

# PARENT – STUDENT HANDBOOK 2022-2023

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Classes (Assignments, Grades) and Billing: **[www.Renweb.com](http://www.Renweb.com)**

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**LEAH Schools  
(Lutheran Education  
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It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies of LEAH Schools North Academy. In any of the student handbook issues, the school administration reserves the right to make the final decision and will always do its best to make decisions based on what is best for the entire student body. LNA reserves the right to respond as it sees fit to the behavior of its students, even if those actions take place outside of school hours and away from school property. LNA reserves the right to modify this handbook as the school sees fit, throughout the school year.

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# SET AN EXAMPLE

*Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.*

*1 Timothy 4:12*

## IN FAITH

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### MISSION

North Academy provides Excellence in Academics and Meaningful Ministry, placing Christ First in all that we do.

### CORE VALUES

- Academic Excellence
  - Christian Faith
  - Diversity
  - Mission Oriented
  - Community
  - Servant Leadership
- 

### PORTRAIT OF A GRADUATE

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- **Christ-centered Citizens** - interacting with the world through the lens of a Christian worldview
  - **Well-rounded Scholars** - prepared to think critically and creatively to take action for the public good
  - **Lifelong Learners** - eagerly cultivating their talents and gifts
  - **Lifelong Servants** - delighting in the vocations into which Christ calls them
  - **Disciples of Jesus Christ** - modeling Christ's love to others in their community and beyond
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### CHARACTERISTICS OF PROFESSIONAL EXCELLENCE

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- Bring a vibrant passion for the mission
- Commit to continuous Christian growth as disciples of Christ
- Genuinely imitate Christ
- Actively build and invest in relationships
- Display content knowledge and pursue pedagogical versatility
- Nurture the whole individual
- Foster a safe learning environment that inspires intellectual growth, collaboration and creativity

REFERENCE GUIDE

School Address  
1130 w. 34th Street  
Houston, Texas 77018

Community Center  
Address 3427 Alba Road  
Houston, Texas 77018

Website & Calendar [www.leahnorth.org](http://www.leahnorth.org)

Academic Information  
[www.renweb.com](http://www.renweb.com)

Billing  
[www.online.factsmgmt.com](http://www.online.factsmgmt.com)

PHONE NUMBERS

<u>Department</u>	<u>Phone</u>
Academic Dean / Registrar	(832)778-4108
Admissions / Marketing	(832)778-4130
Athletics	(832)778-4124
College Counseling	(832)778-4115
Dean of Students	(832)778-4124
Facilities	(832)778-4122
Fine Arts	(832)778-4110
Front Office	(713)880-3131
Head of School	(832)778-4123

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Jane Brown

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**Human Resources**

Jamie Philley

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Pamela Collins

## PARENT/STUDENT HANDBOOK

School rules and guidelines are established so that students effectively and safely grow to their potential. As part of this process, LNA will guide students in being good decision-makers. Each student is continually faced with decisions about following school rules. ***We appreciate and expect positive behaviors and attitudes and will look to recognize these actions whenever possible.*** However, if a student chooses to disobey a rule, he or she also chooses to face the appropriate consequences for this misbehavior. This handbook outlines the guidelines of what is expected of students. The guidelines in this handbook are set up in categories: Student/Parent Handbook Policies, Attendance, School Community, Student Appearance, and Academics. Continued enrollment of all students is subject to the student observing all school rules as set out in the school handbook.

### STUDENT/PARENT HANDBOOK POLICIES

**PARENT BEHAVIOR:** The best possible educational environment is only possible when the school, parents and student work together in the best interest of the student. Therefore, if the school determines in its sole discretion that a student's parent(s) or guardian(s) are not being supportive of the school or the student, the school may take actions up to and including student disenrollment as a result of the behavior of the parent or guardian.

**PUBLIC NOTORIETY:** Students are expected to represent the school in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device or Internet site (i.e. YouTube, Facebook, Instagram, email, texting, voicemail, etc). The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions, which cause notoriety, could result in a student disciplinary action up to and including expulsion. Students and parents are expected to communicate positive messages about the school both internally and externally. 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.

**ADMINISTRATIVE AVAILABILITY:** The school administrators are willing to meet with any parent regarding the situations and programs for which they are responsible. **Please refer to the Due Process Procedure** (in this handbook) by first contacting the teacher, then the appropriate administrative supervisor and then the Head of School if needed. The Head of School provides overarching leadership for the day-to-day operations of the school and coordination and supervision of the other administrators. The Head of School's focus also is on strategic initiatives, external affairs, comprehensive program monitoring, and long-range planning of the school.

Because of the varied schedules each day, please schedule an appointment with the appropriate administrator.

**TEACHER AVAILABILITY:** Full time teachers will be available to help students by 7:20 am on Monday, and Friday, and 7:00 am on Tuesdays, Wednesday and Thursday. An advisory time is built into the school schedule between 3<sup>rd</sup> and 4<sup>th</sup> hours on school days without chapel or assemblies. After school help (or other available times) is available by arrangement with the individual teacher. Teachers' syllabi will have their contact information and available office hours. **Teachers are unable to hold impromptu conferences.** Please schedule a time, in advance, to meet or speak with the teacher. (See parent communication)

**DANCE GUIDELINES FOR LNA SPONSORED DANCES:** Student dances are an acceptable part of the co-curricular activities at LNA and are a wholesome activity if properly conducted with guidelines.

- These are evening affairs normally starting at 8pm and concluding by 11pm to meet the City of Houston curfew laws. Students must arrive by 9pm. If any student arrives after 9pm they will not be admitted to the dance and the student's parent/guardian will be called.
- Tickets are usually sold in advance and sometimes at the door depending on the event.
- Students bringing non-LNA guests must have a Visitor Reference Form completed and returned within 1 week prior to the event to the Office Manager. Guests must be in grades 9 through 12, or no more than 2 years out of high school.
- APPROPRIATE DRESS IS EXPECTED of all students and their guests. Dress is semi-formal or formal at special dances such as homecoming and prom. Semi-formal/formal means that spaghetti straps or strapless dresses are acceptable as long as the dress is "tasteful" which means not too short, tight, low or revealing. If you have to ask, it probably isn't acceptable for a school dance. The staff has the right to say what is appropriate. All other dress code guidelines are expected to be followed.
- All regular school guidelines for behavior shall apply. Parents are to be notified immediately should a student refuse to follow established behavior standards. Parents may be requested to come and get the student from the activity if the circumstances warrant such actions.
- No inappropriate or sexually explicit dancing.
- Students are expected to stay for the entire duration of the dance. An LNA representative will call a parent/guardian if a student desires to leave early from the dance. LNA along with LNA staff are not responsible for students once students have exited any LNA event.
- There is no loitering in the immediate vicinity or parking lot adjoining the dance area and there is no readmission after leaving. ANY VIOLATIONS OF THE ABOVE RULES WILL RESULT IN THE FORFEITURE OF THE TICKET COST, LOSS OF ADMISSION TO THE DANCE AND FUTURE DISCIPLINARY ACTION AS REQUIRED.

## ATTENDANCE / TARDIES GUIDELINES

Regular attendance is an important aspect of a quality education and important to the success of each student in school. Punctuality is another essential element of student success. Although assignments can be made up, much of what is learned in class comes from discussion, group collaboration, lectures, presentations, demonstrations and similar activities that are difficult to recreate for each absent student.

**Excessive tardiness and absenteeism will result in ineffective learning, possible failure and/or loss of credit for the course. LNA makes no distinction in excused or unexcused absences.**

Our goal is to teach responsibility with the expectation to have students in school, in class and ready to start on time.

### ABSENCES:

- Parents are asked to call the school office (713.880.3131) before 8:30 a.m. each day (or part of a day) when a student is absent from school.
- Every three (3) tardies to 1<sup>st</sup> class will constitute one (1) unexcused absence and count toward the five allowed absences.
- Students are allowed five absences per semester, per class, before losing credit for the class. (See Absences in the *Academic Guidelines*)
- If a student misses more than 25 minutes of a class, the student will be marked absent for that class, not just tardy.
- Students must be in attendance for a minimum of two periods of academic class during a school day before they can participate in (practice/play) or attend any extra-curricular activity that day.
- A written note from a parent or guardian explaining the absence should be brought to the office for the student's file upon returning to school. If a student sees a doctor, then a note from the doctor or clinic is necessary. Include the date of the absence(s), reason for absence, and signature of the parent/guardian or doctor. Faxed and emailed notes are acceptable.
- Students who are returning to school after an absence must also report to the school office for an admit to class slip and to turn in written documentation for their files. Missing documentation complicates the communication process for possible loss of credit for classes when a student has accumulated excessive absences and/or tardies.
- Students have one day for each day absent to make up work. (see *Make-up Work in the Academic Guidelines*)
- If a student is absent for 2 to 3 of the 4 periods, it counts as a half absence on the transcript and can impact Honor Roll status (see *Honor Roll in the Academic Guidelines*).

### TARDY TO SCHOOL:

- Tardy to school is defined as not being present or on time for your first scheduled class of the day.
- Students are to arrive at school with sufficient time to take care of necessary responsibilities and be in **their first class on time**. A normal school day begins promptly at 7:45 am. Students are expected to be in their classrooms at 7:45am.
- Students who arrive after the school day has begun **MUST IMMEDIATELY** report to the school office and sign in before proceeding to class or their locker. Upon signing in, they will receive a timestamp, admit to class slip. This pass is not an excused or unexcused slip. It is an admit to class slip which indicates that they have appropriately checked into school at the office and proceeded to their classroom in a timely manner.
- If a student is tardy to school for 25 or more minutes, the tardy will be counted as an absence for the first hour.
- Students, who have not reported to their first class on time or before, will be marked tardy on their attendance record as tardy to school even if they are in the building.

The following sequential consequences are designed to help change behavior to one of punctuality to school:

- 3<sup>rd</sup> tardy-notification to parents
- 6<sup>th</sup> tardy-notification to parents and mandatory detention
- 7<sup>th</sup> tardy will result in a conference with parent(s)/guardian(s) and the student will be placed on contract
- 8<sup>th</sup> and 9<sup>th</sup> tardy will result in Saturday detention at the cost of \$20
- **Any one class with 10 or more unexcused tardies/absences per semester will result in loss of credit**

### TARDY TO CLASS:

- Promptness to class is very important and the expectation for a productive classroom environment.
- Students are expected to be in their rooms at the start of each class indicated by when the bell rings.
- It is also the expectation that students bring all necessary items required from your locker by utilizing passing periods responsibly and avoiding being tardy.
- Teachers record tardy to class when a student is tardy. Consequences may include discipline by the teacher or a referral if a student is tardy multiple times.
- Coming in tardy to class is a disruption to the learning environment for all students.
- If a student is tardy to class for 25 or more minutes, the tardy will be counted as an absence.



## OTHER RELATED ABSENCE POLICIES

**ABSENCES/NOTES/HOMEWORK:** Students will be required to turn in any assignment due and to make up any tests missed while they were absent. Proper credit will be received if work is turned in within guidelines.

- Personal illness, exceeding 3 consecutive days, requires a doctor's note when the student returns to school.
- Medical and dental appointments require a note from the doctor to accompany students upon returning to school.

**Other Absences:** In the following situations all efforts should be made to receive and complete as many assignments as possible prior to the absence whenever possible. Please communicate extenuating and unusual circumstances with the student's teachers and the school office personnel to help facilitate that the student does not fall behind in their schoolwork.

- Extended hospital stays or quarantine
- Bereavement in the immediate family. Immediate family is defined as mother, father, brothers, sisters, or maternal and/or paternal grandparents.
- Court appearances, note from court must accompany student
- A combination of several consecutive LNA extracurricular activities and teacher-sponsored activities
- Pre-Approved college visitation days for juniors and seniors only. Two (2) days allowed.

With an excused absence, the student has the privilege of making up the work missed for full credit according to the time limits in the Make-up Work section of this handbook.

**APPOINTMENTS:** Whenever possible, medical appointments should be scheduled outside the school day. If appointments must be made during the school day, try to vary the times to avoid repeated absences from the same classes. (see **Absence above**)

**COLLEGE VISITS:** Juniors and seniors may be excused for two days during the year to visit colleges. These days are to be taken only if they are necessary due to the distance to the college or special visitation days. The College Guidance Counselor must clear this absence **a week in advance** for it to be recorded as a "college day". A maximum of three students may go on the same day. Students are encouraged to make college visits during vacation days and to use school days only when necessary. **Permission to use a school day for a college visit will be granted by the College Guidance Counselor if the student has satisfactory academic status and attendance at the time of the request.**

**EXCESSIVE ABSENCE:** Parents will be contacted, and a signed contract will be required if a student is absent more than four times during a semester (excluding absences for school activities: field trips, games, performances, etc.). After a student has been absent from a given class seven times, including accumulations of tardies, **any further absence or partial absence may result in "NO CREDIT" (the student's losing credit) for that class.** Exceptions will be made only in the case of a death in the family, extenuating circumstances or detailed doctors' notes.

**EXTRA-CURRICULAR PARTICIPATION:** Students must be in attendance for a minimum of two periods of academic class during a school day before they can participate in (practice/play) or attend any extra-curricular activity that day. If you are well enough to practice or compete, you are well enough to be at school.

**NO CREDIT MAKE-UP** – Courses for which "No Credit" has been given in the fall due to excessive absences/tardies can be redeemed in the spring through a contract with the teacher(s) and the approval of the Academic Dean. This contract must be fulfilled by a specific, TBD date in the spring semester in order to receive the grade that would have been awarded in the fall semester provided the student passed the class. If the contract is not fulfilled, the class must be retaken or made up in summer school upon the discretion of the Academic Dean.

"No Credit" for the spring semester can be redeemed by contract with the same requirements above but must be completed before July 31<sup>st</sup> of the same year.

**PLANNED ABSENCES:** Students who know they will be absent in advance should bring a note to the office, notify their teachers, and ask for assignments. Long-term projects and papers are due on the assigned day even if a student is absent. Tests that are missed will be given at the teacher's discretion.

## SCHOOL COMMUNITY GUIDELINES

**ABUSE, NEGLECT, AND EXPLOITATION OF CHILDREN:** All LEAH Schools North Academy employees have specific legal responsibilities to report suspected abuse, neglect, or exploitation of children. An employee's failure to report suspected abuse, neglect, or exploitation is a misdemeanor punishable by 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 or neglect or (2) an adult was a victim of abuse 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.

**Before and After School: Students are responsible to all school rules plus the following:**

- Students dropped off by parents are expected to stay on school grounds or have parents' written permission to leave.
- School uniforms should be worn while at school. Students who participate in, or are spectators for extra-curricular events must dress appropriately (see **Clothing in Student Appearance Guidelines**).
- Before school; Middle School students may go to the Student Learning Center for quiet study while High School students may wait in the lobby.
- Hallways should not be used as places to loiter or just "hang out". No running, loud or boisterous behavior.
- Students may be in the gym, weight room, courtyard, or classrooms only if an LNA staff member is present to actively supervise.
- Students arriving before 7am, not involved in practice or workouts, must remain in the assigned areas. At 7am the Student Learning Center will also be available for students as a place to wait. At 7:15am hallways and classrooms with teachers will be opened.
- After 4:00 pm, for security and supervision the classroom hallways will have limited access and should be used only for through traffic and to stop by your locker. Students remaining on campus should be in practice for extracurricular activities, enjoying individual quiet time. Middle School students may go to the SLC (room 205) while High School students may wait in the lobby.
- In any disciplinary matters, the administration reserves the right to make the final decision. The administration will always do its best to be fair and consistent (while recognizing differences between students and specific situations) and to make decisions based on what is best for the entire student body.

**Bullying/Cyber Bullying/Harassment/Threats:** All forms of harassment including, but not limited to hazing, bullying or threats are unacceptable and against LEAH Schools North 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.

**ATHLETICS:** The LNA athletic program is an integral part of the total school program. As such, it provides certain opportunities, and emphasizes definite aims, which are difficult to duplicate in other high school activities or later in life.

**Our LNA athletic objectives are:**

1. To always put Christ first in all athletic endeavors, and whatever we do, "Do all to the Glory of God."
2. To develop strong team spirit and loyalty to the school and ability to work with others in general: to work with the individual athlete to develop this attitude.
3. To develop a positive attitude of continual growth in high Christian values.
4. To encourage and develop self-confidence, responsibility, initiative and a feeling of belonging in each athlete.
5. To emphasize the importance of success (not just, but including, winning), as well as to remember the welfare and development of each individual athlete.

**The Goals of the LNA Athletic Department are:**

1. To encourage each student to grow spiritually by committing to the full development of their God-given abilities.
2. To motivate each student to develop physically through skills acquisition and development, and commitment to year-round physical fitness.
3. To provide encouragement and assistance academically to help each student reach their academic goals.
4. To guide each student emotionally through the inherent achievements and disappointments of the athletic experience.
5. To lead each student to develop socially through interactive experiences with teammates, coaches, fans, and opponents.

**Booster Club:** The Booster Club is a parent booster organization of LEAH Schools North Academy. Membership is open to all parents of students attending LNA who wish to support the school's athletic programs, athletes and coaches. Parents who are involved truly make a difference in promoting spirit and unity among our athletes and our student body, staff, coaches, families and the business community. The Booster Club purpose is to support our athletes and our athletic department by providing financial resources and constant prayer. The prayer of the Booster Club is that every athlete would learn Christ-like characteristics that will stay with them for the rest of their lives.

Please refer to the Athletic Handbook for more specific guidelines.

**BACK TO SCHOOL NIGHT:** Back to School Night is required of all students and is also a registration process. The student will receive their computers, schedule and a designated locker with a combination to "test" out. There will be sign-ups for PTL & Athletic Booster Club, retreat information, and medical release forms to sign for ALL students. School files need to be checked and validated with the proper records for physicals (required for athletic participation) and the current, state required shots and immunizations. You are asked to enter through the school lobby entrance where you will be directed through the registration process. There will be various stations set up to get all the information needed from the LNA families in one evening. Please plan on this process taking about one

and a half hours. Books will be distributed on the first day of class. If you have more than one student attending LNA, you can come at the same time. Otherwise each class, starting with seniors, is assigned a time slot.

**CARS:** Students parking at school must register in the school office by filling out an information form. No parking fee is required. Students may be assigned specific parking areas by priority of special needs and seniority. Illegal parking may result in a car being towed or revoking of the privilege to park on school property. Students must have a legal, current driver's license to drive or park on school property. Reckless driving and improper speed for the situation and conditions would result in suspension of driving privileges on school property or to school events.

**CELL PHONES:** Cell phones are allowed on campus with the following terms:

- Middle school students **must** keep phones in their locker. If they are caught with a phone during the school day, the phones will be sent to the office, and parents may pick them up for a fee of \$15.
- High school students **may** carry phones in their backpack. If a student is caught using a cell phone during class, it will be confiscated and sent to the office. Students may get their phone returned by paying \$15.

Students are not called out of class for phone calls unless it's an emergency. Messages directly requested from parents will be given to students. Students wanting to make phone calls should do so before school, during lunch, or after school. A written pass from a teacher is required to come to the office to use the school phone or a personal cell phone during class.

**Parents, if there is an emergency and need to contact your child, PLEASE call the school (713)-880-3131.**

**NO camera phones, iPads, or any other recording devices** are allowed in the locker rooms and/or restrooms. Camera phones in the locker rooms and/or restrooms will be confiscated and kept until the end of the school day where the parent may pick them up for a fee of \$15.

**CHAPEL:** Chapel services are held on Fridays. Exceptions would be on significant church calendar days that fall on another day like Ash Wednesday. Check the school website calendar at [www.leahnorth.org](http://www.leahnorth.org) or the calendar posted outside the school office window.

**CLOSED CAMPUS:** LNA is a closed campus (the campus means school grounds). Students may not leave the campus before the designated closing time without permission from the office. Once a student arrives at school, they are not to leave campus unsupervised until the end of the school day unless they are otherwise excused through the office and use school check out procedures.

## Computer and Technology Acceptable Use Policy

LEAH Schools North Academy provides technology resources to its students and staff for educational and administrative purposes. LEAH Schools North Academy promotes educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and staff.

Along with access to the Internet, computers, and networks all over the world comes the potential of accessing material that may not be considered to be of educational value. LEAH Schools North Academy firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of LEAH Schools North Academy. Ultimately, however, the parent(s), and guardian(s) of minors are responsible for setting and conveying the standards that their child should follow. To that end, LEAH supports and respects each family's right to decide whether or not to permit a child to participate in Internet access.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of LEAH Schools North Academy. Computer users are expected to use the computers and networks in an ethical, responsible, and legal manner. The Acceptable Use Policy is intended to clarify those expectations as they apply to computer and network usage and is consistent with other LEAH Schools North Academy policies.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and may be subject to criminal and civil penalties. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

You will be required to sign an acceptable use policy to receive a school computer. For additional information refer to this policy manual.

**CONFLICT RESOLUTION:** If a conflict should arise, the student, the teacher, and the parents are encouraged to follow the guidelines of Matthew 18:15-18 in order to resolve the conflict in a Christian manner. (See also; Due Process Procedures in this Handbook)

*"If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If the person still refuses to listen, take your case to the church. Then if he or she won't accept the church's decision, treat that person as a pagan or a corrupt tax collector. I tell you the truth, whatever you forbid on earth will be forbidden in heaven, and whatever you permit on earth will be permitted in heaven."*

**Information regarding conflict should not be shared with uninvolved persons.** Doing so tends to create an atmosphere of distrust and is not constructive to solving the problem. If a conflict arises, an appointment may be made to discuss a resolution. See Due Process Procedures in this Handbook.

**DAILY SCHEDULE(S):** The daily schedule(s) can be viewed from the LNA website in both the student and parent tabs. It is also located at the end of this handbook.

**DISCIPLINE:** It is the expectation at LEAH Schools North Academy that all members of this community (adults and students) treat one another with respect and kindness, as is fitting for a forgiven child of God. This is essential to ensure an orderly, safe, and caring environment in which to work.

"... That I may make it manifest, as I ought to speak. Walk in wisdom toward them that are without, redeeming the time. Let your speech be always with grace, seasoned with salt, so that you may know how you ought to answer every man." Colossians 4:4-6

As school members, we all seek to grow in our ability to show respect to others, we focus on the following areas:

- R – respect Christ, your Redeemer through your thoughts, words and actions
- E – respect your learning Environment
- S – respect yourself and recognize your own worth in God's eyes
- P – respect yourself by presenting your Personal best
- E – respect the Educational process
- C – respect your Classmates by treating them in a kind and fair manner
- T – respect Teachers and others in authority

While faculty members work to manage an orderly classroom, hallway and the school environment, they also seek to be role models of the love, forgiveness, and grace that are part of a maturing relationship with Jesus Christ.

Each teacher has a program for discipline and classroom management in his/her classroom. These policies will be outlined at the beginning of the school year in their class syllabus. Teachers will attempt to resolve minor problems with the student in their classroom systems. If inappropriate behavior persists, the teacher will communicate with parents and administrators for further assistance. If the student is referred to an administrator for disciplinary action, the administrator will contact the parents.

The Administration of LEAH Schools North Academy reserves the right to suspend or expel any student. The school views the following as serious offenses and grounds for immediate expulsion, including but not limited to: blatant disrespect toward a teacher or other adult; malicious behavior resulting in personal injury or property damage; foul vulgar, threatening or abusive language; cheating; lying; possession of obscene material; theft; vandalism; the possession of weapons, firearms, drugs, drug paraphernalia, tobacco, tobacco related products, other illegal substances or unlawful activity.

Parents may be required to come to school for a meeting with the Head of School, Academic Dean or Athletic Director for any reason. Failure to do so may result in student dismissal from school. The school reserves the right to withdraw, release or remove a student at any time for any reason, including failure of the parent to adhere to policies, philosophies and procedures of the school.

**DISCIPLINE PROCEDURES** – Teachers utilize individual procedures when correcting students for inappropriate choices. When a student does not exhibit the proper level of conduct that is expected, consequences will result. These consequences may be implemented for actions during the school day **or any school-sponsored activity both on and off campus.** LNA reserves the right to take action if a student is shown to be involved in behavior outside the school that demonstrates a significant risk to the safety and Christian environment of the school.

The following is a list of behavior infractions each detailing the immediate consequence, but is not comprehensive. The school reserves the right to add and delete from this list during the course of the year as situations warrant.

#### **Inappropriate Conduct – Grounds for Teacher Intervention & Documentation**

- disruptive behavior in the classroom, hallways, parking lot or other areas on the school grounds
- being in an unauthorized area (off-limits)
- bringing unauthorized items into the classroom/lockers (magazines, electronic games, iPod, etc.)
- not bringing supplies needed in the classroom (book, pencils, papers, etc.)
- inappropriate iPad use (as designated by the classroom teacher)
- food/drinks/candy in the classroom (unless allowed and supervised by an individual classroom teacher)
- invasion of privacy
- ANY use of cell phone during school hours without appropriate permission in special circumstances (see Cell Phones)
- non-compliance or disrespectful behavior
- defacing or damaging property
- use of inappropriate language including swearing or vulgar language
- public displays of affection (opposite and/or same sex)
- lying to a teacher
- multiple tardiest to class
- walking around the classroom and/or talking during organized & structured classroom instruction time
- other violations that are recurring/defying authority of classroom management

### **Grounds for Immediate Referral to the Dean of Students, Documentation and Communication with Parent/Guardian**

- extreme or repetitive cases from the previous category
- defiant combative behavior
- destruction of property/vandalism
- threatening harm to another student
- cheating or plagiarism
- forgery of a parent signature
- leaving campus without permission from appropriate supervisory staff
- sexual harassment
- bringing a dangerous object to school
- theft/stealing
- threatening remarks

**Severe Clause:** Behaviors of a severe nature may warrant a more severe punishment as determined by the LEAH Schools North Academy administration on a case-to-case basis. Students whose infractions fall under the Severe Clause will report immediately to the Principal 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 among the student, his or her parents/guardians, and the LEAH Schools North 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 expectations for student behavior and monitoring of the student's behavior.

### **Grounds for Immediate Expulsion:**

- possession of illegal substances/items
- possession of illicit drugs or paraphernalia
- possession of tobacco, tobacco-related products or alcohol
- possession of a weapon
- being under the influence of drugs or alcohol
- gang activity
- threats on another person's life
- unlawful activity

**Behavior Detentions** – Each teacher will administer his/her own classroom discipline and administration; faculty and school staff will administer school discipline. Discipline may be offered in forms of verbal reprimands, behavioral contracts, counseling, withdrawal of privileges, detentions and conferences with administrators and/or conferences with parents. All student disciplinary offenses will be recorded in the disciplinary file.

Classroom detentions – Faculty may use classroom detentions (teacher-time) as discipline for infractions of student conduct, classroom rules and other behavioral problems. The faculty member assigning the detention will determine the time, length and activity and will be responsible for supervision. Accumulated teacher assigned detentions may be referred to the Principal/HOS for further discipline.

Office detentions – Detentions will be assigned for failure to follow school rules, policies or procedures. One office detention would be equivalent to 1 hour after school or 2 lunch periods and served in the school office. Missing an assigned detention will result in additional detentions and/or may require attendance at a Saturday detention.

Saturday detentions – If deemed necessary by school administration, a Saturday detention may be assigned in 2 or 4 hour blocks of time. A 2-hour block carries a fine of \$20 per student and a 4-hour block carries a \$40 fine per student. Saturday detentions will be served at school and the Principal/HOS will determine the type of service.

**Suspension** - At the discretion of the school administration, a student may be given a suspension from school. Suspensions may be given as "in-school" in which the student still attends school, but is isolated from the student body. Schoolwork or community service would be given and accomplished during this time. Suspensions may also be given as "out-of-school" in which the student would not attend school for a time specified by the administration. In this case, whether schoolwork is given for completion will be determined by the school administration. Suspensions may vary in length at the discretion of the administration, for a period of up to 5 days.

**Probation** – Serious or chronic behavior/discipline offenses may result in behavior probation with a behavioral contract for a student. That student will be given individual conditions for his/her continued enrollment at LNA. When a student is notified by the Dean of Students that he/she will be placed on Disciplinary Probation, a parent conference will be held in which specific criteria will be set for that student to improve his/her behavioral standing for the remainder of the school year. If there is not significant improvement in the behavioral arena, the student will face dismissal from LNA.

**Expulsion** - Expulsion will take place after all other ministry and disciplinary options have taken place (except in extreme situations). An expelled student will be asked to leave LNA for at least one full semester. A student may re-enroll, and the Head of School will evaluate their application for return.

**DROP-OFF/PICK-UP PROCEDURES:** Students should be dropped off and picked up in the parking lot area in front of the school or under the porte-cochere entrance. Parking and standing is NOT permitted under the porte-cochere; it is only for dropping off or unloading. Please do not leave cars unattended under the porte-cochere. Please park in the parking lot if you come into the building and do not remain in the immediate lobby area to be available to move your vehicle.

- Parents entering the building to pick up a student during school hours should come to the office to sign students in or out.
- Students arriving before 7am, not involved in practice or workouts, must remain in the assigned areas. At 7am the Student Learning Center will also be available for students as a place to wait. At 7:15am hallways and classrooms with teachers will be opened.
- After 4:00 pm, for security and supervision, the classroom hallways will have limited access and should be used only for through traffic and to stop by your locker. Students remaining on campus should be in practice for extracurricular activities or enjoying individual quiet time. Middle school will have the SLC (room 205) available while High School students may wait in the lobby.

**DUE PROCESS PROCEDURES:** Situations arise at LEAH Schools North Academy throughout the school year, which may cause parents, teachers and students concern. Resolving those situations quickly is beneficial for all parties involved. The following steps are the quickest and necessary methods for reaching satisfactory solutions.

- Contact the appropriate staff member:** The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, parent, or student. Most of the concerns can be resolved at this level.
- Contact the Academic Dean, Dean of Students the Principal/HOS, or the Athletic Director:** The next step, if necessary, is to confer with the individual who is the immediate supervisor in the area of concern.
- Contact the Head of School:** The Head of School oversees the campus 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 in the Head of School's office. All decisions by the Head of School are final.

**Canvas:** LNA will be using Canvas, an online learning platform where teachers and students can collaborate, share content, and use educational apps to augment classroom learning. Canvas will enhance the learning experience and help students develop important online skills.

On Canvas, students will be able to:

- Participate in class or group discussions that are monitored by the teacher.
- Communicate directly with the teacher to ask questions and get help with work outside of class.
- Stay organized by keeping track of important due dates, events, and tasks.
- Receive and turn in assignments and quizzes online.
- View missed work when absent from class.
- Access Canvas from any computer or mobile device with Internet capabilities and receive notification reminders via email or text.

**ELECTRONIC EQUIPMENT:** Due to constant changes in technology, we will set rules that protect the privacy, integrity, and honesty of all involved. **Cell phones, other listening devices, etc. are not to be used in the school building during the school day.** Calculators, iPads, notebooks and computers are permitted, but access to non-educational games, videos and websites should not be used during the academic parts of the school day. Expectations of technology use are intended for organizational tools, notetaking applications and educational resources. Use of these items in the classroom must be appropriate for the educational activities as determined by the teacher. (see Cell Phone)

**EMERGENCIES:** LNA will use RenWeb “Parent Alert” notifications in any case that emergency information needs to reach our school families as quickly as possible. When possible, with Internet access available, information will be posted on the school website and/or emailed to families. It is very important to keep contact information updated. Parents are asked to make changes in address, phone numbers or email addresses by contacting the school office.

**FIRE DRILLS** - Drills will be conducted on a monthly basis. When the fire signal horn or bell sounds, students are to leave the building under the direction of teachers as specified on the chart located in each room. Students are to **WALK QUICKLY AND QUIETLY** until well away from the building. Students are to remain with their class at the assigned position so that attendance may be checked.

**INCLEMENT WEATHER PROCEDURE/SCHOOL CLOSURE** – Unless notified by “Parent Alert”, LNA will announce decisions on the local radio and TV stations. Please clearly indicate your choice of contact information and method of contact through your RenWeb account for “Parent Alert” to receive these alerts.

**TORNADO DRILLS** - Students will move quietly to a downstairs, interior hallway of the building and stay as far away from glass as possible. Students are not to talk in the event that a staff member needs to give out safety instructions.

**ENROLLMENT, RE-ENROLLMENT, AND DISENROLLMENT:** For a student to be enrolled at LEAH Schools North Academy, a parent or guardian must sign an Enrollment Agreement guaranteeing that the entire tuition for the full academic year will be paid regardless of the 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 LEAH Schools North Academy as stated in this Parent Student Handbook and any other official LEAH Schools North Academy communication, including parent behavior and the obligations concerning payment of tuition and fees. Student accounts must be current for students to continue enrollment at LEAH Schools North Academy and receive transcripts and report cards.

The continued enrollment of all students is subject to the student observing all school rules including but not limited to general behavior, academic performance, and attendance as determined by the school administration. Continued enrollment and re-enrollment in any subsequent years, is subject to the parent's/guardians' continued support of the mission of the school and the maintenance of effective and supportive relationship between the school and the parents/guardians.

A student shall be dis-enrolled from LEAH Schools North Academy if his/her parent/guardian or designee of parent/guardian exhibits aggressive, abusive, or disrespectful behavior to staff members or students or otherwise disregards school policies or procedures. A student shall be dis-enrolled at the absolute and sole discretion of the Head of School. LEAH Schools North Academy retains the right to dismiss the student(s) and family from the school, based on the behavior of the parent/designee or to not accept future re-enrollment of the family. A disenrolled student is not entitled to a refund of any tuition or fees paid.

**GUM/CANDY/FOOD/DRINK:** Students are permitted to chew gum WITH THE EXPECTATION that the students adhere to separate classroom policies by the teachers and that students dispose of all gum properly. **Food, drink, candy, etc. is permitted in the cafeteria and lobby only.**

Only water bottles (containing water only) with secure caps are permitted, as necessary, throughout the building. Students are expected to clean up after themselves in the event of spills and mishaps. Water fill stations are located throughout the school.

**HEALTH SERVICES:** Vision, hearing and scoliosis screenings will be offered on-site, administered by a Registered Nurse, as a convenience to parents who must have testing done to meet state requirements. These health services are intended only as an aid for parents and students by alerting them to possible needs that should be followed by a more complete check-up.

**HOMEWORK:** Homework assignments for students may be accessed through their RenWeb and Canvas accounts online on their iPad, laptop, smartphone or desktop computer. With an excused absence, the student has the privilege of making up the work missed for full credit according to the time limits in the Make-up Work section of this handbook.

**ILLNESS/ MEDICATION:** To minimize the danger of infection to other students, parents are required to keep their students home when they are suffering from colds and other infections. When a student is in school, he or she is expected to participate in all activities, both indoors and outdoors. Anyone with a temperature of 100+ degrees should not be in school and can return to school after being fever-free for 24 hours without medication. When antibiotics are prescribed, the student must be on them for 24 hours before he/she can return to school. If a student has a rash, a doctor must determine if the rash is contagious. Prescription medication must be stored in the school office and will be dispensed as needed by school personnel. Clear dosing directions must be on the bottle. A medication form is to be completed by a parent for prescriptions. Over-the-counter medication may also be stored in the office to be given as needed. The school staff can provide no medication to students.

**IMMUNIZATIONS:** All students must be current on their immunizations, as indicated by the Texas State Department of Health. Parents will be notified if their student(s) are lacking any immunizations. If students are not in compliance and do not get the required immunizations, they will not be allowed to attend LEAH Schools North Academy and they will not be reinstated until they have met the requirements. Please call the school office if there are any questions regarding immunization status.

**School Computers:** School computers are required for classwork. Students are responsible for the school issued computer they are given. (Please refer to the accessible use policy you signed as a student and parent/guardian). Computers should not be left unattended by the student. When not in use they should be locked in the students' personal locker. Computers are intended for student use, as an organizational tool, note-taking device and for access to educational resources. Use of these items in the classroom must be appropriate for the educational activities as determined by the teacher.

**ILLEGAL SUBSTANCES:** Illegal drugs, prescription drugs, tobacco and illegal performance enhancement drugs or supplements - The Lutheran Education Association of Houston takes a "zero tolerance" position concerning illegal substance abuse. 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. Parents 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 (e.g., 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 parents.

A Student Encouragement Program (SEP) is available to parents 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 parents 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 service are involved, parents 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 12 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 I 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 I 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.

**LION'S DEN:** The Lion's Den (room 106) is a college and career resource room for students and families. Assistance will be provided for applications, resumes, essays, etc. Informational meetings as well as scheduled meetings with counselor(s) may be held in this room.

**LOCKERS:** Hall lockers with combination locks are issued to students at the beginning of the year. Physical education lockers are available for use. Students may purchase a school lock for class use or bring one from home and share the combination with the teacher. The majority of student losses are due to student carelessness. While the school cannot be responsible for lost or stolen items, we suggest:

- A. Keep your locker locked at all times
- B. Put your name on ALL personal items
- C. Do not tell others your combination
- D. Do not leave valuable items on top of lockers
- E. Do not jam the locking mechanism to stay unlocked
- F. Leave special valuables or large sums of money in the office



Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damage caused by misuse, tape, stickers, etc. will be charged to the student. Decorations can only be displayed on the inside of your locker. The administration must approve any other decorations like college acceptances, team members or birthday signs in advance of posting.

**LOST AND FOUND:** Articles found in and around the school should be turned in to the school office where owners may claim them. Unclaimed items will be given to charity or thrown away.

**LUNCH:** A hot lunch plate and a variety of hot ala carte items are available. Our café prepares food from vendors and serves them from the downstairs concession stand at reasonable prices. The lunch menu is posted weekly through email. Students may bring a sack lunch or can use the microwaves available to heat up their food. A vending machine also provides an assortment of drinks, snacks, and candy items.

- Students are to remain in the assigned areas during the lunch period unless permission and a pass is obtained from supervising teachers.
- Students are to arrive on time and may use the restrooms or office phone only with permission from the lunchroom supervisors.
- Restroom use during lunchtime is preferred over class time interruptions.
- Lunchtime guests must be approved 24 hours in advance by the Office Manager, sign in at the school office, receive a pass and be appropriately dressed by LNA dress code standards.

**MORALS CLAUSE:** The School will not enroll or continue enrollment of students whose moral actions and/or professed beliefs are contrary to the teachings of the Lutheran Church Missouri Synod or disruptive to normal school operations.

**PUBLIC NOTORIETY:** Students are expected to represent the school in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device or internet site (i.e. Twitter, YouTube, Facebook, Instagram, email, texting, voicemail, etc.). The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions, which cause notoriety, could result in a student disciplinary action up to and including expulsion.

Students and parents are expected to communicate positive messages about the school both internally and externally. 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.

**NON-DISCRIMINATORY POLICY:** LEAH Schools North Academy admits students of any race, color, national and 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 race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

**OFF-LIMITS:** Once students arrive in the morning they are expected to remain in the building unless they are participating in a school sponsored activity. Off-limits is defined as being "anywhere one is not supposed to be at a given time, or not being where one is supposed to be at a given time." Students out of a classroom during class time must have a hall pass from their teacher from their designated classroom.

**PARENT COMMUNICATION:** Clear communication between the school and parents is essential to the educational process. The LEAH Schools North Academy school website, [www.leahnorth.org](http://www.leahnorth.org), website calendar and the LNA newsletter, are the primary sources of information about the school. Please refer to these resources to help with questions about events, times, policies and procedures.

**Each teacher** has a voice mail extension for messages. Please use this system to leave non-urgent messages for teachers. 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 face-to-face conversation is necessary. Teachers often have specific duties and responsibilities before and after school time. Teachers are not available for conferencing immediately before or after school.** Teachers may also be contacted by email. In most instances, the email address is [firstname.lastname@leahnorth.org](mailto:firstname.lastname@leahnorth.org) (example: for Jane Smith, the address would be [janesmith@leahnorth.org](mailto:janesmith@leahnorth.org)).

**PARENT CONFERENCES:** Formal parent conferences will be held twice during the school year, following the end of the first grading period and during the second semester. Parents will be instructed to contact the school office to sign up for an appointment time(s) to meet with a teacher(s). Follow-up conferences are scheduled on an as-needed basis. Parents and teachers are encouraged to communicate frequently about the needs and successes of each student.

Parents are welcome to request a conference at any other time during the school year as well. Please contact the individual teacher via email or voice mail to set up an appointment.

**PARENT ORIENTATION/MEET THE TEACHER:** Parent orientation is scheduled in the fall. Parents will have the opportunity to meet all the high school teachers, review and discuss the curriculum, policies and procedures in the classroom and school, volunteer for opportunities with PTL and Booster Club, and meet other parents.

**PARENTSWEB:** ParentsWeb is the primary means of communicating grades, lesson plans, report cards and progress reports to parents from teachers.

**All parents** of enrolled school students should activate their web accounts at [www.renweb.com](http://www.renweb.com). By activating the secure login to ParentsWeb, parents will have access to weekly grade reports, assignment information for students, progress reports and report cards. [Account information and tuition payments](#) can be found and made on ParentsWeb as well.

**Email** - To activate a ParentsWeb account, an active email address will be necessary. The email address will be protected and only used by school staff in order to send school communications. This will be the primary means through which the school will send e-mail messages, allowing for efficient communication.

**Grades** - The teaching staff will upload grade information for students to ParentsWeb on a weekly basis. By Sunday evening, grades from the previous week will be available. Report card information will also be available online. All grade information is viewable by means of a secure connection similar to the security used in an online credit card sale.

**Report Cards** - Grades will be posted on ParentsWeb at the end of each grading period. Report cards may be held and ParentsWeb accounts deactivated for the following reasons: unpaid tuition and fees, computer fees for damages or loss, missing textbooks or athletic uniforms.

**PLAGIARISM/CHEATING:** Plagiarism/Cheating is considered a serious offense. Plagiarism involves lying, cheating and stealing. LNA faculty feels that it is critical for our students to understand what plagiarism means; it is a serious moral, ethical and academic offense. Presently, in the real world, people lose jobs, are expelled from college, fail SAT/ACT/AP exams and in some cases face legal charges against them for cheating or plagiarizing material that belongs to someone else. To plagiarize means:

- Copying homework.
- Copying assignments.
- Copying lab work or lab reports.
- Providing homework to another student. (not to be confused with sharing what the teacher has assigned as homework.)
- Giving false data or information for a paper or report.
- Cutting and pasting from any documents (which includes changing a few words).
- Retrieving information from a private email account.
- Presenting information as your own which is not your own (this includes undocumented sources and also taking ideas from another student's work as well as information from ALL FORMS of digital and written media).
- Discussing the contents of any tests or quizzes with other students who were not present or have not taken those assessments.
- Cheating on tests or quizzes (having access during the test to any information which is relevant to the test, talking to anyone during the test, looking at another student's work).

**PTL:** The parent teacher league exists to facilitate and offer assistance in making LNA a better place. They help by supporting the teachers and staff, helping to run events associated with Homecoming and other activities for LNA. The PTL meets monthly with the Events Coordinator on campus.

**STUDENT COUNCIL:** Each class has an elected student council consisting of a president, vice-president, secretary, treasurer, boy representative, and girl representative. The senior class is responsible for planning and facilitating Homecoming activities, the juniors plan and run the Junior-Senior Prom and the sophomores sponsor the Back to School Activity or Dance. All classes are involved in a competition at Homecoming with daily dress up days and pep rallies the week of Homecoming.

**STUDY HALL:** Attendance policies and all school rules apply to study halls. Students must bring appropriate materials for the entire period because study halls are for work and study – not talking, socialization, lunch or play. Other students may be taking tests, working on independent study classes, receiving tutorials, working on tutorials, etc. so a quiet, structured atmosphere is the expectation of all students. Students are assigned to a study hall room. A rigorous schedule of classes is the expectation for students and therefore most student schedules will not include a study hall.

**TAPPS – ACADEMIC, ART, ATHLETIC & MUSIC COMPETITIONS:** Students wishing to be involved in these competitions must meet Texas Association of Private and Parochial Schools (TAPPS) eligibility requirements. Outside preparation for these events is a must. Students may be asked to travel as an LNA team to TAPPS district/state events.

**VISITORS:** Prospective students are encouraged to visit (shadow) for a day. Arrangements should be made with the Admissions Director. Any special requests are to be cleared in advance with administration. All visitors must report to the school office and be dressed conservatively and appropriately. Visitors must have an approved pass and follow all guidelines in the student handbook.

**YEARBOOK:** LEAH Schools North Academy has a yearbook staff that compiles a written and pictorial memory of the school year. The LNA staff works very closely with the company, *Jostens*, that prints and publishes the yearbook annually within strict deadlines and guidelines. There is a cost for the yearbook that is already included through your tuition fees. This yearbook is produced with the assistance of the Desktop Publishing class, their teacher, other students, and volunteers. Teachers, coaches, parents, and students are frequently asked to contribute and share photographs they have taken of school activities in an effort to give all classes representation in the yearbook.

## STUDENT APPEARANCE GUIDELINES

**DRESS CODE:** Students at North Academy are expected to dress in a manner that exemplifies moderation and good taste.

**UNIFORMS MUST BE PURCHASED FROM Flynn O'Hara UNIFORMS.**

Since the school's name and colors have recently changed students may wear LHN attire until **May 2025**. After that time, students must adhere to the new LNA dress code. Students are welcome to wear the new uniforms this year as well. New LNA uniforms can be purchased at <https://flynnohara.com/>

- **School uniforms are to be worn from before arrival at school until after departure from school.**
- Shirts must have the embroidered LNA crest.
- Uniforms may be altered for better fit, but not shortened or re-fashioned to cause a noticeable difference. All clothes must fit properly and be in good condition.
- Overall, students are to groom themselves in an appropriate manner. Styles should not create a disruption or unnecessary attention in the classroom, or a change will be required. This policy includes hairstyles, jewelry, make-up, shoes and socks, and other items.
- **Knit shirts and Oxford shirts must be tucked in.** Shirts must remain buttoned; only the top button may remain unbuttoned. If a shirt cannot remain tucked in; it is the wrong size.
- **Skirts must be knee-length.** Modesty shorts or tights (in school uniform colors) are encouraged to be worn underneath all skirts. Long pants may not be worn beneath skirts.
- Appropriate undergarments are required. Shirts worn under uniform shirts, including camisoles, must be plain and match uniform colors (white, grey, black or khaki). **Printed t-shirts show through the uniform shirt and may not be worn.**
- Socks and leggings, if worn, must be solid in color and match uniform colors. Matching trim on a sock is acceptable.
- Scarves may be worn as an accessory.
- Belts must have standard buckles and must be worn with shorts and pants with belt loops. Oversized buckles are not allowed. Standard, solid black or brown belts are required.
- Shoes should be traditional dress shoes, boots or athletic shoes. Flip-flops and shoes that resemble slippers are not allowed.
- Cleats should not be worn in the building.
- Hats, beanies, bonnets and other headwear of any kind should not be worn in the building.
- School uniforms will be worn on field trips off campus.
- **Friday is LNA Spirit Day.** On Friday's students and staff will be allowed to wear appropriate jeans (no rips or tears) with an LNA T-shirt sold by the school, any LNA school T-shirt or polo or any LNA school uniform shirt.

**OPTIONAL APPAREL:**

LNA letter jackets, LNA team jackets and LNA sweatshirts may be worn in school. LNA hooded sweatshirt must be LNA approved. The Principal/HOS must approve other dress for special occasions in advance.

**Clothing worn for school events, sports, drama or music practices must be modest and in good taste.** T-shirts, if worn, must be full T-shirts, not A-cut or altered. The following should not be worn: clothing that is torn or ragged; clothing which is see-through, tight, revealing, or suggestive; clothing with spaghetti straps or that is strapless; or clothing that displays inappropriate themes.

**HAIR:** Hair must be clean and neat in appearance and not overly extreme or distracting. Shaved or sculptured hairstyles, excessive streaking or unusual coloration (hair colors not provided in nature) are not allowed. Hair must be neatly cut, trimmed and not covering a student's eyes. Length should not be excessive or in extreme contrast between the hair length between the side and the top of the head. Boys may not wear headbands. Boys' facial hair must be neat in appearance and kept trimmed.

**JEWELRY:** Boys may not wear any type of earrings on campus or at any school activity. Girls' earrings should not be extreme or numerous. Students cannot wear offensive jewelry.

**TATTOOS AND BODY PIERCING:** Tattoos, other types of body art (including drawing on self), and piercings (excluding girls' ears) should not be visible at school or at school activities.

The Principal/HOS will make final decisions about Student Appearance Guidelines when questions arise.

## ACADEMIC GUIDELINES

**ACADEMIC SUPPORT PROGRAM:** The mission of the Academic Support Program is to provide academic assistance to students who have been identified as students who learn differently. LNA encourages success, confidence, and independent learning in a Christ centered environment. An LNA teacher will meet with these identified students regularly to:

- Assist students with organization, basic study skills/habits, and learning to become their own advocates.
- Coordinate special exam scheduling.
- Communicate with parents and act as a liaison when special needs need to be addressed with teachers.
- Hold students accountable to check in with the teacher(s) regarding current grades and academic goals.
- Work with students so that they can use their God given abilities to reach their maximum potential while meeting the high academic standards of LNA.

**ADVANCED PLACEMENT:** AP classes are offered in several subjects. AP classes are rigorous and require daily outside preparation. AP testing is administered at LNA in May and is optional for the student to take. Students are responsible for the testing fees.

**CHEATING / ACADEMIC MISCONDUCT:** Cheating is defined as giving or copying answers on tests, homework or other assignments or improper access to answers or violating rules or agreements of an academic nature. (see Plagiarism/Cheating)

- A. The first offense during a student's career at LNA will be dealt with by the teacher on an individual basis. The teacher will confront the problem. A discipline referral will be recorded, and will be placed in the student's file. The teacher will also call the student's parent or guardian.
- B. Should there be a second offense in the academic year, in any class, there will be a conference between the student, the student's parent/guardian, and administration. The student will be placed on a behavior contract.
- C. Repeated involvement with cheating is considered grounds for expulsion.

**COUNSELORS:** The Academic Dean and College Guidance Counselor both serve all students in a variety of ways.

- The Academic Dean facilitates scheduling of classes, oversees input of grades from teachers, transcript input, scheduling of testing and final exams, standardized testing, SAT/ACT info and opportunities, accommodations in testing, academic probation, parent and student conferences, academic transfers of credits in and out, dual credit classes, etc.
- The College Guidance Counselor facilitates student and parent informational meetings and conferences relating to college admissions, transcript requests, college fair opportunities, school visits by students, scholarship searches, application requirements, coordination of letters of recommendation, visits to LNA by College Admission Representatives, SAT/ACT info and opportunities, etc. The College Guidance Counselor offices in the Lion's Den (room 106).

**CREDIT FOR WORK DONE PRIOR TO 9TH GRADE:** LNA will accept credit from accredited programs for high school level work done during middle school if the student earned an A or B. In Algebra 1, Latin 1 and Spanish 1 a placement test must also be passed. Grades from the class are put on the transcript but not used in the high school grade point average. Students who are advanced in the core academic areas are expected to take additional higher-level courses in high school.

**DUAL CREDIT:** LNA offers dual credit in English, U.S. History, U.S. Government and Economics in conjunction with Concordia University.

### ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES:

- Students must be taking a minimum of 5 credits to be eligible.
- Students who do not have passing grades on their report card in **two classes or more** will be ineligible for two weeks. Ineligibility for extracurricular activities takes effect the Monday after report cards are processed. The athletic director will check the student's grades again at the end of the two-week period to determine eligibility.
- The grades used are Quarter 1, Semester 1 and Quarter 3.
- Ineligible students may practice and attend home activities, but may not: play in events, dress out for any event, travel to away events, be released early from school to participate in any event or try-out for a new activity.
- An ineligible student may participate in practices with LNA groups or teams as long as the student maintains weekly academic meetings with the athletic director or a coach/sponsor as assigned by the athletic director.
- An ineligible student may not participate in contests with non-LNA teams or official productions.

## EXAMS AND REVIEW DAYS EACH SEMESTER:

- Teachers of each class requiring a final will provide students with information concerning the exam.
- Review days covering academic subjects will be scheduled followed by an assigned exam day.
- These review days are for review and fielding questions not reteaching the whole semester.
- Athletic practices and co-curricular activities during exam weeks are limited to one hour daily.
- The semester exams are the last week of the semester with an abbreviated ½ day schedule with the exception of the spring semester for seniors. Senior final exams in the spring semester are earlier than the underclassmen final exams.

## GRADE LEVEL CLASSIFICATIONS:

7 credits earned – sophomore status (6 for transfers with no theology credits)  
14 credits earned – junior status (12 for transfers with no theology credits)  
21 credits earned – senior status (18 for transfers with no theology credits)

**GRADE POINT AVERAGES:** Grade point averages are computed by dividing the total number of grade points by the total number of credits attempted. The semester GPA, which is computed using the semester average grades, is the basis for Honor Roll. The cumulative GPA, which is computed using all the semester grades earned in grades 9-12, is the basis for class rank. Percentage adjustments are made in the cumulative GPA for students who take more or less than 8 credits per year, so that premium and honors points are equitably distributed. Grade point averages for transfer students will be computed according to our system. Grade points are assigned according to the following scale:

### REGULAR CLASSES

A = 4 points    B = 3 points    C = 2 points    D = 1 point    F = 0 points

**PREMIUM POINT CLASSES** - Certain upper-level courses are more demanding and are designated premium point courses. Premium point courses earn an additional 1/4 of a grade point as follows:

A = 5 points    B = 3.75 points    C = 2.5 points    D = 1.25 points

**HONORS** - Honors work is given an additional 1/8 of a grade point as follows:

A = 4.5 points    B = 3.375 points    C = 2.25 points    D = 1.125 points

**PREMIUM AND HONORS** - Grades are given an additional 3/8 of a grade point as follows:

A = 5.5 points    B = 4.125 points    C = 2.75 points    D = 1.375 points

Honors credit in combined classes may only be earned with an A or B.

**ADDITIONAL COURSES:** Courses repeated because of a failing grade are counted as an additional grade. For courses repeated to raise a passing grade, only the highest grade will be counted in the GPA. Both grades will appear on the transcript. The registrar must approve courses taken for enrichment or advancement in order to receive credit. A maximum of 3 credits will be allowed. This applies to summer classes, weekend or evening classes, and online classes.

**GRADING SCALE:**    A: 90 - 100    B: 80 - 89    C: 75 - 79    D: 70 - 74

Dual credit courses may have different grading scales. Grades given for the college credit are letter grades and correspond on the high school record to 95 for an A, 85 for a B, 77 for a C, 72 for a D, and 60 for an F.

**GRADUATION POLICY:** Graduation recognition is calculated on the basis of 7 semesters. The valedictorian is the student ranked #1 and the salutatorian is the student ranked #2, provided there is appropriate behavior and achievement during their career at LNA and enrollment at LNA for at least six semesters.

Students with a 4.25 or better cumulative GPA receive Summa Cum Laude recognition. Students with a 3.75 cumulative GPA receive Magna Laude recognition. Students with a 3.5 cumulative GPA receive Cum Laude recognition.

Realizing the anxiety related to graduation and being sensitive to family activities surrounding graduation, the Lutheran Education Association of Houston will allow participation in commencement exercises under the following conditions:

- A. **All academic and financial requirements are met** for graduation as specified by the Lutheran Education Association of Houston and LEAH Schools North Academy.
- B. Students lacking one semester (½ credit) of a course needed for graduation may still participate in commencement exercises but will not receive a diploma until all requirements are completed.

Students lacking more than ½ credit of courses needed for graduation **WILL NOT BE ABLE TO PARTICIPATE IN THE COMMENCEMENT** but can still graduate and receive a diploma when the course work is completed.

## **GRADUATION REQUIREMENTS:**

### **Distinguished Level of Achievement - Multidisciplinary Endorsement - Foundation Plan (30 Credits)**

- English 1,2,3,4 – 4 credits
- Mathematics – 4 credits – must include Algebra 1, Geometry, Algebra 2
- Science – 4 credits – must include 1 credit each in Biology, Chemistry and Physics
- Social Studies - 4 credits – World geography (1), World history (1), U.S. history (1),
- U.S. Government (1/2), Economics – 1/2 credit
- Health - 1/2 credit
- Physical Education - 1 1/2 credits
- 1/2 credit in PE is earned for participation in two LNA athletic seasons
- 1/2 credit is earned for one semester in PE class
- Languages other than English – 2 credits in the same language
- Technology – 1 credit
- Fine arts – 1 credit
- Communication applications -1/2 credit
- Theology – 1 credit each year at LNA
- Electives – 3 1/2 credits (may include maximum of 1/2 PE)

The Distinguished Level of Achievement is the default plan for all LEAH Schools North Academy students. The requirements include the Foundation Plan set by the Texas Education code, the Multidisciplinary Endorsement, four credits in math including Algebra 1, Geometry, and Algebra 2, and four credits in science including biology, chemistry, and physics.

If a student is not able to achieve this goal we will work with the student and his or her family to alter the student's graduation plan in order to meet the Foundation Plan, either with or without an endorsement. This circumstance should be rare and will be handled on an individual basis.

**Endorsements** – Students may graduate with one, two, or three endorsements

**Multidisciplinary Endorsement:** included in LNA requirements

**Arts & Humanities Endorsement:** any one of the following paths

- Path 1 – 4 credits in fine arts (art and/or music) [band used as PE credit is excluded]
- Path 2 – 4 credits in the same language other than English
- Path 3 – 2 credits each in two languages other than English
- Path 4 – 5 social studies credits

**STEM Endorsement:** any one of the following paths (Science, Technology, Engineering, Math)

- Path 1 – 5 math credits; algebra, geometry, Algebra 2, two additional math above Algebra 2
- Path 2 – 5 science credits, biology, chemistry and physics, two additional

### **Performance Acknowledgements**

- 12 hours of dual credit courses with grades of A or B
- Advanced Placement exam scores of 3-5
- 3 credits in Spanish or Latin courses with an average of 80+ along with 80+ average in English

**HONOR CODE:** LEAH Schools North Academy recognizes and enforces an Academic Honor Code. Students are expected to uphold this code at all times. The honor code contract will be signed yearly.

**Section 1. Statement of Purpose**

LEAH Schools North Academy strives to provide “meaningful ministry” and “excellence in academics” for its students. In conjunction with this goal, it is important to emphasize honesty and integrity as values we uphold.

**Section 2. Objectives**

The Honor Code at LNA aims to accomplish the following:

- Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty lies with them;
- Prevent any students from gaining an unfair advantage over other students through academic misconduct;
- Clarify what constitutes academic misconduct among students and what is expected of them by the faculty and their peers;
- Cultivate an environment where academic dishonesty is not tolerated among the students;

**Section 3. Student Responsibilities**

Students are expected to act according to the highest ethical standards.

Academic misconduct is any act that does or could improperly distort student grades or other student academic records.

**Honor Agreement**

*“Righteousness guards the man of integrity.” Proverbs 13:6*

As a student at LEAH Schools North Academy, I understand and accept my responsibility to uphold the Honor Code at all times. I agree to the following:

- ✓ I will not improperly give or receive any material or information for any school assignment or test.
- ✓ I will not use or submit any material published or presented by any other person without proper citations (plagiarism).
- ✓ I will not alter or misuse any academic record.
- ✓ I will conduct myself honestly in all academic matters.

*“Whatever you do, do it all for the glory of God.” 1 Corinthians 10:31*

**HONOR ROLL:** Honor Roll will be calculated each semester. Students earning a 3.75 semester GPA or higher will be on the **STAR HONOR ROLL** and students with a 3.5 semester GPA or higher will be on the **MERIT HONOR ROLL**. An additional requirement for selection to the honor rolls is an attendance record with no more than five (5) absences during the semester. Absences for school activities (field trips, performances, games, etc.), death in the family, college visits, and medical excuses with a doctor’s note are not counted.

**MAKE UP WORK:** Students have one day for each day absent to make up daily work. **Tests, quizzes, or work assigned for the first day absent are due the first day back.** Field trips, extracurricular activities, performances, planned absences and appointments do not merit an extra day to turn in work. Students are responsible for all work as if they were in class. Students should see their teachers before or after classes to obtain make-up work. Long-term projects and papers are due on the assigned day even if a student is absent.

**NATIONAL HONOR SOCIETY:** The National Honor Society is a nationally chartered organization, which holds high standards of scholarship, service, leadership, and character. Membership in the National Honor Society is not automatic and involves much more than good grades. Students in grades 10-12 who have been at LNA for at least one semester and have a 3.65 cumulative grade point average are considered candidates. Candidates will be asked to complete a résumé during the first part of the second semester. A faculty committee will evaluate each candidate on the basis of scholarship, service, leadership, and character. The goal

is to recognize students who have shown a willingness to give of their time and talents in an unselfish manner, and have made outstanding contributions to the school, their church and their community. Students are expected to maintain the National Honor Society standards, keep at least a 3.0 average, and be involved in service activities.

**NOT CLEAR LIST:** Students who owe the school money (athletic uniforms, lost textbooks, iPad damage, tuition/fees etc.) will be placed on a "Not Clear List". Report cards, transcripts and all official school records will be held and Renweb viewing deactivated until the outstanding obligation is rectified.

**PARENT CONFERENCES:** Parent conferences are encouraged and may be scheduled with teachers. If a conflict arises, an appointment may be made to discuss a resolution. Conflicts should be addressed first with the classroom teacher, then with the Principal/HOS if necessary.

**PROBATION:** Students will be placed on Academic Probation when they struggle in the academic arena and, through their grades, demonstrate they need special attention.

When a student is notified by the Academic Dean that he/she may be placed on Academic Probation, a parent conference will be held in which specific criteria will be set for that student to improve his/her scholastic standing the next grading period. If the student's grades improve, he/she will be taken off Academic Probation; however, if there is not significant improvement in the scholastic arena, the student will face academic dismissal from LNA.

**PSAT:** All juniors and sophomores at LNA will be given the PSAT/NMSQT on the school day in October designated by the College Board. Freshmen will take the PSAT 8/9 on that same day.

**RENWEB :** same as **PARENTS WEB** in School Community Guidelines

**REPORT CARDS:** Report cards are issued each term with percentage grades and teacher comments. Semester grades are determined by combining the two term grades (40%, 40%) and the semester exam (20%). Semester grades are entered on a student's permanent record. Any outstanding fees will result in holding of report cards and transcripts until all financial obligations are resolved.

**SCHEDULE CHANGES:** A **\$25.00** fee will be charged for class changes requested after July 15<sup>th</sup> for first semester and December 1<sup>st</sup> for second semester. Class changes are made only if class sizes are small enough and balanced. Course withdrawals without a grade penalty are allowed through the first two weeks of the semester. Withdrawals after the second week of the semester will result in a failing grade.

**SUMMER SCHOOL:** LNA does not offer summer school on our campus. If a student intends to take a summer school class they must obtain a "Summer School" Form from the Academic Dean stating the correct course information and course number before registering for the class at another institution. The Academic Dean must approve any summer school class(es). All core subjects (Math, Science, English and Social Studies) must be taken during the school year, unless taken for remediation.

**TRANSFERS TO LNA:** Credits earned at previous schools will transfer to LEAH Schools North Academy as long as they are approved courses from accredited schools. Grade point averages will be computed using our 4-point weighted system. The letter grades earned at the previous school according to their grade scale will be used. If a student's grades at LNA are lower than previous grades, an adjustment may be made to account for differences in the school systems. An 11<sup>th</sup> or 12<sup>th</sup> grade transfer student cannot replace another student ranked in the top 10%. In such an instance they would be given a tie ranking.

## **Lutheran Education Association of Houston Tuition/Fees Collection Policy**

Tuition/Fees will be drawn automatically from family accounts (bank or credit card) each month July 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. 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, child care, 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 25<sup>th</sup> of the month. NOTE: Any end of school computer charges will be entered into the FACTS system and will be invoiced/drafted for payment in June.



## ADMINISTRATION

Dana Gerard, Head of School  
Beverly Baldwin, Academic Dean/Registrar  
John Slomcheck, Athletic Director  
Jessica Slomcheck, Dean of Discipline  
Courtney Adkinson, Director of Admissions & Marketing  
Zac Brumbaugh, Fine Arts Director

## ACCREDITATIONS

AdvancED Accreditation Commission  
Southern Association of Colleges and Schools  
(SACS)  
Texas Private School Accreditation Commission  
(TEPSAC) National Lutheran School Accreditation  
Commission  
Texas District Accreditation Commission

## MEMBERSHIPS

Houston Area Independent Schools  
Association Texas Association of Private  
and Parochial Schools  
Texas Association for College Admissions  
Counseling Association of Lutheran Secondary  
Schools  
National Honor Society & National Junior Honor Society

## AGREEMENT

By enrolling your student at LEAH Schools North Academy, you and your student agree to follow all policies and procedures outlined in this Parent – Student Handbook. It is expected that all students and parents read this handbook, familiarize themselves with the contents, and support the policies of LEAH Schools North Academy. In any of the student handbook issues, the school administration reserves the right to make the final decision and will always do its best to make decisions on the basis of what is best for the entire student body. LNA reserves the right to respond as it sees fit to the behavior of its students, even if those actions take place outside of school hours and away from school property. LNA reserves the right to modify this handbook as the school sees fit, throughout the school year.



## Receipt and Acknowledgment of LEAH Schools North Academy

### Parent-Student Handbook 2022-2023

I have read the LEAH Schools North Academy Parent-Student Handbook, and I agree to abide by the rules and procedures detailed therein.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

(Please Print)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Student)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Parent)

Please return this form to LEAH Schools North Academy by September 1st, 2022

**Schedules** - Days are marked on the FACTS SIS (Renweb)  
Calendar

**Blue and Gray Alternating Day Block Schedule**

7:45 – 9:15 1st period

9:20 – 10:45 2nd period

10:50 – 11:25 Homeroom/Announcements/Chapel/Family  
Groups/ (MS Theology)

11:30 – 12:05 Lunch

12:10 – 1:35 3rd period

1:40 – 3:10 4th period (3:06 announcements)

**Half Days – Blue/Gray**

7:45 - 8:50 Blue/Gray 1

8:55 – 10:00 Blue/Gray 2

10:05 – 11:10 Blue/Gray 3

11:15 – 12:20 Blue/Gray 4

Announcements/prayer

**Blue and Gray Assembly Schedule**

7:45 – 9:04 1st period

9:09 – 10:23 2nd period

10:28 – 11:13 Homeroom/Announcements/Chapel/Family  
Groups/ (MS Theology)

11:18 – 11:43 Lunch

11:48 – 12:59 3rd period

1:04 – 2:23 4th period

2:28 – 3:10 Assembly