

Little Cypress Christian Academy Handbook

We are so honored that you have chosen Little Cypress Christian Academy! We are dedicated to inspiring your child to reach his/her full potential! This handbook lays out the expectations that we have for both parents and scholars. These guidelines are in place to ensure the very best educational experience!

LCCA has the following fees, which are incurred in certain situations:

Registration

Before April 30th \$300 per child
After April 30th \$350 per child

Book Fees

Pre-K-K 3&4 \$250.00 per child
K-5th \$300.00 per child
6th-8th \$350.00 per child
High School Credit \$300 per course

Enrichment Fees

\$10 per course

Sanitation Fee

PK3-8th grade \$10/month per family

Testing Fee

1st-8th \$35 per child due March 1st

New Scholar Tuition

June-May (12 months)	1 st Child	(Annual-\$4800, Semester-\$2400, Monthly- \$450)
	Additional Children	(Annual-\$4200, Semester- \$2100, Monthly- \$350)

Extended Day Program

August- May (10 months)	1 st Child	(Annual- \$1250 Monthly- \$125)
3:10-5:10 (M-Th)	Additional Children	(Annual- \$1000 Monthly-\$100)

Tuition Payment Schedule

Tuition is handled in one of three options:

1. Pay in full by June 1st for the upcoming school year.
2. Pay by semester in June and December.
3. Pay monthly on the 5th of each month by ACH draft.

****All Fees are non-refundable unless acceptance is NOT granted by LCCA.***

If your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closings, holidays, severe weather closings, absences, vacations, or domestic problems. Tuition is payable

in advance. Parents may pay for the entire school year, or they may pay the month's tuition.

Enrollment Process

To begin the enrollment process, prospective students must apply online. Our administrative team will contact eligible applicants to schedule a tour and interview with an administrator.

Withdrawal Process

Parents wishing to withdraw their child(ren) from LCCA should give a 30 day written notice to the principal. The withdrawal process is complete when all financial obligations have been met. The students' records are released when an official request from another school is made.

Student Admission Policy:

LCCA admits scholars of any race, color, national, and ethnic origin to all the right, privileges, programs, and activities generally accorded or made available to scholars at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies and programs.

Scholars are selected in order to maintain a student body of high academic and moral caliber. Admission is granted and vacancies are filled on the basis of academic achievement, ability tests, prior performance in school, and other pertinent data. Only scholars in good standing with previous schools are accepted.

Enrollment Expectations:

At Little Cypress Christian Academy we are committed to setting the standard for education in this region. In order to fulfill this mission, we set very high expectations both for scholars and parents. In order to remain enrolled in LCCA the following expectations must be met in full. Failure to honor these expectations in full by parents or scholars will result in an administrative conference to determine scholar's eligibility to remain at LCCA.

Expectations of Parents:

- Agree to be a raving fan of Little Cypress Christian Academy to everyone I encounter in public.
- If an issue arises I agree to first address the situation with my child's educator and, if necessary, the administration.
- Agree to maintain communication with our child's educator, including checking assignments notebooks, and/or folders nightly, and if necessary, contacting the educator with any questions I may have.
- Agree to hold my child accountable for their behavior. When my child receives correction at the academy, they will receive correction at home.
- Agree to be responsible for all financial obligations to the academy.

· Agree to pray for our child and academy regularly, especially lifting up the educator and his/her specific class in earnest prayer.

Academic Expectations:

All scholars are required to maintain a C or above (70%) in all subjects on every report card. If for some reason a scholar has an average, in any subject, that is below 70% he/she will be placed on academic probation.

Consequences of Academic Probation:

Scholars are responsible for finding an approved tutor for each subject that has a failing grade for a minimum of four tutoring sessions before the next progress report/report card is issued. Tutoring is mandatory for academic probation. This will be at a charge of \$35 per session cash or check made payable to that tutor at each session. If, at the end of this four-week probation, that scholar still has a D or F average a meeting will be held to determine if this scholar will be permitted to remain at Little Cypress Christian Academy. LCCA is a fast-paced, high-achieving learning environment; this policy is in place to challenge each scholar to reach his/her full potential. If the minimum requirement of sessions is not met, an office referral will be given.

If scholars fall below a certain percentile at the end of the year they are required to be tutored throughout the summer.

Behavioral Expectations:

One of our core values is instilling in each scholar a standard of excellence in behavior. Each scholar is given an opportunity to practice Christ-like character. We measure this by using the Fruit of the Spirit (Galatians 5:22-23) as our guide. In the event that an incident occurs that a child does not display love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, or self-control, that scholar will be given detention. If that behavior continues, an office referral will be given.

School Hours:

PK3-4th: 7:45am- 2:45pm

5th-8th: 7:45am- 3:15pm

Attendance Policy:

Texas requires scholars to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, scholars must attend school from age 7 to 18, or until they graduate from high school. Scholars are required to attend regularly to earn credit and be eligible for promotion to the next grade.

When a scholar is absent, their absence falls under three different categories:

· **Exempted and Excused:** The scholar is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. Doctor's excuses from relatives are not valid.

· **Non-exempted and Excused:** The scholar is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. Students must be present 90% of the school year.

· **Unexcused:** The scholar is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.

Once a scholar has reached nine non-exempted or unexcused absences, a meeting will be held to determine that scholar's eligibility to remain enrolled at Little Cypress Christian Academy.

Tardies:

If a scholar arrives after classes have begun, they must be signed in by a parent and will receive a tardy.

Detention:

If your child receives detention, attendance is mandatory with no exceptions. If for any reason a scholar is not present at the detention he/she is given, they will be given an automatic office referral.

Lunch:

No soda allowed.

Dress Code

GIRLS

UNIFORM SHIRTS can be ordered from French Toast (Link can be found at littlecypresschristianacademy.org)

PANTS/SHORTS/SKORTS/SKIRTS (NO CAPRIS)

Khaki or Navy (from any store that sells uniform bottoms), or Plaid (from French Toast)– **Uniform** pants, shorts, skorts, and skirts only.

Shorts, skorts and skirts can be no more than 2 inches above the knee.

- *No sweat pant, corduroy, denim, or wind pant material.*
- *No tight fitting or low ride styles, no cargo or flap pockets.*
- *No emblems, logos, or decorations.*

SHOES

Closed toe shoes ONLY!

Examples: Sperrys, Toms, Converse, Vans, Nikes, flats, etc. Pre-K should have shoes that Velcro or stay tied easily.

- *No crocs, sandals, or shoes without a back*

SOCKS & TIGHTS

Solid navy, white, gray, or black only.

UNDERSHIRTS (SHORT OR LONG SLEEVE)

Solid white only.

- *No writing or pictures and must be tucked in.*

BELT (OPTIONAL)

- *No large buckles or braided belts.*

MAKE-UP

Must be in good taste and not excessive.

HAIR

Clean, neatly shaped, dry and combed.

- *No unnatural coloring.*
- *Hair fashions that are extreme or call attention to them are not allowed.*

WEDNESDAY DRESS (Chapel Day)

Uniform polo & uniform **plaid** skirt

THURSDAY DRESS

Approved school spirit shirts ONLY. Denim (no holes, rips, or tears), khaki, navy or plaid bottoms only.

OUTERWEAR (ALLOWED INSIDE)

Solid navy or LCCA sweater, hoodie, or zip-up. These can also be ordered through French Toast (adding our logo is optional).

BACKPACKS

- *No distasteful logos or imprints.*
- *All dress, hair, jewelry, make-up, etc. is subject to administrative approval.*

BOYS:

UNIFORM SHIRTS

UNIFORM SHIRTS can be ordered from French Toast (Link can be found at littlecypresschristianacademy.org)

*******BOYS NEED TO ORDER THE SPORT POLOS!!! THE SHORT SLEEVE PIQUE POLO IS FOR 2T & 3T SIZES ONLY!*******

PANTS/SHORTS

Khaki or Navy– **Uniform** pants and shorts only. Shorts must be knee length.

- *No sweat pant, corduroy, denim, or wind pant material.*
- *No tight fitting or low ride styles, no cargo or flap pockets.*
- *No emblems, logos, or decorations.*

SHOES

Closed toe shoes ONLY!

Examples: Sperrys, Toms, Converse, Vans, Nikes, flats, etc. Pre-K should have shoes that Velcro or stay tied easily.

- *No crocs, sandals, or shoes without a back.*

BELT (OPTIONAL)

- *No large buckles or braided belts.*

SOCKS

Solid navy, white, gray, or black only.

UNDERSHIRTS (SHORT OR LONG SLEEVE)

Solid white only.

- *No writing or pictures and must be tucked in.*

MAKE-UP

- *Not allowed for male students.*

HAIR

Clean, neatly shaped, dry and combed.

- *No unnatural coloring.*
- *No facial hair.*

WEDNESDAY DRESS (Chapel Day)

Uniform polo & uniform **khaki** or **navy** bottoms

THURSDAY DRESS

Approved school spirit shirts ONLY. Denim (no holes, rips, or tears), khaki, navy or plaid bottoms only.

OUTERWEAR (ALLOWED INSIDE)

Solid navy or LCCA sweater, hoodie, or zip-up. These can also be ordered through French Toast (adding our logo is optional).

BACKPACKS

- *No distasteful logos or imprints.*

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MEALS:

LCCA has an arrangement with The Pink Lady Catering for lunches. Lunches are ordered the week prior. Parents may also send a lunch, but please note that we are unable to heat lunches.

Standard of Excellence

Students:

1. Know that the LCCA team is about your success. We have dedicated our lives to nurturing you, supporting you, loving you, and guiding you. It is our purpose, and it is our vow to you.
2. Accept correction and advice and learn from it.
3. Show appreciation.
4. Embrace our values of "Inspire. Impact. Involve."
5. Don't procrastinate.
6. Seek to be understanding of the opinions of others.
7. Pick up trash and show pride in keeping the school clean.
8. Cheer for your classmates and celebrate their success.
9. Avoid jealousy.
10. Be CURIOUS.
11. Show good character and make good choices, even when no one is looking.
12. Take advantage of the clubs, trips, lessons, and opportunities at LCCA.
13. Avoid cliques and be a friend to all.
14. Realize that the ENERGY you place in your environment is the energy that is returned to you.
15. Apologize with sincerity and mean it.
16. Approach guests and welcome them with a firm handshake, eye contact, and passion.
17. Understand that every LCCA student has a different experience. Just because an experience was made for the students before you doesn't mean it will be granted to you as well. Nothing is promised.
18. Find solutions; don't make excuses.
19. Use proper etiquette at lunch: mouth closed while chewing, etc.
20. Love your house and represent it with pride.
21. Do not feel entitled.
22. Always be professional and neat in appearance at every LCCA event.
23. Keep well-groomed at all times; keep nails clean and trimmed, use deodorant if needed (if you are in junior high it is needed) ;) brush and floss teeth, shower, and take pride in looking your best.
24. Ask for help.
25. Speak the truth. The truth is rewarded and with it comes reduced punishment as well as respect.
26. Represent the LCCA ideals of respect and discipline everywhere, on the court, in the mall, in the van, and throughout your life.
27. Honor your character outside of school when using social media. Realize that nothing is ever really gone once it has been posted.

28. Be a FRIEND to get a friend.
29. Maintain the school's environment by never leaving crumbs or clothes on the floor.
30. Do not whine or complain.
31. Show appreciation for the things you have been given by not leaving them on the floor, in classrooms, etc. Take care of your uniforms, supplies, coats, etc.
32. Stand together against bullies. Never tolerate it at our school, and let it be known, loud and clear, when you are unhappy with treatment that you witness.
33. Don't ask for or expect a reward for hard work.
34. Show appreciation and thank your teachers for great lessons at the end of the class period.
35. Seek to know your teachers and staff members better. You are responsible for developing the student-teacher bond as well.
36. Uplift others and seek to make the world a better place. EMBRACE SERVICE.
37. Mentor your underclassmen.
38. Realize it's not all about you.

Parents:

1. Realize that we are about your kids. We have dedicated our lives to nurturing them, supporting them, loving them, and guiding them. It is our purpose, and it is our vow to you.
2. Let kid business be kid business.
3. Trust the process.
4. Realize that rewards are earned and not every child will get one every time.
5. Be on time for school in the morning and when picking up your child.
6. Be more focused on your child getting a good education rather than your child getting good grades.
7. Allow LCCA to push your child.
8. Keep social media posts positive.
9. Take ideas to Mrs. Kelli before acting on them.
10. Show appreciation to the teachers and staff often.
11. Speak positively about staff members and the school in front of your child at all times.
12. Don't email, call, or text, when you're angry.
13. Realize grades aren't given; they are earned.
14. Encourage your child not to complain.
15. Don't make excuses for your child.
16. Read your texts from the school thoroughly.
17. Contribute no more than 15% of the ideas and work to any of your child's projects or papers.
18. When speaking about the academy, do so in a positive manner.
19. Don't be a helicopter parent. Don't save your child every time. It is when they have to handle issues themselves that they learn to fight their own battles.
20. Attend LCCA games and events and cheer with wild abandon, but also support our competitors as well. No yelling at refs, other schools, free throw shooters, or presenting yourself in any negative way at any time.
21. Never pick up your child early from school unless it's a doctor's appointment or other major event.
22. Breathe.
23. Trust that your child is getting the very best Christ-centered education possible. Know that we love you and your child and will do our part to ensure their success.