



Luna Christian Academy
2025-2026
STUDENT / PARENT HANDBOOK &
'Code of Conduct'

PLEASE REVIEW THIS BOOK WITH YOUR CHILD(REN) SO THAT YOUR FAMILY IS AWARE OF WHAT IS AND IS NOT APPROPRIATE IN SCHOOL, DURING SCHOOL SPONSORED ACTIVITIES.

*Parent(s) can be held responsible for the actions of their children; Accordingly, it is in everyone's best interests that they are aware of the rules and consequences.

Your signature on the "Acknowledgement Form" is your acknowledgment that you have received this handbook and agree to abide by all school stated policies and guidelines.

*Whenever the term 'parent' is used it also refers to either both parents, any guardian of a student and/or person in a parental relationship to a student, or any person legally excising supervisory authority in place of a parent.

WELCOME LETTER FROM THE DIRECTOR

TO THE STUDENT

Welcome to Luna Christian Academy (LCA). We hope that you will take advantage of the opportunities offered here: Christ-centered environment, small class sizes, individual attention, experienced staff, and a safe and secure setting. Use them to achieve your potential and goals. This handbook is designed to help you become familiar with the policies and procedures of Luna Christian Academy. During the first week of school, we will be conducting assemblies to review the contents of this handbook. The policies and procedures have been instituted for academic progress and enrichment. You are responsible to know the contents of this handbook and to adhere to school policies.

TO THE PARENT

This handbook will apprise you of Luna Christian Academy important policies and practices as they pertain to your child(ren). Important information for you is also included. Every successful school is a collaborative team of parents, teachers and administrators, but the most important element of the team is the students themselves.

Be reminded that Luna Christian Academy is founded on the premise that the fear of the Lord is the beginning of all knowledge (Proverbs 9:10). At Luna Christian Academy, students will strive for academic, emotional, and spiritual success in a Christ-centered classroom.

Sincerely,

Luna Raphael

Director

Character Traits

We endeavor to teach all the attributes of God as revealed in the Scriptures to our students so that their values are aligned with a biblical worldview. These values include a fundamental respect for family as the first institution established by God (Genesis 2:24) and a calling to the Christ-like love and appreciation of children of whom Jesus spoke, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these" (Luke 18:16 NIV). These are the standards by which we at LCA measure our day-to-day prayers, thoughts, and activities as we work together with parents to raise up lifelong disciples of Jesus Christ.

The following character traits are essential in our daily walk with Jesus:

Love- To love is to treat others as you would want to be treated.

Joy – Joy is not in worldly possessions, but in having a deep relationship with Christ Jesus.

Peace – Having God's peace is trusting in him for all things and not letting the cares of the world disturb that peace.

Kindness- Showing kindness is the act of having empathy and respect towards others.

Faithfulness- The act of staying focused on the Lord and his kingdom; Not allowing distractions to steer you away from the path of righteousness.

Self-control- Suppressing impulsive behavior because we know that they bring about undesired consequences.

Against such things there is no law.

Galatians 5:22-23, NIV

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MISSION STATEMENT

Luna Christian Academy seeks to provide a 21st century education in a God-centered school setting. To make available a supportive environment that recognizes each student as a unique individual. The school strives to foster excellence in the development of academic skills, the establishment of strong character and a positive attitude. To encourage tolerance of ethnic diversity, productive citizenship, respect for the ideals of a democratic society and to create enthusiasm for learning as a lifelong pursuit.

LUNA CHRISTIAN ACADEMY GOALS & OBJECTIVES

- Acquiring knowledge and specific skills through the Holy Bible; Providing developmentally appropriate programs and flexible teaching techniques at all levels. Preparing students for living and working in the technological world.
- Fostering special talents: athletic, artistic, and academic abilities by providing enrichment programs.
- Developing good study habits and enhancing critical thinking and problem-solving skills.
- Developing proper habits of attendance, punctuality, and conforming to required due dates.
- Working harmoniously with others.
- Conforming to dress code and instituted rules of behavior.
- Achieving high moral and ethical values.
- Achieving high citizenship standards within the school, family, community, state, and nation or the world, and to accept the privileges and responsibilities that comes with being children of God.

LUNA CHRISTIAN ACADEMY LOCATION AND HOURS OF OPERATION

3720 Coconut Creek Parkway, Suite J
Coconut Creek, Fl 33066
Ph: 954-381-6467 Fax: 954-250-3182
Monday – Friday: 8:30 a.m. –2:30 p.m.

AFTER CARE HOURS OF OPERATION

Monday-Friday: 2:30p.m- 5:00p.m

ADMISSIONS

Luna Christian Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. School placement testing, a requirement, is used for confirmation and for determining placement. Medical evaluations may also be required.

Recommendations from former schools, previous evaluations and other indications of the child's needs may also be utilized in the proper evaluation of the child's potential. An initial interview with the parent and child is required and a visit to the school by the child. Whether the child can benefit from the school's program is the determining factor for admission.

FOREIGN STUDENTS

Students who are not citizens of the United States must have a properly executed student visa, I-20 form, for admission. If English is your second language, you will be required to take the Initial Placement Test (IPT) for ESOL verification.

NEW STUDENT PROBATIONARY PERIOD

All new students to Luna Christian Academy are on a ninety (90) day probationary period before they can be a permanent student at school. This probationary period may also apply to current students when deemed necessary.

BOOKS & SUPPLIES

All LCA students are supplied with their school textbooks. It is the student's responsibility to keep track and safeguard them by writing their name in each book they receive from the school. Found items without names are returned to stock. Students will need to purchase replacement books. Parents will be billed for lost and/or damaged textbooks. Textbooks are not to be written in or on.

SAFETY

The safety of every child is a vital concern. Every effort is made to ensure that the children are in a safe and comfortable environment.

PARENTS, VISITORS & GUESTS

We are happy to welcome visitors to LCA, including guests of our own students, with advanced permission from the Director. Student guests must observe all school rules and procedures (including the appropriate school dress code) so that instruction may continue without interruption. "Guests" must check in at the school front office with their host upon arrival to school as per Florida State law. All visitors to the campus, including parents, must have a visitor's pass from the office and must be always accompanied by school personnel while on campus.

No one is allowed to roam about the campus or enter classrooms without specific permission from the administration. Persons who do not acquire a pass will be asked to leave the campus. All faculty members and students are instructed to immediately report any violators of this policy. The safety of our children is our chief concern and the reason for these policies.

ACCIDENTS

Should a student become ill or injured, he or she is to be sent to the office immediately. If the illness or injury is of a serious nature the school will immediately call the parents or emergency contact numbers, and in even more serious cases, '911', emergency rescue number.

FIRE DRILLS

The school conducts fire drills monthly during different times of the day so that students may become familiar with this emergency procedure. A rapid evacuation of the building has always been accomplished during these drills. Students must follow directions and always maintain proper decorum during a fire drill. Failure to follow directions will result in disciplinary action. Students must remain silent. Any student activating a fire pull station or falsely yelling 'FIRE' in the school building will be subject to severe disciplinary actions.

WEATHER / EMERGENCIES

HURRICANE WATCH

The school will remain open during a hurricane watch.

HURRICANE WARNING

Should a hurricane warning be issued (a warning means that a hurricane will strike within 24 hours) the school will be closed in order to prepare the school for the storm.

TORNADO WARNING

A tornado warning means that a tornado has actually been sighted. Should that warning be issued for our area, children will be taken to the inside hall of the building and away from the windows. Parents should feel free to pick up their children in the event of this kind of warning.

NATIONAL EMERGENCY

In the event of a national emergency, the school will close. Parents will to have their children picked up immediately.

CLOSING SCHOOL IN AN EMERGENCY

Emergency procedures regarding the closing or opening of school will generally be broadcast on radio or TV. LCA will follow Broward County Public School's decision regarding weather or other situations. However, Luna Christian Academy may decide to close on its own if conditions warrant. Should it be necessary to close the school because of weather or some other emergency, a message will be sent via email and robo call to the parent/guardian number on file.

HEALTH & MEDICAL POLICIES

All students are carefully monitored as to their health, and at any sign of illness parents are notified. Specific care is given to those children with unusual health problems, and in these cases the directions of the physician are followed to the letter.

Please do not send your child to school when he or she is ill. If a child has a fever they may not attend school. We cannot provide care for children who are sick. If your child becomes ill while at school the office will contact you and will ask you to pick up your child. Children are very uncomfortable when they are ill at school. You or your designee will have to make arrangements to pick up the child as soon as possible. We will have the child resting in the office until you arrive. Please be prepared and have a system in place to handle emergencies of this type. Should it be necessary for the school to ask a parent to pick up a child before the regular dismissal time we ask that you do it within 30 minutes. Children need to be "fever free" before returning to school. In some instances a doctor's note may be required before returning to school.

IMMUNIZATION REQUIREMENTS

Hepatitis B Vaccine Series
Tetanus-Diphtheria booster
Measles Vaccine (preferably the M.M.R. vaccine).

Immunizations must be kept current. All student entering Kindergarten need updated immunizations. Documentation must be provided to LCA within 12 days after the start of school. Students without current immunizations may not attend school until updated.

All students in Kindergarten are required to have a current physical examination on form HRS 3040. A record of immunization HRS 680, Part A, B, or C, is required for all children entering school. These forms are available from any doctor's office or the County Health Department.

An original birth certificate and Social Security card is required to be brought to the school for all students. This also must be on file **WITHIN THE FIRST TEN DAYS** of school.

It is a Florida State requirement that the school must have the proper health records on file. Failure to supply these records **WITHIN TEN DAYS** after the start of school will result in suspension until all required records are received.

MEDICATION

Some children are required by their physician to take prescription medication during school hours. For those children, a medical authorization form (available in school office) and the original medication container are required. School personnel then administer medication at the times prescribed. No exceptions to this policy can be allowed. When the school deems it necessary, a doctor's note may be required before a child may return to school. Teachers are not allowed to administer medication.

School personnel must administer any medication, prescription or non-prescription. Children are not allowed to possess medication of any kind (prescription or non- prescription) or to take medication on

their own. In order for medication to be given to students in school on a short-term basis (less than two weeks), a medication form must be filled out and returned to the school (see staff in the front office).

All medications must be checked in at the front office upon arrival at school. This regulation includes aspirin and other non-prescription drugs. The original labeled prescription bottle with the child's name and dosage must accompany the child for either prescription or over-the-counter medication (The pharmacist will give all necessary extra bottles with prescription labels on them). For the safety of the child, any non-properly labeled medicine brought to school will not be administered.

IT IS THE PARENTS' RESPONSIBILITY TO UPDATE, IN WRITING, ANY CHANGE OF ADDRESS, PHONE, EMAIL ADDRESS, EMERGENCY AND MEDICAL INFORMATION DURING THE SCHOOL YEAR.

ARRIVAL AND DISMISSAL

DROP-OFF PROCEDURE

Students must be dropped off and picked up in front of the school, where a staff member will greet them. If no member is present upon your arrival, please use the doorbell. Do not leave students in front of the school building without ensuring they are handed over to a staff member.

DISMISSAL

Children are allowed to leave with their parents when school is dismissed. Any departure from this policy will require written permission from the parents (see SIGNING IN & OUT). All students are to be picked up at the main entrance to the building between 2:30-2:45. In the afternoon teachers will be on duty and will supervise students to be picked up. Do not leave your car at any time. If a child is to go home with a friend, parents must complete a Consent and Release Form obtained from the office; call the school and speak with an administrator.

If a student is not picked up by 2:45p.m, please refer to the AFTER-CARE PROGRAM fee chart below. Children must be picked up at the appropriate time, or after-school care charges will be applied.

AFTER- SCHOOL CARE FEE SCHEDULE

Daily Rate	Weekly Rate
\$50	\$250

AFTER-CARE PROGRAM

School hours are from 8:30 am to 2:30 pm.

Students remaining after 2:45 p.m. will be assigned to After Care.

Aftercare is from 2:30 – 5:00 pm. Please refer to the chart below for fees.. Students who are not picked up by 5:00pm will be charged an additional fee of \$10 per 15 minutes

IF A STUDENT IS NOT PICKED UP AND A PARENT OR GUARDIAN CANNOT BE REACHED, THE AUTHORITIES WILL BE CONTACTED.

EARLY DISMISSAL

Early dismissal should only be requested when it cannot be avoided. Taking a child out of school interrupts his or her lessons and the continuity of the day. In cases where early dismissal is necessary, the parents should notify the school before they arrive. When arriving at the school they should report to the office and sign the child out. Students may not wait outside for parents. You must pick the child up at the office. Should it be necessary for the school to ask a parent to pick up a child before the regular dismissal time, we ask that you do it within 30 minutes of being notified. In the event a student driver must leave school early, s/he must see an administrator and sign-out in the front office and provide either written or verbal parental permission.

SIGNING IN & OUT

Should it be necessary for you to remove a child from school the following procedure should be followed:

Notify the office of the time that you will need to pick the child up. Go to the office and sign the child out. Upon returning, bring the child to the office and sign the child back in. Any and all late arrivals to school must sign in at the front desk.

ALTERNATE TRANSPORTATION / STUDENT VEHICLES

If a student plans to take alternate transportation on any given day, the student must have written parental permission (a signed LCA Consent & Release Form), and the school must be notified in advance. The Consent & Release Form must be completed by a parent or guardian and on-file in the school office. If an alternate ride involves two LCA students, (driver and rider), a parent or guardian of each student must sign the consent form. This form must be on file in the office prior to students leaving. ASK IN THE OFFICE FOR A CONSENT & RELEASE FORM.

ATTENDANCE

In order to gain the most benefit from Luna Christian Academy, regular attendance is required. Children are required by law to be in attendance during the days that the school is regularly in session. Excessive absences detract from the school's ability to properly educate the child.

Students who are absent must check the LCA Homework and Daily Assignment webpage at <https://www.lunachristianacademy.com> for nightly assignments. Nightly assigned HW is generally posted by 4:00 pm. All missed assignments are due on the day the student returns to school.

EXCUSED ABSENCES

An excused absence or excused lateness will be allowed only with an email, written note, or telephone call from the parent, guardian or doctor. Absences from school will be excused for the following reasons. PARENT NOTIFICATION TO THE SCHOOL IS REQUIRED.

EXCESSIVE OR UNEXCUSED ABSENCES

Excessive absences (excused or unexcused) will be evaluated by the school Administration with student and parents and may affect student's grade.

Any student that accrues more than 15 (unexcused) absences in any marking period will receive an incomplete on their report card for that grading period.

* Students receiving state scholarship(s) have an attendance requirement and may jeopardize their eligibility due to excessive absences or lateness.

TARDIES

Students are to be in their seats and ready for work when the school day begins. A student who is late to school (on occasion) because of unusual transportation delays (either by private car or school bus) over which the student has no control will be excused but will still have to make up missed time and class. Students who arrive after 8:30 am will be marked as tardy. Parents are responsible to see that students arrive at school on time. Grades may be impacted due to excessive tardies. Students who arrive late may miss important announcements and instruction.

WHEN YOUR CHILD IS ABSENT

Parent or guardian should phone (954 381-6467) or email (lunachristianacademy@yahoo.com) the school by 9:00 a.m. to inform the school of a student's absence on or before the day of absence. The information or note should include the first and last name, dates of absence and reason for absence. Phone call or email is required. If the absence is due to a doctor's appointment, please bring a note from the doctor to the school front office.

MAKE-UP CLASSWORK/HOMEWORK

The student is required to make up any missed classwork and homework assignments. Assignments that are not made up will reflect in their grade. (Each student is responsible for completion of make-up work.) Homework assignments are available online. All make-up work is due the day the student returns to school and should be turned in to the appropriate teacher.

Incomplete class work and homework will result in a grade of 'I' (Incomplete), and no credit will be granted for the course.

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MISSED WORK AND COMPLETE IT IN A TIMELY MANNER BUT NO LATER THEN TWO (2) WEEKS AFTER THE END OF ANY MARKING PERIOD, OR THE 'I' BECOMES A 'F' (Failure).

DRESS CODE

Luna Christian Academy and its students take pride in themselves and their appearance. Dress is a direct reflection of self-esteem. All LCA students are required to adhere to the dress code - there are no exceptions.

All school clothing may be purchased from **SCOONI'S UNIFORM STORE** located at 1347 NW 40th Ave, Lauderhill, Fl 33313 (954)909-4424. The salespeople are aware of what the dress code is and will gladly provide you with the appropriate choices.

THE FOLLOWING PERTAINS TO ALL - BOTH FEMALE AND MALE STUDENTS.

COLD WEATHER ATTIRE: School outerwear ONLY. Any other outerwear is NOT allowed.

PANTS: Uniform pants (Dickies or Dennis' brand ONLY) shorts or pants must fit properly and be worn on the waist. Each student must wear a solid color belt. NO LARGE SIZED OR BAGGY PANTS ARE ALLOWED. No cargo type Dickies (with side pockets) may be worn. Shirts must be tucked in at all times.

SHOES: Shoes must be low-top or high-top sneakers. Topsiders (deck shoes), dress shoes, and penny loafers are also acceptable. SOCKS ARE REQUIRED. Combat boots, belts hanging below the waist, cowboy boots, flip-flops and sandals of any kind are not allowed. Necklaces must be worn inside school shirts, not on the outside.

OTHER UNACCEPTABLE CLOTHING ITEMS or ATTIRE: NO CHAINS, SUNGLASSES, HATS, FISHNET STOCKINGS, CAPS, OR KERCHIEF HEAD COVERINGS ARE ALLOWED IN THE SCHOOL BUILDING DURING THE SCHOOL DAY.

The administration reserves the right to disallow any item of clothing or adornment not considered to be in keeping with the school's philosophy or policies.

CODE OF BEHAVIOR

Students accept the responsibility of upholding the Luna Christian Academy standards of conduct necessary for the health, safety, and academic well-being of themselves and the school community. Rules and expectations are designed to encourage respect for differences.

Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, stealing, illegal downloading, using false identification, or using profanity etc., is a violation of school policy and will result in disciplinary action. Serious offenses may result in suspension or expulsion from school. Students who do not abide by these rules and expectations become subject to disciplinary action.

Understanding the guidelines of what is acceptable and what is not should enable all of us to move freely into a productive year.

PROHIBITED STUDENT BEHAVIORS

BULLYING

This policy sets forth guidelines for the identification and reporting of bullying--as the overall goal of the initiative is the protection of students and their increased feelings of safety and belonging.

The Florida Department of Education mandates that all schools adopt Anti-Bullying policies. Luna Christian Academy has adopted measures to protect students and employees from physical and psychological harassment. Bullying means systematically and chronically inflicting physical hurt or psychological distress on students or employees of Luna Christian Academy. The LCA Anti-Bullying Policy specifically prohibits bullying of or by any student or employee of LCA with consequences for those acts that meet the definition of bullying as defined in the policy. This also includes "cyber-bullying"; the use of information and communication technologies, which includes the use of cell phones, email, and text messages both in and outside of school, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

HARASSMENT

LCA's policy regarding harassment relating to students: LCA will neither condone nor tolerate harassment of students by any school personnel or by other students. LCA will undertake the education of students about harassment and any other matters relating to the prevention of harassment. Students who feel they have been or are being harassed must notify the school administration immediately.

LCA will investigate all complaints and take appropriate measures to ensure student safety at Luna Christian Academy.

STUDENT LIFE

The following sections describe what student life is like at LCA.

STUDENT RESPONSIBILITIES

You, as students will share the responsibility to improve our academic achievement by:
Doing homework, studying every day, and asking for help when needed. Reading everyday outside of school.

Giving parents or guardians all notices and information that are received in school.

Come to school each day with all needed materials properly dressed per the school dress code and with PE uniform on the appropriate days.

Be polite and respectful to all school staff and fellow students.

Comply with all rules set forth in this document.

SOCIAL MEDIA

Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way.

Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents. Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources. Be aware that pictures may also be protected under copyright laws.

LUNCH

Students are responsible for bringing their own school lunch. A vending machine is available which stocks a variety of snacks, including Lunchables, trail mix, water, juice, and chips. Prices range from \$1.50 to \$5.00. Students are NOT allowed to have or bring coffee, soda, energy drinks and/or any other drink that is deemed non-nutritious. Foods brought from home must be in microwavable containers with any utensils needed (plates, spoons, forks, etc). LCA does not supply them. Students must bring food that does NOT need to be heated. Students are expected to clean up after themselves. On most days, students will eat outdoors in the picnic area. If the weather is extremely bad students will inside of the cafeteria. No athletic games will be played during the breaks. This is a time for eating and socialization.

SCHOOL FIELD DAYS & TRIPS

Several times during the school year, special field days and field trips may be held. These days are to build school spirit, serve as a reward for work well done, and to enrich your educational experience. These days are regular school days and absences on these days will be treated as if it were an absence on a normal school day.

TECHNOLOGY POLICY

Student access to the school's technology resources is authorized exclusively for academic purposes.

Resources include, but are not limited to, Internet access, electronic records and databases, electronic mail, computer software and hardware. Students shall not use any such resource for private business, personal use or gain, non-curricular related computer gaming, and/or non-curricular related Internet browsing.

The school has established guidelines which detail the accepted standards of behavior for students while using school technology. Violation of this policy or the guidelines required by this policy may result in disciplinary action. A student's access to school's technology shall be contingent upon the student complying with the school's Technology Guidelines and that the parent and or legal guardian.

PARENTAL RESPONSIBILITY

Parents can help their children develop good habits and good attitudes toward schoolwork. Schoolwork should always be taken seriously. Specific ways that parents can help their children are:

- Checking and signing the homework planner daily. You will help the child remember his or her responsibilities and help to focus the child's attention on his or her work.
- Ensure that a regular studying regime is adhered to.
- Providing a comfortable, well-lit place to work.
- Keeping the TV off and monitoring cell phone and internet use.
- Show your interest.
- Don't help your child too much; the work is his or hers. It is more important for the teacher to understand where the child may need help rather than to see a paper with all the correct answers that was done mostly by the parent.
- Have a regular time each day for work at home
Parents should also take note of upcoming events such as weekly spelling tests, quizzes, term papers, projects etc.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

or fax: (833) 256-1665 or (202) 690-7442;

or email: program.intake@usda.gov

This institution is an equal opportunity provider.

Right to File an External Complaint

Complainants may also file a complaint directly with the USDA:

USDA Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

Phone: (866) 632-9992

Fax: (202) 690-7442

Email: program.intake@usda.gov

Online: <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>

GRADES

Kindergarten - 2nd Grade Scale	
1	Has mastered skills independently
2	Is learning skills with assistance
3	Area of concern
N/A	Not Applicable (not assessed during this period)

Grades for 3 and up

Grade	Score Range	Grade	Score Range
A+	100	C+	79-77
A	99-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-68
B	86-83	D	67-65
B-	82-80	F	64-0 (Failure)

Incomplete grades must be made up (within 2 weeks) of the end of each marking period, or will result in an F (grade).

GRADING POLICY

Students receive letter grades to denote their performance in every area; each subject area has its own method of evaluation. In reading, students are tested using an informal reading inventory. In mathematics a series of pre-skill and post-skill tests is used in conjunction with chapter tests from the text. In Language Arts we use a spelling inventory together with other tests specifically designed to determine each child's achievement in handwriting, language, grammar, spelling, and creative writing. On-going chapter and unit tests determine science and social studies results. Students are required to take end of semester and final exams.

PROGRESS REPORTS

Progress Reports or other communications may inform parents of students considered to be performing below expectations, receiving a low grade, or in danger of failing. Progress Reports may be issued any time as needed or at the parent's request. In specific cases it may be necessary to monitor a child more often. When this is necessary, the school will make special arrangements with the parents to communicate either in writing using a Student Daily Sheet and/ or through a parent conference.

REPORT CARDS

Students will receive a Report card for each marking period. Report cards are emailed directly to parents and guardians. The report card is an evaluation of the child's progress.

CHANGE OF INFORMATION

If you move, change your telephone numbers, address, or email address keep the School Office informed. It's the parent's responsibility to ensure that your current address and telephone number is accurate so that we can communicate with you as needed.

PARENT CONFERENCES

We welcome conferences with parents who may be concerned about their child's progress and feel that they would like to speak with an administrator. We do insist, however, that parents make appointments by calling the office and setting up a time and day for the conference. Conferences are usually available by appointment anytime during the school day. If a parent(s) wishes to visit with a specific teacher they should notify the office who will set up an

appointment. The Director must arrange all formal discussions (that is discussions for which an appointment is made and formal reports of student behavior and progress are to be reported.) A time will be set aside for the meeting of the parents, teachers, and administrator of the child in question.

PARENT RESPONSIBILITIES

Parents will support their children's learning in the following ways:

Monitoring attendance and tardiness. Checking HW assignment books nightly to see the homework is completed and help students plan for other long-term quarterly projects. Monitoring the amount of TV watching, video game playing, online activity, including all social media i.e., TikTok, Facebook etc., by their children. Staying informed by promptly reading all notices from the school and communicating with the school. Making sure that their children have all the necessary books and supplies and the correct uniform each day and that it fits properly.

PARENT ACKNOWLEDGEMENT

Statement of Acknowledgement 2025-2026 - Student/Parent Handbook I have received and thoroughly reviewed the Luna Christian Academy/Parent Handbook for 2025-2026.

I AGREE THAT MY CHILD(REN) AND I WILL ABIDE BY ALL STATED RULES, POLICIES & GUIDELINES AS A CONDITION OF BEING ENROLLED AT FORT LAUDERDALE PREP SCHOOL.

Print Parent/Guardian Name: _____

Signature: _____

Date: _____

STUDENT ACKNOWLEDGEMENT

Statement of Acknowledgement 2025-2026 - Student/Parent Handbook I have received and thoroughly reviewed the Luna Christian Academy/Parent Handbook for 2025-2026.

I AGREE THAT I WILL ABIDE BY ALL STATED RULES, POLICIES & GUIDELINES AS A CONDITION OF BEING ENROLLED AT FORT LAUDERDALE PREP SCHOOL.

Print Student Name _____

Signature _____

Date: _____

Language Access Policy and Procedures for Persons with Limited English Proficiency (LEP)

Policy Statement

Luna Christian Academy (LCA) is committed to ensuring meaningful access to programs and services for individuals with Limited English Proficiency (LEP). In accordance with Title VI of the Civil Rights Act of 1964 and USDA requirements, LCA will take reasonable steps to ensure that LEP individuals can effectively participate in or benefit from federally funded programs, including the National School Lunch Program (NSLP).

Identification of LEP Persons

LCA identifies LEP individuals through enrollment forms, parent interviews, home language surveys, and verbal communication. Staff are trained to recognize indicators of LEP and document language preferences in student records.

Language Assistance Services

LCA provides the following services to support LEP individuals:

- Access to translated program materials in commonly spoken languages
- Use of bilingual staff or volunteer interpreters when available
- Use of translation services (in person or phone-based) when bilingual staff are unavailable
- Notification to families of the availability of free language assistance services

Staff Training

Staff members receive training on how to access interpretation services and how to provide respectful and effective communication with LEP individuals. Training includes recognizing language needs and offering assistance proactively.

Notification of Services

LCA will inform LEP families of their right to free language assistance services through:

- Posters and flyers in visible school areas
- Enrollment and orientation materials
- School website and digital communication platforms

Monitoring and Evaluation

LCA will periodically assess the effectiveness of its language access services and update procedures to ensure continued compliance and accessibility. Feedback from LEP individuals and families will be considered in this review process.

Contact Information

For more information or to request language assistance services, please contact:

Luna Raphael, Director
Luna Christian Academy
3720 Coconut Creek Parkway, Suite J

Coconut Creek, FL 33066

Phone: (954) 381-6467

Email: lunachristianacademy@yahoo.com