

Learning Forward Education Center  
PARENT/STUDENT HANDBOOK

**STREAM ACADEMY**

**4635 US-1, Melbourne, FL 32935**

**Elementary 8:00AM - 2:45PM**

**Middle/High 8:15AM - 3:00 PM**

**<https://www.lfecenter.com>**

**After School Care Hours**

**Weekly Program (3:00 pm – 6:00 pm, 5 days per week)**



**Dr. John Long, Principal**

**Ms. Nicole Green, M.S., Executive Director**

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*This handbook is reviewed annually and subject to change in accordance with Florida law and LFEC Board policy.*

## **Message from the Principal**

Dear Parent(s):

It is an honor and a privilege to serve as LFEC STREAM Academy's principal. I have had a life-long passion for working with students and feel very grateful for the opportunity to serve in this role. I have 7 years of experience teaching various grade levels. Additionally, I have 30 years of leadership experience. I am truly honored to be part of such a caring, compassionate, and hard-working school family.

First, our mission is to provide every child with the highest quality education possible. I believe it takes a village to raise a child and we are truly a village with teachers, parents, and other community members working together to provide what is best for every child here at STREAM Academy. As educators, we have the incredible responsibility and opportunity of not just teaching our children but also making a positive impact on their lives. I believe in teaching the whole child. This means it is our responsibility to teach and to meet the needs of every child instructionally, socially, and emotionally.

As your principal, I promise to keep students at the forefront of every decision we make as a school. We will strive to teach and provide students with the knowledge, skills, and mindset necessary to have a successful future. We will encourage and teach curiosity, problem-solving, and instill a life-long love of learning.

This handbook is designed to provide you with important information that will assist you and your child in having an enriching educational experience at Learning Forward Education Center. Our mission is to educate by providing all students, staff and community members with a variety of facilities, materials and learning opportunities that will nurture the intellectual, physical, emotional, social, and creative development of each individual.

The rules and regulations found in this handbook are expected to be followed by all students and be supported by all parents. Please take time to carefully read the handbook. The school rules and policies are listed herein so that you can understand the expectations of LFEC to foster a positive relationship in the future between the school and the parents.

We encourage parental involvement. As research clearly indicates, the home is a critical component in a child's educational success. LFEC seeks to strengthen the partnership between the school and the home. The staff is committed to providing a quality educational environment for your child. Together, we make a difference in the educational growth of all children.

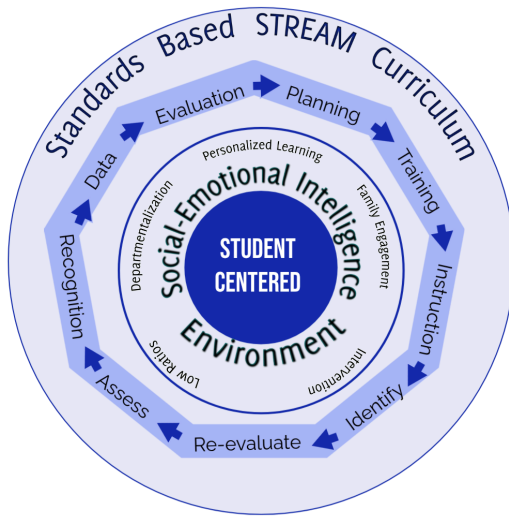
We are excited about our instructional plans for your child during the coming school year. You are strongly encouraged to support all school activities and to become more informed about your child's participation.

I look forward to another amazing year! Go Orcas!

Your Proud Principal,

Dr. John Long, Principal

## 2. About Learning Forward Education Center LFEC Stream Academy



Learning Forward Education Center (LFEC) STREAM Academy is a private K–12 school located in Melbourne, Florida, dedicated to providing a personalized, innovative, and student-centered educational experience. LFEC was founded to meet the needs of students who thrive in smaller learning environments where relationships, flexibility, and hands-on learning are prioritized.

LFEC STREAM Academy offers learning options to support diverse learners and families. Our instructional model integrates Science, Technology, Reading, Engineering, Arts, and Mathematics (STREAM) through

project-based learning, real-world applications, and interdisciplinary instruction. Students are encouraged to think critically, collaborate, problem-solve, and apply their learning beyond the classroom.

As a small private school, LFEC intentionally directs its resources toward high-quality instruction, staff training, and student programming rather than large-scale facilities. Classrooms are equipped with modern instructional technology and maintain a 1:1 student-to-device ratio. Technology is used purposefully to enhance learning, while hands-on projects, labs, outdoor learning, and collaborative work ensure students are not engaged in screen-based instruction for extended periods.

LFEC is committed to educating the whole child. In addition to strong academics, we emphasize social-emotional learning, character development, and positive behavior supports. Our staff works closely with families to create a supportive school community where students feel safe, valued, and challenged.

LFEC STREAM Academy partners with families as active participants in the educational process. We believe that open communication, shared responsibility, and mutual respect are essential to student success. Together, we prepare students not only for academic achievement, but for lifelong learning, leadership, and responsible citizenship.

### **3. Mission, Vision, and Core Values**

#### **Mission**

The mission of Learning Forward Education Center (LFEC) STREAM Academy is toOur mission is to empower families within K-12 institutions by supporting access to quality academic support leading to positive long-term outcomes.

#### **Vision**

LFEC STREAM Academy envisions a learning community where students are confident, curious, and capable problem-solvers prepared for future academic, career, and life success. We strive to cultivate lifelong learners who are adaptable, ethical, and equipped to navigate an ever-changing world.

#### **Core Values**

LFEC STREAM Academy is guided by the following core values:

##### **Student-Centered Learning**

We place students at the heart of all decisions, recognizing their unique strengths, needs, and potential.

##### **Innovation & Creativity**

We embrace innovative instructional practices and creative problem-solving through STREAM integration and experiential learning.

##### **Growth & Accountability**

We believe in continuous growth for students and staff, using data, reflection, action, and feedback to drive improvement.

##### **Respect & Compassion**

We foster a safe, inclusive, and supportive environment where all members of the school community are treated with dignity and care.

##### **Partnership & Community**

We value collaboration with families and community partners as essential to student success.

##### **Integrity & Responsibility**

We model and expect honesty, responsibility, and ethical behavior in academics and daily interactions.

#### **4. Educational Philosophy & STREAM Model**

Learning Forward Education Center (LFEC) STREAM Academy believes that students learn best when instruction is purposeful, standards-aligned, engaging, and responsive to the whole child. Our educational philosophy is grounded in the belief that every student has unlimited potential and that learning should be rigorous, relevant, and developmentally appropriate.

#### **Florida Standards & CPALMS Alignment**

LFEC uses Florida's CPALMS standards as the foundation for curriculum selection, instructional planning, and assessment across all core subject areas. All core curriculum materials used at LFEC are Florida state-adopted, state-approved, or commonly used within Florida public schools, ensuring alignment with grade-level expectations and academic rigor.

Teachers use CPALMS to:

- Plan instruction aligned to the full depth and complexity of each grade-level standard
- Select high-quality instructional materials and resources
- Design lessons that address foundational skills, application, and higher-order thinking
- Monitor student mastery and progress toward grade-level benchmarks

#### **Grade-Level Instruction with Individualized Support**

LFEC maintains a strong focus on grade-level instruction to the fullest extent of the standards. Students are taught grade-level content with appropriate scaffolding and support. At the same time, enrichment and remediation are individualized and required for all students based on their unique academic needs.

- **Enrichment** extends learning beyond grade-level standards through deeper exploration, projects, and advanced applications
- **Remediation** provides targeted support to address skill gaps and reinforce foundational concepts

Individualized academic supports are data-driven and adjusted regularly to ensure continuous growth for every student.

#### **STREAM Integration**



Our STREAM model intentionally integrates **Science, Technology, Reading, Engineering, Arts, and Mathematics** across subject areas. Rather than teaching disciplines in isolation, students engage in interdisciplinary projects that promote critical thinking, creativity, collaboration, and real-world problem-solving.

STREAM learning at LFEC includes:

- Project-based and inquiry-driven instruction
- Hands-on experiments, labs, and design challenges
- Literacy integration across all content areas
- Real-world applications and community connections
- Opportunities for creativity, innovation, and presentation

### **Balanced & Responsible Use of Technology**

Technology at LFEC is a tool—not a replacement for instruction. Students benefit from a 1:1 device environment that supports research, collaboration, creation, and assessment. Instruction also prioritizes hands-on learning, discussion, movement, outdoor experiences, and collaborative work to support healthy development and limit excessive screen time.

### **Whole-Child Approach: Healthy Body, Healthy Mind, Rigorous Academics**

LFEC is committed to educating the whole child through a whole-care approach that balances rigorous academics with physical health and emotional well-being. Our program emphasizes:

- Strong academic expectations aligned to Florida standards
- Social-emotional learning and emotional regulation skills
- Physical activity, movement, and outdoor learning
- Positive behavior supports and character development

By addressing the academic, emotional, and physical needs of students, LFEC creates a learning environment where children are supported, challenged, and prepared for long-term success.

## **5. Non-Discrimination Statement**

Learning Forward Education Center (LFEC) STREAM Academy is committed to providing an educational environment that is free from discrimination and harassment and that promotes dignity, respect, and inclusion for all students and families.

LFEC does not discriminate on the basis of race, color, national origin, sex, disability, religion, or any other characteristic protected by law in the administration of its educational policies, admissions policies, scholarship programs, athletic programs, or other school-administered programs.

This policy is aligned with applicable Florida statutes governing private schools and the requirements of the Step Up for Students Scholarship Program. LFEC affirms that all students admitted to the school are entitled to equal access to educational opportunities and school activities.

As a private school, LFEC maintains the right to establish admissions criteria, behavioral expectations, and program requirements consistent with its educational mission, philosophy, and applicable law. LFEC does not provide services under the Individuals with Disabilities Education Act (IDEA); however, the school may implement Service Plans or reasonable accommodations when appropriate and feasible and works collaboratively with families and Brevard Public Schools as required by law.

Any student, parent, or guardian who believes they have experienced discrimination or harassment should report the concern promptly to school administration. Reports will be reviewed in a timely manner, and appropriate action will be taken in accordance with school policy.

LFEC is committed to maintaining a safe, respectful, and inclusive learning environment that supports the academic, social, and emotional growth of every student.

## **6. Accreditation, Legal Status & Florida Private School Compliance**

### **Accreditation Status**

Learning Forward Education Center (LFEC) STREAM Academy is currently in the accreditation process with Cognia, a nationally recognized accrediting organization. Accreditation with Cognia reflects the school's commitment to continuous improvement, high-quality instructional practices, organizational effectiveness, and student outcomes.

While accreditation is in progress, LFEC operates in full compliance with all applicable Florida laws and regulations governing private schools. Updates regarding accreditation status will be communicated to families as milestones are reached.

### **Legal Status as a Florida Private School**

LFEC STREAM Academy is a private school registered with the Florida Department of Education and operates in accordance with Florida Statutes applicable to private educational institutions. As a private school, LFEC maintains autonomy over its curriculum, instructional methods, staffing, admissions criteria, and educational programs while meeting all state reporting and compliance requirements.

### **Florida Private School Compliance**

LFEC complies with all required Florida private school statutes, including but not limited to:

- Annual private school registration with the Florida Department of Education
- Maintenance of attendance records and academic documentation
- Employment of qualified instructional staff
- Implementation of health, safety, and emergency preparedness procedures
- Compliance with student record confidentiality and privacy requirements

### **Step Up for Students Scholarship Compliance**

LFEC STREAM Academy is an approved participating school in the Step Up for Students Scholarship Program. The school complies with all scholarship-related requirements, including:

- Enrollment verification and reporting through the Step Up for Students portal
- Maintenance of required student attendance and academic records

- Administration of state-approved or nationally norm-referenced assessments, as applicable
- Financial accountability and documentation requirements

Families utilizing scholarships are responsible for complying with Step Up for Students policies, timelines, and parent obligations in addition to LFEC school policies.

## **Scope of Services**

As a private school, LFEC does not provide services under the Individuals with Disabilities Education Act (IDEA). Families seeking evaluations or additional services may do so through their local public school district. LFEC may implement Service Plans or reasonable accommodations when appropriate and feasible and works collaboratively with families and Brevard Public Schools in accordance with Florida law.

## **7. School Contact Information & Hours of Operation**

### **School Contact Information**

Learning Forward Education Center (LFEC) STREAM Academy is located in Melbourne, Florida. Families are encouraged to keep school contact information readily available for communication, emergencies, and routine school business.

### **Learning Forward Education Center (LFEC) STREAM Academy**

4635 US Highway 1

Melbourne, FL 32935

Phone: 321-430-4403

Email: [info@lfecenter.com](mailto:info@lfecenter.com)

Website: [www.streamacademy.org](http://www.streamacademy.org)

### **Hours of Operation**

#### **7:30 AM - 6:00 PM**

LFEC STREAM Academy operates on a structured school-day schedule designed to support student learning, safety, and supervision.

### **Office Hours:**

The front office is open Monday through Friday during posted school hours. Office hours may vary during holidays, school breaks, and summer programs.

**Instructional Hours:****Florida State Requirements**

720 hours for K-3

900 hours for grades 4-12

Current instructional schedules are shared with families prior to the start of each school year and are published in the annual school calendar.

**Student Supervision:**

Students are supervised by LFEC staff only during designated school hours, including arrival and dismissal windows. Families are responsible for ensuring students arrive and depart campus within approved supervision times. Students arriving early or remaining on campus after dismissal must be enrolled in an approved before- or after-school program.

**Communication During School Hours**

During the instructional day, communication with students is limited to emergency situations. Parents needing to deliver messages, request early dismissal, or address urgent matters should contact the front office.

LFEC values timely and respectful communication and makes every effort to respond to parent inquiries within a reasonable timeframe during normal business hours.

**8. Faculty & Staff Roles and Responsibilities**

LFEC STREAM Academy employs qualified, dedicated educators and staff members who work collaboratively to support student learning, safety, and well-being. All faculty and staff are expected to model professionalism, integrity, and respect while maintaining high academic and behavioral expectations for students.

**School Leadership**

School leadership provides overall direction, instructional oversight, and operational management. Leadership is responsible for ensuring compliance with Florida private school requirements, supporting faculty, maintaining a safe learning environment, and fostering strong partnerships with families.

## **Administrative & Office Staff**

LFEC STREAM Academy utilizes a streamlined administrative model in which office operations, enrollment coordination, and billing functions may be managed by a small office team, depending on enrollment and program needs. This structure allows LFEC to direct the majority of its resources toward instruction and student support while maintaining efficient school operations.

Responsibilities include:

- Managing front office operations and serving as a primary point of contact for families
- Coordinating student enrollment, registration, and records
- Supporting admissions communications and onboarding of new families
- Managing tuition, scholarship coordination, and billing processes
- Assisting with attendance records, compliance documentation, and reporting
- Supporting school leadership with operational and administrative tasks

Administrative and office staff work closely with school leadership and instructional staff to ensure clear communication, accurate recordkeeping, and responsive family support.

## **Support Staff**

Support staff play a vital role in the daily operation of the school and student success.

Responsibilities may include:

- Student supervision and safety support
- Administrative and front office assistance
- Health, wellness, and student services support
- Assisting instructional staff as needed

## **Lower Elementary Faculty (Grades K–2)**

Lower elementary teachers focus on building strong academic foundations while supporting students' social, emotional, and developmental growth.

Responsibilities include:

- Delivering instruction aligned to Florida CPALMS standards in literacy, mathematics, science, and social studies

- Emphasizing foundational reading, writing, and numeracy skills
- Creating nurturing, structured classroom environments
- Monitoring student progress and providing individualized enrichment and remediation
- Communicating regularly with families regarding student growth and needs

### **Upper Elementary Faculty (Grades 3–5)**

Upper elementary teachers support students as they transition to increased academic rigor, independence, and responsibility.

Responsibilities include:

- Providing grade-level instruction aligned to CPALMS standards across core subjects
- Integrating STREAM projects and interdisciplinary learning
- Supporting the development of critical thinking, organization, and study skills
- Using data to guide instruction, enrichment, and remediation
- Collaborating with families and support staff to address academic and social-emotional needs

### **Middle School Faculty (Grades 6–8)**

Middle school teachers prepare students for advanced coursework and future academic pathways through subject-specific instruction and increased expectations.

Responsibilities include:

- Delivering rigorous, standards-aligned instruction in assigned content areas
- Supporting student independence, accountability, and self-advocacy
- Incorporating project-based learning, labs, and real-world applications
- Monitoring academic progress and providing targeted interventions
- Maintaining clear communication with families regarding academic performance and behavior

### **High School Faculty (Programs as Offered)**

High school faculty support students in advanced academic coursework, career exploration, and postsecondary readiness as programs are offered.

Responsibilities include:

- Providing instruction aligned to Florida standards and program requirements

- Supporting college, career, and workforce readiness
- Guiding students in long-term planning, goal setting, and academic accountability
- Collaborating with families, partners, and administration to support student success.

## **Support Staff**

Support staff play a vital role in the daily operation of the school and student success.

Responsibilities may include:

- Student supervision and safety support
- Administrative and front office operations
- Health, wellness, and student services support
- Assisting instructional staff as needed

## **Professional Expectations**

All faculty and staff are expected to:

- Maintain appropriate professional certifications or qualifications
- Follow LFEC policies, procedures, and ethical standards
- Participate in ongoing professional development
- Support a safe, respectful, and inclusive school environment



## **9. School Facilities & Learning Environment**

### **Campus Location & Property Overview**

Learning Forward Education Center (LFEC) STREAM Academy operates at:

**4635 N US Highway 1 – Building A & Building B**  
Melbourne, Florida 32935

The LFEC campus is located along the US-1 corridor in Melbourne and consists of a multi-building commercial property used for educational purposes. Publicly available property records identify the site as an established commercial facility constructed in 1962, with an estimated total footprint of approximately 10,000+ square feet across two buildings. The campus configuration allows LFEC to utilize distinct spaces for instruction, small-group learning, administrative offices, and student services.

The property's location offers convenient access for families and staff, visibility from a major roadway, and on-site parking to support daily school operations.

### **Purposeful Use of an Established Facility**

LFEC operates within an established building and makes intentional decisions regarding facilities investment. Rather than prioritizing large-scale construction or cosmetic upgrades, LFEC directs resources toward high-quality instruction, staffing, curriculum, technology, and student programming. This approach aligns with the school's mission to maximize educational impact and maintain affordability for families.

### **Safe, Functional, and Instructionally Aligned Learning Spaces**

LFEC classrooms and learning areas are designed to be safe, functional, and instructionally purposeful. Spaces are arranged to support a range of instructional practices, including:

- Whole-group instruction
- Small-group and individualized learning
- Hands-on labs and STREAM design projects
- Collaborative and project-based work

- Quiet spaces for focused or independent tasks

Classroom layouts and room usage may evolve based on enrollment, grade-level needs, and program offerings.

### **Inspections, Safety & Regulatory Compliance**

LFEC complies with all state and local inspection and safety requirements applicable to private schools and commercial educational facilities. The campus undergoes required inspections and reviews, which may include:

- Fire safety and fire marshal inspections
- Health and sanitation inspections
- Building, occupancy, and code compliance reviews, as applicable

Any findings, recommendations, or required actions identified through inspections are addressed in a timely manner to ensure the ongoing safety, functionality, and compliance of the campus.

### **Continuous Improvement & Building Plan**

LFEC maintains a continuous improvement approach to its facilities and learning environment. An annual building and facilities improvement plan is reviewed and updated to prioritize:

- Student and staff safety
- Instructional effectiveness and flexibility
- Maintenance and functionality of existing spaces
- Incremental upgrades aligned with enrollment growth, program expansion, and available resources

Facility improvements are planned responsibly and implemented in a manner that minimizes disruption to instruction while supporting long-term sustainability.

LFEC is committed to maintaining a safe, welcoming, and effective learning environment that supports high-quality instruction and the academic, social, and emotional growth of all students.

## **10. Communication Between School & Home**

Effective communication between LFEC STREAM Academy and families is essential to student success. LFEC is committed to maintaining clear, respectful, and timely

communication while also establishing healthy boundaries that support instructional time and staff responsibilities.

### **Primary Methods of Communication**

LFEC communicates with families through the following primary channels:

- Email (official school communication)
- School-approved digital platforms or portals Google Classroom / Class Dojo
- Phone calls from the front office or school administration
- Scheduled conferences and meetings
- Official notices and newsletters

Families are responsible for maintaining up-to-date contact information and regularly reviewing school communications.

### **Communication Expectations & Response Times**

LFEC strives to respond to parent and guardian inquiries within a reasonable timeframe during normal business hours.

- Emails and non-urgent messages are typically responded to within 1–2 business days
- Urgent matters related to student safety or attendance should be directed to the front office and will be answered at the first available opportunity.
- Communication received outside of school hours, on weekends, or during school breaks will be addressed on the next business day.

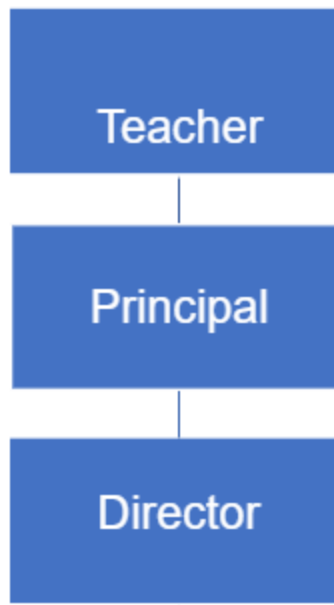
### **Teacher Communication**

Teachers communicate with families regarding academic progress, classroom expectations, and student support needs. To protect instructional time:

- Teachers may not be available for immediate responses during the school day
- Conferences should be scheduled in advance
- Classroom concerns should first be addressed directly with the teacher

### **Administrative Communication & Escalation**

If a concern is not resolved at the classroom level, families may contact school administration following the established Protocols for Addressing Concerns & Grievances outlined in this handbook.



### **Student Communication During the School Day**

To minimize disruptions to instruction, direct communication with students during the school day is limited to emergencies. Messages should be relayed through the front office. Students are not permitted to have personal devices, and parents should communicate through the front office only.

### **Respectful Communication**

LFEC expects all communication between families, staff, and students to remain respectful and constructive. Abusive, threatening, or inappropriate communication may result in limited communication methods or further action in accordance with school policy.

LFEC values partnership with families and believes that open, professional communication supports a positive school culture and student success.

### **Student Cell Phone Policy (No Cell Phone Policy)**

To support student focus, safety, and a distraction-free learning environment, LFEC STREAM Academy maintains a **no cell phone policy for students during the school day**.

- Students who bring cell phones or smart devices to campus are required to turn them in to the front desk upon arrival each day.
- Devices will be securely stored by the school during instructional hours.
- Students may retrieve their devices from the front desk at dismissal.
- Cell phones are not permitted in classrooms, restrooms, hallways, or learning spaces during the school day.

This policy applies to all personal smartphones and similar personal communication devices.

LFEC is not responsible for lost, stolen, or damaged personal devices; however, reasonable care is taken while devices are secured during the school day.

Failure to comply with the cell phone policy may result in disciplinary action in accordance with the Code of Student Conduct.

This policy is intended to:

- Reduce distractions and maximize instructional time
- Promote healthy social interaction and engagement
- Support student well-being and focus
- Maintain a safe and orderly learning environment

### **Respectful Communication**

LFEC expects all communication between families, staff, and students to remain respectful and constructive. Abusive, threatening, or inappropriate communication may result in limited communication methods or further action in accordance with school policy.

LFEC values partnership with families and believes that open, professional communication supports a positive school culture and student success.

## **III. Admissions, Enrollment & Attendance**

### **11. Admissions & Enrollment Process**

Learning Forward Education Center (LFEC) STREAM Academy is a private school that seeks to enroll students who will benefit from and contribute positively to our academic program and school community. Admissions decisions are made in alignment with the school's mission, educational philosophy, program capacity, and available resources.

### **Admissions Philosophy**

LFEC believes that strong program fit is essential for student success. The admissions process is designed to ensure that the school can reasonably meet a student's academic, social-emotional, and behavioral needs within the scope of a private school setting.

LFEC reserves the right to deny admission or discontinue enrollment if the school determines that it cannot adequately meet a student's needs or if enrollment would significantly disrupt the learning environment.

### **Admissions Process**

The admissions process may include, but is not limited to, the following steps:

- Submission of a completed application
- Review of prior academic records, report cards, and relevant documentation
- Family interview and/or student meeting
- Review of academic, behavioral, and social-emotional considerations
- Determination of program fit, grade-level placement, and space availability

Admission decisions are communicated to families once the review process is complete.

### **Enrollment Requirements**

Students who are accepted for admission must complete all enrollment requirements in order to secure placement. These requirements may include:

- Signed enrollment agreement and financial contract
- Payment of required enrollment fees
- Submission of health, immunization, and medical documentation or legally permitted exemptions
- Emergency contact and authorization forms
- Scholarship documentation for families utilizing Step Up for Students or other programs

Enrollment is considered complete and official only after all required documentation, agreements, and payments have been received and approved by the school.

### **Scholarship Enrollment**

Families utilizing the Step Up for Students Scholarship Program are responsible for complying with all scholarship requirements, timelines, and parent obligations in

addition to LFEC policies. Failure to maintain scholarship eligibility may result in financial responsibility transferring to the family.

LFEC does not control scholarship funding decisions made by third-party organizations.

### **Continued Enrollment**

Continued enrollment at LFEC is contingent upon:

- Adherence to academic expectations
- Compliance with behavioral and conduct policies
- Fulfillment of financial obligations
- Ongoing program fit
- Fulfillment of the parent contract

LFEC reserves the right to review enrollment status annually or as needed to support student success and school operations.

## **12. Attendance Requirements**

Regular school attendance is essential to student learning, academic achievement, and social development. LFEC STREAM Academy's attendance policies are aligned with Florida State requirements.

### **Compulsory Attendance Alignment**

Florida law requires compulsory school attendance for students of compulsory age. While LFEC is a private school, families are expected to ensure consistent daily attendance in accordance with state expectations and scholarship requirements.

### **Excused Absences**

An absence may be considered **excused** for reasons including, but not limited to:

- Student illness or medical appointment
- Serious illness or death in the immediate family
- Required court appearances
- Religious observances
- Pre-approved educational or school-related activities
- Other reasons approved by school administration

Parents/guardians must notify the front office of an absence in a timely manner and may be required to provide documentation.

## **Unexcused Absences**

Absences that do not meet the criteria for excused absences or that are not properly reported may be considered unexcused. Excessive unexcused absences may result in academic intervention, administrative review, or referral to appropriate agencies as required by law.

## **Excessive Absences & Attendance Intervention**

LFEC monitors attendance closely. When a student demonstrates a pattern of excessive absences (excused or unexcused), the school may:

- Initiate communication with the family
- Require a conference to develop an attendance improvement plan
- Implement academic interventions or supports
- Review continued enrollment or promotion status
- Report truancy to Brevard Public School Truancy Officer

## **Tardy Policy**

Students are expected to arrive on time each school day.

- A student is considered tardy if they arrive after the designated start time
- Students arriving late must be signed in through the front office
- Frequent tardiness disrupts instruction and may be addressed through parent communication, intervention plans, or administrative action

## **Early Dismissals**

Early dismissal removes students from instructional time and should be limited.

- Parents should provide advance notice whenever possible
- Students must be signed out through the front office by an *authorized adult*
- Excessive early dismissals may be treated similarly to tardies or absences for attendance review purposes

## **Attendance & Academic Impact**

Attendance directly impacts academic progress. Excessive absences or tardiness may:

- Affect mastery of grade-level standards
- Require additional remediation or make-up work
- Impact eligibility for enrichment activities or field trips



- Be considered in decisions related to promotion or retention

### **Retention Considerations**

Consistent with Florida and Brevard County practices, attendance is one of several factors considered when evaluating student promotion or retention. Students with excessive absences may be at risk of not meeting grade-level requirements, even if coursework is completed.

Retention decisions are made on an individual basis and consider:

- Attendance records
- Academic performance and mastery of standards
- Intervention history and supports provided
- Parent communication and involvement

LFEC works collaboratively with families to address attendance concerns proactively and support student success.

### **Scholarship Attendance Requirements**

Families utilizing Step Up for Students scholarships must comply with all attendance-related requirements set forth by the scholarship program. Failure to meet attendance expectations may impact scholarship eligibility or funding.

## **13. Late Arrival & Early Sign-Out Procedures**

Students arriving after the designated start time are considered tardy and must be signed in through the front office.

Early dismissal requires:

- Advance notification when possible
- Parent or authorized adult sign-out through the front office
- Proper identification for the individual signing the student out

Frequent tardiness or early dismissal may impact instructional time and student progress.

## **14. School Day Hours & Student Supervision**

LFEC provides supervision for students only during designated school hours, including approved arrival and dismissal windows.

- Students should not arrive on campus outside of supervised times
- Students remaining on campus outside instructional hours must be enrolled in an approved before- or after-school program

The school is not responsible for students outside of designated supervision times.

## **15. Withdrawal Procedures**

Families wishing to withdraw a student from LFEC STREAM Academy must provide written notice to the school and fill out the withdrawal forms.

- Financial obligations outlined in the enrollment agreement remain in effect
- Scholarships and funding agencies will be notified as required
- Student records will be processed in accordance with school policy and applicable law

Timely communication regarding withdrawal supports accurate recordkeeping and compliance.

--- LFEC is committed to maintaining clear, respectful, and timely communication while also establishing healthy boundaries that support instructional time and staff responsibilities.

## **Section IV: Academic Program & Instruction**

### **16. Academic Programs Overview**

Learning Forward Education Center (LFEC) and STREAM Academy are committed to providing a high-quality, student-centered academic program designed to meet the diverse needs of learners while maintaining compliance with Florida private school requirements and scholarship programs.

Our instructional model emphasizes small-group instruction, data-informed decision-making, differentiated supports, and real-world learning experiences that prepare students for academic success and lifelong learning.

#### **Elementary School Program (Grades K–5)**

The elementary program focuses on building strong academic foundations while nurturing curiosity, confidence, and a love of learning.

Key features of the elementary program include:

- Daily very small-group intervention and enrichment, targeted to student needs

- Flexible instructional groupings based on assessment data and ongoing progress monitoring
- Emphasis on literacy and mathematics foundations, including reading fluency, comprehension, writing, and mathematical reasoning
- STREAM-integrated instruction across science, social studies, and the arts, promoting inquiry, creativity, and hands-on learning

Instruction is developmentally appropriate and designed to support both remediation and enrichment within the regular school day.

### **Middle & High School Program (Grades 6–12, as Offered)**

The secondary program is designed to promote academic independence, accountability, and readiness for advanced coursework, high school completion, and postsecondary pathways.

Key features include:

- Subject-specific, standards-aligned instruction in core academic areas
- A dedicated study hall and academic support class to reinforce skills and provide guided assistance
- Explicit instruction in organization, executive functioning, time management, and accountability
- Built-in opportunities for remediation and enrichment based on student performance and growth

Students are supported in developing the habits and skills necessary for long-term academic success.

### **Title I & Equitable Services**

LFEC partners with Brevard Public Schools to provide Exceptional Student Education (ESE), service plans, assistive technology, speech/OT consultation, ESE teacher support, and Child Find evaluations; Title I support; and professional development for private school staff, all under federal IDEA mandates, though the extent of these services depends on student need and funding, and availability. Services are provided in accordance with federal and district guidelines

- Equitable services supplement, but do not replace, the school's core instructional program
- Participation is determined by the eligibility criteria established by the public school district

LFEC maintains clear documentation and communication to ensure compliance with private school participation requirements.

### **Assessments & Progress Monitoring**

LFEC uses multiple measures to monitor student progress and inform instruction.

- i-Ready standardized exams are administered 2 to 3 times a year, annually, and STAR assessments may be used for students receiving Title I
- Teachers regularly analyze assessment data to guide instructional planning and intervention
- Student growth and progress are communicated transparently to families through reports, conferences, and ongoing communication

Assessment data is used as a tool for continuous improvement and individualized support.

### **Field Trips & Experiential Learning**

LFEC values experiential learning as an extension of classroom instruction.

- Field trips are intentionally aligned to academic standards and curriculum objectives
- STREAM-focused experiences connect learning to real-world applications
- Hands-on learning opportunities enhance engagement, understanding, and retention

Participation in experiential learning activities supports academic growth while enriching the overall educational experience.

### **Continuous Improvement**

LFEC is committed to continuous instructional improvement through:

- Ongoing review of student data
- Instructional reflection and refinement
- Alignment with best practices in education and accreditation standards

This approach ensures that academic programs remain responsive, effective, and aligned with student needs.

## **17. Student Progression Plan (SPP)**

Learning Forward Education Center (LFEC) and STREAM Academy maintain a Student Progression Plan (SPP) to ensure that students make meaningful academic progress and are appropriately placed for continued success. Progression decisions are guided by professional judgment, student performance, and demonstrated readiness for the next level of instruction.

### **Promotion & Grade-Level Placement**

Students are promoted to the next grade level based on a holistic review of academic progress and skill development. No single assessment or measure is used as the sole determinant for promotion.

Factors considered may include:

- Mastery of grade-level skills and standards
- Academic performance across core subject areas
- Demonstrated growth over time
- Readiness for increased academic expectations

Final placement decisions are made by the school in collaboration with instructional staff.

### **Monitoring Academic Progress**

Student progress is monitored throughout the school year using a variety of instructional and assessment tools. These measures help identify areas of strength, areas for growth, and readiness for progression.

Progress monitoring supports informed decision-making and ongoing academic planning.

### **Academic Support & Intervention**

When a student demonstrates the need for additional support, appropriate academic interventions are implemented within the school's instructional framework.

Supports may include targeted instruction, skill reinforcement, or additional academic guidance. Intervention plans are reviewed periodically and adjusted based on student response and progress.

### **Promotion with Continued Support**

In some cases, a student may be promoted to the next grade level while continuing to receive academic support. This approach allows students to advance while strengthening essential skills.

### **Retention Considerations**

Grade retention is considered only when it is determined to be in the **best academic and developmental interest of the student** and after documented instructional supports have been provided.

If retention is being considered:

- Families will be informed in advance

- Relevant academic data will be reviewed
- The decision will involve school administration and instructional staff

### **Attendance & Progression**

Consistent attendance is essential to academic progress. Excessive absences may impact a student's ability to meet progression expectations.

Families are encouraged to communicate attendance concerns that may affect academic performance.

### **Family Communication**

LFEC partners with families to support student success. Academic progress and progression decisions are communicated through report cards, conferences, and direct communication as needed.

Parents are encouraged to reach out with questions regarding academic progress or placement decisions.

### **Compliance & Scholarship Alignment**

LFEC's Student Progression Plan aligns with Florida private school requirements and applicable scholarship program guidelines. As a private school, LFEC maintains autonomy over academic standards, instructional practices, and progression decisions.

## **18. Assessments & Progress Monitoring**

Learning Forward Education Center (LFEC) uses assessments as tools to understand student learning, guide instruction, and support academic growth.

### **Purpose of Assessments**

Assessments are used to:

- Monitor student progress over time
- Identify strengths and areas for growth
- Inform instructional planning and academic support
- Communicate progress clearly to families

No single assessment is used as the sole measure of student success or promotion.

### **Types of Assessments**

Progress monitoring may include:

- Classroom assessments and assignments
- Curriculum-based measures
- Teacher observations and work samples
- Standardized assessments, when applicable

For students participating in Title I or equitable services, assessments such as **STAR** may be used in accordance with program guidelines.

### **Use of Assessment Data**

Assessment results are reviewed by instructional staff to adjust instruction, identify students who may benefit from intervention or enrichment, and monitor academic growth over time. All assessment data is maintained in accordance with student privacy requirements.

## **19. Homework & Independent Learning Expectations**

Homework and independent learning activities are designed to reinforce classroom instruction, build responsibility, and support skill development.

### **Purpose of Homework**

Homework may be assigned to:

- Practice or reinforce skills taught in class
- Develop organization and time-management skills
- Encourage independent learning and accountability

Assignments are developmentally appropriate and aligned to grade-level expectations.

### **General Guidelines**

- Homework expectations vary by grade level and subject

- Students are expected to complete assignments independently
- Families are encouraged to support routines and organization, not complete work for students

### **Late or Incomplete Work**

Teachers will address late or incomplete work in accordance with classroom expectations. Ongoing concerns will be communicated with families as needed.

### **Independent Learning Expectations (Middle & High School)**

Secondary students are expected to demonstrate increasing independence, including managing assignments, meeting deadlines, and seeking support when needed through study hall or academic support periods.

## **20. Report Cards, Conferences & Academic Reporting**

LFEC values consistent, transparent communication with families regarding student progress and academic performance.

### **Progress Reports**

Progress reports are issued every 4.5 weeks within each quarter to provide families with timely updates on academic performance, effort, and progress toward learning goals.

Progress reports are designed to:

- Identify strengths and areas for improvement
- Support early intervention when needed
- Maintain regular communication between school and home

### **Report Cards**

- Report cards are issued at the end of each quarter
- Report cards reflect academic achievement, growth, and skill development
- Grades and narrative feedback are based on coursework, assessments, and teacher evaluation



## **Parent-Teacher Conferences**

- Conferences are scheduled at designated times during the school year
- Parents or teachers may request additional conferences as needed
- Conferences provide opportunities to review progress, set goals, and discuss supports

## **Ongoing Communication**

Families are encouraged to contact teachers or administration with questions regarding academic progress. LFEC values a collaborative partnership to support student success.

Student Services Overview

Student Success Centers & Academic Interventions

Special Education, Section 504 & Service Plans

Collaboration with Brevard Public Schools

Social-Emotional Learning (SEL) Supports

## **V. Student Services & Supports**

### **21. Student Services Overview**

Learning Forward Education Center (LFEC) and STREAM Academy are committed to supporting the academic, social, and emotional growth of students within the scope of a private school setting. Student services are designed to promote student success, well-being, and access to learning while maintaining compliance with applicable laws and scholarship program requirements.

### **22. Student Success Centers & Academic Interventions**

LFEC and STREAM Academy provide structured academic support opportunities to help students strengthen skills, build confidence, and remain engaged in learning.

#### **Student Success Centers**

Student Success Centers (or designated academic support spaces) provide:

- Guided academic support during designated times
- Assistance with organization, assignment completion, and study skills
- Opportunities for remediation or enrichment based on student needs

### **Academic Interventions**

When a student demonstrates a need for additional academic support, targeted interventions may be implemented.

Interventions may include:

- Small-group or individualized instruction
- Skill-focused remediation
- Adjusted instructional strategies or pacing
- Enrichment opportunities for advanced learners

Interventions are reviewed periodically and adjusted based on student progress.

### **23. Special Education, Section 504 & Service Plans**

LFEC is a private school and does not provide special education services in the same manner as public schools.

#### **Special Education & IEPs**

- LFEC does not develop or implement Individualized Education Programs (IEPs)
- Enrollment is based on the school's ability to meet a student's needs within its instructional model

#### **Section 504 Plans**

- LFEC is not required to implement Section 504 plans
- Classroom-based accommodations may be considered on a case-by-case basis

## **Service Plans**

Eligible students may receive service plans through the local public school district when available.

- Service plans are developed and administered by the public school district
- Services supplement, but do not replace, LFEC's instructional program
- Availability and scope of services are determined by the district

Families are encouraged to discuss student needs during the admissions process to ensure appropriate placement and support.

## **24. Collaboration with Brevard Public Schools**

LFEC collaborates with Brevard Public Schools to support eligible students and ensure compliance with applicable federal and state programs.

Collaboration may include:

- Participation in Title I or equitable services
- Coordination related to service plans
- Communication regarding assessment participation when applicable

All services provided through Brevard Public Schools:

- Follow district policies and federal guidelines
- Supplement, but do not replace, LFEC instruction
- Are determined by eligibility and district availability

LFEC maintains appropriate documentation to support compliance and communication.

## **25. Social-Emotional Learning (SEL) Supports**

LFEC recognizes the importance of social-emotional development in academic success and overall well-being.

## **SEL Supports at LFEC**

Social-emotional learning supports may include:

- Classroom-based SEL strategies
- Instruction focused on self-regulation, responsibility, and problem-solving
- Teacher-guided support for social and behavioral development

## **Behavioral Support Approach**

LFEC emphasizes:

- Developmentally appropriate expectations
- Proactive and restorative practices
- Collaboration with families to support student growth

SEL supports are integrated into daily school life and aligned with the school's mission and values.

## **VI. Daily Operations & Student Life**

### **26. Daily Routines & Student Life**

#### ***Bell Schedule***

7:30 Teacher planning

8:00 Arrival for all

8:15 Homeroom

8:30 Period 1

9:30 Period 2

10:30 Period 3

11:30 Lunch/Recess

12:30 Activity

1:30 Intensives

2:30 Homeroom

2:45 Dismissal

### **27. Arrival, Dismissal, Drop-Off & Pick-Up Procedures**

#### **Arrival Procedures:**

Parents will enter the carloop at the front between 8:00 am -8:15 am. Selected staff will be assigned to accept students and escort them to class. After 8:15 am students are required to sign into the front office.

## **Dismissal Procedures**

Parents will pick up at the carloop where they remain in their cars. Pick up requires a either a car tag or an ID for students to be released. Students in all grades going to the after-school program will walk in with an assigned staff member. Students in aftercare will be delivered to the cafeteria. Students who have not been picked up on time will report to the front office, and will be supervised by the office staff and will contact parents for pick up. Students always move with assigned staff members and ensure that all students are accounted for. Students will be signed out to parents one-by-one if leaving early.

## **Student Drop-Off & Pick-Up Policies**

Learning Forward Education Center (LFEC) and STREAM Academy prioritize the safety and supervision of all students during arrival and dismissal. Families are expected to follow all drop-off and pick-up procedures to ensure a safe and orderly process.

## **Middle & High School (Grades 6–12)**

Learning Forward Education Center (LFEC) and STREAM Academy recognize that middle and high school students are developing increased independence. Arrival and dismissal procedures are designed to balance student responsibility with safety and supervision.

### **Arrival (Drop-Off)**

- Students may be dropped off only during designated arrival times.
- Supervision is provided during scheduled arrival windows only.
- Students arriving before the designated time may not be supervised.
- Students are expected to report directly to their assigned area upon arrival.

Parents/guardians should follow all posted traffic patterns and staff directions during drop-off.

### **Dismissal (Pick-Up)**

- Dismissal occurs at designated times and locations.
- Students will be released only to authorized individuals unless independent dismissal has been approved in writing.
- Parents/guardians are expected to arrive on time to ensure smooth dismissal.

## **Independent Dismissal (Walking or Self-Pick-Up)**

Middle and high school students may be permitted to walk, bike, or leave campus independently only with written parent/guardian permission on file.

- Once a student leaves campus independently, LFEC is no longer responsible for supervision.
- Permission may be revoked by the school if safety concerns arise.

### **Late Pick-Up**

- Prompt pick-up is expected at dismissal.
- Repeated late pick-ups may result in administrative review and required changes to dismissal arrangements.

### **Student Conduct During Arrival & Dismissal**

Students are expected to:

- Follow staff directions
- Remain in designated areas
- Demonstrate respectful and safe behavior

Failure to follow procedures may result in loss of independent dismissal privileges or other disciplinary action.

### **Transportation Changes**

- Same-day changes to transportation or pick-up plans must be communicated in writing whenever possible.
- Verbal messages delivered by students cannot be accepted as authorization.

### **Safety & Supervision**

- Staff supervision is provided only during designated arrival and dismissal times.
- LFEC reserves the right to adjust procedures to maintain safety and orderly operations.

## **28. Rainy Day Procedures**

In the event, of heavy rains, dismissal will occur in the same location. You will be required to pull up to the main parking lot between buildings A and B. Students will be escorted by staff to vehicles.

## **29. Recess, Physical Activity & Outdoor Learning**

Learning Forward Education Center (LFEC) and STREAM Academy recognize the importance of physical activity, play, and outdoor learning as essential components of student health, engagement, and academic success. Opportunities for movement and outdoor experiences are intentionally integrated into the school day when developmentally appropriate and weather permitting.

### **Recess & Physical Activity**

Recess and physical activity provide students with opportunities to:

- Develop gross motor skills
- Build social skills through cooperative play
- Improve focus, self-regulation, and overall well-being

Recess schedules vary by grade level and are supervised by school staff.

**General Guidelines:**

- Students are expected to participate in recess and physical activity unless medically restricted.
- Activities are structured to promote safety, inclusion, and positive behavior.
- Rough play, unsafe use of equipment, or exclusionary behavior is not permitted.

**Outdoor Learning**

LFEC incorporates outdoor learning experiences as an extension of classroom instruction. Outdoor learning may include:

- Hands-on science and environmental activities
- STREAM-based investigations and projects
- Observation, exploration, and real-world application of academic concepts

Outdoor learning is supervised and aligned to instructional goals.

**Weather & Environmental Conditions**

Outdoor activities are dependent on weather and environmental conditions.

- In cases of extreme heat, rain, lightning, or unsafe conditions, activities may be modified or moved indoors.
- Families are encouraged to ensure students are dressed appropriately for outdoor activities.

**Health & Safety Considerations**

- Staff supervise all recess and outdoor learning activities.
- Safety rules and expectations are reviewed regularly with students.
- Students must follow staff directions at all times.

Students with medical needs or activity restrictions must have appropriate documentation on file.

### **Accommodations & Participation**

While not required to provide specialized physical education services, LFEC strives to provide reasonable accommodations when possible to support student participation in recess, physical activity, and outdoor learning.

#### **Student Conduct**

Positive behavior is expected during all physical and outdoor activities. Recess or outdoor learning privileges may be modified or restricted temporarily if student behavior poses a safety concern.

### **Family Partnership**

Families are encouraged to support healthy habits by:

- Ensuring students wear appropriate footwear and clothing
- Communicating any health or safety concerns
- Reinforcing respectful behavior during play and group activities

### **30. Meals, Nutrition & Allergy Awareness**

Learning Forward Education Center (LFEC) and STREAM Academy are committed to providing a safe, healthy, and respectful environment during meals. Meal procedures support student wellness, food safety, and positive behavior in alignment with school expectations.

All students are expected to follow meal and cafeteria guidelines.

#### **School-Wide Expectations During Meals**

Students are expected to follow LFEC's behavior expectations at all times:

#### **Be Safe**



- Walk at all times; running is not permitted
- Remain seated while eating unless directed otherwise
- Use cafeteria furniture, equipment, and utensils properly
- Follow staff instructions immediately

### **Be Respectful**

- Use appropriate table manners and polite language
- Respect personal space and others' food choices
- Keep voices at an appropriate volume
- Treat peers, staff, and shared spaces with respect

### **Be Responsible**

- Clean up personal eating areas
- Dispose of trash and recycling properly
- Handle food and drinks carefully
- Follow all school meal and safety procedures

### **Be Grateful**

- Show appreciation for food, staff, and shared spaces
- Demonstrate kindness and inclusion
- Respect school property and meal service areas

### **Nutrition & Food Guidelines**

LFEC encourages healthy eating habits that support student learning and well-being.

- Meals and snacks brought from home should be nutritious and age-appropriate
- Glass containers, energy drinks, and items requiring heating or preparation by staff are not permitted unless approved
- Foods that create safety concerns or disrupt the learning environment may be restricted

LFEC reserves the right to address food items that do not align with safety or school guidelines.

### **Allergy Awareness & Food Safety**

Student health and safety are a top priority during meal times.

- No food sharing is permitted at any time due to allergy and health risks
- Students with documented food allergies may be assigned to designated allergy-aware tables or seating areas
- Students must follow all seating and food-handling directions provided by staff

Families are responsible for notifying the school of food allergies and providing appropriate medical documentation.

### **Cleanliness, Sanitation & Hygiene**

- Students are expected to wash or sanitize hands before and after meals
- Eating areas must be kept clean and orderly
- Food waste must be disposed of properly

Maintaining cleanliness supports health, safety, and shared responsibility.

### **Supervision & Safety**

- Meal times are supervised by school staff
- Students must follow all safety and behavioral expectations
- Unsafe or inappropriate behavior may result in corrective action or loss of privileges

### **Accommodations & Medical Needs**

While LFEC is not required to provide specialized food services, the school strives to provide reasonable accommodations when possible for students with documented medical or dietary needs.

### **Family Partnership**

Families play an important role in supporting meal safety by:

- Providing accurate allergy and medical information
- Sending safe, appropriate meals
- Reinforcing school meal expectations at home

LFEC appreciates student cooperation in maintaining a safe, respectful, and healthy mealtime environment.

### **31. Dress Code & Uniform Guidelines**

Learning Forward Education Center (LFEC) and STREAM Academy maintain a dress code to promote safety, consistency, and a focused learning environment. All students are expected to follow uniform and dress code requirements during the school day and school-sponsored activities unless otherwise specified.

#### **Approved Clothing Items**

- **All clothing items must be approved** according to LFEC uniform and dress code guidelines.

- Approved items include designated school uniforms, PE uniforms, and school-approved spirit wear.
- Clothing that does not meet guidelines is considered **out of dress code**.

Families are responsible for ensuring students arrive at school in approved attire.

### **Footwear Requirements**

- **Shoes must be closed-toed at all times** for student safety.
- Shoes must be appropriate for school activities, including walking, outdoor learning, and physical activity.
- Sandals, flip-flops, slides, open-toed shoes, or unsafe footwear are not permitted.

### **Physical Education (PE) Uniform Requirements**

- Students are required to wear designated PE uniforms on scheduled PE days.
- Appropriate athletic shoes must be worn on PE days to ensure safety and participation.
- Students not dressed appropriately for PE may have participation modified or restricted.

### **General Dress Code Expectations**

Clothing must:

- Be clean, in good condition, and properly fitted
- Be appropriate for a school setting and instructional activities
- Allow safe participation in academics, PE, recess, and outdoor learning

Clothing or accessories that are disruptive, unsafe, or inappropriate are not permitted.

### **Dress Code Violations & Notification**

When a student is out of dress code:

- A formal dress code notification will be issued and documented

- Parents/guardians will be informed

This notification serves as communication and documentation.

### **Corrective Actions**

If a student is out of dress code, the school may:

- Require the student to change into approved attire
- Provide borrowed clothing items when available

Students are expected to comply respectfully with corrective actions.

### **Repeated Violations**

Repeated dress code violations may result in additional administrative action, which may include:

- Parent/guardian conference
- Loss of privileges
- Other appropriate consequences as determined by administration

### **Special Considerations**

- Dress code expectations apply during arrival, dismissal, and all school activities
- Exceptions may be considered for documented medical, religious, or school-approved reasons

Requests must be submitted in writing to administration.

### **Family Partnership**

LFEC values family partnership in maintaining dress code standards. Families are encouraged to review expectations regularly and contact the school with questions.

## **32. Technology Use, AI & Digital Citizenship**

Learning Forward Education Center (LFEC) and STREAM Academy integrate technology to enhance learning, creativity, communication, and critical thinking. With access to technology

comes responsibility. All students and staff are expected to use digital tools safely, ethically, and in alignment with school expectations.

This section outlines acceptable use, responsibilities, and expectations related to technology, artificial intelligence (AI), and digital citizenship.

## **Purpose of Technology Use**

Technology is used to:

- Support instruction and learning
- Enhance research, creativity, and problem-solving
- Promote responsible digital citizenship
- Prepare students for college, careers, and real-world applications

Technology use must always support educational goals and the school's mission.

## **Student Technology Use Expectations**

Students are expected to:

### **Be Safe**

- Protect personal information and passwords
- Use school technology only as directed
- Report unsafe, inappropriate, or concerning online activity immediately

### **Be Respectful**

- Communicate appropriately in all digital spaces
- Use respectful language in emails, chats, discussion boards, and collaborative tools
- Respect the work, privacy, and digital property of others

### **Be Responsible**

- Use devices and platforms only for educational purposes during school time
- Follow teacher instructions regarding device use
- Care for school-issued devices and equipment
- Follow all school rules related to acceptable use

## **Be Grateful**

- Use technology as a privilege, not a right
- Demonstrate appreciation for access to devices and digital tools
- Respect school resources and shared equipment

## **Artificial Intelligence (AI) Use**

LFEC recognizes that AI tools are becoming increasingly common in education and the workforce. AI may be used as a **learning support tool**, not a replacement for original student thinking.

### **Student AI Expectations**

- AI tools may be used **only when permitted by the teacher**
- Students must follow assignment-specific guidelines for AI use
- Work submitted must reflect the student's own understanding and effort
- Misuse of AI (including submitting AI-generated work as original when not allowed) is considered an academic integrity violation

### **Academic Integrity & Digital Ethics**

Students are expected to:

- Complete their own work unless collaboration is authorized
- Properly cite sources when required
- Avoid plagiarism, cheating, or misrepresentation of work

Violations may result in academic or disciplinary consequences.

## **Staff Technology & AI Expectations**

Staff members are expected to:

- Use technology and AI tools responsibly and professionally
- Model appropriate digital citizenship and ethical use
- Use AI as a support for planning, efficiency, or instruction—not as a substitute for professional judgment
- Protect student data and confidentiality at all times
- Follow school policies related to data privacy, communication, and acceptable use

## **Digital Citizenship & Online Conduct**

Digital citizenship applies to all school-related technology use, including:

- School devices and accounts
- Learning platforms and communication tools
- School-related activities conducted off campus

Cyberbullying, harassment, or misuse of technology connected to the school environment is not permitted and may result in disciplinary action.

## **Privacy, Security & Monitoring**

- School-owned devices, accounts, and networks are monitored to ensure safety and compliance
- Students should not expect privacy when using school technology
- The school reserves the right to restrict or revoke technology access when policies are violated

## **Consequences for Misuse**

Failure to follow technology, AI, or digital citizenship expectations may result in:

- Loss of technology privileges
- Academic consequences
- Disciplinary action consistent with the Code of Conduct

### **Family Partnership**

Families are encouraged to:

- Reinforce responsible technology use at home
- Monitor student device use outside of school
- Communicate concerns related to digital safety or behavior

LFEC values collaboration with families to support responsible digital citizenship.

### **33. Health, Safety & Wellness Overview**

LFEC is committed to promoting the health, safety, and wellness of all students and staff. These efforts support a safe, respectful, and nurturing learning environment.

As part of health education and wellness practices, students receive instruction in health topics consistent with Florida's healthy schools goals, including nutrition, injury prevention, personal safety, and emotional well-being.

School practices prioritize:

- Prevention of illness and injury
- Safe and clean school facilities and practices
- Student wellness education and supports
- Staff preparedness to maintain a healthy school environment

Families are encouraged to partner with the school to support health, safety, and wellness for all students.

### **34. Front Office Clinic & Medication Administration**

LFEC maintains a Front Office Clinic to support basic health needs during the school day.



## **Illness & Injury**

- Students who become ill or injured at school will be evaluated by trained staff
- Parents/guardians will be notified when a student needs to go home
- In case of serious health concerns, emergency services may be contacted

## **Medication Administration**

- Medications (prescription or over-the-counter) may be administered only with written parent/guardian permission and appropriate documentation
- Medications must be in original containers with clear labeling
- Students are not permitted to carry or self-administer medications except when authorized in writing by a parent/guardian and clinician

For chronic health needs (e.g., asthma, allergies, diabetes), families must provide specific care instructions and any required supplies to the clinic. This ensures safe, individualized care during school hours.

## **35. Emergency Operations Plan (EOP)**

LFEC maintains an Emergency Operations Plan to protect students and staff in the event of emergencies.

The EOP includes:

- Roles and responsibilities for staff during emergencies
- Communication protocols with families, emergency responders, and staff
- Procedures for evacuation, sheltering, reunification, and other emergency responses

The school reviews and updates the EOP regularly and trains staff to support preparedness.

## **36. Fire, Severe Weather & Lockdown Drills**

Regular safety drills prepare students and staff to respond quickly and calmly in emergencies.

LFEC conducts:

- Fire drills to practice safe evacuation
- Severe weather drills aligned to seasonal risks
- Lockdown and shelter-in-place drills to prepare for security threats

Drills are scheduled throughout the year and documented for safety compliance.

### **37. Threat Assessment & School Security**

LFEC is committed to maintaining a safe and secure campus.

#### **Threat Assessment**

- The school uses a structured process to identify, assess, and address potential threats to student or staff safety
- Concerns reported by students, families, or staff are taken seriously and investigated confidentially

#### **Threat Assessment & Reporting Procedures**

*(Aligned with Florida Statutes & School Safety Requirements)*

Learning Forward Education Center (LFEC) is committed to maintaining a safe, supportive learning environment for all students, staff, and visitors. The school uses a structured, multidisciplinary threat assessment process to identify, assess, and address potential threats to student or staff safety in compliance with Florida law.

#### **Reporting Concerns**

Any student, parent/guardian, staff member, or community member is encouraged to report behaviors or statements that may pose a threat to safety. Reports may include, but are not limited to:

- Threats of violence (verbal, written, electronic, or implied)
- Concerning social media posts or messages
- Bullying, harassment, or intimidation escalating toward harm
- Significant changes in behavior that raise safety concerns

- Possession of weapons or discussion of bringing weapons to school

Reports may be made directly to school administration or staff. All concerns are taken seriously and investigated confidentially to the extent permitted by law.

### **Threat Assessment Process**

In accordance with Florida Statute 1006.07 and the Marjory Stoneman Douglas High School Public Safety Act, LFEC follows a required threat assessment protocol that includes:

#### **1. Immediate Review**

- All reported concerns are promptly reviewed by school administration.
- If there is an imminent threat, emergency services (911) and appropriate authorities will be contacted immediately.

#### **2. Threat Assessment Team Review**

- A designated school-based threat assessment team evaluates the concern using a structured decision-making process.
- The team assesses the level of risk, intent, access to means, and potential targets.

#### **3. Protective Actions**

- The school may implement immediate safety measures, which may include increased supervision, schedule adjustments, separation of individuals, or temporary removal from campus when necessary to ensure safety.

#### **4. Required Reporting**

- When required by law, credible threats are reported to law enforcement and/or the Florida Department of Children and Families (DCF).
- Reports are also made through appropriate school safety reporting systems when applicable.

#### **5. Parent/Guardian Notification**

- Parents/guardians are notified as required by law, taking into account student privacy, safety needs, and the nature of the concern.

## **6. Intervention & Support**

- The school may require interventions such as counseling, behavior support plans, mental health referrals, or safety agreements before a student returns to full participation.

## **7. Documentation & Follow-Up**

- All threat assessment actions are documented.
- The school conducts ongoing monitoring and follow-up to ensure continued safety and compliance.

## **Confidentiality & Student Rights**

LFEC respects student privacy and handles all reports with discretion. Information is shared only with individuals who have a legal or educational need to know, in accordance with FERPA and Florida law.

## **Zero Tolerance for Retaliation**

Retaliation against any individual who reports a safety concern in good faith is strictly prohibited and will result in disciplinary action.

FortifyFL (Florida-Approved System)

In compliance with Florida law, LFEC participates in FortifyFL, the state's official suspicious activity reporting system.

**FortifyFL allows students, parents, staff, and community members to anonymously report:**

- Threats of violence or self-harm
- Weapons on campus
- Bullying, harassment, or intimidation
- Concerning social media posts or messages
- Any behavior that may pose a risk to school safety

Reports submitted through FortifyFL are immediately routed to appropriate school officials and law enforcement, when required, for prompt review and action.

 Reports can be made:

- Via the **FortifyFL mobile app**
- Online through the **FortifyFL website**
- 24/7, anonymously

### **Safe2Tell (Out-of-State Awareness)**

Some families and students may be familiar with Safe2Tell, an anonymous reporting system used in other states. While FortifyFL is the required and primary reporting system for Florida schools, LFEC recognizes the importance of anonymous reporting tools and encourages students to speak up through any trusted and appropriate channel.

When LFEC becomes aware of credible safety concerns—regardless of how they are reported—the school will follow Florida’s required threat assessment and reporting procedures.

### **Encouraging a Speak-Up Culture**

LFEC encourages all students and families to say something if they see something. Reporting concerns early helps prevent harm and ensures that students receive the support and intervention they may need.

There is no penalty for making a report in good faith, and retaliation for reporting safety concerns is strictly prohibited.

### **Security Practices**

- School staff supervise students during arrival, dismissal, lunch, transitions, and activities
- Visitors must check in at the front office and present identification
- Safety policies are periodically reviewed to align with best practices

While LFEC does not operate under district police authority, the school’s security practices reflect widely accepted safety standards. For environmental and facility safety principles, Brevard Public Schools’ Environmental Health & Safety Office provides guidance on environmental and operational safety practices that support healthy school environments, including sanitation and hazard prevention.

## **38. School Closures & Emergency Communication**

LFEC will close or alter its regular schedule when necessary for the safety of students and staff.

Reasons for closure may include:

- Severe weather conditions (e.g., hurricanes, flooding)
- Public health concerns
- Safety threats or environmental hazards

### **Emergency Communication**

The school will notify families through designated communication channels (e.g., phone, email, text, website) regarding closures or early dismissals.

Families should ensure contact information is current to receive timely alerts.

## **VIII. Behavior, Conduct & Discipline**

*(Aligned with Florida State Guidance and Safe Schools Best Practices)*

LFEC STREAM Academy maintains a behavior, conduct, and discipline framework aligned with Florida state guidance for safe schools and nationally recognized best practices, while operating within the scope and autonomy of a private school.

The school emphasizes prevention, positive behavioral supports, restorative practices, and accountability, with student and staff safety as the highest priority.

### **39. Behavior Expectations & Student Conduct**

LFEC STREAM Academy establishes clear expectations to promote a safe, respectful, and productive learning environment.

All students are expected to follow the school-wide behavior expectations:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**
- **Be Grateful**

These expectations apply:

- During the school day
- On campus and during all school-sponsored activities
- During arrival, dismissal, field trips, and virtual learning (when applicable)

Students are expected to follow staff directions, respect others, and take responsibility for their actions.

#### **40. Code of Student Conduct**

LFEC STREAM Academy's Code of Student Conduct reflects Florida's safe school principles and expectations for maintaining an orderly learning environment.

Behavior that interferes with learning or compromises safety may include, but is not limited to:

- Disruptive or defiant behavior
- Inappropriate language or actions
- Physical or verbal aggression
- Bullying, harassment, or intimidation
- Misuse of school property or technology

Conduct concerns are addressed using age-appropriate, proportional, and instructional responses.

#### **41. Discipline Philosophy & Restorative Practices**

LFEC STREAM Academy follows a balanced and restorative discipline philosophy aligned with Florida's emphasis on positive behavior intervention and support.

##### **What We Do Differently**

- Students are not suspended unless there is a safety concern
- Behavioral expectations are explicitly taught and retaught
- Discipline focuses on learning, reflection, and behavior change
- Consequences are meaningful, proportional, and instructional

**Restorative & Instructional Responses May Include:**

- Reteaching expectations during preferred instructional or support times
- Guided reflection and problem-solving
- Restorative conversations and mediation
- Skill-building to prevent repeated behavior

This approach promotes accountability while supporting long-term behavior growth.

**42. Bullying & Cyberbullying Prevention**

( *Florida Statute 1006.147*)

LFEC STREAM Academy is committed to maintaining an environment free from bullying, harassment, and intimidation.

**Definition of Bullying**

Bullying is defined as repeated, intentional behavior that causes physical, emotional, or social harm and involves a real or perceived imbalance of power. Bullying may be:

- Physical
- Verbal
- Social/relational
- Cyber (digital or electronic)

**Reporting & Investigation**

- Reports may be made by students, parents/guardians, or staff
- All reports are reviewed by administration
- Investigations are handled promptly, respectfully, and confidentially

**Mediation & Intervention**



When appropriate and safe, LFEC STREAM Academy may use mediation and restorative processes to:

- Address behavior
- Teach conflict-resolution skills
- Repair harm and restore relationships

Repeated or severe bullying behavior may result in disciplinary action.

#### **43. Discrimination, Harassment & Title IX**

LFEC STREAM Academy does not tolerate discrimination or harassment based on protected characteristics, including sex, race, color, national origin, religion, or disability.

- All students are entitled to a respectful learning environment
- Harassment, intimidation, or discriminatory conduct is prohibited

Concerns should be reported to administration and are addressed in accordance with applicable state and federal guidance, including Title IX where applicable.

#### **44. Disciplinary Actions & Appeals Process**

##### **Disciplinary Actions**

Disciplinary responses are determined by administration and may include:

- Reteaching expectations
- Restorative conversations or mediation
- Loss of privileges
- Detention (middle and high school students only)
- Behavior support plans
- Suspension only when student safety is a concern

##### **Detention (Middle & High School Only)**

- Detention serves as a reflection and relearning period
- Students engage in guided reflection and skill-building activities
- Detention is instructional rather than punitive

### **Referrals & Administrative Review**

- Behavioral referrals are reviewed by administration
- Appropriate action is determined based on severity, intent, and student history
- All actions involving students are handled privately and confidentially

### **FERPA & Student Privacy**

All student discipline records are protected under FERPA and shared only with individuals who have a legitimate educational interest.

### **Appeals Process**

Parents/guardians may request a meeting with administration to discuss disciplinary decisions. Following review, administrative decisions are final.

### **Grounds for Expulsion or Administrative Removal**

LFEC STREAM Academy is committed to maintaining a safe, respectful, and supportive learning environment. While the school prioritizes restorative practices and positive behavior intervention, certain behaviors may result in expulsion or administrative removal when student safety, well-being, or the learning environment is compromised.

Decisions are made by administration following review of the circumstances, student history, and applicable policies.

### **Behaviors That May Lead to Expulsion or Removal**

The following behaviors may result in expulsion or immediate administrative removal, including but not limited to:

### **Drugs, Tobacco, Alcohol & Prohibited Substances**

- Possession, use, distribution, or sale of illegal drugs

- Possession or use of alcohol on campus or at school-sponsored activities
- Possession or use of tobacco products, vaping devices, or e-cigarettes
- Possession of drug paraphernalia

### **Violence & Safety Threats**

- Physical assault or fighting
- Threats of violence toward students, staff, or others
- Possession of weapons or items used as weapons
- Any behavior that creates an immediate safety risk

### **Bullying, Harassment & Intimidation**

- Severe, repeated, or targeted bullying
- Cyberbullying connected to the school environment
- Harassment or intimidation that causes emotional or physical harm

LFEC STREAM Academy follows a mediation and restorative approach whenever appropriate. However, if mediation efforts fail or the behavior continues, the school may determine that removal is necessary.

### **Bullying & Capacity Considerations**

As a small private school, LFEC STREAM Academy has limited capacity to implement long-term class reassignments, schedule changes, or separation plans.

- If bullying behavior persists despite intervention and mediation
- If continued enrollment compromises student safety or well-being
- If the school is unable to reasonably accommodate ongoing separation

The student responsible for the behavior may be removed from the school to protect the learning environment and other students.

### **Administrative Review & Decision-Making**

- All incidents are reviewed by administration
- Decisions are based on the severity, frequency, and impact of the behavior
- Student age, intent, and prior interventions are considered
- Actions are taken in alignment with school policy and safety expectations

### **Due Process & Confidentiality**

- Parents/guardians will be notified of serious disciplinary concerns
- Meetings may be held to discuss findings and decisions
- All disciplinary actions are handled privately and confidentially
- Student records are protected under FERPA

### **Non-Discrimination Statement**

Disciplinary decisions are made without discrimination and are based solely on behavior, safety, and the school's ability to provide an appropriate learning environment.

### **Final Authority**

LFEC STREAM Academy reserves the right to determine continued enrollment based on student conduct, safety considerations, and the school's capacity to meet student needs.

### **Family Partnership**

LFEC STREAM Academy values collaboration with families and encourages open communication to support positive student behavior and a safe school community.

## **IX. Transportation, Activities & Enrichment**

LFEC STREAM Academy offers transportation options, enrichment activities, and experiential learning opportunities designed to support student growth while maintaining safety, supervision, and clear expectations.

#### **45. Transportation & Activity Participation Policies**

Participation in transportation, activities, and enrichment programs is a **privilege** that requires students to follow school rules and demonstrate appropriate behavior.

- Students must comply with all school behavior expectations during transportation and activities
- Participation may be restricted if a student's behavior poses a safety concern
- Parents/guardians are responsible for ensuring students are picked up on time following activities

Failure to follow expectations may result in loss of participation privileges.

#### **46. School Transportation**

When school transportation is provided for field trips, activities, or special events, the following guidelines apply:

- Transportation is supervised by approved staff or chaperones
- Students must remain seated and follow all safety rules
- Eating, drinking, or misuse of equipment may be restricted
- Unsafe or disruptive behavior may result in removal from transportation privileges

Transportation availability may vary based on staffing, scheduling, and enrollment.

#### **47. Field Trips & Experiential Learning**

LFEC STREAM Academy values experiential learning as an extension of classroom instruction.

##### **Participation Requirements**

- Field trips are aligned to instructional goals and standards
- Participation requires signed parent/guardian permission forms

- Students must meet behavioral expectations to participate

### **Safety & Supervision**

- Field trips are supervised by school staff and approved chaperones
- Students are expected to follow all school and venue rules
- Failure to follow expectations may result in early removal or exclusion from future trips

The school reserves the right to limit participation when safety or supervision cannot be ensured.

### **48. Before & After School Programs**

Before- and after-school programs may be offered to support families and provide additional enrichment or supervision.

- Programs operate during designated times only
- Students must be picked up promptly at program end times
- Program-specific rules and expectations apply
- Repeated late pick-ups or behavioral concerns may result in removal from the program

Availability of programs may vary by grade level and staffing.

### **49. Clubs, Enrichment & Athletics**

LFEC STREAM Academy offers clubs, enrichment activities, and athletic opportunities when available.

### **Participation Guidelines**

- Participation is optional and subject to availability
- Students must maintain appropriate behavior and attendance
- Academic or behavioral concerns may affect eligibility

### **Safety & Conduct**

- Students are expected to follow all safety rules and staff instructions
- Appropriate attire and equipment may be required
- Unsportsmanlike or unsafe behavior may result in disciplinary action or removal

Participation may be limited based on capacity, staffing, or safety considerations.

## **50. Media, Photography & Publications**

LFEC STREAM Academy may use photographs, videos, or student work for school-related purposes such as publications, social media, marketing, or instructional materials.

### **Media Use**

- Media may include classroom activities, events, field trips, or performances
- Student names or identifying information are not publicly shared without permission

### **Parent Permissions**

- Media permissions are collected through enrollment forms
- Families may update or revoke media permissions in writing

LFEC STREAM Academy respects student privacy and uses media responsibly to celebrate learning and school community.

### **Family Partnership**

Families are encouraged to review activity expectations with students and communicate any concerns related to transportation, participation, or media use.

## **X. Family Engagement & Community Partnerships**

LFEC STREAM Academy believes that strong partnerships between families, staff, and the broader community are essential to student success. Families are expected to engage respectfully, communicate professionally, and follow established procedures to support a positive school environment.

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## **Family Engagement & School Community**

LFEC STREAM Academy values active family engagement and encourages families to participate in the school community in ways that support student learning and school culture.

Family engagement may include:

- Attending conferences, events, and school meetings
- Supporting school expectations at home
- Participating in school activities or community events
- Communicating proactively with staff

Engagement must always reflect respect, professionalism, and collaboration.

## **Volunteer Program & Background Screening**

Families may have opportunities to volunteer in classrooms, events, or school activities.

- All volunteers must complete required **background screening** prior to participation
- Approval is required before volunteering on campus or supervising students
- Volunteer roles are assigned based on school needs and capacity

LFEC STREAM Academy reserves the right to limit or deny volunteer participation based on safety, compliance, or operational needs.

## **Parent GARD**

### **(Guidance, Advocacy, Resources & Development)**

Parent GARD serves as a structured support framework to:

- Provide families with guidance on school policies and procedures
- Offer resources related to student success and development
- Promote positive advocacy and collaboration



- Support school–family communication

Participation in Parent GARD initiatives is designed to strengthen partnership while maintaining clear professional boundaries.

### **Protocols for Addressing Concerns & Grievances**

LFEC STREAM Academy is committed to addressing concerns fairly, promptly, and respectfully. To ensure effective resolution, families must follow the communication protocol outlined below.

#### **Step-by-Step Communication Protocol**

##### **1. Teacher or Staff Member**

- Concerns related to academics, classroom behavior, or instruction should first be addressed directly with the teacher or staff member involved.

##### **2. Administration**

- If the concern is not resolved, families may escalate the matter to school administration.

##### **3. Formal Review**

- When appropriate, administration will review documentation and determine next steps.

Concerns should be communicated professionally, respectfully, and privately. Public complaints, social media posts, or confrontational behavior are not appropriate avenues for resolution.

### **Expectations for Professional Communication**

Families are expected to:

- Communicate respectfully with staff and administration
- Follow established protocols for concerns and grievances
- Allow reasonable time for response and resolution
- Maintain confidentiality and professionalism

### **Failure to Follow Communication Protocols**

Failure to follow the school's communication and grievance procedures may result in administrative action.

This may include:

- Required meetings or communication restrictions
- Loss of participation privileges
- Dismissal from LFEC STREAM Academy

In the event of dismissal due to failure to follow communication protocols, all applicable fees and financial obligations outlined in the enrollment and financial contract will apply.

### **Final Authority**

LFEC STREAM Academy reserves the right to determine continued enrollment based on:

- Adherence to school policies
- Respectful family–school partnership
- The ability to maintain a safe, supportive, and productive learning environment

### **Family Partnership Commitment**

LFEC STREAM Academy is committed to open communication, mutual respect, and collaboration. When families and the school work together within established guidelines, students benefit most.

Below is a parent-handbook–ready Section XI written to be clear, FERPA-aligned, Florida-appropriate, and consistent with LFEC STREAM Academy's technology and privacy practices.

You can paste this entire section directly into the handbook.

## **XI. Student Records, Privacy & Technology**

LFEC STREAM Academy is committed to protecting student records, maintaining confidentiality, and ensuring responsible use of technology. This section outlines how student information is managed, shared, and protected, as well as expectations for technology and internet use.

### **Student Records Management**

LFEC STREAM Academy maintains student records in accordance with applicable privacy laws and best practices for private schools.

Student records may include:

- Enrollment and registration information
- Academic records and progress reports
- Attendance records
- Health and emergency information
- Disciplinary and behavioral documentation

Records are maintained securely and accessed only by authorized personnel with a legitimate educational interest.

Parents/guardians may request to review their child's records by submitting a written request to the school. Reasonable time will be provided to arrange access.

### **FERPA & Directory Information**

LFEC STREAM Academy complies with the **Family Educational Rights and Privacy Act (FERPA)**, which protects the privacy of student education records.

#### **FERPA Rights Include:**

- The right to inspect and review student education records
- The right to request correction of inaccurate or misleading information
- The right to consent to disclosures of personally identifiable information, except as permitted by law

### **Directory Information**

Directory information may include:

- Student name
- Grade level
- Participation in school activities
- Honors or awards

Directory information may be used for school-related purposes such as programs, newsletters, or recognition unless a parent/guardian submits a written request to opt out.

LFEC STREAM Academy does not release student records to outside parties without parent/guardian consent, except as permitted by law.

## **Acceptable Use of Technology & Internet Safety**

Technology is provided to support instruction, communication, and learning. Use of school technology is a privilege, not a right.

### **Student Expectations**

Students are expected to:

- Use technology for educational purposes only during school time
- Follow teacher directions regarding device and platform use
- Protect usernames, passwords, and personal information
- Use respectful and appropriate language in all digital spaces
- Report unsafe or inappropriate online activity immediately

### **Internet Safety**

LFEC STREAM Academy takes reasonable steps to promote internet safety, including:

- Use of content filters and monitoring tools on school networks
- Instruction in digital citizenship and online safety
- Supervision of technology use during the school day

Students should not expect privacy when using school-owned devices, accounts, or networks.

### **Misuse of Technology**

Misuse of technology may include:

- Accessing inappropriate or non-educational content
- Cyberbullying, harassment, or intimidation
- Damage to school-owned devices or systems
- Unauthorized recording, photographing, or sharing of others
- Circumventing security or filtering systems

Misuse may result in:

- Loss of technology privileges
- Academic consequences
- Disciplinary action consistent with the Code of Conduct

### **Data Privacy & Security**

LFEC STREAM Academy takes reasonable measures to safeguard student data and digital records.

- Staff are trained on data privacy expectations
- Student information is shared only when necessary and appropriate
- Digital tools and platforms are selected with privacy considerations in mind

Families are encouraged to communicate any privacy concerns to administration.

### **Family Partnership**

Families support student privacy and technology safety by:

- Reinforcing responsible technology use at home
- Monitoring student device use outside of school
- Reviewing school technology policies with students

LFEC STREAM Academy values collaboration with families to maintain a safe, respectful, and secure learning environment.

## **XII. Diversity, Equity & Student Dignity**

LFEC STREAM Academy is committed to fostering a school environment where all students are treated with dignity, respect, and fairness. The school values diversity and seeks to create a learning community that is welcoming, inclusive, and supportive while operating within the scope of a private educational setting.

### **Diversity, Equity & Inclusion Commitment**

LFEC STREAM Academy recognizes and values the diversity of its students, families, and staff. Diversity includes, but is not limited to, differences in background, culture, learning styles, abilities, perspectives, and experiences.

The school is committed to:

- Treating all students with dignity and respect
- Providing equitable access to educational opportunities
- Maintaining a safe and supportive learning environment
- Addressing concerns related to discrimination or harassment promptly and appropriately

LFEC STREAM Academy does not tolerate discrimination or harassment based on protected characteristics and expects all members of the school community to uphold these values.

### **Student Dignity & Respect**

All students have the right to:

- Feel safe and respected at school
- Learn in an environment free from bullying, harassment, or intimidation
- Be treated fairly and professionally by staff and peers

Students are expected to extend the same respect to others through words, actions, and behavior in alignment with the school's Code of Conduct.

### **Non-Conforming Students**

LFEC STREAM Academy respects the dignity of all students, including those who may be gender-nonconforming or who express themselves in ways that differ from traditional expectations.

### **Supportive Approach**

- The school strives to support students in a manner that is respectful, age-appropriate, and consistent with its educational mission
- Student well-being and safety remain the primary considerations
- Concerns are addressed on an **individual, case-by-case basis**

### **Boundaries & School Practices**

As a private school:

- LFEC STREAM Academy maintains school policies related to facilities use, dress code, activities, and supervision
- Accommodations are considered when possible, but the school is not required to alter programs, facilities, or policies beyond its capacity or mission
- Decisions are made with consideration for the student, the school community, and operational realities

### **Communication & Family Partnership**

- Families are encouraged to communicate proactively with administration regarding student needs or concerns
- The school works collaboratively with families to identify reasonable supports while maintaining consistency with school policies

### **Addressing Concerns & Complaints**

Concerns related to diversity, equity, inclusion, or student dignity should be reported to administration using established communication protocols.

- Reports are handled respectfully and confidentially
- Retaliation against individuals who raise concerns is not permitted
- The school investigates concerns and determines appropriate action

### **Alignment with School Values**

LFEC STREAM Academy seeks to balance:

- Respect for individual students
- Safety and well-being of the entire school community
- Consistency with school policies and expectations

The school reserves the right to determine appropriate supports, placement, and continued enrollment in alignment with its mission, policies, and capacity.

### **Family Partnership**

LFEC STREAM Academy values collaboration with families to promote respect, understanding, and positive school culture. Families are expected to engage in discussions respectfully and follow established protocols when addressing concerns.

## **XIII. Financial Policies & Scholarships**

LFEC STREAM Academy operates as a **tuition-based private school**. The following financial policies outline tuition responsibilities, scholarship opportunities, fees, and contractual obligations. These policies are designed to ensure transparency, sustainability, and fairness for all families.

## **60. Financial Policies Overview**

Enrollment at LFEC STREAM Academy constitutes a financial commitment. Families are responsible for understanding and complying with all financial policies outlined in the enrollment contract and Parent Handbook.

- Tuition and fees support instructional programming, staffing, operations, and student services
- Financial obligations are enforceable under Florida contract law
- All accounts must remain in good standing for continued enrollment

## **61. Tuition, Scholarships & Step Up for Students**

### **Tuition**

LFEC STREAM Academy charges annual tuition for enrollment. Tuition rates and payment schedules are outlined in the enrollment contract.

### **Step Up for Students Scholarships**

LFEC STREAM Academy participates in the Step Up for Students scholarship program.

- Families are responsible for maintaining eligibility and compliance with Step Up requirements
- Families may elect to have scholarship funds paid directly to the school when permitted
- Any balance not covered by scholarship funds remains the responsibility of the family

### **LFEC Need-Based Scholarships**

LFEC STREAM Academy may offer limited, need-based scholarships based on:

- Verified household income
- Demonstrated financial responsibility
- Remaining tuition balance after Step Up for Students awards

Need-based scholarships are:



- Awarded at the discretion of the school
- Subject to availability of funds
- Reviewed annually and not guarantee

## **62. Fees, Waivers & Refunds**

### **Fees**

All applicable fees are listed in the enrollment and financial contract. Fees may include, but are not limited to:

- Registration or enrollment fees
- Program, activity, or technology fees
- Field trip or enrichment fees

### **Refunds & Credits**

- Tuition and standard fees are non-refundable
- Refunds for field trips may be issued only in rare cases when a trip is canceled and recoverable costs allow
- In most cases, no refunds are issued
- When appropriate, the financial department may issue an account credit at its discretion

All refund or credit determinations are made by the LFEC STREAM Academy financial department.

## **63. Financial Contracts & Obligations**

### **Tuition & Payment Requirements**

- Tuition and fees are due in full at the time of enrollment
- Families may opt for approved payment plans
- Direct payment from Step Up for Students may be requested when applicable

Failure to meet financial obligations may result in administrative action.

### **Contract Termination & Financial Responsibility**

- LFEC STREAM Academy is a tuition-based school
- Termination of the enrollment contract results in all remaining tuition and fees becoming immediately due, in accordance with Florida law
- Accounts may be referred for collection if obligations are not met

### **Exceptional Circumstances & Waiver of Fees**

In rare circumstances, if LFEC STREAM Academy determines that it is unable to meet the educational needs of a student, the school may, at its discretion:

- Waive remaining tuition or fees
- Issue an adjustment or release from future financial obligations

Such waivers:

- Are granted **only after administrative review and written approval**
- Are not automatic and are evaluated on a case-by-case basis

### **Financial Communication & Responsibility**

Families are expected to:

- Communicate promptly with the financial department regarding concerns
- Follow established protocols for addressing financial questions
- Maintain accounts in good standing

LFEC STREAM Academy will work in good faith to address concerns while upholding contractual obligations and school sustainability.

LFEC STREAM Academy expects students to respect school property, facilities, equipment, and materials.

- Any damage caused by a student beyond normal wear and tear is the full financial responsibility of the parent/guardian.
- This includes, but is not limited to, damage to:
  - School buildings or grounds
  - Furniture, fixtures, or equipment
  - Technology devices or instructional materials
  - Transportation vehicles or facilities
  - Property belonging to staff, students, or third parties during school activities

### **Assessment of Damages**

- The school will assess the extent of the damage and determine repair or replacement costs
- Families will be notified in writing of the damage and associated costs
- Payment for damages is due upon notice unless alternative arrangements are approved in writing

### **Failure to Resolve Damages**

Failure to satisfy financial responsibility for damages may result in:

- Holds on student records or participation in activities
- Additional administrative action
- Inclusion of the amount owed in the family's financial account balance

These provisions are **enforceable under Florida law** and align with the financial responsibility terms outlined in the enrollment and financial contract.

### **Final Authority**

LFEC STREAM Academy reserves the right to:

- Enforce financial contracts
- Determine eligibility for scholarships, waivers, or credits
- Make final decisions regarding financial matters in alignment with Florida law and school policy

## **XIV. Appendices & Acknowledgements**

### **Appendices, Required Disclosures & Forms**

This handbook is intended to provide families with important information regarding the policies, procedures, expectations, and programs of Learning Forward Education Center (LFEC). The

following appendices and disclosures are included to ensure transparency, compliance with Florida private school requirements, and clear communication with families.

**Included Appendices May Contain (as applicable):**

- Florida Private School Disclosure Statement
- Non-Discrimination Policy
- Attendance Requirements
- Code of Conduct & Discipline Procedures
- Threat Assessment & School Safety Procedures
- Emergency & Critical Incident Procedures
- Health & Medication Policies
- Technology & Acceptable Use Policies
- Transportation Policies (if applicable)
- Tuition, Fees, and Financial Policies
- Scholarship Program Disclosures (Step Up For Students, etc.)
- Service Plan & Accommodation Information
- Parent-School Communication Guidelines

Appendices may be updated as required by law or operational need. Families will be notified of significant changes.

**Parent & Student Acknowledgement and Signature**

By signing below, the parent/guardian and student acknowledge that they have received, reviewed, and understand the Learning Forward Education Center Parent & Student Handbook.

We understand that:

- This handbook outlines policies, procedures, and expectations designed to promote a safe, respectful, and effective learning environment.
- The school reserves the right to interpret, modify, or update policies as necessary to comply with Florida law or school operations.
- Enrollment at LFEC is contingent upon compliance with the policies contained in this handbook.
- Failure to follow handbook policies may result in disciplinary action, up to and including dismissal from the program.
- LFEC is a private school and is not required to provide the same services as public schools; however, the school will work collaboratively with families and Brevard Public Schools when appropriate.

This acknowledgement remains in effect for the duration of the student's enrollment unless otherwise updated.

**Student Information**

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School Year: \_\_\_\_\_

**Parent/Guardian Information**

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Signature (if applicable)**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_