

# Lutheran South Academy High School



Parent – Student Handbook  
2024-2025

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# THE HIGH SCHOOL

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## INTRODUCTION

This handbook is intended to serve as a guide for High School students and parents of Lutheran South Academy (LSA). Since students are accountable for the expectations and policies of the school, they, and their parents need to be familiar with the contents of this handbook.

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

It is expected that all parents and students read this handbook, familiarize themselves with the contents, and support the policies of Lutheran South Academy. This handbook does not contractually bind Lutheran South Academy or LEAH Schools in any way. This handbook is subject to change with or without notice by the governing board. LSA reserves the right to modify this handbook, as the school sees fit, throughout the school year. Policies in this handbook apply specifically to high school students.

## OUR MISSION AND VISION

### **"Securing Their Future - Today, Tomorrow, Eternally"**

Guided by God's grace, Lutheran South Academy will provide an exceptional educational experience through abundant opportunities and meaningful relationships. Students will develop spiritually, academically, socially, physically, and emotionally as they are prepared for higher education and life as Christian leaders of today and tomorrow. The Christian environment at LSA incorporates the core values of: Salvation, Opportunities, Unity, Truth, and Hope. These core values are lived out through mutual care, outreach, witnessing, prayer, Bible study, devotions, fellowship, and living God's grace through Christ Jesus. Christian leaders will share their faith with others, lead lives of Christian service, witness to their faith by word and deed, and be faithful disciples of their Lord and Savior.

### **Faith Statements**

Every day, God gives us the opportunity to live, to learn, and to love. He challenges those of us who follow Christ to do that by developing a Biblical worldview and putting our faith into action. These statements act as a template through which we strive to become everything God calls us to be and are the foundational basis for our policies and decisions. These are known as our foundational Faith Statements, and this is what we believe:

1. **THE BIBLE:** The Bible is the true Word of God without error or contradiction, and therefore, is the final authority in all matters of faith and life. We believe that the Bible gives clear direction on critical issues such as homosexuality, abortion, and the sanctity of marriage. Through the eyes of God's Word, we seek to develop and Biblical worldview that compels us to love and action. (Psalm 139:13-16; Mark 10:5-9; Romans 1:21-27; 2 Corinthians 5:16; 2 Timothy 3:15-17)
2. **GOD:** There is only one true God, who has revealed Himself in three persons (Triune) - God the Father who created us, God the Son (Jesus Christ) who saved us, and God the Holy Spirit who brings us to Jesus and is our help throughout our journey here on earth. (Matthew 28:19; Romans 5:5-6)
3. **HUMAN BEINGS:** Human beings are the crown of God's creation. Adam and Eve, the first man and woman created in God's image, chose to sin in the Garden of Eden. As a result, all people are

- conceived and born sinful and are completely incapable of saving themselves by good living. (Genesis 1:27; Genesis 3; Psalm 51:5; Romans 3:10-12,23)
4. JESUS CHRIST: Jesus Christ is entirely God and at the same time entirely man. He was born of the Virgin Mary and lived a perfect life, died on the cross, rose from the dead, and now rules at the right hand of God. All of this He did for us. One day He will come again to bring us home to heaven. (John 1:1-3,14; 1 Timothy 2:5-6; Luke 1:26-38; Hebrews 4:15; Romans 5:6-8; 1 Corinthians 15:12-24; Ephesians 1:20-23; 1 Thessalonians 4:14,17)
  5. GRACE: God, motivated by His unconditional love for us, provided for our salvation through His Son, Jesus Christ. This action of love is a gift called Grace, and by it we are saved through faith in Jesus Christ. (John 3:16; Ephesians 2:8-9)
  6. FAITH: Faith in Jesus Christ comes by the power of the Holy Spirit. He works through the Means of Grace - His Word, and the Sacraments of Baptism and the Lord's Supper - through which we receive the blessings and benefits of Jesus' saving death and resurrection. These blessings are the restoring of our relationship with God, forgiveness of sins, eternal life, and salvation. Because we see faith as a journey, change is assumed, innovation is expected, and rebirth is welcome. (John 6:63; Romans 10:17; 1 Corinthians 11:23-26; Matthew 28-19-20)
  7. BAPTISM: Baptism is water applied in the name of God the Father, Son, and Holy Spirit according to Jesus' command and promise. This sacrament gives salvation to all people who receive it through faith, delivers and applies the forgiveness of sins, and makes us members of God's family. (Matthew 28:19-20; John 3:5; Titus 3:5; Ephesians 5:25-26; Romans 6:4; 1 Corinthians 12:13; Colossians 2:11-12; 1 Peter 3:21)
  8. THE LORD'S SUPPER: The Lord's Supper is the real body and blood of Jesus Christ present with the bread and wine. Based on Jesus' command, we eat and drink this supper for the forgiveness of our sins and the strengthening of our faith. (Matthew 26:26-29; 1 Corinthians 11:23-26)
  9. THE CHRISTIAN LIFE: Good works, prayer, and the holiness of life are the fruit of faith in Jesus Christ, not the cause of faith or salvation. It is a privilege to live for Jesus, seeking to serve and honor Him in all facets of life. We believe that all life to spiritual and through a relationship with Jesus Christ, all our fears, failures, and brokenness can be restored and made whole. (John 15:5; Colossians 2:6-7; Ephesians 5:1-8; Galatians 5:16-25; Hebrews 11:16)
  10. MARRIAGE: The term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. God intends sexual intimacy to occur only between a man and a woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Genesis 2:18-25; 1 Corinthians 6:18, 7:2-5; Hebrews 13:4)
  11. GENDER IDENTITY: God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27)
  12. SEXUALITY: Any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)
  13. TOLERANCE/NON-HARASSMENT: Every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Lutheran South Academy. (Mark 12:28-31; Luke 6:31)
  14. MISSION: We take great joy in partnering with God to change the world. We do this by sharing His message of salvation, embracing the truth that all of life is sacred, knowing that hope is real

and that tomorrow we can be better than today. (Psalm 139; Jonah 3:4-9; Matthew 28:18-20; Colossians 4:6)

We believe that to preserve the function and integrity of Lutheran South Academy as the local body of Christ, and to provide a biblical role model to the LSA community, it is imperative that all persons employed by Lutheran South Academy in any capacity agree to and abide by our foundational Faith Statements.

Although Lutheran South Academy does not require parents or families to personally agree with LSA's foundational Faith Statements, because LSA comes together as a community to communicate, affirm, practice, and live out the Christian faith according to Scripture, LSA does require that parents and families agree that their children may be taught according to LSA's foundational Faith Statements and avoid being vocally or openly in opposition to LSA's foundational Faith Statements.

## **LUTHERAN SOUTH ACADEMY HONOR CODE**

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

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

We acknowledge that this commitment is a challenge, and this challenge ultimately calls us to a high standard of EXCELLENCE as a redeemed child of Jesus Christ.

## **SPIRITUAL PROGRAM**

Lutheran South Academy serves students and families because of what God has done for us through His Son, Jesus Christ. As a part of "Securing Their Future - Today, Tomorrow, Eternally", Lutheran South Academy works toward integrating their faith in its classrooms, extra-curricular programs, and campus life in general so that students can grow in their life-saving relationship with Jesus Christ.

**Classes** - Students participate in daily Theology classes. These courses are offered to help students develop a sense of God's will in their lives through spiritual studies, to build a value system through the application of God's Word, and to provide opportunity to apply these principles in day-to-day relationships among students and faculty.

**Worship** - Weekly worship services are held for the entire Lutheran South Academy community. These services are led by faculty members, area pastors, Lutheran South Academy students, and various guests and performing groups. Special worship services and programs will be scheduled at various times through the school year.

**Spiritual Guidance** - Teenagers face challenging questions and decisions as they mature and face life issues. Lutheran South Academy is staffed with Christians to help guide students in a God-pleasing walk through life.

**Spiritual Growth Opportunities** – There are several service opportunities which foster spiritual growth for students throughout the year.

## **ENROLLMENT, RE-ENROLLMENT, AND DIS-ENROLLMENT**

Lutheran South Academy admits students of any race, color, national and ethnic origin and gives to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, biological sex, age, handicap, or national ethnic origin in administration of their admission policies, educational policies, scholarships and loan programs, athletic and other school-administered programs.

For a student to be enrolled at Lutheran South Academy, a parent or guardian must sign an Enrollment Contract guaranteeing that their 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 contract for an academic year constitutes acceptance of and agreement to abide by the rules, regulations, policies, and procedures of Lutheran South Academy as stated in the Parent-Student Handbook and any other official Lutheran South 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 Lutheran South 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/guardian's continued support of the mission of the school and the maintenance of effective and supportive relationship between the school and the parent(s)/guardian(s).

A student shall be dis-enrolled from Lutheran South 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. Lutheran South Academy retains the right to dismiss student(s) and family from the school based on the behavior of the parent/guardian or to not accept future re-enrollment of the family. A dis-enrolled student is not entitled to refund of any tuition or fees paid.

## **COMMUNICATIONS – SCHOOL/HOME**

Clear communication between the school and parents is essential as we partner together for students, "Securing Their Future – Today, Tomorrow, Eternally." The LSA website provides general information, including handbooks for all three levels. Email newsletters will be sent on a weekly or monthly basis. Parents are responsible to know the information sent to them. Each teacher has a voicemail extension for messages. Please use this system to leave a non-urgent message for teachers. During the day, calls are transferred directly to the teacher's voicemail. If there is an urgent message, please contact the school office for immediate assistance. The teacher should respond within 24 hours. *Please set up an appointment with a teacher if a face-to-face conversation is necessary. Teachers have specific advisory/supervision duties before and after class time.* Please avoid trying to talk to teachers as students are coming into class or after class. Teachers may also be contacted by email. The school respectfully



requests that parents not call teachers at home in the evening unless it is a matter of major importance or urgency, or if the teacher has given prior approval.

## **PARENT CONFERENCES**

Parent/guardian conferences are encouraged and may be scheduled at any time with the classroom teacher. If a conflict arises, an appointment may be made to discuss a resolution. In some cases, more than one meeting may be necessary in order to reach a solution. Conflicts should be addressed by following the “Due Process Procedure” found in this handbook.

## **PARENT BEHAVIOR**

The best 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 dis-enrollment as a result of the behavior of the parent(s) or guardian(s). Any fees paid would be non-refundable or pro-rated at the discretion of the administration.

## **LUTHERAN EDUCATION ASSOCIATION OF HOUSTON (LEAH SCHOOLS) TUITION/FEE CANCELLATION POLICY**

The following policies are in place regarding tuition and fees:

- **Enrollment Fee:** The non-refundable enrollment fee is not included in the annual tuition charge. A reservation for a student will be held for the student only after BOTH the enrollment fee and the electronically signed contract have been received through Blackbaud and billing information is completed in Blackbaud.
- **Payment Options:** LEAH Schools requires each family to set up a tuition account with Blackbaud. Three payment options for the payment of tuition and tuition related fees.
  - Payment in full by May 31<sup>st</sup>. Families are eligible for an early payment discount – provided they do not receive financial aid.
  - Semi-Annual payments with one-half tuition due in June and December.
  - Eleven monthly payments to commence in June and end in April and to be drafted on the 5<sup>th</sup> or 20<sup>th</sup> of the month. Students may not begin the school term without payment arrangements secured and at least one payment submitted.
- **Payment Obligations:** Students are enrolled for the full academic year and no adjustments of tuition or fees can be made by the school for absences, withdrawal, or dismissal. Students may be excluded from attending classes and extracurricular activities until tuition and fees are paid and current. Transcripts and grades will not be released until all tuition and fees are paid. No students will be enrolled for the subsequent year until all past due balances are paid.
- **Withdrawal & Refunds:** In the events of an absence or a withdrawal, no refund of tuition or fees, whether paid or to be paid, for the contract year will be granted. The Finance Office must be informed in writing in the event of withdrawal of a student, and transcripts will not

be released until all monies owed to the school are paid.

- **Past Due Accounts:** If an account is past due, a satisfactory payment plan must be arranged with the Finance Office. If a satisfactory payment plan is not arranged, the school has the right to exclude the student from classes, extracurricular activities, or exams; withhold course grades, academic transcripts, and diplomas; or take other steps LEAH Schools determines to be appropriate. Once an account reaches 90 days past due, the student will be suspended from classes until the account is brought to current status. LEAH Schools reserves the right to terminate enrollment of any student whose tuition payment is more than ninety days in arrears.
- **Cancellation Policy:** Enrollment, as specified in the Enrollment Contract, may be canceled in writing, without penalty (except for the enrollment fee), if submitted by May 31<sup>st</sup>. After this date, obligation to pay the full tuition charge is unconditional, and a portion of the charge paid or due will be refunded or canceled.
- **Incidentals:** Incidental fees (athletic fees, childcare, laptop charges, etc.) will be drafted a minimum of ten (10) days after being posted in Blackbaud. LEAH Schools 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: May childcare and any end of school computer charges will be entered into Blackbaud and drafted for payment in June.

**Food Service Accounts:** Food service accounts are handled through MySchoolBucks. All accounts are pre-funded; any account falling more than 60 days in arrears will result in the student(s) being denied use of the cafeteria until the account is brought current.

## **ADMINISTRATIVE AVAILABILITY**

The school administrators are willing to meet with any parent(s)/guardian(s) regarding the situations and programs for which they are responsible. Parent(s)/guardian(s) or student(s) should follow the “Due Process Procedure” outlined in this handbook.

# **LSA ADMINISTRATIVE AND SUPPORT STAFF**

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## **LUTHERAN EDUCATION ASSOCIATION OF HOUSTON ADMINISTRATIVE STAFF**

Scott Fogo ..... Executive Director  
Lance Cleaver ..... Chief Financial Officer  
Bret Walter ..... Chief Advancement Officer

## **LSA ADMINISTRATIVE STAFF**

Scott Browning ..... Head of School  
Theresa Richards ..... Administrative Assistant to Head of School  
Patrick Maynard ..... Director of Admissions  
Kate Fleming ..... Director of Advancement  
Liz Cattau ..... Advancement Officer  
Jon Mueller ..... Director of Athletics  
Nate Hagge ..... Assistant Director of Athletics & Director of Student Activities  
Nicole Andrade ..... Athletic Administrative Assistant  
Kim Pitts ..... Campus Nurse  
Nathan Bahr ..... Dean of Spiritual Life  
Jon Maxwell ..... Technology Coordinator  
Mark Jacobs ..... Maintenance / Facility Supervisor (LSA)

## **HS ADMINISTRATIVE STAFF**

Daniel Cattau ..... High School Principal  
Don Justice ..... High School Dean of Academics  
Richard Stallings ..... High School Dean of Students  
Cydni Choate ..... College Guidance Counselor  
Lindsey Warneke ..... College Guidance Counselor  
Amy Justice ..... Administrative Assistant to High School Principal  
DeAnna Rathje ..... High School Administrative Assistant

## **MS ADMINISTRATIVE STAFF**

Jeremy Brumm ..... Middle School Principal  
Geoff Stresman ..... Middle School Assistant Principal & Registrar  
Dawn Krog ..... Middle School Administrative Assistant

## **LS ADMINISTRATIVE STAFF**

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

## LSA HIGH SCHOOL TEACHERS AND STAFF

Daniel Cattau .....	High School Principal
Amy Justice .....	Administrative Assistant to High School Principal
Don Justice .....	High School Dean of Academics
Richard Stallings .....	High School Dean of Students
DeAnna Rathje.....	Administrative Assistant for Attendance & Discipline
Nathan Bahr .....	Dean of Spiritual Life, Theology
Diana Ballard .....	Foreign Language
Lindsay Barckholtz .....	Art
Gene Benson .....	Theology
Kaylee Cantway .....	Debate, English Language Arts
Laura Cashen.....	Social Studies
Cydni Choate.....	College Guidance Counselor
Sonia Furness.....	Foreign Language
Gretchen Hagge.....	Mathematics
Eric Harless .....	Speech, Theology
Baron Heinemann .....	Social Studies
Sarah Horton.....	Legal Studies
Jack Hudson.....	Social Studies
Jessica Jenkins .....	Music
Theron Jenkins.....	Music
Renee Kahre .....	Social Studies
Valerie McFadden.....	Mathematics
TBD .....	Science
Janice Nevanen.....	English Language Arts
Elizabeth Palmer .....	Science
Tesha Poffinbarger .....	Mathematics, Science
Jeff Poth .....	Physical Education
Jake Justice .....	Structured Learning
Robin Quinton .....	English Language Arts
Garret Riveness .....	English Language Arts, Theology
Aaron Schneider.....	Broadcast Journalism, INCubator, Theology
Bret Schroeder .....	Science
Wyatt Schultz.....	Art, Robotics
Mary Stresman .....	Mathematics
Caleb Taylor.....	English Language Arts, Theology
Dr. David Thomson.....	Mathematics, Science
Jennifer Ward.....	Library Science and Media Specialist, PALS
Lindsey Warneke .....	College Guidance Counselor
Christian Wilke.....	Physical Education

# THE ACADEMIC PROGRAM

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## ACCREDITATION - EXEMPLARY SCHOOL

Lutheran South Academy (LSA) is fully accredited by the Texas District Lutheran School Accreditation Commission as well as the National Lutheran School Accreditation Commission. The Texas Public School Accreditation Commission and the Texas Education Agency recognize and approve this accredited status as a process that meets or exceeds the standards of the public school commissions.

## GRADUATION REQUIREMENTS

Graduation requirements for students at Lutheran South Academy combine the requirements of the Texas Education Agency and the Lutheran Education Association of Houston (LEAH Schools).

### Distinguished Level of Achievement Graduation Plan

Every LSA student is enrolled with the expectation of working toward earning the Distinguished Level of Achievement diploma with the Multidisciplinary Endorsement. To fulfill the graduation expectations of LSA and LEAH Schools, students must successfully earn the minimum of these credit expectations:

4 credits each of English, Math, Science, and Social Studies

.5 credit of Theology for each semester of attendance at LSA

5.5 credits of electives including:

- 2 credits of Language other than English (in the same discipline)
- 1 credit of Physical Education
- 1 credit of Fine Arts (both semesters must be in the same discipline)
- .5 credit that fulfills the LSA Speech requirement

Students must have at least 26 total state credits (credits earned in Theology and Teacher Aide are not state credits)

## GRADUATION PARTICIPATION

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

- All academic requirements are met for graduation as specified by the Lutheran Education Association of Houston.  
*Note: The diploma and final records, including report card and transcript, will be withheld until all financial obligations are resolved.*
- Students lacking one semester ( $\frac{1}{2}$  credit) of a required course (or elective needed for graduation) may still participate but will not receive a diploma until all requirements are completed.  
*Note: Students lacking more than one semester ( $\frac{1}{2}$  credit) of a required course (or elective needed for graduation) will not be able to participate in the commencement exercises.*
- Students not able to meet the expectations of earning the Distinguished Level of Achievement diploma may formally appeal to the Principal. If the appeal is granted, the student would be

placed on an academic contract and plan to earn the State of Texas Foundation High School Program diploma, and the student would be permitted to participate in the commencement exercises.

*Note: The Distinguished Level of Achievement diploma must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.*

## **GENERAL ACADEMIC INFORMATION**

- Students should select elective classes that will support their future school/career goals.
- Students will be required to select the endorsement(s) which they will be working toward. Students are required to select an endorsement at the beginning of their freshmen year.
- Students in grades 9-11 must take a minimum of seven courses per semester. Students in grade 12 must take a minimum of 6 courses per semester. All students are required to be enrolled in four core subjects (English, Math, Science, and Social Studies) each year regardless of whether graduation requirements have been met.
- Students may earn no more than four units of physical education towards state graduation requirements.
- Student initiated course changes may be made prior to the new semester and during the first five days of the new semester.
- Course withdrawals without penalty are allowed through the first half of the semester if the student will still have the minimum course requirements. Course withdrawals after the first half of the semester will result in a failing grade.
- Any semester failures should be made up in summer school, night class, or through an approved online credit recovery program. These courses require the registrar's prior approval.
- Any first semester failure in math or foreign language may be made up by receiving a "C" or above in the second semester. This accommodation is due to the sequential nature of these curricular areas. (First semester grade changed to a 70 on the Texas transcript, second semester grade earned.)
- Non-standard campus administration of certain standardized tests may be facilitated on a case-by-case basis dependent on: approval of the testing agency, individual diagnosis, availability of internal resources, and timely submission of initial request to LSA Administration. LSA is limited in its ability to accommodate or provide resources for special needs students. (Minimum 45 days prior to test date)
- All students' grades are checked as stated in the co-curricular activity academic eligibility policy on page 17 of the Parent-Student Handbook. Any LSA student who is deemed ineligible, including those not in an extra-curricular activity, must attend a mandatory study hall after school.

## **ACCOMMODATIONS IN THE SCHOOL INSTRUCTIONAL PROGRAM**

Lutheran South Academy will recognize Psychological and Psycho-educational evaluations from professionals holding a PhD, PsyD, EdD, LSSP (Licensed Specialist in School Psychology), or a certified Educational Diagnostician, as long as the evaluation meets the current standards of practice and is not more than five years old.

Each evaluation for a Specific Learning Disability, ADD/ADHD or psychological disorder must contain a full (not brief form) cognitive evaluation using instruments such as the WIAT-III or WJ-IV. There must be more than one subtest per disability area. LSA will not accept an SLD diagnosis that was made using a simple difference method as that is no longer the standard of practice for diagnosis. A

diagnosis of ADD/ADHD from an MD or family doctor must be accompanied by the assessments described above. Behavior rating scales and teacher input must be included in an ADD/ADHD or psychological disorder report. Reports should include specific recommendations for accommodations in the school setting as well as justification for said recommendations. LSA will determine whether the recommended accommodations are workable within the context of our school on a case by case basis.

Those students who officially qualify for accommodations at LSA do not automatically qualify for accommodations on a standardized test (PSAT, AP, SAT, ACT). Those students who desire to have an accommodation on a standardized test need to contact the high school office to begin the application process. It is unlikely that *The College Board* and/or ACT will grant any requests for accommodations if the student has not routinely made use of such accommodations within the school setting. Please note that *The College Board* and ACT have a separate application process.

### **CLASS RANK PROCESS**

LSA believes it is in the best interest of its students **not** to have a numerical rank in their class. Therefore, Lutheran South Academy is a non-ranking school. Class rank shall not appear on any student’s academic achievement record (transcript), nor will it be released to students or parents at any time. LSA will confidentially report to the state universities in Texas the names of the students in the top 10% and 6% for automatic admissions purposes. These students are identified using the procedure below, which allows LSA to identify the top students without penalizing them for taking classes which interest them but do not provide a weighted grade.

The ranking process begins at the end of their junior year by determining the Ranking Number Premium Point Average of the AP, Dual Credit, and honors classes for grades 9-11 using the points below for at least 26 semesters of premium point classes. If a student has not taken the minimum of 26 semesters of premium point classes, 3.75 points will be given for each semester class that is less than 26. (Students in premium point classes should be making at least a B in a regular class.)

<b>Grade</b>	<b>Premium Point</b>		<b>Non-Premium Point</b>
	AP Classes	Dual Credit and Honors Classes	Regular Classes
A	7.00	6.00	5.00
B	5.25	4.50	3.75
C	3.50	3.00	2.50
D	1.75	1.50	1.25
F	0	0	0

The average for all remaining classes will be calculated to the nearest hundredth using the Non-Premium Point 5.00-scale. For each hundredth below 5.00, a deduction of one hundredth will be made to the Ranking Number Premium Point Average that was calculated earlier. The resulting number will be used to rank the students. This number will not appear on transcripts; it is simply a ranking number. The weighted GPA will appear on transcripts.

In the event that the top ranked students have the same ranking number, the numerical grade average of the best grades of the minimum number of premium point classes will be used to break the tie.

Students will be ranked again after the first semester of their senior year using the same process using a minimum of 31 semesters of premium point classes. The same process will be used to rank the seniors after the second semester of their senior year using a minimum of 36 semesters of premium point classes.

## **VALEDICTORIAN AND SALUTATORIAN**

These academic awards are based on the student's class rank, as explained above, at the end of the first 7 semesters of their high school career. Students must be enrolled a minimum of 3 semesters at LSA to be eligible for the Valedictorian or Salutatorian Award.

Top LSA students are expected to complete 26 semesters of honors, dual credit, and/or AP coursework by the time they complete their junior year, and 36 semesters by the time they graduate.

## **ADVANCED PLACEMENT (AP) PROGRAM**

The Advanced Placement (AP) Program is a recognized program offered by *The College Board*. AP courses give a student a head start on college while still in the supportive environment of a high school classroom. Taking an end-of-course AP Exam sends a powerful message to colleges and universities that a student is college ready and can enable the student to gain admission, college credit, and placement into advanced courses. Through a course audit, LSA AP instructors are recognized by *The College Board*. LSA is committed to the AP Program, which is a collaborative effort among motivated students, dedicated teachers, and committed high schools, colleges, and universities.

Students may wish to take online AP courses outside of LSA. The online provider must be an accredited program and must be listed on LSA's College Board ledger in order for the course to be designated as an AP course on the student's transcript and receive AP grade points. Requests to take such a course must be made through LSA's AP Coordinator by December 1<sup>st</sup> for the current school year and following summer.

## **DUAL CREDIT COURSES**

LSA also provides college-level courses via San Jacinto College South. All San Jacinto courses are taught on the college campus. In order for students to qualify for these courses, application must be made to the college and entrance-testing requirements must be met. It is LSA's recommendation that any student with a GPA under 3.0 **not** register before speaking with their college guidance counselor. Registration and payment must be completed at the college; students/families are responsible for all costs related to dual credit courses. Grade of C or higher must be earned to remain in the program.

LSA students taking classes on San Jacinto's campus should consult the appropriate handbooks and student codes of conduct. Being enrolled on the college campus for the purpose of dual credit does not constitute an official school-sponsored activity.

San Jacinto courses offered for seniors include: English Composition I and II, Macroeconomics, and Government. San Jacinto courses offered for juniors include: US History before 1877, US History after 1877, Social Science/Humanities core classes. Students who successfully complete these courses receive college as well as high school credit. Students wishing to take other college courses while in high school should contact the college counselor for more information.



In addition to dual credit via San Jacinto Community College, LSA students also have the opportunity to take dual credit courses through Grand Canyon University and Concordia University Nebraska. Courses offered through Grand Canyon University, as part of LSA's membership to the Canyon Christian Schools Consortium, are online and do not receive premium points toward the GPA unlike the courses offered at San Jacinto Community College. Courses offered through Concordia University Nebraska are available in conjunction with the coordinating courses taught at LSA by LSA teachers. These particular dual credit offerings also do not receive premium points toward the GPA unlike the courses offered at San Jacinto Community College; however, the coordinating course taken at LSA do have premium points as applicable for honors-level and AP-level courses.

## **EXAMINATIONS**

Success is closely related to being prepared.

- Quizzes may be announced or unannounced at the teacher's discretion.
- Major exams will be announced in advance to give students the opportunity for review and study.
- Online examinations may utilize technology programs to deter and prevent cheating and maintain academic integrity.
- Semester final examinations will be administered to all students at the end of each semester.
- LSA may follow the national (ACT, SAT, & AP) testing policies for any or all exams and quizzes.

## **SECOND SEMESTER SENIOR FINAL EXAMINATIONS EXEMPTIONS**

At the discretion of the teacher, seniors may be exempt from their second semester final examinations if they have met the following requirements:

- The course grade at the end of the semester is 80 or better.
- The student has missed no more than 5 days in that class during the second semester, excluding extenuating circumstances approved by the LSA Administration.
- The student has not had any disciplinary action that has merited an in-school or out-of-school suspension.
- The student has not accumulated more than 8 tardies in all classes collectively per semester.

If these requirements are met, the student may be exempted from their final examination by the teacher of that course. If a teacher has chosen to exercise the option of exempting final examinations for second semester seniors, everyone in that class is exempt who meets the listed requirements. Exemptions are on a course by course basis, not on a student/circumstance basis. Teachers must let the office know if they are exercising this option no later than May 1<sup>st</sup> of that school year. The office will publish a list of those students who are not eligible for final examinations exemptions.

## **GRADES**

The school year is divided into two semesters. Report cards will be issued at the end of each grade marking period. Current grades in each class can be accessed through Canvas at any time.

1. A class grade is calculated using the cumulative average as 40% for each quarter and the final exam as 20% of the semester grade.
2. In courses where finals are not given, the cumulative average is 50% for each quarter.
3. Quarter and semester grades are released at the end of each grade marking period. Semester grades are recorded on transcripts and are used to calculate GPA.
4. Parents of students who are having academic difficulties are encouraged to contact the teacher.

5. The following LSA grade scale is used and converted to the state of Texas scale for transcript purposes:

<b>Unweighted Grade Points</b>	<b>LSA Scale</b>	<b>Texas Scale</b>
4 grade points	A = 90-100	A = 90-100
3 grade points	B = 80-89	B = 80-89
2 grade points	C = 70-79	C = 75-79
1 grade point	D = 60-69	D = 70-74
0 grade points	F = 50-59	F = 50-69

6. The grade scale for LSA course work is from 50 (lowest F grade possible) to 100 (highest A grade possible) except for 0 as a natural consequence for when there was not a good faith effort put forth by the student to attempt to meet the teacher's expectation of completing the assessment (assignment, project, quiz, test, etc.).
7. Dual credit grades from San Jacinto College will be converted to the LSA grade scale for report card purposes only. Transcripts will revert to the original grade.
8. The weighted grade scale is as follows:

<b>Grade</b>	<b>Premium Point</b>		<b>Non-Premium Point</b>
	AP Classes	Dual Credit and Honors Classes	Regular Classes
A	7.00	6.00	5.00
B	5.25	4.50	3.75
C	3.50	3.00	2.50
D	1.75	1.50	1.25
F	0	0	0

### **CO-CURRICULAR ELIGIBILITY (ACADEMIC)**

Student grades will be checked every 2 weeks. Grades will be checked on Monday, and the appropriate eligibility status will begin on Tuesday. The only exception to this rule will be at the beginning of a semester where we will wait for the first 3 weeks for the first check. The minimum standard at each grade check is no less than 60 on the LSA grade scale in every class. (All courses on a student's schedule, such as online courses, dual credit, etc., pertain to co-curricular eligibility.)

There is a "ladder" of eligibility. The levels include a) eligible, b) probation, and c) ineligible.

Students will only move up or down the "ladder" one level at a time at each grade check. Students who are eligible and who meet the minimum standard will stay eligible. Students who are ineligible who do not meet the minimum standard will remain ineligible. A student who is ineligible, or probationary who does not meet the minimum standard will move down from eligible to probationary, or probationary to ineligible. A student who is ineligible or probationary who does meet their minimum standard will move from ineligible to probationary, or from probationary to eligible.

After the Monday check, those students that were initially deemed eligible and no longer meet the minimum standard will be moved to the probationary level. The LSA Administration will provide notification to the parents, coaches, and directors of the student that day. While a student is on

probationary status, he or she will still be permitted to practice and participate in contests. Probationary status is a warning to students, parents, and coaches that a student is not meeting the minimum standard.

A student in probationary status has the next 2-week period to get his/her grades to meet the minimum standard. If the student's grades during the next 2-week period meet the minimum standard, the student will move back to eligible level. If the student's grades do not meet the minimum standard after the 2-week period, the student will be ineligible for the next 2-week period. The ineligible student and their family will be notified about being ineligible.

When a student is ineligible, they must report to an after school supervised study hall throughout the period of ineligibility regardless of their participation in co-curricular or extra-curricular activities. For those participating in co-curricular or extra-curricular activities, after finishing the after-school study hall each day, the student may then report to the coach/supervisor and is allowed to practice. Participation in practice can only occur if the student served the required after school study hall that day. If a student is ineligible and does not attend after school study hall, they are not allowed to practice that day as well as for the remainder of their period of ineligibility. Any student who is ineligible will not be allowed to participate in games, performances, contests, etc. Ineligible students will be allowed to attend the games, performances, contests, etc., with their teams, but cannot participate.

An ineligible student's grades will be checked after 2 weeks. If the grades meet the minimum standard the student will move back to the probationary level. If the grades do not meet the minimum standard, the student will remain ineligible until the grades are checked again.

Any movement on the eligibility scale from eligible to probationary status, or from probationary status to eligible will be communicated to the student, parents, coaches/directors, and teachers. Any movement from probationary status to ineligible, or ineligible to probationary status, will be communicated to the students, parents, coaches/directors, and teachers.

This policy will have no effect on summer activities. Students are eligible for summer camps, open gyms, weightlifting, etc. regardless of their eligibility status at the end of the school year.

Official grades from off-campus Dual Credit programs at mid-term and end of semester will be applied to determining co-curricular eligibility.

A student's eligibility status at the start of a semester will be eligible; however, students who have earned a failing grade at the end of the semester will have their new eligibility status start fourteen days after the end of the semester.

The Principal reserves the right to deem any student eligible or ineligible at any time and set up any contract determining alternative eligibility requirements.

Students may appeal their status to the Principal, citing extraordinary circumstances as a basis for the appeal. Appeals must be submitted in writing to the Principal. Extraordinary circumstances must exist for an appeal to be considered.

Parents who desire their student to opt out of the after school supervised study hall will need to complete the After School Supervised Study Hall Opt Out Form. Because of LSA's commitment to

assist students who are struggling academically and because of the importance of academic success and the partnership with parents to bring about success, refusal to complete the opt out form is considered an acknowledgement that the student is in danger of failing his/her class(es) and may result in dis-enrollment or other disciplinary action as deemed necessary and applicable by school administration.

## **HONOR ROLL AND MERIT ROLL**

The Honor Roll is obtained by a student who has a weighted GPA of at least 5.00 for a semester and no grade lower than a “75”. The Merit Roll is obtained by a student having a weighted GPA of at least 4.35 and no grade lower than a “75”. The Honor and Merit Rolls indicate academic excellence for each semester.

## **GRADUATION HONOR CORD**

Graduation Honor Cords are to be worn for accumulative weighted GPA’s.

Summa cum laude	5.5	Gold Cord
Magna cum laude	5.0	Silver Cord
Cum laude	4.6	White Cord

Any additional items worn at graduation must be approved by the school administration.

## **NATIONAL HONOR SOCIETY**

Membership in the Lutheran South Academy Chapter of the National Honor Society (NHS) is available to students in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades who meet and maintain the required standards in the areas of scholarship, leadership, service, and character. Students are selected during the second semester by a five-member Faculty Council that is appointed by the Principal.

For the scholarship criterion, a student must have a cumulative GPA of 3.6 or better on a 4.0 scale (un-weighted GPA). Those students who meet the scholarship criterion are invited to complete a Student Activity Information Form that allows them to provide information regarding their leadership and service. At the same time, faculty members are given a form so they can provide their professional input regarding each candidate’s leadership, service, and character. The Faculty Council also obtains each candidate’s school disciplinary record.

These materials are then reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding their selection or non-selection in late February.

Members of the NHS are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes the minimum required GPA, participation in chapter service projects, and attendance at chapter meetings.

Students or parents who have questions regarding the selection process or membership obligations should contact the NHS Faculty Advisor.

## **ACADEMIC OR PERSONAL COUNSELING**

A counselor is available to any student who needs to discuss academic or other personal concerns. Students are encouraged to contact a counselor or another appropriate administrator in the event of certain situations (for example, any suspected child abuse or sexual harassment). It is preferable to make an appointment, but in the event of a crisis or an emergency, the student is welcome and encouraged to reach out to a counselor or an administrator.

## **CAREER AND COLLEGE COUNSELING**

Career and college counseling at Lutheran South Academy begins in the 9<sup>th</sup> grade as students are directed toward a better understanding of themselves, their capabilities, and possible vocations and careers. The career and college counseling office provides materials and service to students and parents. Counselors will coordinate college testing programs and visitation days.

## **ATTENDANCE**

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Consistent attendance is of prime importance for the educational development of each student. A student should never be absent unless it is absolutely necessary. Texas law requires that students be in attendance for at least 90% of classes in a semester to earn credit for a course. Texas law also requires every child in the state who is as much as 7 years of age and not more than 17 years of age to attend school. Student attendance includes school-sponsored events, i.e., field trips, athletic contests, etc., and will not be recorded as being absent for participation in such. Attendance will be tracked by the Dean of Students.

If a student will be absent from school, a parent or guardian should contact the school office by 9:15 am to report the student absent for the day. When a student returns from an absence, they should bring written verification from the parent or guardian to the school office. If a note is not received, the absence will be “unexcused.” After 6 absences, parent notes for an excused absence will no longer be accepted. A student who is absent 5 or more days consecutively due to illness must bring a note from their doctor to the school office.

### **DENIAL OF CREDIT DUE TO EXCESSIVE ABSENCES**

If a student has accumulated 4 absences in a class in a semester, written communication via email will be made by the school to a parent/guardian with the communication noted in the student’s file. If a student has accumulated 6 absences in a class in a semester, another written communication via email will be made by the school to a parent/guardian with the communication noted in the student’s file. This notice will advise the parents that academic credit is at risk. If a student has accumulated 8 absences in a class in a semester, another written communication via email will be made by the school to a parent/guardian with the communication noted in the student’s file.

Credit will be denied in any class when the student has accumulated 10 absences during the semester. Parents may appeal to the Principal in writing with supporting documentation within 2 weeks of the 10<sup>th</sup> absence for credit not to be denied for excessive absences due to extenuating circumstances.

### **EXCUSED ABSENCES**

Medical and other appointments should be scheduled outside of the school day whenever possible. When it is necessary to miss school, students will be excused upon receipt of a note from a parent or doctor. An absence may be excused for the following reasons:

- Personal illness
- Sickness or death in the immediate family
- Quarantine
- Other requests made in advance with the Principal’s approval

### **EARLY DISMISSAL**

Any early dismissal must be pre-arranged by the parent(s) or guardian(s) and verified by the school office. Students leaving school during school hours must sign out in the school office. If a student is dismissed early from class and misses more than 20 minutes of class time, an absence is recorded for the student’s attendance.

## UNEXCUSED ABSENCES

An “unexcused absence” is defined as any absence to any class period not excused in the section “Excused Absences.” A student who is more than 20 minutes late for a class without an appropriate pass or excuse will receive an “unexcused absence.” Unexcused absences may result in additional school disciplinary action.

## MAKE-UP WORK

A student who has been absent is responsible for assigned work that has been missed. For planned absences, i.e., school functions or pre-approved absences arranged with the school office, students need to meet with each teacher prior to the pre-approved absence to make arrangements for due dates for assignments that will be missed. For unplanned absences such as illness, upon returning to school students need to meet with each teacher to make arrangements for make-up work. At a minimum, students with unplanned absences will have one block period for each block period of absence to complete the make-up of assignments and examinations including those assignments that have been announced in advance.

## CO-CURRICULAR ELIGIBILITY (ATTENDANCE)

If a student receives an unexcused absence for 1 or more periods, he or she will not be eligible to participate in any school activity that day or night. A student must be present at least half of the school day (either 2 blocks on *Green* and *White* days) to be eligible to participate in any school activity that day or night, unless prior approval is obtained from the administration.

## TARDY POLICY

Being on time to class, practices, and rehearsals is a positive habit and is expected at all times and for all situations. All students are expected to arrive at school on time and be in class on time. Every student is to be in the classroom by the time the tone sounds to begin class. Being *tardy* is defined as being late to school or to classes during the school day. Excessive tardies will be tracked by the Dean of Students and will reset after each quarter.

Any student arriving late to school will be considered tardy. Oversleeping, running errands, morning traffic congestion, or missing a ride are not acceptable excuses for tardiness to school. If a student arrives at school after the start for their first class, the student must report to the school office for an admittance slip before going to class.

Any student arriving late to class needs an admittance slip. If a student is detained by a teacher and will be tardy for class, the teacher will issue a pass (admittance slip) to excuse the student’s tardiness. If the student has no pass from a teacher, the student must report to the school office for an admittance slip before going to class. If the student arrives 20 or more minutes after the start of a *Green* or *White* block or leaves 20 or more minutes before the end of a block, an absence is recorded for the student’s attendance.

### Disciplinary steps for excessive tardies:

Tardy #5 = 50-minute detention and \$5.00 fine

Tardy #6 = 50-minute detention and \$5.00 fine

Tardy #7 = 50-minute detention and \$5.00 fine

Tardy #8 = 50-minute detention and \$5.00 fine

Tardy #9 = 1 day of in-school suspension and an administrative behavioral contract

Tardy #10 = Denial of credit and/or additional disciplinary action may result pending the contract

# **STANDARDIZED DRESS CODE**

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Students at Lutheran South Academy are expected to dress in a manner that exemplifies moderation and good taste. Students must adhere to the standardized dress code in accordance to their biological sex. Standardized dress includes but is not limited to clothing, hair, accessories, and shoes, as these are important to a student's overall appearance. The school reserves the right to determine if a student's appearance is inappropriate. The following guidelines provide freedom of choice for students while maintaining styles, which are appropriate for school wear, and provide a positive public image of the LSA students.

The dress code applies when the students arrive on campus and is in effect the entire time when students are on campus. Items must be purchased through our clothing provider, Flynn O'Hara, or from the LSA Spirit Store. There are to be NO modifications to uniform pieces such as frayed hems, cutting sweatshirt cuffs, making skirt hems too short, etc. Students are allowed to select from the following list of fashion coordinates:

## **MALES**

### *Pants and Shorts*

- Khaki pleated or flat front pants and shorts from Flynn O'Hara
- Nike khaki, black, or anthracite golf short and Nike khaki, black, or anthracite golf pant from the LSA Spirit Store
- Pants and shorts must have a belt at waist level.

### *Shirts*

- White, green, gray, or navy shirt (short or long sleeve) with LSA monogram logo from Flynn O'Hara
- White, green, gray, or black polo from the LSA Spirit Store
- Shirts must be tucked into pants or shorts.

### *Outerwear*

- Only LSA logoed apparel provided by Flynn O'Hara or the LSA Spirit Store (including LSA team apparel) is allowed. Approved LSA hoodies are allowed; however, the hood may not be worn inside.
- Approved shirts identified above must be worn underneath any outerwear.

### *Shoes*

- Shoes should be appropriate for the outfit.
- All shoes must be closed-toe and closed-heel.

### *Undershirts*

- Students may wear a white, gray, or black undershirt under any approved shirts identified above, or they may wear an undershirt that matches the color of the polo being worn.
- Students are not allowed to wear undershirts with slogans, profanity, vulgarity, anti-Christian symbolism, or advertisement of alcohol or drugs.



## **FEMALES**

### *Skirts*

- Plaid or khaki pleated from Flynn O'Hara
- Modesty shorts must be worn under all skirts
- All skirts must have a length that is at least mid-thigh. Appropriate sizing must be worn so that there is not a need nor want to roll up the waist bands.

### *Pants and Shorts*

- Khaki knee-length shorts from Flynn O'Hara
- Khaki cotton/lycra slacks from Flynn O'Hara
- Khaki capri pants from Flynn O'Hara

### *Shirts*

- White, green, gray, or navy shirt (short or long sleeve) with LSA monogram logo from Flynn O'Hara
- White, green, gray, or black polo from the LSA Spirit Store
- Shirts must cover the waistband of the skirt, slacks, shorts, etc. when arms are raised.

### *Outerwear*

- Only LSA logoed apparel provided by Flynn O'Hara or the LSA Spirit Store (including LSA team apparel) is allowed. Approved LSA hoodies are allowed; however, the hood may not be worn inside.
- Approved shirts identified above must be worn underneath any outerwear.

### *Shoes*

- Shoes should be appropriate for the outfit.
- All shoes must be closed-toe and closed-heel.

### *Undergarments*

- Undergarments, including modesty shorts and leggings, must be of a neutral color and should not be clearly visible through the uniform.
- Students may wear a white, gray, or black undershirt under any approved shirts identified above, or they may wear an undershirt that matches the color of the polo being worn.
- Students are not allowed to wear undershirts with slogans, profanity, vulgarity, anti-Christian symbolism, or advertisement of alcohol or drugs.

## **SPECIAL NOTES REGARDING LSA STANDARDIZED DRESS CODE:**

- Jewelry and make-up should be modest and appropriate.
- No extreme hairstyles or colors are allowed. Natural hair colors only. All students must be clean shaven. This encompasses all areas of the face. Hair length may not be extreme. Males' hair should not cover the eyes or extend below the collar.
- No visible tattoos or extreme body piercings are allowed. Only ear piercings are allowed. Any piercings other than the ear is considered extreme and is prohibited.
- No hats, headbands, bandanas, etc., or sunglasses should be worn. Girls may wear scarves as an accessory.
- LSA t-shirts may be worn on the last Friday of each month.
- Seniors may wear college attire (such as t-shirt, sweatshirt, hooded shirt/sweatshirt, polo shirt, etc.) on Wednesdays; otherwise, they are to be in compliance with the standardized dress code.

## **LSA HIGH SCHOOL PTL FREE DRESS PASS DAY GUIDELINES**

- Any and all LSA wear is approved.
- All slogans, logos, and pictures need to be in good Christian taste. No inappropriate logos, symbols, or wording is allowed.
- Sleeveless shirts are not allowed; all shirts must have some form of a sleeve.
- Shirts may be untucked as long as no skin or undergarments are showing.
- Hooded shirts or sweatshirts are permitted for free dress pass days only; however, hoods may not be worn inside.
- All pants and shorts must be in good repair – free of holes, tears, and frays.
- Long shorts are allowed.
- As long as the pants or shorts fit appropriately, students do not have to wear a belt.
- Pajama pants are not allowed.
- Skirts and shorts must be long enough to reach mid-thigh. Cheer shorts, running shorts, or “short” shorts of any kind are not allowed.
- Girls are allowed to wear leggings or yoga pants if they are paired with a dress or a long shirt.
- Low cut shirts and clothes that reveal midriff are not to be worn.
- Shoes must still be closed-toe and closed-heel.
- If a student is not participating in the free dress day, the regular standardized dress code applies.

# GENERAL POLICIES

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## AUTOMOBILES/PARKING

Those students driving to school must register their car and receive a permit for a parking place. Student parking is in the parking lot east of A Building unless prior arrangements are made with the Principal.

## BOOKS

Books are issued in class at the beginning of the year. Students are responsible for the upkeep of their books. If a replacement book is needed due to loss or destruction, students will be charged the full price for the replacement book.

## COMPUTER USE -Student Use Expectations

### *Being Prepared to Learn*

- I will ensure my laptop is fully operational and ready for use at school every day.
- I will bring my laptop fully charged to school every day.
- I will bring my laptop charger to school every day.
- I will be responsible for the backup of my school-related digital content on OneDrive.
- I will not change any of the school-defined settings on the computer or remove school-provided software from the computer.

### *Being a Responsible User*

- When at school, I will only use installed or online programs that are directly connected to school-related activities under the direction of my teacher.
- I will not use recreational games or social sites at school.
- I will only use websites when directed/allowed by the teacher in the class.
- I will follow the operational expectations of my teachers.
- I am aware that all technology rules and guidelines apply to any device used at LSA.

### *Responsibilities of Ownership*

- Transporting my laptop will be done in a safe and secure manner, with the lid closed and in a separate protective computer bag.
- Before school or during break and lunches, I will not use my laptop in the cafeteria, locker room, or gym
- My laptop is to be kept safe and secure at all times when not in use (stored in locked locker).
- In the case of damage caused by negligence, I am responsible for bringing the computer to the middle school office for assessment and repair.

### *Ethical and Respectful Use*

- I will use the Internet, email, and any other technology equipment in a manner that is respectful to all users (refrain from vulgar or inappropriate language and being mean, rude, or unkind about other people).
- I will treat my digital identity/security and the digital identity/security of others with honesty, confidentiality, and respect.
- I recognize that installing any programs, other than directed by the technology department, is specifically prohibited.
- I will refuse illegal, dangerous, or inappropriate content, program/s and/or activities.
- I will respect other students by not using or touching their computer without their permission.

Before receiving a computer in grades 6-12, each student and their parents are required to read the LEAH Schools Technology Handbook and agree to follow the Acceptable Use Policy regarding general use of computers.

LEAH Schools Technology Handbook - [LINK](#)

Acceptable Use Policy - [LINK](#)

<https://www.lutheransouth.org/academics/technology>

## **DANCES**

Dances are social events for the high school students of Lutheran South Academy; therefore, students may bring only one guest. The guest must be of the opposite biological sex. A Guest Registration Form or sign-up sheet in the office must be filled out for every guest. All students attending Lutheran South Academy dances are under the authority of the administration and faculty sponsors. If a student's conduct is not acceptable to those in authority, parents will be contacted, and the student sent home. Students may not arrive more than 30 minutes late or leave earlier than 30 minutes before the end of the event. All students attending dances will be subject to a breathalyzer test.

## **EMERGENCY SCHOOL CLOSING**

Lutheran South Academy will publicize closing of school due to adverse weather or other emergency. Families should keep contact information up to date in the school office and on Blackbaud. School closing information will be announced via a Parent Alert, email notification, and social media posts.

## **FIRE DRILL**

Upon hearing the fire alarm, leave the building in a quiet, orderly fashion by means of the nearest exit (routes are posted in each room). Remain in your designated area until a school official indicates you may return.

## **FOOD PURCHASE**

Food purchases will be processed using the student's MySchoolBucks account. *Cash will not be accepted for food service items.*

## **ILLNESS WHILE AT SCHOOL**

In the case of illness or emergency, the student should report to the office, and school personnel will contact a parent or guardian.

## **LOCKERS**

Lockers with combination locks are issued to students at the beginning of the year. The majority of student losses are due to student carelessness. While the school cannot be responsible for lost or stolen items, we suggest:

- Keeping lockers locked at all times;
- Putting names in books and on other valuables;
- Not telling others your combination;
- Leaving special valuables or large sums of money at home or in the school office.

Each student is responsible for keeping his/her assigned locker clean both inside and outside. Expenses to repair damages caused by misuse, tape, stickers, etc. will be charged to the student.

## LOST AND FOUND

Students are responsible for their own personal and school-issued property. LSA is not liable for lost, stolen, or damaged property at school. Articles found in and around the school should be turned in to the school office. Lost and found items will be donated or disposed of on the last day of school monthly. A concerted effort to return items, through announcements reminding students to check lost and found for their misplaced items will take place.

## LUNCHES

Students are to eat lunch in the cafeteria. They may either purchase food from the LSA food service or they may bring a lunch from home. Students who have left school for an appointment may not bring food for other students. **PLEASE NOTE: Parents may NOT drop off lunches for their children until further notice. If a student does not have a lunch, they will need to eat a school provided lunch that day and their My School Bucks account will be charged.**

## MEDICATION

All medication, whether prescription or non-prescription, must be kept in the school office and administered by the nurse or another authorized school personnel.

- A written or online permission (Jot Form) to administer medication form must be signed by a parent or legal guardian. Specific directions for administration of medication are required. Directions must include: the student's name, date, name of medication, dosage, route of administration, and time to be administered. The above mentioned form will be kept in the school office.
- Over-the-counter medication and other prescription medication may be administered for a period of no longer than ten (10) consecutive days, and signed permission has been provided by the parent or guardian.
- A physician's authorization form must be signed by the physician or dentist and parent if a medication is to be administered for longer than 10 consecutive days.
- All medication must be provided and brought to the school office by the parent or legal guardian. It must be in the original, properly labeled, container and must be age appropriate.
- The student may not carry or administer any medication to himself/herself. However, Texas law permits students to carry and self-administer prescription asthma medications, inhalers, and Epi Pens. Students must have written permission to self-carry inhalers and Epi Pens.
- Prescription medications will not be shared between siblings. Non-prescription medications may be shared between siblings, but each child must have a consent form to administer medication signed by a parent or legal guardian.
- Herbal, dietary supplements, vitamins, CBD oils, home remedies and Non-FDA approved medications will not be administered.
- All medications should be given at home if possible.
- No narcotics will be kept or given at school due to the addictive nature and potential to induce sleep or stupor. If your child requires narcotics to manage symptoms, they need to stay home.
- Medication must not be expired.
- Medication will only be given according to the doctor's order or over-the-counter instructions.
- The nurse will notify parents as needed for medication replacement or other pertinent issues.

- If the medication is new to the student, the first dose of the medication must be given at home.

## **SEVERE WEATHER OR DISASTER**

When a severe weather or disaster warning has been issued, students should listen for instructions over the P.A. system and follow the teacher and/or administrator in charge.

## **TELEPHONE**

A public telephone is located near the school office. This phone will be unavailable for student use during class time. Office personnel will handle emergency situations regarding communication to the student's family.

## **TEN-TEN (10-10) POLICY**

Students will not be permitted to leave the first 10 minutes of any class or the last 10 minutes of any class. Being prepared for class in advance, as well as utilizing passing periods to use the restroom, is highly encouraged.

## **VISITOR POLICY**

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

### **Definition of a Visitor**

A visitor is defined as any person who is not an LSA student, school employee, or approved on-duty school volunteer. Parents and other relatives of students are considered visitors for the purpose of this policy.

### **Visitor Guidelines**

- All visitors to campus, including all parents, must check in at their student's school office immediately upon arrival. Sign-in locations include the Lower School Office, Middle School Office, High School Office, and Administration Office. **The front B Building doors are NOT an entrance for visitors during the school day.**
- All visitors will receive a temporary visitor badge that must be worn in a visible location while on campus. This badge should be returned to the school office upon sign-out.
- Visitors who have submitted their information for a background check and have been cleared will sign-in and receive a temporary visitor's badge. All other visitors will need to surrender their driver's license.
- Visitors who have not been cleared, including vendors and other visitors doing maintenance/repair work on campus will sign-in and receive visitor badges at the Administration Office. They will need to surrender their driver's license to the office.

- Some visitors are potential students who are shadowing with a current LSA student for either a morning or afternoon. Arrangements for this are made in advance with the admissions office.
- School faculty and staff should direct visitors without a badge to the appropriate location to sign-in.
- School faculty and staff are required to wear their LSA name badges while on campus.

# **STUDENT BEHAVIOR**

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A goal of Lutheran South Academy's educational program is to encourage independence, accountability, and responsibility which are characteristic of the mature person. The world we live in comes to us with great potential for good or bad. LSA desires that all students understand this and exercise choices and behaviors consistent with the great good that can be achieved not the harm or evil that can occur with misuse. Since an orderly atmosphere is essential for learning to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school.

- LSA Honor Code should be followed and practiced.
- A constant respect for teachers, students, staff, visitors, and others is a basic requirement of Christians in a Christian community.
- Care and concern for personal and communal property is a visible sign of respect.
- An appropriate atmosphere must be maintained to create a situation conducive to learning.
- There are times within the community when people do violate its standards. We believe that the wrongdoing cannot go unnoticed, and that certain procedures must be followed to help the individual grow in self-discipline.

## **ASSEMBLY**

- Report to the assembly without delay.
- Sit with your assigned class or group.
- Be quiet, attentive, and respectful to the leader.

## **CAFETERIA**

- Designated classes are assigned to help clean cafeteria tables each day.
- Do not throw food.
- Put trash in trash cans.
- Clean up spills properly.

## **CLASSROOM/STUDY HALL**

- Ready to work when class begins.
- Be safety conscious.
- Obey classroom rules given by the teacher.
- Respect and be polite to all people.
- Respect other people's property.

## **ELECTRONIC DIGITAL TECHNOLOGY**

- You are always being watched.
- It never goes away.
- It can be traced.

## **HALLWAYS**

- Out of the hallways when class begins.
- Have a pass to be in the hall during instructional time.
- Avoid running, horseplay, and any activity that may endanger others.



- Use the overhead crosswalk.

## **ABUSE, NEGLECT, AND EXPLOITATION OF CHILDREN**

All Lutheran South 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 the abuse or neglect or (2) an adult was the 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.

## **ACADEMIC INTEGRITY**

Violations of academic integrity include but are not limited to cheating, dishonest work performance, plagiarism, and use of artificial intelligence (AI). Cheating involves receiving credit and/or grades dishonestly. Examples of cheating include, but are not limited to:

- Giving and copying answers digitally or in writing
- Plagiarizing
- Using cheat sheets
- Using electronic devices to recall or share answers
- Using Artificial Intelligence (AI) generated responses or answers

Plagiarism is the use of words or ideas of another person without indicating and giving credit to the other person. The teacher will collect the work of the student(s) involved and notify the parent(s)/guardian(s) and the proper school officials. Violations of academic integrity will result in a 0 for an assessment grade as a natural consequence as there was not a good faith effort put forth by the student to attempt to meet the teacher's expectation of completing the assessment (assignment, project, quiz, test, etc.). The teacher may require the student to redo the assessment without credit for the purpose of comprehension. REPEATED violations of academic integrity will result in administrative action.

## **BACKPACKS AND BOOK/SPORT BAGS**

Students should place their belongings in their locker when they arrive at school. Floors and aisles must be kept clear to prevent hazards. Oversized purses, backpacks, book, and sport bags should not be taken to the classrooms, cafeteria, or left lying around due to the hazard they cause. **PLEASE NOTE: Backpacks are not permitted in classrooms until further notice.** Any items left lying around are subject to confiscation and a small fine charged on the return of the item.

## **BULLYING/CYBER BULLYING/HARASSMENT/THREATS**

All forms of harassment including, but not limited to, hazing, bullying, or threats are unacceptable and against Lutheran South Academy policy. These forms of behavior include, but are not limited to, an individual intentionally using power or control over an individual, such as exclusion, dominance, control, intimidation, and/or threats that subject the student to mental stress, shame, or humiliation that adversely affects the mental health or dignity of the student, including acts motivated by race, color, religion, national origin, sex, or disability and directed toward another student. Harassment also includes unwelcome and offensive slurs, jokes, or other oral, written, electronic, graphic, or physical conduct that creates an intimidating, hostile, or offensive educational 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.

## **CELL PHONES**

Cell phones may be used before school hours, after school hours, and during lunch. Cell phones are not permitted in classrooms unless the teacher gives specific instructions for academic use. This also includes any external speakers or devices that are designed to amplify sound to an item worn in or over the ears.

## **CLOSED CAMPUS (INCLUDING LATE ARRIVALS AND EARLY DISMISSALS)**

Leaving campus without proper permission will result in appropriate disciplinary action.

Students who have approved early dismissal in their schedule must sign out in the office and leave the LSA campus within 10 minutes of their last class or lunch intermission. Students who are not able to leave campus within these parameters must report to study hall or be registered in another class. Students who leave campus due to their scheduled early dismissal may not return to campus until all classes have concluded for the day or 15 minutes prior to the start of their afterschool co-curricular activity. Loitering will not be permitted in the school parking lot.

Students who have late arrival due to off-campus dual credit classes or approved late arrival in their schedule must sign in at the office upon arriving to campus. After signing in, students must either report to the Learning Lab for quiet studying or report to the cafeteria until it is time to attend the second block (B block). Loitering will not be permitted in the school halls.

## **COMPUTER USE (INCLUDING REQUIRED STORAGE BAG)**

Students are responsible for the care and protection of the school computer issued to them. Personal computers should **not** be used without administrative permission. Keeping the laptop in the carrying case will protect it against most minor bumps and jolts; however, it is important to ensure that when the laptop is in the computer bag there is no adverse pressure applied to it. Computer hard drives and batteries do not function well after having been bumped around a great deal, and screens will break if enough pressure is applied to them.

Students should try to ensure that there are a minimal number of other objects in the computer bag alongside the laptop. Small, loose objects (such as paper clips or coins) could accidentally get stuck in openings in the laptop if carried alongside it in the backpack. Magnetic objects will harm the functionality of the computer and should be kept at a distance.

A computer bag is required (**not a backpack and not a computer sleeve**). The bag must be separate from the student's book bag. The bag must have handles and a padded location for the computer. It is highly **recommended** to purchase a sleeve or protective case in addition to the bag. The bag, case, and sleeve must all be sized to accommodate a 13" MacBook Air and will help keep the MacBook looking like new. A sleeve or protective cover is **not** a substitute for the computer bag.

Computers should **not** be in the cafeteria or in proximity of food or drink. Computers are designed for student use with school-loaded programs. Students are **not** to use, install, or download software other than that provided by the school (this includes all games). It is the user's responsibility **not** to initiate access to material on the global network that may be considered inappropriate. Electronic mail transmissions and other use of the electronic communication system may be monitored. The network is designed to achieve and support instructional goals. Any information that does not support learning is to be avoided. Purchase of goods and/or services via the Internet is strictly prohibited. Any misuses and abuses of computers or the system are subject to administrative action. *Students and parents are expected to understand and abide by the Lutheran South Academy Technology Handbook.*

## **CURSING/FOUL LANGUAGE**

Swearing or cursing violates the Second Commandment. Vulgar, crude, or suggestive language is offensive and may constitute harassment to others. Students should refrain from these forms of speech. Disciplinary action for foul language will take place at the discretion of teachers and administrators.

## **DISCRIMINATION, RETALIATION, AND HARASSMENT**

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

### **Prohibited Conduct**

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

### **Definitions**

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

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

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

“Discriminatory Harassment” is unwelcome conduct directed toward an individual based on an individual’s actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service or affiliation, age, or any other characteristic that is protected by law, that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s employment, education, or participation in a school activity. Examples of harassment may include, but are not limited to:

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

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

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

- Unwelcome sexual attention or other verbal or physical conduct of a sexual nature
- Unwelcome sexual advances, requests for sexual favors, or touching intimate body parts
- Coercing or forcing a sexual act on another
- Jokes or conversation of a sexual nature
- Sexually motivated conduct, communication, or contact
- Sending, transmitting, publishing, posting, emailing, or participating in the viewing or exchange of discriminatory, harassing, or threatening messages or images of a sexual nature
- Implied or overt threats of punitive action, as a result of sexual advances

- Conditioning a benefit on an individual's acceding to sexual advances
- Unwelcome sexually explicit messages, statements, or materials
- Attempting to coerce an unwilling person into an intimate, romantic, or sexual relationship
- Sexual violence
- Intimate partner violence
- Stalking, including cyberstalking
- Gender-based bullying

### **Enforcement**

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

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

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

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

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

### **DRIVING PRIVILEGE**

Students who drive on campus in an unsafe manner, use their vehicle during the school day without parental permission, or who park in unauthorized areas may have their driving and parking privileges suspended. Student parking is located in the large parking lot east of the A Building unless prior arrangements are made with the Principal.

### **ELECTRONIC DEVICES**

Electronic devices that cause disturbances at school may be confiscated. Personal earphones/headsets may be used in classrooms at the teacher's discretion.

## **FIREWORKS/WEAPONS**

Possession and/or use of firearms, ammunition, knives, fireworks or other dangerous weapons or substances are not allowed on the campus of Lutheran South Academy. Any student in possession of such items on school grounds or at school activities will be subject to expulsion and will be reported to the local law enforcement agency.

## **FOOD/DRINK/CANDY/GUM**

Food, drink, candy, and gum may be consumed in the classrooms at the teacher's discretion.

## **HEALTH-ALTERING BEHAVIOR**

Participating in identified activities (including, but not limited to, self-injury, eating disorders, steroid use, and sexual activity) which do not honor God and may immediately or eventually endanger the health of the student will be brought to the attention of the student's parent(s)/guardian(s). Intervention strategies will be explored and put into place between school and family to address these behaviors.

## **ILLEGAL SUBSTANCES**

The Lutheran Education Association of Houston subscribes to a "zero tolerance" position concerning illegal substance abuse. It is a crime for a minor to possess nicotine-related products. LEAH Schools will not tolerate those who introduce illegal and illicit substances into their 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 immediately be referred to the school administration. Parent(s)/Guardian(s) will be contacted immediately and if necessary and appropriate, police will be notified. Individuals face possible suspension, expulsion, and/or criminal prosecution.

Lutheran South Academy 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 reasonable suspicion (i.e., reliable eyewitness report) 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 reasonable suspicion (i.e., physical symptoms such as the smell of alcohol, slurred speech, bloodshot eyes, impaired motor skills and/or reliable eyewitness report) that an individual is under the influence of illegal substances and that individual denies any use, breath-scan and 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 illegal substances pose to the safety and health of both students and families, LEAH Schools 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 students and parent(s)/guardian(s).

A Student Encouragement Program (SEP) is available to parent(s)/guardian(s) 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 abuse in anticipation of a positive result if tested. A 12-month review period begins at this time. The student may participate in school co-curricular programs without penalty, assuming there are no other extenuating circumstances. Should a student test positive during this period, it will be considered a first offense.

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

Should a student test positive for 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 Schools' zero tolerance position is to be faithful to the mission of the school. In 1 Corinthians 6:19-20 the apostle Paul write, "Do you not know that your body is a temple of the Holy Spirit, who is in you, who you have received from God? You are not your own; you were brought with a price. Therefore, honor God with your body." Later in 1 Corinthians 10:13 he writes, "God is faithful; He will not let you be tempted beyond what you can bear. But when you are tempted, He will also provide a way out so that you can stand up under it." It is the belief of LEAH Schools 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.

## **IN-TRANSIT**

Bus transportation will be used whenever possible. Behavior that causes a disturbance or the vehicle to be stopped will result in administrative action.

## **MORALS CLAUSE**

Lutheran South Academy 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.

## **OUT-OF-AREA**

Students are responsible for being in their assigned room or area. Students are responsible for getting permission for being out-of-area. Loitering is an abuse of the permission to be out-of-area.

## **OVERNIGHT TRIPS**

Students are to follow all rules and policies of Lutheran South Academy on school-sponsored overnight trips. Prior to leaving on a trip, school administrators and/or school chaperones will check/search students' luggage with the student present. Students who violate school rules and policies and/or

exhibit inappropriate behavior may be disallowed from attending future trips and/or be sent home early from the trip at the expense of the parent/guardian.

## **PUBLIC DISPLAY OF AFFECTION**

Respect for one's self and for others make public displays of intimate behavior inappropriate. Unacceptable displays shall include, but not be limited to, kissing, and embracing. Students should treat others with respect and be sensitive to the feelings of others in public. Lifestyle choices not in agreement with scriptural guidelines may be determined inappropriate and subject to administrative intervention.

## **PUBLIC NOTORIETY**

Students are expected to represent Lutheran South Academy 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., social media site, email, texting, voice mail, 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 student disciplinary action up to and including expulsion.

Students and parent(s)/guardian(s) are expected to communicate positive messages about the school both internally and externally. Slander, gossip, rumors either in person or on the internet will be addressed by the administration. Please ask a teacher or administrator directly about a rumor instead of passing it along to others.

## **SEVERE CLAUSE**

Behaviors of a severe nature may warrant a more severe punishment as determined by the Lutheran South Academy administration on a case-by-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 and/or use of alcohol, illegal drugs, look alike drugs, drug paraphernalia, or the misuse of prescription drugs or over-the-counter drugs
- Possession of a weapon
- Obscenity, profanity, vulgarity, or indecency
- Use of tobacco and/or nicotine-related products (including, but not limited to vape, e-cigarettes, etc.)
- Vandalism
- Theft, stealing, or robbery
- Repeated cheating or plagiarism
- Defiance or insubordination
- Making any form of threat
- Any conduct that disrupts the learning process

A conference among the student, his/her parent(s)/guardian(s), and the Lutheran South Academy administration will occur before the student is allowed to return to classes. A discipline contract will be drafted at the time of the conference to outline expectations for student behavior and monitoring of the student's behavior.



## **SMOKING AND TOBACCO**

Use of tobacco products, nicotine-related products, and/or CBD-related products (including, but not limited to, vape, e-cigarettes, etc.) is prohibited at school and at all school-related activities. LSA is a nicotine-free area. Possession or use of any nicotine-related product while on campus or at a school-related activity will subject to the student to be disciplined according to the Severe Clause procedure.

## **SOCIAL NETWORKING**

LSA recommends to all families that they monitor the internet use of their children. Although the internet is a valuable tool in today's world, it can also be a dangerous place for children. Many people use social networking sites. Although they can be accessed in private, they are anything but anonymous. What is placed on these sites is accessible to many people. Children need to be reminded that any form of electronic communication (text, voice, pictures, etc.) can never be permanently deleted and will be part of cyberspace forever. When school personnel become aware of inappropriate behavior of any sort as determined by the school (harassment, bullying, threats, defamation, etc.), LSA will take appropriate disciplinary action up to and including expulsion. *Students and parents are expected to understand and abide by the Lutheran South Academy Technology Handbook.*

## **VANDALISM**

Students should help maintain the appearance and condition of the school and other people's property. Students should not willfully or maliciously destroy or deface school property or the property of others. Accidental damage should be reported to the school office immediately.

# **LSA COLLECTION DEVELOPMENT POLICY**

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## **LIBRARY MISSION STATEMENT**

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

## **GOALS OF THE LSA LIBRARIES ARE TO:**

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

## **OBJECTIVE OF SELECTION POLICY**

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

## **RESPONSIBILITY FOR SELECTION**

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

## **SELECTION CRITERIA**

Generally, materials are selected based on these criteria:

- \* Christian worldview
- \* Educational significance
- \* Contribution the subject makes to the curriculum and to the students' interests
- \* Favorable reviews found in selection sources
  - Approved national, reputable, unbiased, professionally prepared selection aids will be often, though not always, consulted as guides. Some of these include Booklist, Book Review, School Library Journal, Christy Awards, Follett Titlewave.
- \* Texas award winning books
  - Texas Bluebonnet, Lone Stars, 2x2s, Tayshas, Mavericks
- \* Reputation and significance of the author, producer, and publisher

- \* Contribution the material makes to the breadth of representative viewpoints on controversial issues
- \* High aesthetic quality and/or literary contribution, including:
  - keen awareness of the subtleties of thought and language that promote the students' creative use of language.
  - characters and plot that are convincing, with evidence of growth and character development
  - sensitivity to others and their needs that gives insight to personal relationships and feelings
- \* Quality and variety of format
- \* Timeliness or permanence
- \* Is the item high in literary merit and/or factual content and presentation?
- \* Grade-level or age/appropriateness.

## **DONATIONS/GIFTS**

Donations/Gifts of resource materials are accepted with the understanding that the resources will be evaluated for conformity to the selection criteria. If a resource does not align with the policy, the donation may be given to a more appropriate library or charitable organization. No special conditions or restrictions can be placed on the gift by the donor.

## **TREATMENT OF CONTROVERSIAL TOPICS**

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

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

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

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

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

## **RECONSIDERATION OF MATERIALS**

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

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

## REQUEST FOR RECONSIDERATION FORM

Lutheran South Academy has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist and has established reconsideration procedures to address concerns about those resources. If you wish to request reconsideration of school or library resources, please complete this form.

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

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

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

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

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

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

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

Please answer the following questions:

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

\_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

# **ADMINISTRATIVE DISCIPLINARY PROCEDURES**

The goal at Lutheran South Academy is to have students act and behave in a God-pleasing manner, which leads to being respectful, accountable, responsible, and independent. These characteristics are a sign of a mature person. God gives us the law as a curb or guide to show us, His people, what is pleasing to Him. LSA has used God's example to set-up rules and guidelines for the personal welfare and the common good for all.

When guidelines are broken, consequences may be applied. Behaviors and consequences will be reported and tracked using "Behavior Notification" sent out electronically. The choice of consequence(s) is at the discretion of the Dean of Students or Principal, depending on the frequency or severity\* of the misbehavior. *\*Examples of offenses that are classified as severe include, but are not limited to, physical and/or verbal assault, fighting, possession or under the influence of alcohol/drugs/look alike drugs, possession of a weapon, smoking/vaping, vandalism, and theft.*

The following is a list of possible consequences that may be administered by the administration. Consequences include, but are not limited to:

- Detention and a \$5 fine
- Fines or monetary restitution
- Administrator and parent conference
- In-school suspension (ISS)
- Out of school suspension (OSS)
- Probation with a written contract
- Expulsion

These Disciplinary Procedures are a means to assist and guide a student toward an acceptable manner of behavior. There is not a specific number of "Behavior Notifications" required to warrant a certain consequence such as detention, suspension, probationary contract, or expulsion. Therefore, it is extremely important that the student and the parent(s)/guardian(s) understand that the administration will monitor and administer the consequence they deem appropriate for the positive growth of the student. Consideration must also be given to what is best for the student body and the LSA community.

Just as God gives us the law to guide and show us what is pleasing to Him, He also gives us the gospel or good news (Jesus), when we fail. No one is perfect. Forgiveness is freely available, but it should be accompanied by contrition and an effort to grow and improve. The element of the gospel is also present in the LSA Disciplinary Procedures. Each semester is reviewed independently, and a clean slate given to attendance and dress code issues. Other behavior issues will be reviewed to determine whether LSA is the best environment possible toward Securing One's Future. In the event success is not being achieved, a student may be placed on a Behavioral Contract or removed from Lutheran South Academy.

## **DETENTION**

Detentions are 50 minutes in duration and are served after school from 3:10 - 4:00 pm. Detention periods are served in a quiet classroom setting but may occasionally be assigned as a supervisor-directed school service activity. A \$5 fee is charged for each detention. The fee must be paid at the time the detention is served. When a student is assigned a detention, the student will receive notice

indicating the day the detention is to be served. A copy of the notice will be sent to the parent(s)/guardian(s) of the student. Students who fail to show up for their scheduled detention will be assigned an additional detention. Students who miss serving the detention a second time will be assigned a one-day suspension. If a student accumulates 5 detentions during the semester, a one-day suspension is assigned in addition to the detentions. A student who earns 10 detentions during the semester is assigned a two-day suspension. A student who has accumulated more than 10 detentions during the semester may be subject to expulsion from the school. The student and parent(s) may be asked to meet with the Principal to determine continued enrollment.

## **SUSPENSION**

The school administration will determine whether a school day suspension is to be an in-school suspension (ISS) or an out of school suspension (OSS). Days missed due to suspension are considered unexcused absences.

At times, students must be removed from the school environment totally. All work missed on this day can be made up for full credit. It is the student's responsibility to get all of his/her assignments and turn them in on the day he/she returns to regular classes. All work is due the day the student returns to class – no extra time will be given. Suspended students may also receive up to a 2% grade deduction from their final semester grade in each class they miss each day that they are suspended.

Suspended students will not be permitted to attend classes, be on school property (unless given an in-school suspension) and are not eligible to participate in or attend extracurricular activities until the length of the suspension is completed.

## **INDEFINITE SUSPENSION PENDING FURTHER INVESTIGATION**

All students involved in a serious incident will be suspended during the investigation without prejudice. School assignments may be completed at home and credit granted for makeup work, tests, etc. until a final determination has been made regarding discipline for the offending student(s). Participation in school activities will not be permitted during the period of indefinite suspension. The neutrality provided by this suspension protects all parties during the investigation.

## **PROBATION CONTRACT**

The use of a written contract during a probationary period is designed to help a student improve his/her performance (academic or behavioral) by the added incentive of knowing that lack of improvement will bring about the removal of the privilege of attendance (expulsion).

## **EXPULSION**

It may be necessary to ask the student to withdraw from school. The final decision on expulsion rests with the Principal with the approval of the Head of School. Removal from school does not mean that students involved are not forgiven. Rather, it is intended to emphasize the seriousness of the offense for a Christian school setting and teach the student the consequences of his/her behavior.

Students that are asked to withdraw, may upon the recommendation of the Principal to the Head of School, continue their academic studies through homebound studies using school approved distance learning courses. If monitored and approved by the school, transfer credit will be accepted upon completion of the courses.



# DUE PROCESS PROCEDURE

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Solutions  
To  
Eliminate  
Problem  
Situations

Situations may arise in our Lutheran schools throughout the school year which may cause parents/guardians, teachers, and students concerns. Resolving those situations quickly is beneficial for all parties involved. The following steps are the quickest and necessary methods for reaching satisfactory solutions. The first step should take place within 3 to 4 days of the concern. After step one, if there is not a resolution, steps two through four can be followed. After the first step, a written complaint must be filed within 7 days of the previous step.

1. 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 are resolved at this level.

2. CONTACT THE ASSISTANT PRINCIPAL, DEAN OF STUDENTS, COUNSELOR, OR ATHLETIC DIRECTOR

The next step, if necessary, is to confer with the individual who is the immediate supervisor in the area of concern.

3. CONTACT THE PRINCIPAL

A Principal is in charge of each level on 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 Principal's office.

4. CONTACT THE HEAD OF SCHOOL

The Head of School is responsible for the operation of the entire campus. Issues that overlap all levels may be directed to the Head of School. The decision of the Head of School is final.