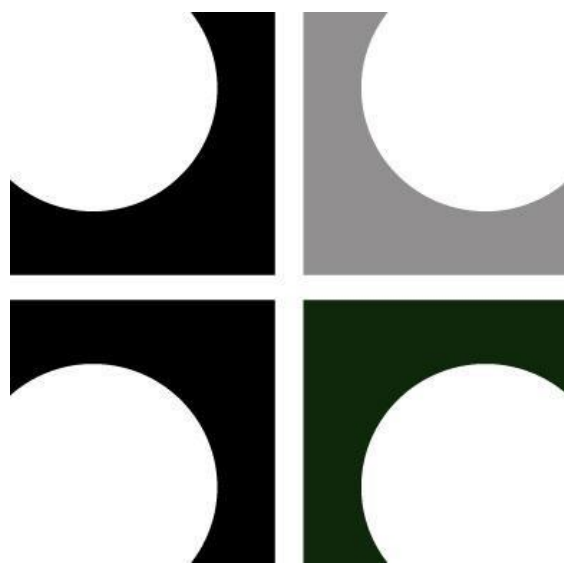


Lutheran South Academy – Lower School  
Parent/Guardian – Student Handbook  
2022~2023



*“Securing Their Future”*

1 Peter 4:10

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.”

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# LSA ADMINISTRATIVE AND STAFF SUPPORT

## **Lutheran Education Association of Houston Administrative Staff**

Scott Fogo ..... Executive Director  
Jane Brown ..... Chief Financial Officer

## **LSA Administrative Staff**

Steve Garrabrant ..... Head of School  
Kate Fleming ..... Director of Advancement & Assistant Head of School  
Leisa Phillip ..... Administrative Assistant to Head of School  
Rev. Aaron Richert ..... Campus Pastor  
Kim Pitts R.N. .... Campus Nurse  
Jon Mueller ..... Director of Athletics  
Nate Hagge ..... Director of Student Activities  
Nicole Andrade ..... Athletic Administrative Assistant  
Kevin Sowers ..... Director of Admissions and Enrollment  
Jon Maxwell ..... Technology Coordinator  
Mark Jacobs ..... Maintenance / Facility Supervisor (LSA)

## **HS Administrative Staff**

Steve Garrabrant ..... High School Principal  
Don Justice ..... High School Assistant Principal/Registrar  
Richard Stallings ..... High School Dean of Students  
Cydni Choate ..... College Guidance Counselor  
Debbie Lambert ..... College Guidance Counselor  
Amy Justice ..... Administrative Assistant to High School Principal  
DeAnna Rathje ..... High School Administrative Assistant

## **MS Administrative Staff**

Jeremy Brumm ..... Middle School Principal  
Geoff Stresman ..... Middle School Assistant Principal/Registrar  
Debbie Roese ..... Middle School Administrative Assistant

## **LS Administrative Staff**

Stacy Butler ..... Lower School Principal  
Rachel Garrabrant ..... Director of Early Childhood  
Bernadette Gomez ..... Lower School Administrative Assistant

## LSA LOWER SCHOOL TEACHERS & STAFF

Dr. Stacy Butler ..... Lower School Principal  
Mrs. Rachel Garrabrant ..... Director of Early Childhood  
Mrs. Bernadette Gomez..... Lower School Administrative Assistant  
Mrs. Jennifer Walker ..... Grade PK3  
Mrs. Mary Stresman..... Grade PK3 Teacher Aide & Before Care Supervisor  
Mrs. Joy Gonzales ..... Grade PK4  
Mrs. Heather McGrady ..... Grade PK4 Teacher Aide  
Mrs. Ariana Williams ..... Grade PK4  
Mrs. Laura Robbins ..... Grade PK4 Teacher Aide  
Mrs. Ruth Ann Akkerman..... Grade K  
Mrs. Roxane Dehoyos ..... Grade K Teacher Aide  
Mrs. Amy Bahr ..... Grade K  
Mrs. Karisa Schepmann ..... Grade K Teacher Aide  
Ms. Tylere Kelly ..... Grade K  
Ms. Faith Renteria..... Grade K Teacher Aide  
Mrs. Jennifer Hartmann ..... Grade 1  
Ms. Victoria Veltri ..... Grade 1  
Mrs. Jenny Blackley ..... Grade 2  
Mrs. Kimberly Tomlin ..... Grade 2 & After Care Supervisor  
Mrs. Valerie Fogo..... Grade 3  
Mrs. Monica Hirth..... Grade 3  
Mrs. Kelsey Davis ..... Grade 4  
Mrs. Bunny Denton ..... Grade 4  
Mrs. Jennifer Miller..... Grade 5  
Miss Macy Smith..... Grade 5  
Mr. A.J. Bettcher ..... Lower School Physical Education  
Mrs. Diana Carpenter ..... Lower School Spanish  
Mrs. Amanda Cockrell ..... Lower School Creation Station & W.I.N.G.S.  
Mr. Tom DelaGarza ..... Lower School Physical Education  
Mrs. Kristy Dwyer..... Lower School Art  
Mrs. Jessica Jenkins..... Lower School Music  
Mr. Tyler Ruthemeyer ..... Band Director, Grades 4 & 5

# Lutheran South Academy

## *“Securing Their Future”*

### FAITH STATEMENTS

Every day, God gives us the opportunity to live, to learn, and to love. He challenges those of us who follow Christ to do that by developing a Biblical worldview and to put our faith into action. These statements act as a template through which we strive to become all that God calls us to be.

What We Believe:

1. **ABOUT THE BIBLE:** The Bible is the true Word of God without error or contradiction and, therefore, is the final authority in all matters of faith and life. We believe that the Bible gives clear direction on critical issues such as homosexuality, abortion and the sanctity of marriage. Through the eyes of God’s Word, we seek to develop a Biblical worldview that compels us to love and action. (Psalm 139:13-16; Mark 10:5-9; Romans 1:21-27; 2 Corinthians 5:16; 2 Timothy 3:15-17)
2. **ABOUT GOD:** There is only one true God, who has revealed Himself in three persons (Triune) - God the Father who created us, God the Son (Jesus Christ) who saved us, and God the Holy Spirit who brings us to Jesus and is our help throughout our journey here on earth. (Matthew 28:19; Romans 5:5-6)
3. **ABOUT HUMAN BEINGS:** Human beings are the crown of God’s creation. Adam and Eve, the first man and woman created in God’s image, chose to sin in the Garden of Eden. As a result, all people are conceived and born sinful and are completely incapable of saving themselves by good living. (Genesis 1:27; Genesis 3; Psalm 51:5; Romans 3:10-12,23)
4. **ABOUT JESUS CHRIST:** Jesus Christ is entirely God and at the same time entirely man. He was born of the Virgin Mary, lived a perfect life, died on the cross, rose from the dead, and now rules at the right hand of God. All of this, He did for us. One day He will come again to bring us home to heaven. (John 1:1-3, 14; 1 Timothy 2:5-6; Luke 1:26-38; Hebrews 4:15; Romans 5:6-8; 1 Corinthians 15:12-24; Ephesians 1:20-23; 1 Thessalonians 4:14, 17)
5. **ABOUT GRACE:** God, motivated by His unconditional love for us, provided for our salvation through His Son, Jesus Christ. This action of love is a gift called Grace, and by it we are saved through faith in Jesus Christ. (John 3:16; Ephesians 2:8,9)
6. **ABOUT FAITH:** Faith in Jesus Christ comes by the power of the Holy Spirit. He works through the means of Grace – His Word and the Sacraments of Baptism and the Lord’s Supper -- through which we receive the blessings and benefits of Jesus’ saving death and resurrection. These blessings are the restoring of our relationship with God, forgiveness of sins, eternal life, and salvation. Because we see faith as a journey, change is assumed, innovation is expected, and rebirth is welcomed. (John 6:63; Romans 10:17; 1 Corinthians 11:23-26; Matthew 28:19-20)
7. **ABOUT BAPTISM:** Baptism is water applied in the name of God the Father, Son, and Holy Spirit according to Jesus’ command and promise. This sacrament gives salvation to all people who receive it through faith, delivers and applies the forgiveness of sins, and makes us members of God’s family. (Matthew 28:19-20; John 3:5; Titus 3:5; Ephesians 5:25-26; Romans 6:4; 1 Corinthians 12:13; Colossians 2:11-12; 1 Peter 3:21)
8. **ABOUT THE LORD’S SUPPER:** The Lord’s Supper is the real body and blood of Jesus Christ present with the bread and the wine. Based on Jesus’ command, we eat and drink this supper for the forgiveness of our sins and the strengthening of our faith. (Matthew 26:26-29; 1 Corinthians 11:23-26)
9. **ABOUT THE CHRISTIAN LIFE:** Good works, prayer, and holiness of life are the fruit of faith in Jesus Christ, not the cause of faith or salvation. It is a privilege to live for Jesus, seeking to serve and honor Him in all facets of life. We believe that all life is spiritual and through a relationship with Jesus Christ, all of our fears, failures, and brokenness can be restored and made whole. (John 15:5; Colossians 2:6-7; Ephesians 5:1-8; Galatians 5:16-25; Hebrews 11:16)



10. **ABOUT MISSION:** We take great joy in partnering with God to change the world. We do this by sharing His message of salvation, embracing the truth that all of life is sacred, knowing that hope is real, and that tomorrow can be better than today. (Psalm 139; Jonah 3:4-9; Matthew 28:18-20; Mark 16:15; Colossians 4:6)

## **INTRODUCTION**

It is expected that all parent/guardians read this handbook, familiarize themselves with its contents, and support the policies of Lutheran South Academy (LSA). LSA reserves the right to modify this handbook. **Policies in this handbook apply specifically to Lower School Students.** Middle School and High School follow similar guidelines, but each level has information specific to their students only. *This handbook serves as a general guideline for policies and procedures at Lutheran South Academy and is not a contract nor is it binding on either party. **Please be aware that changes have been made to the handbook.** Families are expected to take time each year to become familiar with this entire document.*

Lutheran South Academy is a Christian institution and therefore reserves the right to discipline or expel any student for acting contrary to the beliefs and practices of the Lutheran Church Missouri Synod.

## **OUR MISSION**

*“Securing Their Future”*

Lutheran South Academy exists to provide an exceptional education in a Christian environment to students in grades PreK-12. Students will develop spiritually, academically, socially, physically, and emotionally as they prepare for higher education and life as Christian leaders of tomorrow.

The Christian environment at LSA includes mutual care, outreach, witnessing, prayer, Bible study, devotions, fellowship, and living in God’s grace through Christ Jesus.

Christian leaders will share their faith with others, lead lives of Christian service, witness their faith by word and deed, and be faithful disciples of their Lord and Savior.

## **LUTHERAN SOUTH ACADEMY HONOR CODE**

We believe that Christ is our example as we strive to grow in favor with God and man. The following principles represent the behavior that will create a positive school environment:

- **Live Honestly** – I will not lie, cheat, or steal. I will strive to have Christ-like integrity by respecting myself and others.
- **Serve Humbly** – I will show people that I care by being the hands and feet of Christ as I serve my school and my community.
- **Accept Responsibility** – I will take responsibility for my actions in my academic and personal endeavors.

We acknowledge that this commitment is a challenge, and this challenge ultimately call us to a high standard of EXCELLENCE.

## **SPIRITUAL PROGRAM**

Lutheran South students participate in daily religion / Bible classes. These courses are offered to help students develop a sense of God’s will in their lives through spiritual studies, to build a value system through the application of God’s Word, and to provide an opportunity to apply these principles in day-to-day relationships among students and faculty.

Weekly chapel services are held for the entire Lutheran South community. These services are led by faculty members, area pastors, Lutheran South students, various guests, and performing groups.

Children and adolescents face challenging questions and decisions as they mature and face life issues. LSA is staffed with and Campus Pastor and Christian leaders to help guide students in a God-pleasing walk through life.

## **ACCREDITATION**

LSA is fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, a division of the AdvancED Accreditation Commission. LSA is also fully accredited by the Texas District Lutheran School Accreditation Commission as well as the National Lutheran School Accreditation Commission. The Texas Public School Accreditation Commission and the Texas Education Agency recognize and approve this accredited status as a process that meets or exceeds the standards of public-school commissions.

## **ADMISSIONS**

### **Non-Discriminatory Policy**

All families are invited to enroll their children whether or not they are members of a Lutheran Church. Lutheran South Academy admits students of any gender, race, color, national or ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, scholarship programs, athletic, or other school administered programs.

### **Enrollment, Re-Enrollment, and Withdrawal**

For a student to be enrolled at Lutheran South Academy, a parent/guardian must sign an Enrollment Agreement guaranteeing the entire tuition for the full academic year will be paid regardless of absence, withdrawal, or dismissal of the student for any reason. Signing the Enrollment Agreement for an academic year constitutes acceptance of and agreement to abide by the rules, regulations, policies, and procedures of Lutheran South Academy as stated in this Parent - Student Handbook and any other official Lutheran South Academy communication, including parent/guardian behavior and the obligations concerning payment of tuition and fees. Student accounts must be current in order to continue enrollment at Lutheran South Academy and receive transcripts / report cards.

Continued enrollment is subject to the observance of all school rules including but not limited to general behavior, academic performance, and attendance as determined by the school administration. Re-enrollment each year is subject to the parents/guardians continued support of the mission of LSA and the maintenance of an effective, supportive relationship between home and school.

A student shall be withdrawn from Lutheran South Academy if their parent/guardian or responsible party disregards policy/procedures and/or exhibits aggressive, abusive, or disrespectful behavior toward staff members or students. A student shall be withdrawn at the discretion of the Head of School. A withdrawn student may not be entitled to a refund of tuition or fees paid.

### **Enrollment Policies**

The following enrollment policies are in effect at Lutheran South Academy:

- All students must register for re-enrollment each year. The registration fee must be paid to complete the on-line re-enrollment process. No refunds of the registration fee are made unless the administrator declines to accept a student for enrollment. An administrator will interview all new student(s) and parents/guardians who are registering
- The acceptance of any student for enrollment is subject to the approval of the administrator.
- If a student has had professional testing (medical, behavioral, and/or academic) a most recent copy must be in the student's record. This documentation keeps all parties aware of what is needed to best serve the student.

- A copy of the most recent divorce/custody orders must be included in a student's record. These official documents will be followed to ensure the student's safety and well-being.
- It is not the policy of Lutheran South Academy to accept any student who has been expelled from a previous school or has a poor department record. It is at the administrators' discretion whether or not to accept a student on either academic or behavior probation.
- Children who have reached their 3<sup>rd</sup> birthday on or before September 1<sup>st</sup> are eligible for admittance to the Pre-Kindergarten 3 program. Age requirements apply to early childhood programs (PK3-K). A copy of the birth certificate must be presented at the time of enrollment.
- All students must be potty-trained. Pull-ups are not allowed to be worn during morning care, after care, or during school hours.
- All new and returning students must meet the Texas Minimum State Vaccine Requirements for students according to their grade level. State law requires that a current copy of the child's immunizations or official notarized exemption from immunizations must be provided for the student's record before the beginning of each year. Immunization copies may be obtained from your doctor or health clinic.
- Texas Health Department requires that all new students and students in grades 1, 3, and 5 have hearing and vision screening. The screening will be provided by the Lutheran South Academy campus nurse.
- Prior to acceptance, the Lower School office needs a copy of the enrolling student's most current report card, achievement test scores, and any professional testing records.
- Twins will be placed in separate classes when possible. This gives each individual student the opportunity to develop their unique gifts and talents.

### **Morals Clause**

Lutheran South Academy will not enroll or continue the enrollment of students whose moral actions and/or professed beliefs are contrary to the teachings of the Lutheran Church Missouri Synod or are disruptive to normal operations. Lifestyle choices not in agreement with scriptural guidelines may be determined inappropriate and subject to administrative intervention.

### **Tuition and Fees**

Tuition and fees will be drawn automatically from family accounts (bank or credit card) each month June through May. If a collection fails, FACTS will notify the family via email and will set up a second attempt 15 days later. After a second failed attempt, the family will be notified again by FACTS, and a third attempt will be set up. Lutheran Education Association of Houston (LEAH) will also notify the family after the second failed attempt and let them know that should a third attempt at collection fail their child will be withheld from class and all extra-curricular activities including sports. A late fee of \$25 will be assessed by LEAH on the second failed attempt plus the family is responsible for any/all fees that FACTS may assess for NSF's, etc. When a third attempt to collect has failed, the business office will notify the Head of School. LEAH will also notify the families that their children will be withheld from all classes and activities beginning the next school day and staying in effect until collection has been made. 100% of the billed tuition must be paid to allow a student to return for the next semester. Contact the business office with any questions or problems regarding your accounts; please allow LEAH the opportunity to assist you and work with you should extenuating circumstances occur.

Incidentals (athletic fees, childcare, laptop charges, etc.) will either be drafted or invoiced a minimum of 10 days after being posted into the FACTS system. LEAH will assess a late fee of \$25 to any account still carrying a balance due after the 25th of the month. NOTE: May childcare and any end of school computer charges will be entered into the FACTS system and will be invoiced/drafted for payment in June.

## **ACADEMIC PROGRAM**

LSA Lower School students receive a balanced academic program in all core areas to help them achieve their

intellectual potential. Students receive religious instruction to help them understand and experience the basic tenets of the Christian faith in the ways of living which flow from it. In addition, students are given the opportunity to experience enrichment in areas of art, music, physical education, Spanish, and technology. The academic program is designed to be developmentally age-appropriate, recognizing the unique needs of each child, and strives for students to take responsibility for their own learning and actions.

### **Curriculum**

LSA Lower School curriculum includes instruction in the core areas of language arts (reading, writing, and English), mathematics, religion, science, and social studies. Grade appropriate enrichment is provided in the areas of art, band, music, physical education, Spanish, and technology. The curriculum meets the standards of the Texas Education Agency.

### **Faculty**

Teachers at LSA Lower school are degreed and certified in elementary education. Teachers are Christian teaching ministers, called by the Lord's Church to assist parents/guardians in the responsibility of teaching children God's Word and about His world.

### **Grade Reports**

Report cards are issued at the end of a nine-week grading period and are sent electronically. Conferences for LSA Lower School are scheduled after the first quarter. Other conferences are scheduled as needed. Early childhood grades use their own developmentally appropriate report card.

#### **Grades 1-5:**

- 90 - 100% = A (Excellent)
  - 80 - 89% = B (Good)
  - 70 - 79% = C (Average)
  - 60 - 69% = D (Passing)
  - 50 - 59% = F (Failing)
- 
- E = Exhibits going beyond grade level skills/concepts
  - S = Exhibits mastery of grade level skills/concepts
  - N = Exhibits skills/concepts at grade level inconsistently
  - U = Rarely exhibits grade level skills/concepts

#### **PK3, PK4 & Kindergarten:**

- E = Consistently exhibits skills/behaviors
- S = Usually exhibits skills/behaviors
- N = Sometimes exhibits skills/behaviors
- U = Rarely exhibits skills/behaviors

Report cards sent home after each quarter in PK3, PK4 and Kindergarten are to be signed by the parent/guardian and returned to the classroom teacher.

### **Grade Level Promotions/Retention/Probation**

A student who has an overall failing average will be retained. For students who fail any of the core classes (religion, math, science, social studies, reading, and language arts) or who are experiencing difficulty due to age/developmental differences retention may be recommended or required. A student may be placed on academic probation for poor academic performance or behavior probation for repeated disciplinary concerns. A parent/guardian conference will be held as soon as it is clear that a student may be a candidate for probation or retention. **According to state law, a child absent more than 10% of school days is in jeopardy of failing the subject area(s) and/or the grade level.**

### **Homework**

LSA Lower School homework is given at the discretion of the teacher based on what is developmentally appropriate. It is expected that parents/guardians will provide a distraction free study area. Parents should also help their children manage time so that homework can be completed in a supportive environment.

## **Make-Up Work Due to Absence**

A student who has been absent is responsible for schoolwork that has been missed. If a student is absent more than one day, it is important for parents/guardians to make arrangements with the teacher to obtain schoolwork. Students will be allowed one day per day absent to turn in make-up work to the teacher. Parents/guardians need to be aware that there are aspects of classroom instruction that cannot be made up (i.e., science experiments, group projects, etc.).

Teachers will not provide work ahead of time for planned absences such as taking days for vacations, etc. when school is officially in session. Information about lessons covered during the absence can be shared with the parents/guardians, upon request, after the child returns. Missed tests will be taken after the student returns to school. Long term projects due during a planned absence must be turned in prior to the absence.

## **Plagiarism and Cheating**

Cheating is dishonest and violates the LSA Honor Code. Cheating can be defined to include seeking, accepting, giving, using unauthorized assistance, or unfair advantage on any assignment.

Plagiarism is taking words, phrases, or ideas from other people's writing and including those selections in one's own written work without giving proper credit. Changing a few words in a sentence from someone else does not avoid plagiarism. It is always assumed that all of a student's work at LSA Lower School is the student's own unless proper credit is given to someone else. If there is any doubt whether an idea needs to be credited (i.e., cited), the teacher should be consulted. Plagiarism is a form of cheating and is, therefore, a violation of the Honor Code.

Examples of cheating include, but are not limited to:

- Looking on someone else's paper during a test or quiz
- Using someone else's homework as one's own
- Copying a homework assignment, workbook page, or map
- Giving or getting information about a test or quiz before or while taking it
- Collaborating with someone on an assignment or project that is meant for a student to do alone
- Copying sentences or parts of sentences from someone else's writing without giving proper credit
- Receiving more help on an at-home paper/assignment than the teacher's guidelines allow
- Using an online translation site

In the event that a teacher suspects that a student has violated this policy, the teacher will collect the work of the student or students involved. The teacher will report the cheating by notifying the administrator. The student and the parent/guardian will be notified of the consequence by the administrator. The consequences may include but are not limited to:

- A zero (0) on the assignment
- A discipline notice and parent / guardian notification

If another infraction occurs the administration will determine the next steps.

## **Testing Program**

LSA utilizes the MAP® Growth™ testing program that measures what students know and what they're ready to learn next. By dynamically adjusting to each student's performance, MAP Growth creates a personalized assessment experience that accurately measures performance—whether a student performs on, above, or below grade level. Timely, easy-to-use reports help teachers teach, students learn, and administrators lead.

## **W.I.N.G.S. (Where Imagination and Natural Gifts Soar)**

The WINGS program will serve qualified students during the regular school day. The schedule will be determined after classroom schedule are set. Grades 1-3 will receive two sessions a week, and Grades 4-5 will receive three sessions a week. WINGS is a **fee-based program**.

Classroom teachers will identify students that may qualify for the WINGS program. Behavioral, academic, and informal assessments will make up the criteria for student selection.

Students on a behavioral or academic contract are not eligible for the WINGS program. Additionally, students

exhibiting behavioral or academic decline will be excused from the WINGS program.

Families will be notified electronically of student's eligibility for the WINGS program. Once electronic acceptance is complete the LEAH office will assess the WINGS program fees.

### **Athletic and Activities Eligibility**

LSA's athletic eligibility policy is based upon mid-quarter reports and quarter reports. Students who have either 2 D's in any core subject or 1 F in any subject will be placed on academic probation for two weeks. While on academic probation, students will still be able to practice and participate in contests or activities.

At the end of the two-week academic probation, the grades in question will be re-evaluated. If a student's grades are in compliance with the policy at this time, the student will be removed from academic probation. If the student's grades do not comply with the policy, the student will be ineligible until the next grade check. Any ineligible student may not practice or participate in contests or activities.

If a student becomes ineligible twice at mid-quarter and/or report card check during a sport season or activity, he/she will be dismissed from the team or activity.

Any student not meeting the eligibility requirements will receive a slip that clarifies why he/she is placed on academic probation. The student is to have their parent/guardian sign the slip and return the slip to the office. The administration notifies the coach of the student's eligibility status. At the end of the two-week academic probation, the student will be notified that they are either off academic probation or ineligible for the remainder of the grading period.

Any ineligible student will not be allowed to play or practice with the team or participate in a student activity during the period of ineligibility. If the ineligibility period falls during tryouts for a sport, the student will be allowed to tryout. Coaches reserve the right to consider ineligibility when selecting their team members.

A student must be present for at least half of the school day to be eligible to participate in any school sport or activity that day or night.

## **ACCEPTABLE USE POLICY**

### **Computer Use**

Computers are meant for educational purposes only. They are imaged with school approved programs, and their use is monitored by classroom teachers as well as the LSA Technology department. Students are not to use or install software other than what has been provided by the school (this includes all games). Students loading software or altering the programming on any of the school computers are subject to fines, and may include the replacing, repairing, or reprogramming of the computers. Additional disciplinary action may be taken.

### **Lower School Student Use Agreement, Guidelines and Expectations**

The Student Use Agreement refers to, but is not limited to school owned iPads, independently distributed MacBook, and computer lab computers.

#### **BEING PREPARED TO LEARN**

- I will ensure that my technology is fully operational, ready for use (charged), and at school every day.
- I will not make unnecessary downloads.
- I will be responsible for the backup of my school-related content.
- I will not change any of the school-defined settings such as background, screen saver, or the desktop screen or remove school-provided software from the technology.

#### **BEING A RESPONSIBLE USER**

- I will use all forms of technology for schoolwork and only with a supervising adult's permission.
- I will only go on the Internet at school for schoolwork, when a supervising adult gives permission and is present.
- When conducting research, I will only go on websites that relate to the topic I am researching.

- If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will not show others and find a supervising adult.
- If I have an opportunity to receive a school email address, I will only send emails that are educational in nature. I will not send chain emails, use it to socialize, or do anything else that disrupts the teaching/learning process.

#### RESPONSIBILITIES OF OWNERSHIP

- I will protect my password and respect the privacy of others' passwords.
- I will not put personal identifying information online at school such as: name, address, email address, or phone numbers.
- I will be careful and look after all school owned technology by:
  1. Not using technology for horse play.
  2. Keeping food and drink away from the device.
  3. Informing an adult if there is a problem with or damage to the device.
- I will follow all directives from my teacher to make sure any technology is transported safely and securely.
- I understand that I am financially responsible for any damages or repairs to school owned technology through negligence or misuse. All cases will be reviewed on an individual basis.

#### ETHICAL AND RESPECTFUL USE

- I will not use the Internet, email, mobile phones, or any other technology equipment to be mean, rude, or unkind.
- I will not use technology to plagiarize or copy others' educational materials to pass as my own.
- I recognize that installing or updating any programs, other than directed by my teacher or the technology department, is not allowed.
- I will refuse to participate in dangerous and inappropriate content, program/s, and /or activities.

Violations of the Lower School Acceptable Use Policy will be addressed through LSA disciplinary procedures. By signing this agreement, I give my child permission to access the Internet and obtain an email address. It shall be the responsibility of all LEAH staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

### ARRIVAL AND DISMISSAL

School doors will open daily at 7:45 am. Students arriving before 7:45 am will be checked into Before Care. All students in grades 1-5 can be dropped off at the front entrance of Lower School by way of car line. Parents wishing to escort their students into the school building are asked to park and enter through the playground gate. **Students may not be escorted to the front entrance of the school to ensure student safety in the parking lot.** PK3, PK4, and K students may be dropped off in the playground car line, or parents may park by the playground gate and escort their child to the school entrance. **PARENTS AND VISITORS WILL BE REQUIRED TO LEAVE THE BUILDING AT 8:05 AM IN ORDER FOR INSTRUCTION TO BEGIN.** Late arrivals will be admitted into the building after 8:05 am by office staff.

At the end of the school day, all students will remain in their classroom until the end of car line at 3:40 pm. Students in grades 1-5 will be picked up at the front entrance. Students in PK and K will be picked up at the side playground entrance. Older siblings will be dismissed with youngest siblings' classroom. Any student not picked up by 3:40 pm will be checked into After Care, and older students will be sent back to their respective buildings. **In order to ensure student safety, parents and visitors will not be allowed in the school building until car line is completed at 3:40 pm.**

**Lower School students cannot be under the supervision of an older sibling anywhere on campus after school.** Lower School students may only be released to their older siblings through car line. Cars and parking areas are off-limits to Lower School students during the school day.

Before Care is available for students from 7:00 am to 7:45 am. Before care **should only be utilized when early drop-off is absolutely necessary.** Students arriving in the morning before 7:45 am will be checked into Before Care. At 7:45 am students will be dismissed to their classroom.

After Care begins at 3:40 pm and ends by 6:00 pm. Students not picked up by 3:40 pm will be signed into After Care. After Care **should only be utilized when absolutely necessary.**

The charge for both morning and after care is \$6.00 an hour, rounded off to the nearest quarter hour. Additional charges will be assessed for pick up after 6:00 pm. The additional charge is \$5.00 for every 5 minutes after 6:00 pm for each child in grades PK3 through 5. The charges for Before Care and After Care will be billed though FACTS.

Students who repeatedly have discipline problems or whose families are delinquent in payment may be refused access to the program.

**The after-school phone number is 281-464-9320. Notification of any policy changes will be posted in the weekly newsletter.**

## **ATTENDANCE**

State law requires every child in the state who is as much as seven years of age and not more than seventeen years of age to attend school for the required number of days. Lower School parent/guardians are asked to e-mail the school office ([bernadette.gomez@lutheransouth.org](mailto:bernadette.gomez@lutheransouth.org)) or phone the Lower School Office (281-464-9320) by 8:30 am if their child is going to be absent.

*According to state law, a child absent more than 10% of school days is in jeopardy of failing the core subject area(s) and being retained in their current grade level for the next school year.*

Students are responsible for making up work during an absence. Students will be allowed one day per day of absent to turn in make-up work to the teacher. A student may be ineligible for after school activities until all make-up work is completed. Students are ineligible for after-school activities on the day(s) of their absence(s).

### **Appointments**

Doctor, orthodontist, and other appointments should be scheduled outside the school day whenever possible and should be communicated to the Lower School Office. When it is necessary to miss school, students are responsible for all work missed. Students are responsible for the work as if they were in class. If a doctor's note is provided a copy should be sent to the Lower School Office.

### **Authorization for Student Release**

Parents/guardians are responsible for keeping Authorization for Student Release information current in RenWeb. Students will not be allowed to leave with anyone not authorized in a student's RenWeb portal until the parent/guardian responsible has been notified and granted permission.

### **Children Leaving with Friends**

Children going home with another student at the end of the school day must provide written permission from the parent/guardian to the homeroom teacher and Lower School office. When a number of classmates are attending a function at the end of the school day, a written list of students attending must be provided to the homeroom teacher and Lower School office by the coordinating parent.

### **Consecutive Absences**

A student who is absent three or more consecutive days due to illness must obtain medical verification and present it to the Lower School Office upon return to school.

### **Early Dismissal**

Parents/Guardians must notify the Lower School Office if an early dismissal is necessary. Students leaving school early must be signed out at the Lower School office. *Early dismissals occurring before 11:30 am will be counted as a full-day absence. Those occurring between 11:30 am and 2:30 pm will be counted as a half-day absence.*



## **Emergency School Closing Procedures**

LSA will announce the closing of school due to adverse weather or other emergency conditions via Parent Alert. LSA does not follow a specific public-school district's closings.

If the school building needs to be evacuated for any reason, students will be escorted to the Progressive Insurance parking lot until emergency services give permission to return safely. If a safety concern causes the building to be closed for the remainder of the day, buses will pick up students from Progressive and transport them to Grace Community Church. Parents/Guardians will be contacted to come pick up their students. Students/Parents who have cars in the parking lot will not be allowed to return to school until emergency services give permission to do so. Only the Head of School or an administrator will send out emergency information when necessary.

## **Excuse Note for PE**

A student unable to participate in PE class must present an excuse note to the homeroom and the PE teacher. **Any student excused from PE will not be allowed to participate in recess and sports practices on the same day.**

## **Illnesses and Diseases**

**Students with a fever (100.4 or higher) or those who have experienced vomiting and/or diarrhea within the previous twenty-four hours should not be sent to school.** Students may return to school when they are fever free (less than 100.4) for 24 hours without the use of fever reducing medication or have been vomit/diarrhea free for 24 hours.

**Students with an undiagnosed rash or weeping sore must stay home until the rash and sore are healed or a doctor has evaluated the students and provided a return to school note.**

*If your student does not feel well enough to participate in class, please keep them home for 24 hours to rest and recuperate.*

## **In-School Illness or Emergency**

If a student becomes ill or has an emergency, the student will be brought to the Lower School office, and parents/guardians will be notified.

## **Tardies**

**Students are expected to be in their seats by 8:05 am.** Any student arriving after 8:05 am must report to the Lower School Office. Arrival after 10:00 am is considered as a ½ day absence. A full day absence will be recorded for every fifth tardy.

# **CAMPUS POLICIES**

## **Abuse, Neglect, and Exploitation of Children**

All Lutheran South Academy employees have the legal responsibility to report suspected abuse, neglect, and/or exploitation of children. An employee's failure to report suspected abuse, neglect, and/or exploitation is a misdemeanor punishable by a fine, jail time, or both. Reports must be made for any type of suspected abuse or neglect and the obligation to report includes abuse or neglect that may occur in the future. Under state law, these responsibilities are triggered when an employee has reasonable cause to believe that either (1) a child has been adversely affected by abuse and/or neglect or (2) an adult was a victim of abuse and/or neglect as a child, and disclosure of the information is necessary to protect the health or safety of another child. Employees who suspect abuse, neglect, or exploitation shall follow the procedures described in the employee handbook. Employees will not contact a student's family regarding a disclosure by a student that he/she may have been a victim of abuse or neglect by any member of that student's family.

## **Candy/Food/Drink/Gum**

All food, drink, and candy must be consumed during lunch, designated snack time, or as a special treat within the classroom. Gum is not permitted in the Lower School building and must be disposed of properly.

## **Communication**

Clear communication between the school and parents/guardians is essential to the educational process. The LSA website provides general information, including handbooks for all three levels. Email newsletters will be sent from each level on a weekly or monthly basis. Parents/guardians are responsible to become familiar with the information sent to them.

Each teacher has a voicemail extension for messages. Please use this system to leave non-urgent messages for teachers. During the day, calls are transferred directly to the teacher's voicemail. If there is an urgent message, please contact the school office for immediate assistance. Teachers will respond within 24 hours. **Please set up an appointment with a teacher if a conference is necessary. Lutheran South teachers have specific advisory/supervisory duties before and after class time.** Please avoid conferencing with teachers during morning drop off. Teachers may also be contacted by email.

## **Custody Situations**

LSA faculty and staff will not get involved with custody disputes unless subpoenaed by court order. LSA will follow a court order exactly as written. Please provide the school with the most recent copy. Please Note: Per State Law, in the absence of a court order, both parents/guardians have equal rights. With this being said, it is imperative that all enrollment forms are completed with both parent's/guardian's information. In the event that a custody dispute takes place on LSA's property, the local police will be called to handle the dispute. If a custody issue creates a risk for our teachers and/or staff, Lutheran South Academy has the right to terminate the student's enrollment. Please schedule a conference with administration to discuss any concerns regarding custody agreements.

## **Due Process Procedure**

Situations may arise in our Lutheran Schools throughout the school year that may cause parents/guardians, teachers, and students concern. Resolving these situations quickly is beneficial for all parties involved. The following steps are necessary for reaching satisfactory solutions.

### **1. CONTACT THE TEACHER**

The most direct route to resolving a concern is to confer directly with the person involved. Over 95% of concerns are resolved at this level.

### **2. CONTACT THE PRINCIPAL OR EARLY CHILDHOOD DIRECTOR**

An administrator is in charge of each division and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications, and all types of campus information are available through the Lower School Administration office.

### **3. CONTACT THE HEAD OF SCHOOL**

The head of school oversees each campus and can further explain and clarify policies and procedures. This step should be taken only when steps one and two have not resolved the concern.

## **Electronic Devices/Other Distractions**

Devices such as:

- Apple watches,
- Fitbits
- Cell Phones
- Electronic Games
- I-pods
- Air Buds
- Etc.

that have texting capability or that access the internet are not permitted in Lower School. LSA is not liable for students' property that is misplaced, stolen, or broken. All valuable items should be left at home unless specific directives for class use by a teacher. If the electronic device is seen or heard during school hours, it will be taken from the student and put in the office. The student may get the item at the end of the school day. On the second offense and all offenses thereafter, the device will be put in the office and a parent/guardian must speak to the administrator to reclaim device.

**Other distractions, such as any type of trading cards, toys, and fidget items (spinners, squeeze balls, etc.) are not permitted at school, including Before and After Care programs.**

### **Entrepreneurship**

Students may not sell any items at school, and there should be no exchange of items for money as a personal business or favor.

### **Fireworks/Weapons**

No fireworks or prohibitive weapons are allowed on school grounds. Any student in possession of such items will be subject to expulsion and will be reported to the appropriate local law enforcement agency.

### **Forgery**

Honesty in communication is an important value. Students who forge another person's signature will be referred to the administrator, who will determine if further disciplinary action is necessary.

### **Harassment**

Lutheran South Academy is committed to maintaining an environment which is free from all forms of intimidation, exploitation, bullying, cyber bullying, threats, discrimination, retaliation, and harassment. Accordingly, it is school policy that all members of the school community shall have the right to teach and learn in an environment free from any form of unlawful discrimination, retaliation, or harassment.

All forms of harassment including, but not limited to hazing, bullying, or threats are unacceptable and against Lutheran South Academy policy. These forms of behavior include, but are not limited to an individual intentionally using power or control over an individual, such as exclusion, dominance, control, intimidation and/or threats that subject the student to mental stress, shame, or humiliation that adversely affects the mental health or dignity of the student, including acts motivated by race, color, religion, national origin, sex, or disability and directed toward another student. Harassment also includes unwelcome and offensive slurs, jokes, or other oral, written, electronic, graphic or physical conduct that creates an intimidating, hostile, or offensive education environment. The school will not tolerate these behaviors in any form: physical, visual, electronic or written. Any violations will be referred to the discipline policy for further action.

#### **PROHIBITED CONDUCT**

Discrimination, retaliation, and harassment by members of the school community against members of the school community based on actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service or affiliation, age, or any other characteristic that is protected by law is prohibited. Compliance with this policy is a term and condition of continued enrollment.

#### **DEFINITIONS**

"Members of the school community" includes students, employees, board members, guests, visitors, contractors, and volunteers.

"Discrimination" is any distinction, preference, advantage for, or detriment to an individual compared to others that is based on an individual's actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service or affiliation, age, or any other characteristic that is protected by law, that adversely affects a term or condition of an individual's employment, education, or participation in a school activity, or is used as the basis for or a factor in decisions affecting that individual's employment, education, or participation in a school activity.

"Harassment" is defined as targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort. Personal attacks or other actions to threaten intimidate or embarrass an individual, group, or organization is prohibited.

"Discriminatory Harassment" is unwelcome conduct directed toward an individual based on the individual's actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service or affiliation, age, or any other characteristic that is protected by law, that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or

abusive environment for that individual's employment, education, or participation in a school activity. Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at another person's accent, skin color, or need for workplace accommodation
- Threatening or intimidating conduct
- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Sending, transmitting, publishing, displaying, posting, emailing, or participating in the viewing or exchange of discriminatory, harassing, or threatening messages
- Display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes
- Physical, verbal, or nonverbal conduct related to these characteristics that maliciously and substantially harms another person's physical or emotional health or safety; causes physical damage to the property of another person; or threatens to cause harm or bodily injury to another person

"Retaliatory Harassment" is intentional action taken by an individual or allied third party, absent legitimate nondiscriminatory reasons, that harms an individual as reprisal for filing a complaint or for participating in an investigation or complaint proceeding.

"Sexual Harassment" is a form of unlawful gender-based discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from the school's educational program or activities or employment benefits or opportunities. The unwelcome behavior may be based on power differentials (such as in quid pro quo harassment where submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment or academic decisions), the creation of a hostile environment, or retaliation. The school's policy on sexual misconduct may also apply when sexual harassment involves physical contact. Examples of sexual harassment may include, but are not limited to:

- Unwelcome sexual attention or other verbal or physical conduct of a sexual nature
- Unwelcome sexual advances, requests for sexual favors, or touching intimate body parts
- Coercing or forcing a sexual act on another
- Jokes or conversation of a sexual nature
- Sexually motivated conduct, communication, or contact
- Sending, transmitting, publishing, displaying, posting, emailing, or participating in the viewing or exchange of discriminatory, harassing, or threatening messages or images of a sexual nature
- Implied or overt threats of punitive action, as a result of rejection of sexual advances
- Conditioning a benefit on an individual's acceding to sexual advances
- Unwelcome sexually explicit messages, statements, or materials
- Attempting to coerce an unwilling person into an intimate, romantic, or sexual relationship
- Sexual violence
- Intimate partner violence
- Stalking, including cyberstalking
- Gender-based bullying

## ENFORCEMENT

Lutheran South Academy encourages the prompt reporting of any potential violations of this policy so that it can take appropriate steps to maintain an environment free of harassment and discrimination and ensure that its procedures are effective in promoting this goal. Early reporting and intervention are the most effective method of resolving actual or perceived incidents of sexual and other forms of harassment and discrimination.

Any student, who believes he/she has experienced such conduct by anyone, including a Lutheran South Academy employee, student, or by persons doing business with or for Lutheran South Academy, should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the student is uncomfortable confronting the offender, the student must immediately report such conduct to the Administrator, a Teacher, the Athletic Director, or Head of School.

Staff members who receive complaints of sexual harassment from students where the conduct involved rises to the level of abuse are required to report these to Child Protective Services (CPS) as well as the appropriate Division Head.

When a complaint is made, the school will promptly undertake or direct an effective, thorough and objective investigation of the harassment or discrimination allegations.

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate fully every complaint and to notify a student's parent/guardian/guardian and appropriate authorities as the circumstances warrant. Lutheran South Academy will not discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment.

### **Illegal Substances**

The Lutheran Education Association of Houston takes a "zero tolerance" position concerning illegal substance abuse (illegal drugs, alcohol, tobacco, illegal performance enhancement drugs or supplements, etc.). It is a crime for a minor to possess tobacco. LEAH will not tolerate those who introduce illegal substances into our school settings. Individuals found under the influence of illegal substances, in possession of illegal substances, or involved in the sale or transfer of illegal substances while on school property or while attending school functions will be immediately referred to the school administration. Parent/guardians will be immediately contacted and if necessary and appropriate, police will be notified. Individuals face possible suspension, expulsion, or criminal prosecution.

The school reserves the right to conduct random searches of lockers or vehicles as a general deterrent to the possession of illegal substances. Specific searches may also be made on an individual's person, locker or vehicle if there is a reasonable suspicion (i.e., reliable eyewitness reports) that an individual is in possession of these substances. All searches are conducted by members of the campus administration and may involve the use of police.

Where there is a reasonable suspicion (i.e., physical symptoms such as smell of alcohol, slurred speech, bloodshot eyes, impaired motor skills and/or reliable eyewitness reports) that an individual is under the influence of illegal substances and that individual denies any use, breath-scan and/or urinalysis tests may be utilized to determine use. Failure to cooperate in this testing will be treated as an admission of guilt.

Recognizing the threat use of illegal substances poses to the safety and health of both students and families, LEAH has a program of random drug testing of all students and staff. Participation in this program is a condition of enrollment/employment at a LEAH school. The collection of samples is done under the supervision of the school administration. Careful protocol is followed, and a fully certified laboratory does the testing. Test results are confidential. The campus administration will only share them with the student and parent/guardians.

A Student Encouragement Program (SEP) is available to parent/guardians and students at any time prior to a random screening. This program is designed to encourage students to come forward and admit to some degree of illegal substance use in anticipation of a positive test result if tested. A 12-month review period begins at this time. The student may participate in school extra-curricular programs without penalty, assuming there are no other extenuating circumstances. Should a student test positive during this period, it will be considered a first offense.

When a student tests positive (first time offense), the student and parent/guardians will be notified. To remain at LEAH, the student and family must agree to an illegal substance assessment by a state approved agency and enrollment in an educational or counseling program. Where fees for services are involved, parent/guardians must accept responsibility for payment. Additionally, the student is subject to appropriate disciplinary action with regard to student activities **and** periodic illegal substance testing for a probationary period of twelve months from the first testing. Should no additional positive tests be made during the 12-month period, the student will be removed from probation.

Should a student test positive a second time the student will be immediately suspended and face expulsion. At the expulsion conference, the school administration will determine the length of the expulsion and the conditions (assistance plan) for re-admittance at the conclusion of the expulsion.

As always, the purpose of LEAH's zero-tolerance position is to be faithful to the mission of the school. In 1 Corinthians 6:19-20, the apostle Paul writes, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body." Later, in 1 Corinthians 10:13, he writes, "God is faithful; He will not let you be tempted beyond what you can bear. But when you are tempted, He will also provide a way out so that you can stand up under it." It is our belief that this policy is faithful to these scriptures. It both supports the truth that our bodies are temples of the Holy Spirit and as such should be treated with great care, and also provides a way out for young people who are tempted to get involved in activities which can harm them.

### **Invitations to Parties**

Invitations to birthday parties or other social events may only be passed out in school if **all students** in the class are included. If the event is gender-specific, **all students of that gender** must be included. Invitations to events that are not inclusive must be sent out by the parent/guardian outside of school. LSA does not have the right to provide e-mail addresses for personal invitation purposes.

### **Lost and Found**

Articles found in and around the school should be turned in to the Lower School Office. If there is no identification, the item will be placed in the 'Lost and Found' area. Unclaimed articles will be discarded at the end of the school year.

### **Potty Training**

Children enrolled in preschool at LSA must be independently potty trained before attending preschool. There are strict standards for changing and disposing of wet or soiled diapers/pull ups, and our classrooms and staff are not equipped for this.

At LSA, independently potty-trained means:

- A child is able to inform the teacher of their need to use the potty.
- A child can independently take clothing off and on.
- A child can independently get on and off the toilet by themselves.
- A child can independently wipe his/her own bottom.
- A child can wash his/her own hands.

Children must come to school in underwear and wear the underwear during the entire school day. **Pull-ups and plastic pants are not considered underwear.** While there are designated times when the class takes a potty break, children must be able to recognize when they need to use the restroom and tell the teacher or the aide.

Children must be able to use the potty independently. This includes aiming, wiping, and flushing. Children must be able to pull down and up their clothing items independently. Teachers and aides will certainly help with buttons, snaps, zippers, etc.; however, the goal is to foster independence and self-confidence. With that being said, we ask that you consider this when choosing uniform bottoms for your child to wear to school.

We do recognize that from time to time an accident may happen. By definition, "accidents" are unusual incidents and should happen infrequently. When these accidents occur, the teacher, aide, or nursing staff will assist the child in changing their clothes, encouraging independence as much as possible. Children should recognize when an accident has occurred and alert the teacher. A potty-trained child does not play or sit in the remnants of an accident. When an accident does occur, it will be noted in the child's daily behavior log and included in the folder. Cleaning accidents in the preschool setting is time consuming, and the time that teachers and aides spend attending to and cleaning accidents is time they are unable to spend interacting with the children and facilitating the curriculum in a safe manner.

We understand and recognize that each child arrives at this milestone differently, if frequent accidents become a pattern and the situation is not manageable in the classroom setting, a meeting will be set-up between the parent, teacher, and Director of Early Childhood to determine a plan of action which may result in a break from school to work on potty training at home.

### **Public Display of Affection**

Respect for oneself and for others makes public displays of intimate behavior inappropriate. Unacceptable displays

shall include but not be limited to kissing and embracing. Students should treat others with respect and be sensitive to the feelings of others in public. Lifestyle choices not in agreement with scriptural guidelines may be determined inappropriate and subject to administrative intervention.

### **Public Notoriety**

Students and parents/guardians are expected to represent LSA in a positive manner. Any actions and/or electronic postings i.e., YouTube, Facebook, email, texting, tweeting, voicemail, etc.), which cause negative notoriety for LSA, may result in student disciplinary action. Student/family enrollment may be terminated.

Situations involving students/parents participating in slander, gossip, rumors (either in person or on internet sites) will be addressed by the administration. Please directly ask the teacher or administrator about a rumor instead of passing it along to others.

### **Vandalism**

Students who destroy or vandalize school property will be required to pay for losses and/or damages. Additional disciplinary action will be taken. Accidental damage should be reported to the Lower School Office immediately.

## **DISCIPLINE**

### **Classroom Discipline**

Each grade level has its own classroom discipline plan and expectations agreed upon by teachers for that grade level. Grades Pre-K3 - K have a color chart. Grades 1-5 have a mark system. An accumulation of color changes or marks throughout the week may result in further disciplinary action being taken by the administration using the discipline plan for their specific level. Each teacher will clearly communicate classroom behavior expectations at the beginning of the school year.

If misbehavior occurs in a special's classroom (Art, Band, Choir, Computer, PE, Spanish, Music, and WINGS) the teacher will communicate through email explaining the behavior infraction and consequence. Please contact the specific specials teacher for any questions regarding issues that occur in their class.

### **Disciplinary Action Plan (Grades 1 - 5)**

*The Lower School of Lutheran South Academy expects its students to act and behave in a manner, which is not only God pleasing, but is also respectable of one's self and family. Our Heavenly Father provided His children with His law, not as a means of punishment, but instead to serve as a curb, or guide. This is referred to as God's **S.O.S. (Shows Our Sins)**. It is this philosophy that the faculty and staff of the Lutheran South Academy Lower School have incorporated into the school's discipline plan. The actions and consequences that take place through the course of the 5-Step Discipline Plan are a means of assisting and guiding the student towards an acceptable manner of behavior.*

**Step One:** Consists of two documented infractions, which may cover a variety of rules violations which include but are not limited to talking out of turn, disrespect toward teacher and/or classmates, off task etc. Each rules infraction will be written down, and documented by each teacher citing the student, date, and infraction. Contact will be made with parent/guardians by a written e-mailed discipline notice for each infraction. The 3<sup>rd</sup> infraction results by the parent/guardian being e-mailed the lunch and/or recess detention notice moving the student to step two of the discipline plan.

**Step Two:** Each rules infraction during Step Two will result in a lunch or recess detention during the student's assigned lunch or recess period. Step Two consists of three lunch or recess detentions, and after a third lunch or recess detention is served, a conference may be necessary between the parent/guardian(s) and Lower School Administration. The parent/guardian receives a lunch or recess detention notice one day in advance. A parent/guardian may NOT bring a lunch from an outside food establishment. If a lunch detention is skipped an automatic second one will be assigned.

**Step Three:** During Step Three, students will be required to serve an In-School suspension. The one infraction at this level will include a parent/guardian conference to address the behavioral needs of the student.

**Step Four:** Consequences for rules violations at this level will be in the form of an out of school suspension. The 1<sup>st</sup> and 2<sup>nd</sup> violations will result in a one-day, Out-of-School suspension. During any of these suspensions,

academic responsibilities must be completed and turned in to each teacher. The highest possible grade a student can receive for these assignments is a 60. After the second infraction a conference will occur to determine further status for the student at Lutheran South Academy.

**Step Five:** May result in expulsion or removal of the student from Lutheran South Academy. This may be necessary due to the student's persistent unwillingness to comply with the school's procedures and guidelines or unwilling to display an acceptable manner of behavior.

### **Disciplinary Action Plan (Grades PK-K)**

#### **Step 1: ACTION PLAN**

If at any point a teacher is experiencing consistent behavior problems with a student, a teacher may request a meeting to discuss an action plan between parent/guardian and teacher to aid in the success of their child's learning at LSA. Behavioral goals and criteria will be given in the action plan for the student to meet. The action plan will be individualized based on the needs of each specific student. Failure to adhere to these goals will lead to step two.

#### **Step 2: BEHAVIORAL CONTRACT**

The teacher will request a second meeting if goals and criteria are not met from the action plan. In the meeting, a behavioral contract will be created with a revised set of goals and criteria for the student to meet. This will be set and monitored by teachers and administration. If the behavioral contract is broken, the student may be expelled from LSA.

### **Discipline Contract**

A Lower School Discipline Contract is implemented when a student consistently repeats unacceptable behavior patterns with no observable effort to change. A student gets to the contract stage after reasonable efforts, including behavioral reports/consequences, parent/guardian conferences, and other avenues of offered help show no change in a student's conduct. It is hoped that the contract will effect a change in the student's behavior. However, should that not occur, the final level in the contract will result in expulsion. A discipline contract can be carried out to the next school year if deemed necessary by the administration.

### **Severe Clause**

Behaviors of a severe nature may warrant a more severe punishment as determined by the Lutheran South Academy administration on a case-to-case basis. Students whose infractions fall under the Severe Clause will report immediately to the administrator and may be subject to suspension or expulsion as warranted by the student's behavior. Examples of offenses that will cause a student to be disciplined according to the Severe Clause procedure include but are not limited to:

- physical and / or verbal assault and fighting
- possession of alcohol or drugs
- possession of a weapon
- obscenity, profanity, vulgarity, or indecency
- smoking
- vandalism
- theft, stealing, or robbery
- cheating or plagiarism
- defiance or insubordination
- making any form of threat
- any conduct that disrupts the learning process.

A conference including the student, parent/guardians, and the Lutheran South Academy administration will occur before the student is allowed to return to classes. A discipline contract will be drafted at the time of the conference to outline the expectations and monitoring of student behavior.

## **DRESS CODE**



It is expected that students will dress according to the Lower School dress code. Teachers will conduct dress code checks. Younger students will be changed into approved uniform pieces. After three dress code violations a notice will be sent home. If a student receives a fifth violation, he/she will serve a lunch or recess detention for non-compliance. If dress code violations continue, the steps in the disciplinary action plan will be followed.

LSA does not allow clothing or accessories which include profanity, vulgarity, anti-Christian symbolism, "dark" themes such as skeletons, graves, etc., or advertisement of alcohol or drugs. A final determination of questionable accessories/clothing will be determined by administration.

Students may wear collared polo shirts purchased from the LSA Spirit store. Only LSA approved Spirit Store and/or Flynn O'Hara sweaters may be worn in the classroom. Accelerated Reader T-shirts may be worn in place of the school polo and must be tucked in.

### **Clothing Provider**

Flynn O'Hara is the LSA uniform provider. Uniform products may be purchased through the customer service number (800) 441-4122 or on-line at [www.flynnohara.com/school/TX009](http://www.flynnohara.com/school/TX009).

### **Dress Code Guidelines**

- A brown or black belt is to be worn with all looped pants and shorts (PK3 – 1<sup>st</sup> grade are the exception). Shirts are to be tucked in for grades 1- 5.
- All coats and jackets worn to school and used for recess that are not from the uniform provider or LSA Spirit Store are to be stored in the student's cubby during the school day.
- Closed toe/closed heel shoes must be worn. Shoes with special effects, such as wheels, are not allowed. Students may store an additional pair of non-marking tennis shoes for P.E.
- All jumpers, skorts, shorts and skirts must be no more than 2-inches above the knee.
- Any shirts worn under the school polo must be gray, white, navy, uniform green or black.
- Jewelry should be modest. No visible tattoos or body piercings, with the exception of earrings, are allowed.
- Leggings must be navy, black, uniform green, gray or white. Boys may not wear athletic leggings as part of the uniform.
- No hats, head bandanas, or sunglasses are worn indoors. Girls' headbands, hair-bows and hair-clips should be appropriate for the outfit. Teachers have discretion for removal of the headband, bow or clip if it is too distracting due to size and extreme ornaments. No extra decorations are to be worn with the uniform (foxtails, unicorn horns, etc.)
- No extreme hair styles or colors allowed. Unnatural hair color should not be worn. Hair must be well groomed and kept out of the eyes. Boy's hair must be cut so the hair is off the collar and out of the eyes. Rat tails, braids, man-buns or Mohawks are not permitted.
- Extremes in clothing and grooming not specifically covered by the handbook regulations will be considered by the faculty and administration on an individual basis.
- Cloth mask, neck gators and medical masks **WITHOUT wording or messaging other than LSA logos** are approved to wear at school.

## **FIELD TRIPS**

### **Off-Campus Field Trips**

All students attending a field trip must ride to and from the event on the bus. Students are held to the same standards of conduct on field trips as they are during the regular school day.

### **Field Trip Chaperones**

**Parents/guardians that have signed up to be a chaperone must first be cleared through the LEAH office with a complete background check.** This process can take a few weeks to be finalized. If any adult not cleared through the LEAH office may not attend the field trip. Younger siblings may not attend field trips. Parents must provide their own transportation to and from any field trip they choose to attend.

## **GUIDELINES FOR STUDENT SAFETY**

## **Behavior Goals**

- To encourage independence and responsibility
- To show constant respect for all persons through action and language, regardless of age, position, or ethnic heritage
- To demonstrate respect for personal and community property
- To act in a way that encourages and maintains the classroom atmosphere so that it is conducive to learning and shows respect for every student's right to learn and the teacher's right to teach
- To accept accountability and responsibility for one's actions
- To recognize that, as children of God, there are times when we err and, therefore, there are times when forgiveness needs to be asked for and when forgiveness needs to be given

## **Cafeteria Guidelines**

- **Walk at all times**
- Allow a safe distance between classmates so that food does not spill
- Talk only in normal tones
- Help any classmates who are struggling with carrying food
- Follow the teacher's instructions for clean-up

## **Chapel and Assembly Expectations**

- Walk on the right side of the hallway, in single file, so others may pass to and from the assembly or chapel
- Follow the teacher's instructions for seating
- Show respect for the speaker and each other by being quiet and attentive

## **Classroom Expectations**

- Be ready to work when class is to begin
- Be safety conscious
- Obey classroom procedures as directed by the teacher
- Respect and be polite to all people
- Respect the property of other people and of the school

## **Hallway Expectations**

- Walk on the right side of the hallway, in single file, so others may pass
- Talk only in quiet tones
- Keep hands, feet, and objects to oneself
- Hold the door until the next person takes it

## **Playground Guidelines**

Playground areas are closed during morning (7:00 am – 8:05 am) and afternoon (3:15 pm – 3:40 pm) car line. No student is to be on the equipment at those times.

- Stay in appropriate playing area as directed by the adult in charge
- Keep off fences
- Playground flooring (rubber mulch and/or sand) needs to stay where it is (no throwing, tossing, etc.)
- Equipment is to be used as intended (no walking up slides, jumping off decks, etc.)
- Always obey the directions given by the adult in charge

## **Safety Drill Expectations**

- Absolutely no talking
- Listen to and follow the teacher's instructions exactly
- If leaving the building, do so in an orderly manner by means of the route posted in the room or as directed by the teacher
- Remain in the designated area until further instructions are given

Students who, through their actions, show a disregard for the above expectations can expect appropriate disciplinary action.

## LUNCH

### Lower School Lunch Times:

Grades	Time
PK	11:30 am
K	11:00 am
1st	11:05 am
2nd	11:10 am
3rd	11:50 am
4th	11:55 am
5th	12 noon

Lunches can be brought from home or purchased from our school cafeteria. Parents/families are welcome to come eat lunch with their student. In order to minimize disruption of instruction, we ask that you not bring in any outside food after the school day has begun. Students that have forgotten their lunch at home will be able to purchase a lunch from the cafeteria.

**\*Birthdays – parents/guardians are welcome to bring in lunch for their child for birthdays.**

Breakfast and After School Snacks are available for purchase.

PreK students will be provided a hot lunch meal or sandwich meal with an 8 oz milk, and snacks will be provided in the classroom.

### **Lower School Lunch Guidelines**

Pre-K – 2<sup>nd</sup> Grade Meals: \$6.25

- Lunch tray “Main Ingredient” and drink
- Sandwich option and drink

3<sup>rd</sup> – 5<sup>th</sup> Grade Meals: \$8.00

- Lunch tray “Main Ingredient” and drink
- “Crossroads” and drink
- Salad Bar and drink

ALL FOOD SERVICE ACCOUNTS MUST BE PRE-FUNDED PRIOR TO THE START OF MEAL SERVICE. To fund your account, money must be deposited into the student’s My School Bucks account using MySchoolBucks.com or the My School Bucks app. Check payments may be dropped off in the Lower School Office. Please note check deposits may not be available immediately for student use. Please include the following information in the memo section of the check, “food service” and the student(s) name.

Setting up an account is fast and easy, go to MySchoolBucks.com, select our district: Lutheran Education Association of Houston, and our school: Lutheran South Academy, then proceed to add your student(s). You can also download the mobile app for ease of use.

Funds that remain in your food service account at the end of the school year will be carried over to the next school year. Please note that if your meal account runs out of funds, Lutheran South Academy allows a negative balance up to \$6.00 which will cover one lunch meal.

If your student has a medically documented food allergy, please notify the food service department and the campus nurse so this information can be placed in the system.

## MEDICATION

Lower School will dispense medicine to students according to the policies and guidelines set below.

### **Long Term Medication**

If your child will be receiving daily medications or have a medical condition that could require medical attention during school hours, the following form needs to be completed and on file before the medication can be given to your child. These guidelines are set by the Texas Department of Health and Human Services, School Health Program.

A *Physician's Medication Authorization Form* must be completed and signed by the prescribing physician and parent, authorizing the administration of the medication during LSA school hours.

Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The medication must be current.

### **Short Term Medication**

If your child is receiving a medication for a short period of time, a *Physician's Medication Authorization Form* needs to be completed.

### **Documented Allergies Requiring an Epinephrine Injection Pen**

A *Food and/ or Allergy Anaphylaxis Care Plan* will need to be completed by the prescribing physician, along with the *Physician's Medication Authorization Form*. If you have a student in middle school or high school who will self-carry their injector or have them in their locker, the *LSA Permission to Carry EpiPen Form* needs to be completed as well.

### **Asthma**

If you have a student who has asthma and needs an inhaler during school hours, an *Asthma Action Plan* and *Physician's Medication Authorization Form* needs to be completed by a physician. If you have a student in middle school or high school who will self-carry their inhaler, the *Asthma Inhaler Permission Slip* needs to be completed as well

### **Seizure**

If you have a student that has seizures, please fill out the *Seizure Action Plan*.

## **VISITORS**

Lutheran South Academy welcomes parents/guardians and other individuals to visit and participate in school activities and business. The support and cooperation received from visitors is essential to the safety and success of the school. Because the protection of our students, faculty, and staff is of utmost importance, the school has established guidelines for campus visitors. These guidelines apply to our school buildings during normal school hours on normal school days. They do not apply to sporting events, special assemblies and similar activities. In special circumstances, the school may make discretionary changes to these guidelines to ensure a reasonable level of campus security.

Guidelines:

- All visitors to campus, including all parents/guardians, must check in at their student's office immediately upon arrival. Sign-in locations include the Lower School, Middle School, and High School Offices. **The front B Building doors are NOT an entrance for visitors during the school day.**
- All visitors will receive a temporary visitor badge or sticker that must be worn in a visible location while on campus. This badge should be returned to the school office upon sign-out. Stickers may be issued for chapel and class party attendance.
- Visitors that have submitted their information for a background check and have been cleared will sign-in and receive a temporary visitor badge. All other visitors can be asked to surrender their driver's license.
- Parents/guardians and other visitors eating lunch with their children must inform the homeroom teacher either personally or in writing by 8:30 am if they are ordering a hot lunch from the school cafeteria. Parents/guardians are expected to leave after lunch is finished so the class may continue to the next planned activity.
- Parents/guardians and other visitors are not to be on the playground, pavilion, or gym with students during recess or P.E. times.
- Visitors that have not been cleared, including vendors and other visitors doing / repair work on campus will

sign-in and receive visitor badges at the Administration Office. They will need to surrender their driver's license to the office.

- Some visitors are potential students who are shadowing with an LSA student for a ½ day visit. Arrangements for this are made in advance with the admissions office and division administrator.
- Parents/guardians who want to visit a classroom during the school day must make arrangements with the division administrator first.
- Visitors will not be allowed during testing times.
- School faculty and staff should direct visitors without a visitor badge to the appropriate location to sign-in.
- School faculty and staff are required to wear their LSA name badges while on campus.

## **VOLUNTEERS**

### **Parent/Guardian Teacher League (PTL)**

Lutheran South Academy's Lower Parent/Guardian-Teacher Board (PTL) meets on a regular basis. The purpose and function of this organization is to provide educational and enrichment opportunities for parents/guardians and students, support the school through a variety of activities, and improve communication between the parent/guardian and the school. All parents/guardians are welcome to be part of the PTL assisting as available for any activity. The PTL Board is made up of volunteers who welcome all who can help.

### **Parent/Guardian Volunteers**

There are many opportunities throughout the year for parents/guardians to volunteer. These include events and aiding during the school day as well as providing treats or other needed items for special occasions. Volunteer opportunities will be announced through the weekly newsletter or classroom announcements throughout the school year.

If a parent/guardian is assisting with an afterschool activity the siblings must stay in the area that the parent/guardian is working.

### **Room Parent/Guardian**

Parent/guardians can volunteer to serve in this capacity through the PTL grade-level representative. Room parents/guardians assist in special projects, class activities, and school parties. A PTL Board Member is responsible for organizing the grade level representatives and helping them with ideas and activities throughout the year.

### **Parent/Guardian Behavior**

The best possible educational environment is only possible when the school, parent/guardian, and student work together in the best interest of the student. Therefore, if the school feels that the parents/guardians are not being supportive of the school or the student, the school may take actions up to and including student expulsion as a result of the behavior of the parent/guardian.

A student shall be withdrawn from Lutheran South Academy if their parent/guardian or responsible party disregards policy/procedures and/or exhibits aggressive, abusive, or disrespectful behavior toward staff members or students. A student shall be withdrawn at the discretion of the Head of School. A withdrawn student may not be entitled to a refund of tuition or fees paid.

# **LUTHERAN SOUTH ACADEMY COLLECTION DEVELOPMENT POLICY**

## **Library Mission Statement**

The mission of the Lutheran South Academy Libraries (prek-12<sup>th</sup> Grades) is to foster a love of reading in students of all ages that will encourage empathy to one another, and to the community that surrounds us. The library supports LSA's academic curriculum with books, online resources and library lessons that connect literature to curricular topics.

## **Goals of the LSA Libraries**

- Create a safe, welcoming environment that allows our students to achieve, to question, to be creative and to pursue personal interests through reading and research.
- Provide a current and comprehensive body of resources to support classroom instruction, student assignments and projects, and independent inquiry.
- Provide the means and methods by which students can become life-long independent learners prepared to live in a world where the Christian is surrounded by the influences of secular ideas.
- Promote a carefully chosen selection of Christian and mainstream fiction and nonfiction from all suitable genres.
- Empower students to be critical thinkers, effective and ethical users and producers of ideas and information.

## **Objective of Selection Policy**

Materials are thoughtfully selected for appropriateness and effectiveness in meeting educational goals at Lutheran South Academy. Resources are chosen that will enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels. It is the school's desire to teach students to critically evaluate what they read. It is important for parents to know that they should be actively involved in helping their children evaluate what they read and discuss the issues presented.

## **Responsibility for Selection**

The Library Media Specialist holds the primary responsibility for selection of library materials but will consult, as appropriate, with school administrators, staff and faculty and may also consult students and parents.

## **Selection Criteria**

Generally, materials are selected based on these criteria:

- Christian worldview
- Educational significance
- Contribution the subject makes to the curriculum and to the students' interests
- Favorable reviews found in selection sources
- Approved national, reputable, unbiased, professionally prepared selection aids will be often, though not always, consulted as guides. Some of these include Booklist, Book Review, School Library Journal, Christy Awards, Follett Titlewave
- Texas award winning books
- Texas Bluebonnet, Lone Stars, 2x2s, Tayshas, Mavericks
- Reputation and significance of the author, producer, and publisher
- Contribution the material makes to the breadth of representative viewpoints on controversial issues
- High aesthetic quality and/or literary contribution, including:
  - keen awareness of the subtleties of thought and language that promote the students' creative use of language
  - characters and plot that are convincing, with evidence of growth and character development
  - sensitivity to others and their needs that gives insight to personal relationships and feelings
- Quality and variety of format
- Timeliness or permanence
- Is the item high in literary merit and/or factual content and presentation?
- Grade-level or age/appropriateness

## **Donations/Gifts**

Donations/Gifts of resource materials are accepted with the understanding that the resources will be evaluated for conformity to the selection criteria. If a resource does not align with the policy, the donation may be given to a

more appropriate library or charitable organization. No special conditions or restrictions can be placed on the gift by the donor.

### **Treatment of Controversial Topics**

*“Do not conform to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – his good, pleasing and perfect will.” – Romans 12:2*

Literature Selection will contribute to the breadth of representative viewpoints on controversial issues and noted for strengths rather than rejected for weaknesses. We live in the world and imperfect problems are part of our real lives. We don’t imitate the problems but look to Christ for true hope and wisdom. God works through the renewal of our mind so we don’t have to be afraid or hide from sin – but confront it. Much of literature deals with issues or human qualities not recommended as ways for a Christian to live or act; but, are identified as important for students to understand within the storyline or the catalyst for change. Parents should be aware that not all items selected for the curricular goals will be Christian or comfortable to every family.

Materials dealing with profanity, sex, drugs, suicide, diverse lifestyle, violence, etc. will be evaluated by these questions:

- Is the element informative or sensational?
- Is it instructively descriptive or explicitly descriptive?
- Is it infrequent, or appropriate in context?
- Is it functional and necessary to the story?
- Is it accepted as the norm?
- What is the moral tone of the work?

The Lutheran South Academy Library supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States, although the school’s mission statement and core values guide the practice of these principles.

### **Reconsideration of Materials**

Materials will be chosen with thoughtful attention to their appropriateness for a Christian school. The school should provide a wide range of resources on all levels of difficulty with a diversity of appeal and different points of view. If there is a complaint by a parent, staff member, or community member, the objection will be treated respectfully. The complainant will be given a **Request for Reconsideration Form** to be filled out completely and returned to the Library Media Specialist. Action only occurs when the reconsideration form has been returned.

1. When the fully completed form is returned, a committee is formed composed of three staff members.
2. All memoranda written to the committee members, the original challenge and copies of reviews taken from journals mentioned in the Selection Policy will be kept.
3. A formal meeting is set with the committee and the complainant, usually within two weeks, to allow for all members to read the challenged material.
4. The meeting is conducted so that the person objecting knows that the committee is dedicated to providing the best possible materials for the library, and that the committee is committed to a full, positive, respectful discussion. If the committee concludes that the material is not objectionable, a statement supporting the inclusion of the material in the collection is written. If the committee feels that the item should be withdrawn, then it is removed from the collection.
5. If the committee feels the material is better suited to a different audience, it will be moved to a different library. This is a committee decision; the authority for this decision rests solely with the entire committee.
6. If the complainant wishes to appeal the decision of the committee, then complainant can make a written appeal to the Head of School. The Head of School will be provided the original challenge form and the committee’s decision. The Head of School will render a final decision on the appeal.
7. Challenged material may remain in circulation until this review and appeal process is completed.

### **REQUEST FOR RECONSIDERATION FORM**

Lutheran South Academy has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist and has established reconsideration procedures to address

concerns about those resources. If you wish to request reconsideration of school or library resources, please complete this form.

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Copyright Date: \_\_\_\_\_

Person initiating the Request: \_\_\_\_\_

Phone # to best reach you: \_\_\_\_\_

Address: \_\_\_\_\_

Date request was initiated: \_\_\_\_\_

Please answer the following questions:

Have you received a copy of the school's policies and procedures in regards to selection of library resources and the handling of resources of resources that are challenged by an individual?

\_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

Have you read, viewed, or listened to the entire resource in question?

\_\_\_\_\_

What do you believe is the theme or purpose of the material?

\_\_\_\_\_

What are your concerns about the resource? State page numbers as necessary.

\_\_\_\_\_

Are you aware of any judgement regarding this book or material by literary or educational reviewers?

\_\_\_\_\_

Does the material have any merit or value for a specific population or age group?

\_\_\_\_\_

In your opinion, what harmful effects upon students might result from use of this material?

\_\_\_\_\_

What action would you recommend be taken regarding the use of this material in the school?

\_\_\_\_\_



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

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

*Please return this form to the administrator of the school who will contact you regarding your request after the Committee has made its decision about whether to retain the material or remove it from the school library media center.*

# LSA Lower School 5-Step Discipline Plan (Grades 1-5)

## 2 DOCUMENTED INFRACTIONS

Document date, student, and infraction

Contact via write-up notice in Renweb

Step One

## 3 LUNCH-RECESS-PE DETENTIONS

Lunch/Recess/PE detention served during student's assigned lunch / recess / PE

Contact made via write-up notice in Renweb

Possible parent/guardian conference

Step Two

## 1 IN-SCHOOL SUSPENSIONS

An in-school suspension is assigned at this level.

Student is in the office the entire school day

Contact made via write-up notice in Renweb

Parent/Guardian Conference (Required)

Step Three

## 2 OUT-OF-SCHOOL SUSPENSIONS

The two suspensions will be out-of-school.

Academic responsibilities for each day of suspension must be completed and turned into each teacher. The highest possible grade a student can receive for these assignments is a 70.

After the 2<sup>nd</sup> suspension a parent/guardian conference will determine future action.

Step Four

## POSSIBLE REMOVAL

Step Five may result in expulsion or removal of the student from Lutheran South Academy. This may be necessary due to the student's persistent unwillingness to comply with the school's policies, procedures, and guidelines or unwilling to display an acceptable manner of behavior.

Step Five

Extreme inappropriate behavior can accelerate the steps in the discipline plan.

A behavioral/disciplinary contract for the student can be constructed at any level by the administration and it operates outside the discipline described above.

### Discipline Contract Explanation

Terms of the behavior/discipline contract will be set and monitored by Lower School Administration.

Meetings with student and contact with parent/guardian(s) will happen to effectively decrease the severity of behavior.

If the behavioral contract is broken, the student may be expelled or removed from Lutheran South Academy.