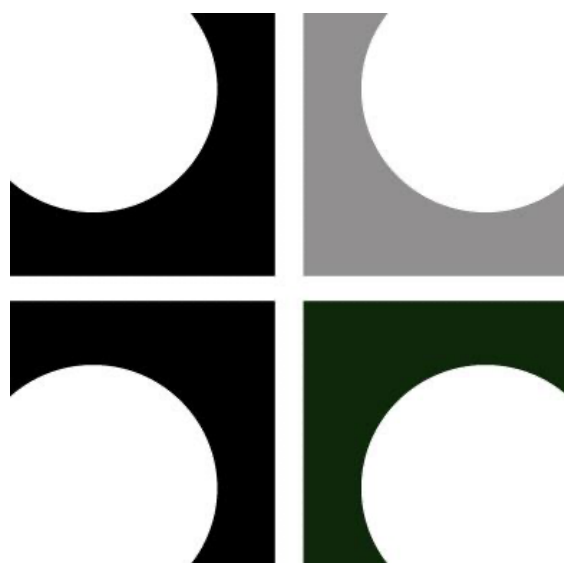


**Lutheran South Academy – Lower School  
Parent/Guardian – Student Handbook  
2025-2026**



***“Securing Their Future -  
Today, Tomorrow, Eternally”***

**Psalm 18:30**

***“This God—His way is perfect; the word of  
the Lord proves true; he is a shield for all  
those who take refuge in him.”***

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# LSA ADMINISTRATIVE AND STAFF SUPPORT

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

Scott Fogo ..... Executive Director  
Lance Cleaver..... Chief Financial Officer

## **LSA Administrative Staff**

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

## **HS Administrative Staff**

Dan 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**

Stacy Butler ..... Lower School Principal  
Rachel Garrabrant ..... Lower School Assistant Principal  
Holly Colon ..... School Psychologist  
Valerie Fogo ..... Learning Specialist  
Bernadette Gomez..... Lower School Administrative Assistant

## LSA LOWER SCHOOL TEACHERS & STAFF

Dr. Stacy Butler .....	Lower School Principal
Mrs. Rachel Garrabrant .....	Lower School Assistant Principal
Mrs. Bernadette Gomez.....	Lower School Administrative Assistant
Mrs. Holly Colon .....	School Psychologist
Mrs. Valerie Fogo .....	Learning Specialist
Mrs. Jennifer Walker.....	Grade PK3
Mrs. Karisa Schepmann .....	Grade PK4
Mrs. Ariana Williams .....	Grade PK4
Mrs. Ruth Ann Akkerman.....	Grade K
Mrs. Amy Bahr .....	Grade K
Ms. Tyler Kelly.....	Grade 1
Mrs. Sheila Rodriguez.....	Grade 1
Mrs. Heather McGrady.....	Grade 2
Mrs. Jessica Pruett .....	Grade 2
Mrs. Kimberly Tomlin.....	Grade 3 & After Care Supervisor
Mrs. Jenny Blackley .....	Grade 3
Mrs. Kelsey Davis .....	Grade 4
Mrs. Bunny Denton .....	Grade 4
Mrs. Jennifer Miller .....	Grade 5
Ms. Macy Smith .....	Grade 5
Mr. A.J. Bettcher .....	Lower School Physical Education
Mr. Tom DelaGarza .....	Lower School Physical Education
Mrs. Kristy Dwyer.....	Lower School Art
Mrs. Jennifer Hartmann .....	Creation Station & Learning Support Assistant
Mrs. Monica Hirth.....	Enrichment and Spanish
Mrs. Jessica Jenkins.....	Lower School Music
Mrs. Casey Shepard.....	Campus Nurse
Mrs. Jennifer Ward .....	LS Library
Mrs. Nicole Helpenstill .....	Teacher Aide
Ms. Anna Jones .....	Teacher Aide
Mrs. Tammy Kelm.....	Teacher Aide & Before Care Supervisor
Mrs. Trisha Maynard.....	Teacher Aide
Ms. Lindsey Witson.....	Teacher Aide
Mrs. Priscilla Zamarron.....	Teacher Aide

**Lutheran South Academy**  
**“Securing Their Future – Today, Tomorrow, Eternally”**

**FAITH STATEMENTS**

Every day, God gives us the opportunity to live, to learn, and to love. He challenges those of us who follow Christ to do that by developing a Biblical worldview and to put our faith into action. These statements act as a template through which we strive to become all that God calls us to be 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 a Biblical worldview that compels us to love and action. (Psalm 139:13-16; Mark 10:5-9; Romans 1:21-27; 2 Corinthians 5:16; 2 Timothy 3:15-17)
2. **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, 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 welcomed. (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 the wine. Based on Jesus’ command, we eat and drink this supper for the forgiveness of our sins and the strengthening of our faith. (Matthew 26:26-29; 1 Corinthians 11:23-26)
9. **THE CHRISTIAN LIFE:** Good works, prayer, and holiness of life are the fruit of faith in Jesus Christ, not the cause of faith or salvation. It is a privilege to live for Jesus, seeking to serve and honor Him in all facets of life. We believe that all life is spiritual and through a relationship with Jesus Christ, all of our fears,

failures, and brokenness can be restored and made whole. (John 15:5; Colossians 2:6-7; Ephesians 5:1-8; Galatians 5:16-25; Hebrews 11:16)

10. **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 sexuality 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 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 can be better than today. (Psalm 139; Jonah 3:4-9; Matthew 28:18-20; Mark 16:15; 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.

## **INTRODUCTION**

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

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

## OUR MISSION 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.

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 in God’s grace through Christ Jesus.

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

## LUTHERAN SOUTH ACADEMY HONOR CODE

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

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

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

## SPIRITUAL PROGRAM

Lutheran South Academy serves students and families because of what God has done for us through His Son, Jesus Christ. As part of “Securing Their Future – Today, Tomorrow, Eternally”, Lutheran South Academy works toward integrating the 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.

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

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

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

There are several service opportunities which foster spiritual growth for students throughout the year.

## ACCREDITATION

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

# **ADMISSIONS**

## **Non-Discriminatory Policy**

All families are invited to enroll their children whether or not they are members of a Lutheran Church. Lutheran South Academy admits students of any race, color, national, and ethnic origin and gives to them all the rights, privileges, programs, and activities general accorded to 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.

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

For a student to be enrolled at Lutheran South Academy, a parent/guardian must sign an Enrollment Contract guaranteeing the entire tuition for the full academic year will be paid regardless of absence, withdrawal, or dismissal of the student for any reason. Signing the Enrollment 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 this Parent Student Handbook and any other official Lutheran South Academy communication, including parent/guardian behavior and the obligations concerning payment of tuition and fees. Student accounts must be current to continue enrollment at Lutheran South Academy and receive transcripts / 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 year is subject to the parents'/guardians' continued support of the mission of LSA and the maintenance of an effective, 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 toward 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/designee or to not accept future re-enrollment of the family. A dis-enrolled students is not entitled to refund of any tuition or fees paid.

## **Enrollment Policies**

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

- All students must register for re-enrollment each year. The registration fee must be paid to complete the on-line re-enrollment process. No refunds of the registration fee are made unless the administrator declines to accept a student for enrollment. An administrator will interview all new student(s) and parents/guardians who are registering.
- The acceptance of any student for enrollment is subject to the approval of the administrator.
- If a student has had professional testing (medical, behavioral, and/or academic) a most recent copy must be in the student's record. This documentation keeps all parties aware of what is needed to best serve the student.
- A copy of the most recent divorce/custody orders must be included in a student's record. These official documents will be followed to ensure the student's safety and well-being.
- It is not the policy of Lutheran South Academy to accept any student who has been expelled from a previous school or has a poor department record. It is at the administrators' discretion whether to accept a student on either academic or behavior probation.
- Children who have reached their 3<sup>rd</sup> birthday on or before September 1<sup>st</sup> are eligible for admittance to the

Pre-Kindergarten 3 program. Age requirements apply to early childhood programs (PK3-K). A copy of the birth certificate must be presented at the time of enrollment.

- All students must be potty-trained. Pull-ups, diapers, and other absorbent undergarments are not allowed to be worn during morning care, after care, or during school hours.
- All new and returning students must meet the Texas Minimum State Vaccine Requirements for students according to their grade level. State law requires that a current copy of the child's immunizations or official notarized exemption from immunizations must be provided for the student's record before the beginning of each year. Immunization copies may be obtained from your doctor or health clinic.
- Texas Health Department requires that all new students and students in grades 1, 3, and 5 have hearing and vision screening. The screening will be provided by Lutheran South Academy.
- Prior to acceptance, the Lower School office needs a copy of the enrolling student's most current report card, achievement test scores, and any professional testing records.
- Twins will be placed in separate classes when possible. This gives each individual student the opportunity to develop their unique gifts and talents.

### **Morals Clause**

Lutheran South Academy will not enroll or continue the enrollment of students whose moral actions and/or professed beliefs are contrary to the teachings of the Lutheran Church Missouri Synod or are disruptive to normal operations.

### **Tuition and Fees**

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 exist 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.

#### **WITHDRAWALS & REFUNDS**

In the event 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 no 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 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.

# **ACADEMIC PROGRAM**

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

## **Curriculum**

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

## **Faculty**

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

## **Grade Reports**

Report cards are issued at the end of a nine-week grading period and are sent electronically. Conferences for LSA Lower School are scheduled after the first quarter. Conferences by teacher request also occur in late winter. Other conferences are scheduled as needed. Early childhood grades use a developmentally appropriate report card.

### Grades K-5:

- 90 - 100% = A (Excellent)
- 80 - 89% = B (Good)
- 70 - 79% = C (Average)
- 60 - 69% = D (Passing)

- 50 - 59% = F (Failing)
- E = Exhibits going beyond grade level skills/concepts
- S = Exhibits mastery of grade level skills/concepts
- N = Exhibits skills/concepts at grade level inconsistently
- U = Rarely exhibits grade level skills/concepts

PK3, PK4 & Kindergarten:

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

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

### Grade Level Promotions/Retention/Probation

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

### Homework

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

### Make-Up Work Due to Absence

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

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

### 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 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
- Looking on someone else's paper during a test or quiz
- Using someone else's homework as one's own

- Copying a homework assignment, workbook page, or map
- Giving or getting information about a test or quiz before or while taking it
- Collaborating with someone on an assignment for project that is meant for a student to do along
- Receiving more help on an at-home paper/assignment than the teacher's guidelines allow

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 school administration. Violations of academic integrity will result in a 0 for a 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 assignment or assessment. The teacher may require the student to redo the assignment or assessment without credit for the purpose of comprehension. Repeated violations of academic integrity will result in additional administrative action.

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

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

Examples of cheating include, but are not limited to:

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

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

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

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

### Testing Program

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

### Student Support Program

The goal of this program is to create an optimal learning environment for our students with diagnosed learning disabilities so that they can achieve their academic potential.

The Student Support program is designed to assist students by:

- Providing a plan of classroom accommodations for students based on their individual needs.
- Providing additional specialized instruction for students with special learning needs, including Wilson Reading System for students with dyslexia and the On Cloud 9 math program for students with dyscalculia.
- Providing resources to teachers to assist in their classroom instruction and behavior management for students who learn in unique ways.
- Providing assistance and encouragement to parents as they help their children learn at home.

### **Enrichment**

Identified students in grades 2-5 will participate in a specialized enrichment activity outside of the classroom setting. These activities are designed to foster critical thinking, creativity, and problem-solving skills, while also providing opportunities for the student to explore new interests and areas of study.

MAP scores and standardized testing will determine qualification.

### **Athletic and Activities Eligibility**

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

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

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

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

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

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

## **ACCEPTABLE USE POLICY**

### **Computer Use**

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

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

The Student Use Agreement refers to but is not limited to school owned iPads and independently distributed MacBooks.

## BEING PREPARED TO LEARN

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

## BEING A RESPONSIBLE USER

- I will use all forms of technology for schoolwork and only with a supervising adult's permission.
- I will only go on the Internet at school for schoolwork, when a supervising adult gives permission and is present.
- When conducting research, I will only go on websites that relate to the topic I am researching.
- If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will not show others and find a supervising adult.
- If I have an opportunity to receive a school email address, I will only send emails that are educational in nature. I will not send chain emails, use it to socialize, or do anything else that disrupts the teaching/learning process.

## RESPONSIBILITIES OF OWNERSHIP

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

## ETHICAL AND RESPECTFUL USE

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

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

## ARRIVAL AND DISMISSAL

Lower School doors will open daily at 7:50 am. Students arriving before 7:50 am will be checked into Before Care (see location based on grade levels below). Classroom doors will be open daily at 7:50 am. All students in grades 1-5 can be dropped off at the front entrance of Lower School by way of car line. Parents wishing to escort their students into the school building are asked to park and enter through the playground gate. **Students may not be escorted to the front entrance of the school to ensure student safety in the parking lot.** PK3, PK4, and K students may be dropped off in the playground car line, or parents may park by the playground gate and escort their child to the school entrance. **PARENTS AND VISITORS WILL BE REQUIRED TO LEAVE THE BUILDING**

**AT 8:05 AM IN ORDER FOR INSTRUCTION TO BEGIN.** Late arrivals for all Lower School students (grades PK – 5) should enter through the front doors.

At the end of the school day, all students will remain in their classroom until the end of car line at 3:40 pm. Carline will begin promptly at 3:25 pm each day. Students in grades 1-5 will be picked up at the front entrance. Students in PK and K will be picked up at the side playground entrance. Older siblings will be dismissed with youngest siblings' classroom. Any student not picked up by 3:40 pm will be checked into After Care, and older students will be sent back to their respective buildings. **In order to ensure student safety, parents and visitors will not be allowed in the school building until car line is completed at 3:40 pm. Please remain in your vehicle during car line and do not park and pick your child up at the door.**

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

Before Care is available for students from 7:00 am to 7:50 am. Students arriving in the morning before 7:50 am will be checked into Before Care. At 7:50 am students will be dismissed to their classrooms.

#### Before Care Locations

Grades 1-5: B Building Cafeteria

PK and K: Lower School Library

After Care begins at 3:40 pm and ends by 6:00 pm. Students not picked up by 3:40 pm will be signed into After Care.

The charge for both morning and after care is \$10.00 an hour, rounded off to the nearest quarter hour. Additional charges will be assessed for pick up after 6:00 pm. The additional charge is \$5.00 for every 5 minutes after 6:00 pm for each child in grades PK3 through 5. The charges for Before Care and After Care will be billed through Blackbaud.

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

## **ATTENDANCE**

Lutheran South Academy believes students need to be in school as much as possible in order to fully achieve academic success. We strive to support parent(s)/guardian(s) in their child's attendance. Attendance requires a full community effort, and if we work together, student attendance can and will improve.

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

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

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

#### **Attendance Scale**

Lutheran South Academy Lower School tracks attendance based on an attendance scale (see below). This scale

provides a clear understanding of the attendance of each student throughout the school year. The school provides an Attendance Report included in the student's report card each quarter. Based on the number of absences a student acquires; next steps are determined.

<b>Attendance Scale</b>	
<b>Attendance Excellence</b> (5 absences or less)	Students that have five (5) or fewer absences over the entire school year are identified with Attendance Excellence. At the end of each quarter, students who have zero absences within that quarter will be rewarded with a morning donut treat.
<b>Attendance Watch</b> (6-9 absences)	Students that exceed more than five (5) absences will be placed on Attendance Watch and parent(s)/guardian(s) will be notified by email. This serves as a first warning, so parents are aware of the number of absences their child has accumulated. Parents are encouraged to meet with the principal to discuss the absences and develop an attendance plan.
<b>Attendance Warning</b> (10-17 absences)	A student with a second notice regarding habitual absences will be placed on Attendance Warning and parent(s)/guardian(s) will be notified by email. The parent(s)/guardian(s) will be required to meet with the principal to develop an Attendance Plan to establish better attendance for the remainder of the school year.
<b>Attendance Probation</b> (18+ absences)	A student with a third notice regarding habitual absences will be placed on Attendance Probation for the remainder of the school year. Parent(s)/Guardian(s) will be notified by email. The student will be placed on an Attendance Contract outlining attendance expectations. If the expectations are not met, the student may face possible retention for the following school year or dismissal from Lutheran South Academy.

### **Absences**

For an excused absence, a student's parent/guardian must call (281-464-9320) or provide a written excuse, which can be emailed to the lower school office ([bernadette.gomez@lutheransouth.org](mailto:bernadette.gomez@lutheransouth.org)) prior to or on the day of the absence. Any absence that is not communicated will be considered unexcused.

Excused absences include:

- If a student is ill with a fever, throwing up, or incontinent. **The student MUST stay home for 24 hours after throwing up or 24 hours after a fever has broken without medicine.**
- If a student has a family emergency.
- If a student needs to attend a funeral.
- If a student has a medical or legal appointment. The student must provide a letter from the doctor or legal consultant.
- If a student is attending a school function.

### **Appointments**

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

### **Authorization for Student Release**

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

## Children Leaving with Friends

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

## Early Dismissal

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

## Emergency School Closing Procedures

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

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

## Excuse Note for PE

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

## Illnesses and Diseases

**Students with a fever (100.0 or higher) or those who have experienced vomiting and/or diarrhea within the previous twenty-four hours should not be sent to school.** Students may return to school when they are fever free (less than 100.4) for 24 hours without the use of fever reducing medication or have been vomit/diarrhea free for 24 hours.

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

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

## In-School Illness or Emergency

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

## Tardies

All students that arrive in their classroom after 8:05 am are considered tardy. Tardies will not be defined as excused or unexcused; students will receive five (5) tardies per quarter. A student who is more than five (5) minutes late should sign in with a parent at the front office. If a student is less than five (5) minutes late, the student can sign in at the front office without a parent. On the sixth (6<sup>th</sup>) and each subsequent tardy in a quarter, parents will be notified via email.

A parent-principal conference may be called each quarter for excessive tardies of ten (10) or more.

## Vacations

Lutheran South Academy embeds various non-school days and holidays during the school year. Vacations are discouraged from happening outside of those days and will be considered unexcused absences. If a vacation is

considered necessary, the following is required:

- A written letter to the principal with the dates two (2) weeks prior to the vacation. Letters can be emailed to [stacy.butler@lutheransouth.org](mailto:stacy.butler@lutheransouth.org).
- Teacher must be given at least two (2) weeks' notice if work is requested for vacation.
- Students will be required to complete all schoolwork within one week of returning to school.

## CAMPUS POLICIES

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

All Lutheran South Academy employees have the legal responsibility to report suspected abuse, neglect, and/or exploitation of children. An employee's failure to report suspected abuse, neglect, and/or exploitation is a misdemeanor punishable by a fine, jail time, or both.

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

### **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 education environment. The school will not tolerate these behaviors in any form: physical, visual, electronic or written. Any violations will be referred to the discipline policy for further action.

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

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

### **Cell Phones**

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

### **Communication**

Clear communication between the school and parents/guardians 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 from the Lower School office each week on Friday. Parents/guardians are responsible to become familiar with the information sent to them.

Each teacher has a voicemail extension for messages. Please use this system to leave non-urgent messages for teachers. During the day, calls are transferred directly to the teacher's voicemail. If there is an urgent message, please contact the school office for immediate assistance. Teachers will respond within 24 hours. **Please set up an appointment with a teacher if a conference is necessary. Lutheran South teachers have specific**

**advisory/supervisory duties before and after class time.** Please avoid conferencing with teachers during morning drop off. Teachers may also be contacted by email. 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 a teacher has given prior approval.

### **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 the teachers and administrators.

### **Custody Situations**

Lutheran South Academy faculty and staff will not get involved with custody disputes unless subpoenaed by court order. LSA will follow a court order exactly as written. Please provide the school with the most recent copy.

**Please Note:** Per State Law, in the absence of a court order, both parents/guardians have equal rights. With this being said, it is imperative that all enrollment forms are completed with both parent's/guardian's information. In the event that a custody dispute takes place on LSA's property, the local police will be called to handle the dispute. If a custody issue creates a risk for our teachers and/or staff, Lutheran South Academy has the right to terminate the student's enrollment. Please schedule a conference with administration to discuss any concerns regarding custody agreements.

### **Discrimination, Retaliation, and Harassment**

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

#### **PROHIBITED CONDUCT**

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

#### **DEFINITIONS**

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

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

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

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

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

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

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

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

## ENFORCEMENT

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

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

administrator, 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 to notify a student's parent/guardian/guardian and appropriate authorities as the circumstances warrant. Lutheran South Academy will not discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment.

## Due Process Procedure

### Solutions To Eliminate Problem Situations

Situations may arise throughout the school year that may cause parents/guardians, teachers, and students concern. Resolving these situations quickly is beneficial for all parties involved. The following steps are quickest and necessary for reaching satisfactory solutions. The first step should take place within three to four days of the concern. After the first step, a written complaint must be filed within seven days of the previous step.

#### 1. CONTACT THE TEACHER

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

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

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

#### 3. CONTACT THE HEAD OF SCHOOL

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

## Electronic Devices/Other Distractions

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

- Apple Watches
- Fitbits
- Cell Phones
- Electronic Games
- iPods
- Air Pods

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

### **Entrepreneurship**

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

### **Fireworks/Weapons**

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 appropriate local law enforcement agency.

### **Forgery**

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

### **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 a 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 (LEAH) takes 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 substances into our school settings. Individuals found under the influence of illegal substances, in possession of illegal substances, or involved in the sale or transfer of illegal substances while on school property or while attending school functions will be immediately referred to the school administration. Parent(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 a 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 a reasonable suspicion (i.e., physical symptoms such as 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 use of illegal substances poses 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 student 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 use in anticipation of a positive test result if tested. A 12-month review period begins at this time. The student may participate in school extra-curricular programs without penalty, assuming there are no other extenuating circumstances. Should a student test positive during this period, it will be considered a first offense.

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

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

As always, the purpose of LEAH Schools' zero-tolerance position is to be faithful to the mission of the school. In 1 Corinthians 6:19-20, the apostle Paul writes, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body." Later, in 1 Corinthians 10:13, he writes, "God is faithful; He will not let you be tempted beyond what you can bear. But when you are tempted, He will also provide a way out so that you can stand up under it." It is 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 for all field trips and off-campus events. Behavior that causes a disturbance or forces the vehicle to stop will result in administrative action.

### **Invitations to Parties**

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

### **Lost and Found**

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

### **Peer-to-Peer Payment System**

Lutheran South Academy is not responsible for verifying purchases or providing donor receipts when peer-to-peer payment systems (like Venmo) are used.

### **Potty Training**

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

At LSA, independently potty-trained means:

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

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

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

We do recognize that from time to time an accident may happen. By definition, “accidents” are unusual incidents and should happen infrequently. When these accidents occur, the teacher, aide, or nursing staff will assist the child in changing their clothes, encouraging independence as much as possible. Children should recognize when an accident has occurred and alert the teacher. A potty-trained child does not play or sit in the remnants of an accident. When an accident does occur, it will be noted in the child’s daily behavior log and included in the folder. Cleaning accidents in the preschool setting is time consuming, and the time that teachers and aides spend attending to and cleaning accidents is time they are unable to spend interacting with the children and facilitating the curriculum in a safe manner. There may be situations where an accident is beyond the scope of our ability to clean up and a parent or guardian will need to come to school and clean their child. We also reserve the right to request that a student be taken home to shower or bathe to ensure that they are adequately clean.

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

### **Public Display of Affection**

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

### **Public Notoriety**

Students 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, voicemail, etc.). The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions which cause notoriety could result in 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.

### **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 be subject to the student being disciplined according to the Severe Clause procedure.

### **Social Networking**

Lutheran South Academy 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 a 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 Lower School Office immediately.

## DISCIPLINE

At Lutheran South Academy (LSA), we believe that discipline is a means of guiding students in a Christ-centered environment to reflect the love and character of Jesus in their daily lives. Our policy supports the development of students who act with responsibility, integrity, and compassion. *“Train up a child in the way he should go; even when he is old he will not depart from it.” — Proverbs 22:6*

### Our Philosophy

At LSA, we view discipline as discipleship—an opportunity to teach, guide, and restore rather than merely correct. Rooted in Christian principles, our approach emphasizes forgiveness, accountability, and growth. We believe:

- Discipline should teach Christ-like behavior and responsibility.
- Every student has the right to learn in a safe, respectful environment.
- Consequences should be fair, consistent, and age appropriate.
- Positive behavior should be recognized and encouraged.

### Student Expectations

LSA students are expected to:

- Follow school and classroom rules
- Treat others with kindness and respect
- Use safe hands, feet, and words
- Take responsibility for their actions and learning
- Care for school property and the property of others
- Follow adult directions the first time

### Progressive Discipline Approach

LSA uses a progressive discipline model, meaning responses increase in seriousness depending on the behavior and frequency, always aiming to correct with grace and truth.

#### **Tier 1: Minor Infractions (Handled by classroom teacher)**

Examples: excessive talking, off-task behavior, unkind words, mild disrespect

Possible responses:

- Verbal redirection/Reteaching expectations
- Parent communication
- Reflection sheet or think time
- Temporary loss of privileges

#### **Tier 2: Repeated or Moderate Infractions (Office referral may be needed)**

Examples: repeated Tier 1 behaviors, defiance, inappropriate language, disrespect

Possible responses:

- Parent/guardian conference
- Behavior improvement plan
- Restorative conversation and apology
- Lunch/Recess Detention or loss of privileges

#### **Tier 3: Major Infractions (Requires administrative involvement)**

Examples: bullying, fighting, threats, vandalism, dishonesty, possession of banned items

Possible responses:

- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Administrative conference
- Possible referral to outside support services and/or evaluation
- Probation or expulsion, depending on severity
- Behavior improvement plan

### **Restorative and Biblical Practices**

Whenever possible, LSA uses restorative practices rooted in Biblical teachings, encouraging students to:

- Reflect on their behavior in light of God’s Word
- Seek and offer forgiveness
- Make amends for harm caused
- Restore relationships with peers and adults

### **Zero Tolerance Behaviors**

Some actions are inconsistent with our Christian school culture, and may result in immediate administrative response:

- Physical aggression or fighting
- Bullying (in person or online)
- Possession of weapons, illegal substances, or dangerous items
- Vandalism or theft
- Threats to safety
- Willful defiance of authority

These behaviors may result in suspension or expulsion, in alignment with LSA's student code of conduct and Christian values.

### **Supporting Students**

Recognizing that all students are works in progress, LSA may provide additional support through:

- School counselor/Social-emotional learning support
- Behavior improvement plans
- Referrals to outside services when needed

### **Family Partnership**

We value our partnership with families and believe discipline is most effective when school and home work together. Parents/guardians will be kept informed of significant behavior issues and are encouraged to:

- Support and reinforce school expectations at home
- Pray with and for their children
- Communicate openly with teachers and administrators
- Participate in conferences and support plans as needed

## **DRESS CODE**

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. 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 style which are appropriate for school wear and provide a positive public image of the LSA students.

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

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

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

The dress code applies when the students arrive on campus and is in effect the entire time students are on campus. Items must be purchased through our uniform provider, Flynn O’Hara, or from the LSA Spirit Store. There are to be NO modifications to uniform pieces such as frayed hems, cutting sweatshirts cuffs, making skirt hem too short, etc.

### **Clothing Provider**

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

### **Dress Code Guidelines**

- A brown or black belt is to be worn with all looped pants and shorts (PK3 – 1<sup>st</sup> grade are the exception). Shirts are to be tucked in for grades 1-5.
- All coats and jackets worn to school and used for recess that are not from the uniform provider or LSA Spirit Store are to be stored in the student’s cubby during the school day.
- Closed toe/closed heel shoes must be worn. Shoes with special effects, such as wheels, are not allowed. Students may store an additional pair of non-marking tennis shoes for P.E.
- All jumpers, skorts, shorts and skirts must be no more than 2-inches above the knee.
- Any shirts worn under the school polo must be gray, white, navy, uniform green or black.
- Jewelry should be modest. Female students may wear earrings. No visible tattoos or body piercings are allowed.
- Leggings must be navy, black, uniform green, gray or white. Boys may not wear athletic leggings as part of the uniform.
- No hats, head bandanas, or sunglasses are worn indoors. Girls’ headbands, hair-bows and hairclips should be appropriate for the outfit. Teachers have discretion for removal of the headband, bow or clip if it is too distracting due to size and extreme ornaments. No extra decorations are to be worn with the uniform (foxtails, unicorn horns, etc.).
- No extreme hair styles or colors allowed. Unnatural hair color should not be worn. Hair must be well groomed and kept out of the eyes. Boy’s hair must be cut so the hair is off the collar and out of the eyes. Rat tails, braids, man-buns or Mohawks are not permitted.
- Extremes in clothing and grooming not specifically covered by the handbook regulations (including but not limited to, males with nail polish, etc.) will be considered by the faculty and administration on an individual basis.

### **Free Dress Day Guidelines**

Periodically throughout the school year, students will be awarded Free Dress Days. Students may also purchase six (6) PTL Free Dress Days. The following guidelines are in place for all free dress days:

- All LSA wear is approved
- All slogans, logos, and pictures need to be in good 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.
- All pants and shorts must be in good repair – free of holes, tears, and frays.
- Long shorts are allowed.
- As long as pants or shorts fit appropriately, students do not have to wear a belt.
- Pajamas and pajama pants are not allowed.

- Skirts, dresses, and shorts must be long enough to touch the top of the knee. 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 long shirt.
- Low cut shirts and clothes that reveal midriff are not to be worn.
- Shoes must be closed-toe and closed-heel.
- Hats are not allowed to be worn in the classrooms.
- If a student is not participating in the free dress day, the regular standardized dress code applies.

## FIELD TRIPS

### Off-Campus Field Trips

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

### Field Trip Chaperones

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

## GUIDELINES FOR STUDENT SAFETY

### Behavior Goals

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

### Cafeteria Guidelines

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

### Chapel and Assembly Expectations

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

### Classroom Expectations

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

## Hallway Expectations

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

## Playground Guidelines

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

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

## Safety Drill Expectations

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

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

## LUNCH

Lower School Lunch Times:

**PK3/ PK4: 11:10-11:40**

**K - 5<sup>th</sup> grade:11:55-12:40**

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

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

Breakfast and After School Snacks are available for purchase.

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

ALL FOOD SERVICE ACCOUNTS MUST BE PRE-FUNDED PRIOR TO THE START OF MEAL SERVICE. To fund your account, money must be deposited into the student's My School Bucks account using MySchoolBucks.com or the My School Bucks app.

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

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

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

## **MEDICATION**

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 (JotForm) 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 ten (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 medication must be given at home.

### **Long Term Medication**

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

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

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

### **Short Term Medication**

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

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

A *Food and/ or Allergy Anaphylaxis Care Plan* will need to be completed by the prescribing physician, along with the *Physician's Medication Authorization Form*. If you have a student in middle school or high school who will self-

carry their injector or have them in their locker, the *LSA Permission to Carry EpiPen Form* needs to be completed as well.

### **Asthma**

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

### **Seizure**

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

## **VISITORS**

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

Guidelines:

- All visitors to campus, including all parents/guardians, must check in at their student's office immediately upon arrival. Sign-in locations include the Lower School, Middle School, and High School Offices. **The front B Building doors are NOT an entrance for visitors during the school day.**
- All visitors will receive a temporary visitor badge or sticker that must be worn in a visible location while on campus. Stickers may be issued for chapel and class party attendance.
- Visitors that have submitted their information for a background check and have been cleared will sign-in and receive a temporary visitor badge. All other visitors can be asked to surrender their driver's license.
- Parents/guardians and other visitors eating lunch with their children must inform the homeroom teacher either personally or in writing. Parents/guardians are expected to leave after lunch is finished so the class may continue to the next planned activity.
- Parents/guardians and other visitors are not to be on the playground, pavilion, or gym with students during recess or P.E. times.
- Visitors that have not been cleared, including vendors and other visitors doing 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 an LSA student for a short school visit. Arrangements for this are made in advance with the admissions office and level administrator.
- Parents/guardians who want to visit a classroom during the school day must make arrangements with the level administrator first.
- Visitors will not be allowed during testing times.
- School faculty and staff should direct visitors without a visitor badge to the appropriate location to sign-in.
- School faculty and staff are required to wear their LSA name badges while on campus.

## **VOLUNTEERS**

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

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

any activity. The PTL Board is made up of volunteers who welcome all who can help.

### **Parent/Guardian Volunteers**

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

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

### **Parent/Guardian Behavior**

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

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

# **LUTHERAN SOUTH ACADEMY COLLECTION DEVELOPMENT POLICY**

## **Library Mission Statement**

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

## **Goals of the LSA Libraries**

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

## **Objective of Selection Policy**

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

## **Responsibility for Selection**

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

## **Selection Criteria**

Generally, materials are selected based on these criteria:

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

## Donations/Gifts

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

## Treatment of Controversial Topics

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

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

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

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

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

## Reconsideration of Materials

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

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

## REQUEST FOR RECONSIDERATION FORM

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

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

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

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

Person initiating the Request: \_\_\_\_\_ Date request was initiated: \_\_\_\_\_

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

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

Please answer the following questions:

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

\_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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