiness, math, handwriting, music, art, and social interaction. These are adapted to each child's needs to make school an enjoyable and rewarding experience.

Curriculum for Grades 1-8

The Bible's influence permeates every subject and school activity, thus broadening a person's understanding of self, as well as the surrounding world. The Bible-based curriculum includes, but is not limited to the following areas:

Art

Art classes are taught by an experienced artist who exposes students to various styles, methods and materials.

Bible

The Bible/Religion curriculum develops independent thinkers, not mere thought reflectors. Individual opinion and questions will be respected as students are led to form Biblically-sound conclusions. Students are encouraged to develop a love for God and His work through personal experiences. It is included in all grade levels.

Computers/iPads

Computers or iPads are in every classroom to enhance the learning opportunities for students. Formal instruction in technology begins in the third grade by teaching introductory keyboarding, word processing and interdisciplinary instruction. The North American Division Keyboarding and Computer Education Standards are used for all grade levels.

Curriculum Continued

Technology across the Curriculum

Lexia Core 5 and Reading Plus are online, individualized, assessment and instructional tools for reading, vocabulary and comprehension skills.

Dreambox Learning is a math adaptive, online K-8th grade program designed to complement classroom instruction and deliver results. Students are encouraged to practice fundamental skills while completing interesting games and activities.

Learning A-Z has an online component where students can practice vocabulary, sight words, and fluency. They can have a book read to them, practice reading it to themselves, and test their comprehension skills. Students complete activities to build their robot while learning to enjoy reading.

Reading in Kindergarten/First Grade

Beginning instruction in literacy starts in Kindergarten and first grade with *Geodes* an instructional method that allows students to progress at their own pace while learning basic sight words, reading decodable books and later reading a variety of literature appropriate for their level that enhances comprehension and fluency.

Reading/Language Arts in First to Eighth Grade

The brand-new literacy program entitled *Wit & Wisdom* will be used to guide students toward reading fluency and comprehension using the latest research in reading instruction. Research shows that immersing students with a volume of reading materials at various levels about the same topic increases vocabulary growth, the ability to comprehend reading material and enables students to delve deep into topics and discuss them using literary and artistic terms. This program will be used in conjunction with *Geodes* to provide growth in reading fluency and comprehension while being able to track each student's individual progress.

Handwriting

Handwriting for grades K-2 is incorporated into phonics instruction in Foundations. In addition to this, all grades use *A Reason for Writing*.

Mathematics

Kindergarten through grade eight use *Big Ideas Math*. The math program includes mastery of basic skills. The practical application of these skills instills values such as accuracy, honesty, economy and Christian stewardship.

Music

Students learn a variety of music concepts such as the eight elements of music: rhythm, melody, timber, tonality, texture, harmony, and form. Students will explore various genres of music. They will also experience group vocal music with the intention of expressing their love of God to others and as a way to worship their Creator.

PE

Recognition of the physical body as the temple of God leads to a unique respect for it. Our physical education program's activities enable the student to develop their physical, spiritual, mental and social qualities. They will learn techniques and rules for various sports and games that will lead to a life-long means of exercise to stay healthy. P.E. uniform, tennis shoes (sneakers) are required for this class to ensure the safety of all students.

Science and Health

The Adventist created *By Design* program is used for grades 1-8. It is an inquiry-based science curriculum. Students will explore both science and health from a Bible-based perspective. They will learn that God is the Creator and Sustainer of the universe and the originator of all true scientific knowledge. Knowing that the laws of nature are the laws of God develops an appreciation of the study of science as a means of learning about His character. The relationship of creation to the Sabbath and other God-given beliefs are emphasized as scientific findings are interpreted in the light of divine revelation.

Social Studies

Our Adventist social studies program includes geography, the history of God's leading among nations and the mission program of the Seventh-day Adventist Church. Students explore community, United States and World history. They explore how history aligns with Biblical truths, events and predictions found in the Bible.

Spelling

Spelling instruction for grades Kindergarten through second grade are based on the skills that students are learning in Foundations, the phonics program. Third through eighth grade spelling will be assigned weekly based on words appropriate for each grade level per the Zaner-Blozer spelling series. Spelling is essential for communication to be effective, and students will study spelling to enhance their writing and communication skills.

Eighth Grade Graduation Requirements

A student must satisfactorily complete the basic eighth grade course of study to be eligible for an eighth-grade diploma. The complete eighth grade course of study includes art and music.

The basic course of study includes the following:

Bible	Language Arts (English)	Physical Education
Literature	Social Studies	Computer Applications/Keyboarding
Math	Science/Health	

A certificate of attendance may be issued to students unable to satisfactorily complete the diploma requirements.

Student Conduct

Discipline:

Discipline at Living Springs Academy is focused on the training for self-government and aims to build mutual trust between students and teachers. It is intended to be redemptive, remedial, and corrective rather than punitive.

All staff members share the responsibility of supervising student conduct, with minor irregularities being addressed by individual staff members. The principal handles repeated offenses or major infractions of school rules. Parents are expected to cooperate in the corrective process, understanding that the learning process should be minimally disrupted. The guiding principle in every act of discipline is what is best for the student and the school.

The following fundamental points subject students to disciplinary actions such as in-class suspension, suspension from school, dismissal from school, or other principal/school board actions:

- Continual or willful disrespect, disobedience, or non-cooperation with those in authority (including talking out of turn, class disruption, and disrespect).
- Disseminating ideas or displaying attitudes that undermine the school's philosophy, ideals, or objectives.
- Using profane language, engaging in lewd conduct or suggestions, or possessing/displaying obscene literature or pictures.
- Engaging in excessively intimidating, accusatory, cruel, emotionally abusive, or disruptive language, tactics, or relational behaviors.
- Dishonesty, including theft, deception regarding school regulations, or cheating on exams or classwork.
- Participation in gambling.
- Use or possession of illegal substances, narcotics, tobacco, or alcoholic beverages.
- Willful destruction of school property or vandalism.
- Possession of any type of weapon.
- Involvement in physical fighting or making threats of violent behavior.
- Conspiring or engaging in acts that harm, degrade, or disgrace LSA, fellow students, or faculty members.
- Failure to fully participate in the academic program or habitual failure to complete assignments/projects.
- Respecting property and displaying appropriate behavior towards individuals of the opposite or same sex, as defined in the sexual harassment section.

These disciplinary measures aim to maintain a Christian atmosphere on campus and support the smooth functioning of academic and co-curricular activities.

Student Conduct Continued

Behavioral Contract

Students may be given a behavioral contract at any time based on the student's actions both in the classroom and outside of the classroom. This contract may have the following consequences (or others) depending on the student and the exhibited behaviors:

- Student suspended for 3 days
- Student must reapply to return school with the acceptance committee approval and pay the \$100 registration fee again
- The school board will determine the future of the student at LSA

Grievance

If any issues or concerns arise, it is recommended to first address them with the teacher involved. If the matter remains unresolved, it can be escalated to the principal for further consideration. In cases where additional action is required, parents or students may submit a written request to the Chair of the School Board to have the grievance reviewed. The decision made by the School Board on any given issue is considered final.

Bullying and Sexual/Racial Harassment

LSA prioritizes the creation of a safe and inclusive school environment, free from any form of sexual or racial harassment. Students are encouraged to report incidents of harassment to the principal, who will take appropriate action to address the situation promptly.

To identify behavior as bullying and harassment, three key elements may be present:

1. The bully's intention is to inflict harm or humiliation upon the victim.
2. There exists a power imbalance between the bully and the victim, which may be based on factors such as physical attributes, social status, or other forms of advantage.
3. The acts of harm and humiliation are repetitive, indicating a pattern of behavior rather than isolated incidents.

At LSA, we are committed to fostering a respectful and inclusive atmosphere, and we maintain a zero-tolerance policy towards bullying and harassment.

Sexual Harassment

Florida Conference Seventh-day Adventist Schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our Schools do not discriminate on the basis of any of the aforementioned categories in decisions for admission, discipline, or application of educational policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.

If there is professional misconduct it should be reported to the principal. If it needs to be escalated or includes the principal you may contact the school board chairman.

Student Conduct Continued

At LSA, we consider sexual harassment to be a violation of our school policy, as well as federal and state laws, including the 14th Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972. Such behavior undermines human dignity, erodes moral values, and goes against the Christian mission and principles upon which our school operates.

We maintain a zero-tolerance policy toward sexual harassment, and any acts of harassment or retaliatory behavior in response to a student's complaint will not be tolerated. It is important to note that false claims of sexual harassment will also not be tolerated, and if warranted, disciplinary action will be taken.

Examples of sexual harassment include but are not limited to: touching, grabbing, making sexual remarks, suggestions or requests, sharing pornographic materials, engaging in obscene gestures, telling dirty or suggestive jokes, displaying offensive sexual objects, staring or stalking, engaging in unwanted flirting, and making comments about one's body.

Student Conduct Continued

Racial Harassment

Racial harassment is defined as any form of conduct, whether verbal, nonverbal, written, graphic, or physical, that belittles, shows hostility or aversion towards a student based on their race. Such conduct

may interfere with a student's academic performance and create an intimidating or hostile environment. At LSA, discipline is administered with the goal of correction and growth, while protecting the student's personal integrity and sense of self-worth.

To address behavior problems related to racial harassment, the following procedures are followed:

1. The teacher will address the student regarding the problem and handle the situation according to classroom discipline practices. Parents will be informed about the issue either by the teacher or the principal.
2. If the initial intervention does not lead to a sufficient change in behavior, parents will be contacted again, and a meeting involving the parent, teacher, and principal will be arranged.
3. If the behavior problem continues despite the interventions mentioned above, the student may face suspension from class or from school.

It is important to create an inclusive and respectful environment for all students, and LSA takes incidents of racial harassment seriously, applying appropriate disciplinary measures and working towards resolution.

Student Conflict Resolution

At LSA, the principle of non-violence guides the resolution of all conflicts. Students are encouraged to resolve disputes and conflicts through verbal negotiations, fostering an atmosphere of trust and goodwill. Physical and emotional intimidations are strictly prohibited.

To facilitate the communication process and ensure a peaceful resolution, students are encouraged to seek the assistance of a teacher or the principal as a negotiator or facilitator. The involvement of a neutral party can help promote understanding and find mutually agreeable solutions.

By promoting non-violence and open communication, LSA aims to create a safe and respectful environment where conflicts are resolved peacefully, and students can thrive academically and socially.

Student Suspension

In cases where a student commits a serious violation of school regulations, the LSA principal, in consultation with the faculty and school board, may choose to suspend the student from the school. The suspension will remain in effect until the parents or guardians meet with school officials to discuss the conditions for readmission.

Typically, the suspension period will not exceed three school days. The principal will notify the chair of the school board regarding the suspension, ensuring transparency and appropriate communication within the school community. This disciplinary action is taken to address the violation and provide an opportunity for discussion and resolution.

Student Conduct Continued

Student Expulsion

The ultimate authority for the dismissal or expulsion of a student rests with the School Board, following a recommendation from the principal. The School Board carefully considers the circumstances and considers all relevant factors before making a final decision. This process ensures fairness and adherence to established policies and procedures.

Damage and Property Restitution

Students are accountable for any damage caused to textbooks, school buildings, property, equipment, or student belongings. Restitution will be required for damages resulting from accidents, intentional actions, or poor judgment. Parents will receive written notification regarding the assessed amount for restitution. By emphasizing accountability, we foster a culture of responsibility and respect within our school community.

Uniform Dress Code

Uniforms:

The school uniform, including polo shirts with the school emblem, has been approved by the School Board and can be purchased through LSA. It is mandatory for students to arrive in full uniform daily,

unless otherwise instructed. In appropriate attire will require parents to provide proper clothing. On Fridays, students may participate in “casual Fridays” by wearing untorn jeans or jean shorts (down to the knee) and modest t-shirts. Clothing should not reveal cleavage or midriffs, and t-shirt prints should be school-appropriate. All shorts should be one inch above the knee. The principal has the authority to determine compliance with the school policy and enforce appropriate consequences. Any decision can be appealed to the School Board.

Uniform Requirement

The uniform covered by Step-Up includes one set of uniforms (3 polo shirts and a zippered jacket) and includes:

- Navy polo shirt with embroidered logo *
- Light blue polo shirt with embroidered logo *
- One full zip jacket with embroidered logo

*Note that students are required to have one light blue polo, but you can choose which color you prefer for the other two shirts.

Hoodies of any kind are not permitted at school.

Any additional uniform items can be purchased by the parent at their expense.

Embroidered items include:

- Polo shirts (light blue)-regular school days
- Navy polo shirt with embroidered logo
- One full zip jacket with embroidered logo

Closed-toe athletic shoes are MANDATORY unless otherwise directed. (Students should not wear boots or crocks.)

Uniform Dress Code Continued

Outer Garments

Students may wear outer garments such as coats, jackets, or other appropriate outerwear if they adhere to the dress code guidelines. These outer garments should be neat, clean, and modest in appearance. They may be worn outside in cooler weather. Inside only school logo jackets can be worn.

Hair

Students are expected to maintain clean and neatly groomed hair that does not attract attention or obstruct vision. For boys, hair should not extend below the bottom of their collars. Extreme hairstyles or unnatural hair colors are not allowed. Hats or visors are not permitted inside the school buildings.

Jewelry

Students are expected to adhere to the dress code policy regarding jewelry. The policy prohibits the wearing of bracelets, rings, earrings, necklaces, choker chains, ankle chains, toe rings, navel rings, nose rings, tongue rings, and similar items. If a student is found wearing such jewelry, it will be confiscated and kept in the office until a parent or guardian can pick it up. This policy applies to all school-related activities and events, including graduations, dinners, concerts, field and class trips, and church performances and the Christmas program. Medical identification bracelets or necklaces are an exception to this policy and are allowed.

Makeup

In accordance with our schools' dress code policy, makeup that is strongly colored or detracts from the natural appearance is not permitted. Students are encouraged to maintain a natural and modest appearance. However, light-colored nail polish, such as pink or beige, is allowed. It is important for students to exercise good judgement in their grooming and personal appearance while adhering to these guidelines.

Dress Code Violation

In the event that a student is found to be out of dress code, the following steps will be taken:

1. First offense: A written warning will be given to the student, reminding them of the dress code policy.
2. Second offense: The student's parents will be notified of the violation, and the student will receive an afternoon detention. The parent will be required to bring appropriate attire for the student to change into.
3. Third offense: A parent conference will be scheduled to discuss the repeated violations of the dress code policy and find a solution to ensure compliance.

It is important for students to adhere to the dress code policy, as it helps maintain a respectful and focused learning environment. If parents are unable to provide appropriate attire, the school administration may provide uniform pants and/or a shirt for the student to wear, and the parents will be billed for the cost of the clothing, including a handling fee determined by the administration or School Board.

School Policies for Celebrations

Birthday Treats and Food Allergies

Parents are welcome to provide birthday treats for their child's class celebration. For the safety of all students, all treats brought to school must be commercially prepared and store bought. Homemade items are not permitted. All treats must remain in their original packaging with the ingredient label clearly attached and visible. This requirement helps the school and families identify ingredients in the event of food allergies or allergic reactions.