LUTHERAN SOUTH ACADEMY

MIDDLE SCHOOL

PARENT-STUDENT

HANDBOOK

2026-2027

LUTHERAN SOUTH ACADEMY

MIDDLE SCHOOL

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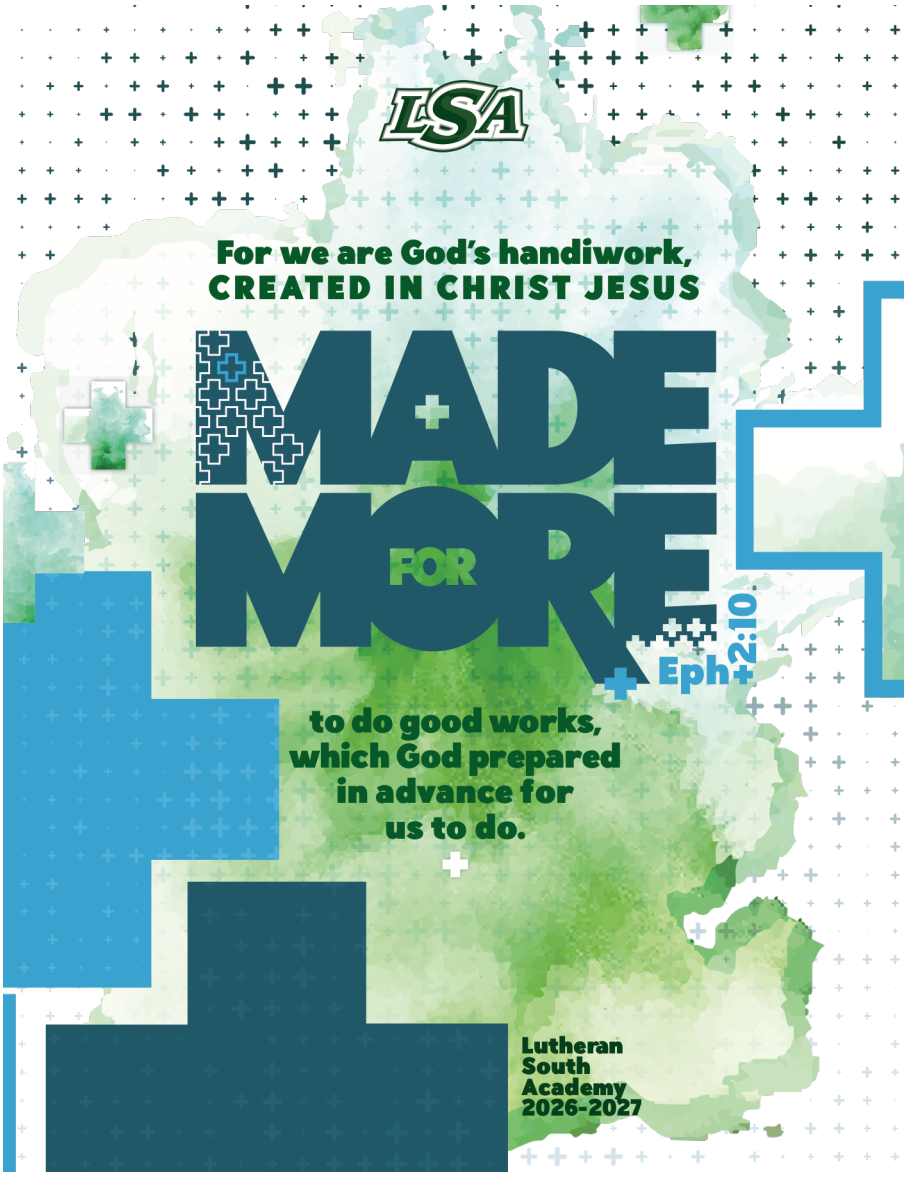

2026-2027 LSA Theme

Made for More – Ephesians 2:10

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THE MIDDLE SCHOOL

INTRODUCTION

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

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

It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies of Lutheran South Academy. LSA reserves the right to modify this handbook as the school sees fit, throughout the school year. Policies in this handbook apply specifically to middle school students.

OUR MISSION

"Securing Their Future – Today, Tomorrow, eternally"

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

Faith Statements

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

1. **THE BIBLE**: The Bible is the true Word of God without error or contradiction, and therefore, is the final authority in all matters of faith and life. We believe that the Bible gives clear direction on critical issues such as homosexuality, abortion, and the sanctity of marriage. Through the eyes of God's Word, we seek to develop and Biblical worldview that compels us to love and action. (Psalm 139:13-16; Mark 10:5-9; Romans 1:21-27; 2 Corinthians 5:16; 2 Timothy 3:15-17)
2. **GOD**: There is only one true God, who has revealed Himself in three persons (Triune) – God the Father who created us, God the Son (Jesus Christ) who saved us, and God the Holy Spirit who brings us to Jesus and is our help throughout our journey here on earth. (Matthew 28:19; Romans 5:5-6)
3. **HUMAN BEINGS**: Human beings are the crown of God's creation. Adam and Eve, the first man and woman created in God's image, chose to sin in the Garden of Eden. As a result, all people are conceived and born sinful and are completely incapable of saving themselves by good living. (Genesis 1:27; Genesis 3; Psalm 51:5; Romans 3:10-12,23)
4. **JESUS CHRIST**: Jesus Christ is entirely God and at the same time entirely man. He was born of the Virgin Mary and lived a perfect life, died on the cross, rose from the dead, and now rules at the right hand of God. All of this He did for us. One day He will come again to bring us home to heaven. (John 1:1-3,14; 1 Timothy

2:5-6; Luke 1:26-38; Hebrews 4:15; Romans 5:6-8; 1 Corinthians 15:12-24; Ephesians 1:20-23; 1 Thessalonians 4:14,17)

5. **GRACE**: God, motivated by His unconditional love for us, provided for our salvation through His Son, Jesus Christ. This action of love is a gift called Grace, and by it we are saved through faith in Jesus Christ. (John 3:16; Ephesians 2:8-9)
6. **FAITH**: Faith in Jesus Christ comes by the power of the Holy Spirit. He works through the Means of Grace – His Word, and the Sacraments of Baptism and the Lord's Supper – through which we receive the blessings and benefits of Jesus' saving death and resurrection. These blessings are the restoring of our relationship with God, forgiveness of sins, eternal life, and salvation. Because we see faith as a journey, change is assumed, innovation is expected, and rebirth is welcome. (John 6:63; Romans 10:17; 1 Corinthians 11:23-26; Matthew 28-19-20)
7. **BAPTISM**: Baptism is water applied in the name of God the Father, Son, and Holy Spirit according to Jesus' command and promise. This sacrament gives salvation to all people who receive it through faith, delivers and applies the forgiveness of sins, and makes us members of God's family. (Matthew 28:19-20; John 3:5; Titus 3:5; Ephesians 5:25-26; Romans 6:4; 1 Corinthians 12:13; Colossians 2:11-12; 1 Peter 3:21)
8. **THE LORD'S SUPPER**: The Lord's Supper is the real body and blood of Jesus Christ present with the bread and wine. Based on Jesus' command, we eat and drink this supper for the forgiveness of our sins and the strengthening of our faith. (Matthew 26:26-29; 1 Corinthians 11:23-26)
9. **THE CHRISTIAN LIFE**: Good works, prayer, and the holiness of life are the fruit of faith in Jesus Christ, not the cause of faith or salvation. It is a privilege to live for Jesus, seeking to serve and honor Him in all facets of life. We believe that all life to spiritual and through a relationship with Jesus Christ, all our fears, failures, and brokenness can be restored and made whole. (John 15:5; Colossians 2:6-7; Ephesians 5:1-8; Galatians 5:16-25; Hebrews 11:16)
10. **MARRIAGE**: The term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. God intends sexual intimacy to occur only between a man and a woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Genesis 2:18-25; 1 Corinthians 6:18, 7:2-5; Hebrews 13:4)
11. **GENDER IDENTITY**: God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27)
12. **SEXUALITY**: Any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)
13. **TOLERANCE/NON-HARASSMENT**: Every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Lutheran South Academy. (Mark 12:28-31; Luke 6:31)
14. **MISSION**: We take great joy in partnering with God to change the world. We do this by sharing His message of salvation, embracing the truth that all of life is sacred, knowing that hope is real and that tomorrow we can be better than today. (Psalm 139; Jonah 3:4-9; Matthew 28:18-20; Colossians 4:6)

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

Although Lutheran South Academy does not require parents or families to personally agree with LSA's foundational Faith Statements, because LSA comes together as a community to communicate, affirm, practice, and live out the Christian faith according to Scripture, LSA does require that parents and families agree that their

children may be taught according to LSA's foundational Faith Statements and avoid being vocally or openly in opposition to LSA's foundational Faith Statements.

LUTHERAN SOUTH ACADEMY HONOR CODE

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

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

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

SPIRITUAL PROGRAM

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

ACCREDITATION – EXEMPLARY SCHOOL

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

LSA FACULTY AND STAFF

MIDDLE SCHOOL ADMINISTRATION AND STAFF

Jeremy Brumm..... Middle School Principal

Geoff Stresman ..... Middle School Assistant Principal and Registrar

Dawn Krog..... Administrative Assistant to Middle School Principal

LSA ADMINISTRATION AND STAFF

Scott Browning ..... Head of School

Theresa Richards ..... Administrative Assistant to Head of School

Tiffani Recchia R. N. ..... Campus Nurse (Full Time)

Kim Pitts R.N. ..... Campus Nurse (Part-Time)

Holly Colon ..... School Psychologist

Jon Mueller ..... Director of Athletics

Nate Hagge ..... Director of Student Activities

Nicole Andrade..... Athletic Coordinator for Middle School

Kate Fleming ..... Director of Development

Madison Ford ..... Advancement Officer

Patrick Maynard..... Director of Admissions

Liz Cattau ..... Admissions & Advancement Officer

Jon Maxwell ..... Technology Coordinator

Ben Walthers & Mark Thomas..... Assistant Technology

Mark Jacobs ..... Maintenance Supervisor

Jeremiah Barefield & Joe Rathje ..... Maintenance

HIGH SCHOOL ADMINISTRATION AND STAFF

Daniel Cattau ..... High School Principal

Don Justice..... High School Assistant Principal and Registrar

Matt Garner ..... High School Dean of Students

Amy Justice ..... Administrative Assistant to High School Principal

DeAnna Rathje..... Administrative Assistant for Attendance and Discipline

LOWER SCHOOL ADMINISTRATION AND STAFF

Stacy Butler, Ph. D. ..... Lower School Principal

Rachel Garrabrant ..... Director of Early Childhood (PreK 3-Kindergarten)

Bernadette Gomez..... Administrative Assistant to Lower School

LSA MIDDLE SCHOOL TEACHERS AND STAFF

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THE ACADEMIC PROGRAM

ACADEMIC PROBATIONARY STATUS

Academic probationary status means that a student is in danger of failing a grade, and that a plan of intervention will be developed by the teacher and the parents. This plan may involve the implementation of an academic contract. It is possible to be accepted as a student on academic probationary status, which would also involve an academic contract. A student failing to meet the terms of the academic contract can be dismissed from Lutheran South Academy at any time by the principal.

ACCOMMODATIONS IN THE SCHOOL INSTRUCTIONAL PROGRAM

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

Each evaluation for a Specific Learning Disability, ADD/ADHD or psychological disorder must contain a full (not brief form) cognitive evaluation using instruments such as the WIAT-III or WJ-IV. There must be more than one subtest per disability area. LSA will not accept an SLD diagnosis that was made using a simple difference method as that is no longer the standard of practice for diagnosis. A diagnosis of ADD/ADHD from an MD or family doctor must be accompanied by the assessments described above. Behavior rating scales and teacher input must be included in an ADD/ADHD or psychological disorder report. Reports should include specific recommendations for accommodations in the school setting as well as justification for said recommendations. LSA will determine whether the recommended accommodations are workable within the context of our school on a case-by-case basis.

ATHLETIC AND ACTIVITIES ACADEMIC ELIGIBILITY POLICY

LSA's athletic eligibility policy is based upon grade checks every 3 weeks. Students who have either *(2) D's or (1) F in **any** subject* will be placed on academic probation for three weeks. While on probation, students will still be able to practice and participate in contests or activities.

At the end of the three probation, all grades will be re-evaluated. If a student's grades are in compliance with the policy at this time, the student will be removed from probation. If the student's grades do not comply with the policy, the student will then become ineligible for 3 weeks until the next grade check. Any ineligible student may not practice or participate in contests or activities. Ineligibility also continues into a new sport/activity season if it falls during the ineligibility time.

Any student not meeting the eligibility requirements will meet with the assistant principal to inform them why he/she is placed on academic probation. An email will be sent home to the parents informing them as well. At the next grade check, the student will be notified that they have been removed from probation or become ineligible until the next grade check. Another email will be sent to the parents informing them of the student's eligibility status.

Any ineligible student will not be allowed practice or play with his/her team or 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 eligibility when selecting their team members.

A student must be present for 2 blocks to be eligible to participate in any school sport or activity that day or night. Any student who has either an after-school detention or in-school suspension will not be eligible to participate in any school sport (game or practice) or activity/practice that day or night.

DAILY SCHEDULE

Times	Class	
7:45-9:15	1st Block	*8:20-9:50 (Late Start)*
9:20-9:50	Family Group/Exploratory/Chapel	
9:55-11:25	2nd Block	
11:25-12:00	Lunch	
12:05-1:35	3rd Block (6th)	
12:05-12:48 12:52-1:35	3rd Elective/PE (7th/8th)	
1:40-3:10	4th Block (7th/8th)	
1:40-2:23 2:27-3:10	4th Elective/PE (6th)	

Special Note: On the day of special events, the schedule may change to fit a particular need. At that time, the Middle School office will post the schedule, and faculty will inform students of changes.

Late Start

On Wednesdays, except for the first and last Wednesday of the school year, the middle school will start at 8:20 AM and omit family group. On Wednesdays, middle school students who arrive between 7:00AM and 8:00 AM will report to the cafeteria. There is no charge for before school care.

EXAMINATIONS

Success is closely related to being prepared.

- Quizzes may be announced or unannounced at the teacher's discretion.
- Major tests will be announced in advance to give students the opportunity for review and study. There will be concerted effort to have no more than 2 core subject tests on the same day.
- Semester major tests or examinations will be administered to all students before Christmas break and the last week of the second semester.
- Only students enrolled in Algebra 1, Geometry, and Spanish 1A & 1B, or online courses are required to take a final exam to receive HS Credit.

GRADING SCALE

- The following grade scale is used for all subjects (core and non-core):
  - A 90-100 Excellent
  - B 80-89 Good
  - C 70-79 Average
  - D 60-69 Passing
  - F 50-59 Failing

GRADE REPORTS

The school year is divided into two semesters. Each semester in turn is divided into two marking periods, each approximately nine weeks in length.

- Four (4) quarter grades count as the yearly grade. The two semesters are averaged together for a final grade.

➢ Wednesday, October 7th	➢ End of 1st Quarter
➢ Friday, December 18th	➢ End of 2nd Quarter / End of 1st Semester
➢ Thursday, March 4th	➢ End of 3rd Quarter
➢ Friday, May 28th	➢ End of 4th Quarter / End of 2nd Semester

- Student grades are available on Blackbaud at any time.
- Report cards are available on Blackbaud for viewing approximately 1 week after the end of the quarter.
- Students will be checked for eligibility in sports and/or activities every 3 weeks. The principal or coaches will inform students and parents if ineligibility status occurs.

HONOR ROLL

Students receive academic recognition each nine weeks by meeting the requirements for one of the two honor rolls. The six core subjects are science, math, English, literature, geography/history, and religion. At the end of the school year a Principal's High Honor Roll will be awarded to students who have maintained High Honor Roll status during the school year.

High Honor Roll

- 95% or higher average in the six core subjects.

Honor Roll

- 90% or higher average in the six core subjects.

LATE WORK

Assignments not turned in at the start of the student's scheduled class automatically will be reduced by 25 percentage points, resulting in a maximum grade of 70%. Any assignment not turned in the day after it was due will be recorded as an "I" (incomplete) in the grade book. "I" is equal to a 0%.

MAKE-UP WORK

When a student is absent, **it is the student's responsibility to check Blackbaud and request make-up work**. Upon returning to school, the student is to meet with each teacher to make arrangements for make-up work, assignments, and examinations.

Assignments and examinations should be made up within a time frame that is no longer than the length of the absence or a grade of failure may be assigned.

Major assignments and/or projects however (i.e., research papers, PowerPoint, book reports) are due the day assigned even if the student is absent. Major assignments and projects are assigned two to three weeks ahead of the due date; therefore, assignments and projects are due no later than 5:00pm on the date given by the teacher. If the work is not made up in the allotted time, the policy for late work goes into effect.

In cases of extreme illness, teachers reserve the right to extend the time frame.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) has been in existence for over 60 years. The organization was created to recognize and encourage academic achievement, character, service, leadership, and citizenship. Membership in this organization is both an honor and a commitment. A faculty committee based on the following criteria selects students:

Scholarship

Students are academically eligible for membership when the average of core courses (courses that meet daily) taken from the first 3 quarters of 7th or 8th grade is 90% or above. The student must also be passing the elective and non-core subject areas to warrant consideration.

Students who meet the scholarship requirement will then be considered for membership based on Service, Character and Leadership.

Service

Service is considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. Contributions to both school and community will be considered as well as the student's attitude toward service.

The student who serves:

1. Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice, to offer assistance.
2. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
3. Cheerfully and enthusiastically renders any requested service to the school.
4. Is willing to represent the class or school in inter-class and inter-scholastic competition.
5. Do committee and staff work without complaint.
6. Participates in some activity outside of school.
7. Mentors persons in the community or students at other schools.
8. Shows courtesy by assisting visitors, teachers, and students.

Character

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship.

The student of character:

1. Takes criticism willingly and accepts recommendations graciously.
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability.)
3. Upholds principles of morality and ethics.
4. Cooperates by complying with school regulations concerning property, programs, offices, halls, etc.
5. Demonstrates the highest standards of honesty and reliability.
6. Regularly shows courtesy, concern, and respect for others.
7. Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
8. Have powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating, and showing unwillingness to profit by the mistakes of others.

Leadership

Leadership is measured by both elected and non-elected positions held by the student as well as participation in co-curricular activities held on or off campus.

The student who exercises leadership:

1. Is resourceful in proposing new solutions to problems, applying principles, and making suggestions.
2. Demonstrates initiative in promoting school activities.
3. Exercises positive influence on peers in upholding school ideals.
4. Contributes ideas that improve the civic life of the school.
5. Is able to delegate responsibilities.
6. Exemplifies positive attitudes.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
10. Is a leader in the classroom, at work, and in other school or community activities.
11. Is thoroughly dependable in any responsibility accepted.
12. Is willing to uphold scholarship and maintain a loyal school attitude.

All members are expected to maintain and uphold the high standards of the National Junior Honor Society. If a student is found to be in non-compliance, probation or dismissal from membership may be warranted.

PROMOTION POLICY

Students moving from sixth to seventh, seventh to eighth, or eighth to ninth grade must meet the following conditions for promotions:

- A yearly passing average of the two school semesters (60 or higher) in each of the core classes (English, literature, science, math, geography/history, and Bible Study) and non-core classes.
- If a student has an overall failing average in one or two core classes, the student will be required to attend summer school.
- If the student has failed three or more core subjects, the student could be retained in the present grade level and/or put on academic probationary status.

8TH GRADE PROMOTION REQUIREMENTS AND PARTICIPATION

8th Grade promotion requirements for students at Lutheran South Academy will consist of the requirements of the Texas Education Agency and the Lutheran Education Association of Houston.

Realizing the anxiety relative to graduation and being sensitive to family activities surrounding promotion, the Lutheran Education Association of Houston will allow all eighth-grade student's participation in promotion exercises. A student not meeting the following conditions will receive a promotion certificate indicating pending circumstances at the ceremony. When obligations have been met, the student will be issued an official promotion certificate.

1. All subjects must have a yearly passing average of 60 or higher in core subjects and non-core subjects.
2. All financial obligations must be met through the Lutheran Education Association of Houston office. (Certificate and final records, including report card and transcript, will be withheld until all financial obligations are resolved.)

ZAP – ZEROES AREN'T PERMITTED

It is important to realize that the ZAP program is not a form of punishment; rather a program to send a message that failure is not acceptable. Please help us by emphasizing this to your child.

Zeros Aren't Permitted (ZAP) is a program designed to increase the expectations that all homework needs to be completed and turned into the teacher on time. It is first and foremost an expectation of a high academic standard for all students. ZAP clearly emphasizes the belief that homework assignments and/or projects are important and must be completed. When the belief is expressed and maintained that a student can and will be successful, it follows that the student will meet the expectations.

LSA's message is simple: ***Failure is not an option.*** The program "ZAPs" students who fail to turn in work. Simple math shows how much a single zero can damage an otherwise passing grade.

This program is designed to:

- Increase expectations of students who fail to complete and turn in assignments on time.
- Emphasize the belief that homework assignments/projects are important and must be completed.
- Direct students to utilize their abilities to acquire self-discipline/work habits that will serve them in the educational setting and in the future when they enter college and/or the workplace.

How does the program work?

- When a student does not have his or her assignment completed, they are ZAPPED.
- The teacher will notify the parents via email that their student has been ZAPPED.
- The next day the student will go to the designated teacher room for a ZAP lunch detention. They must bring a lunch from home or may purchase a hot lunch meal.
- It is recommended that the homework be completed BEFORE ZAP lunch detention.
- If the assignment is finished before the student comes to ZAP, he/she must still attend ZAP.
- Any time a teacher feels effort was not applied on an assignment; the student may be ZAPPED.

Grading/Consequences

- ZAP assignments (late work) will have points deducted by 10 points off for each school day turned in late.
- ZAP assignments that are turned in up to 1 week late will receive a 50%.
- ZAP assignments that are not turned in after 2 weeks will receive a zero.

It is important to realize that this program is not a form of punishment, rather a program to send a message that failure is not acceptable. Please help us by emphasizing this to your child.

CONDUCT AND BEHAVIOR

STUDENT CONDUCT

Student Behavior

A goal of Lutheran South Academy's educational program is to encourage independence and responsibility, which are characteristics of a mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school.

1. A constant respect for persons whether they are teachers, students, staff, visitors, or others, is a basic requirement of Christians for a Christian community.
2. A respect for personal or community property is a visible sign of respect.
3. An appropriate school climate must be maintained to create a situation conducive to learning. This includes positive relationships with peers and adults.
4. There are times within the community when people do violate its standard. We believe that the wrongdoing cannot go unnoticed, and that certain procedures must be followed to help the individual grow in self-discipline. The goal is guidance and training to develop personal traits for success.

Classroom Behavior

1. Be prepared with all materials for class when the class begins.
2. Follow all directions the first time given.
3. Keep hands, feet, and objects to yourself.
4. Raise your hand to be acknowledged before you speak. Only positive speech and actions are acceptable.
5. Stay in assigned place until directions are given for the next activity.

Hallways

1. Students will NOT touch stuff of others, including but not limited to book bags, computer and computer bags, lunch, and athletic bags.
2. Students are in their proper classroom when the bell rings.
3. Students must walk unless given different instruction.
4. Students will maintain clean lockers inside and out. Teachers will do periodic checks and require the removal of objectionable materials. <u>All backpacks, books, personal belongings must always fit in the locker.</u>
5. Tape is NOT to be used in or on a locker. Magnets are to be used in place of tape.
6. Students will avoid Public Display of Affection (PDA).
7. Students may not use drink machines by the locker rooms before school or during school hours.

Cafeteria

1. Students will wait in line to be served in the lunch line.
2. Students will be seated in their grade's assigned area while eating.
3. Students will clean up their trash and food items before dismissal.
4. Students will clean tables, seats, and floor items before dismissal.
5. Students are assigned weekly cleanup duty, if skipped the student will receive an infraction.
6. Students will leave all food and drinks in the cafeteria unless given other directions.
7. Students may not use drink machines by the locker rooms during lunch.
8. NO purchases 5 minutes before lunch period ends.

Chapel and Assembly

1. Students will walk to chapel and/or assembly area.
2. Students will sit with their family group in assigned areas.
3. Students are to be quiet and ready to listen to leader/presenter.
4. Students will participate following leader/presenter directions.
5. Students will wait for directions at the end of the chapel and/or assembly.

Fire and Emergency Drills

1. Upon hearing the FIRE ALARM, the students will leave the building in a quiet, orderly fashion by means of the nearest exit following the routes posted in each room. Students are to be silent to hear directions.
2. Students will go to designated group area and remain in the designated area until a school official indicates you may return.
3. Students will be silent while the teacher does student name and number check.
4. Students will walk back to the classroom after given the direction to do so OR follow directions for the other procedures that are to be followed.

Tornado & Severe Weather

1. Upon hearing the warning signal students will drop to the floor in a kneeling position.
2. Students will be away from the windows.
3. Students will put face down and cover head with hands.
4. Students will listen and follow all directions that are given.

Bus on Field Trips/Sports

1. Students will listen and follow directions before getting on the bus.
2. Students will sit in a chosen or assigned seat.
3. Students will remain seated while the bus is in motion.
4. Students will keep heads and limbs inside the bus while the bus is in motion.
5. Students will listen and follow directions before leaving the bus.
6. Students are responsible for his/her items at all times during the trip.
7. Students are responsible for wearing a seatbelt if they are on a bus equipped with seatbelts.

MIDDLE SCHOOL DISCIPLINARY POLICY

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

Step One (Infraction 1 and 2)

Step one consists of 2 documented warnings, which may cover a variety of infractions. Every teacher citing the student, date, and infraction will document it via Pioneer Portal (Blackbaud). Parents will be notified via email.

Step Two (Infraction 3 and 4)

During step two, the students will be required to serve a **lunch detention**. Parents will be notified via email. A student receives a lunch detention notice one day in advance. A parent may **NOT** bring a lunch from an outside food establishment. If a lunch detention is skipped, an automatic second one will be assigned.

Step Three (Infraction 5 and 6)

During step three, students will be required to serve a one-hour **after school detention**. Parents will be notified via email. Detention is served from 3:15-4:15. At 4:15, the student may be picked-up or may go to after school care. The student will NOT be allowed to attend or participate in any after school activities (including practices and games) on that day. After the 2nd infraction at this level, an email will be sent outlining where the student is on the disciplinary scale and the consequences of future discipline reports.

Step Four (Infraction 7 and 8)

During step four, the students will be required to serve a **Saturday detention**. The student will be required to come to the middle school and serve detention from 8am-11am on the upcoming Saturday. The student will also be charged a $80 fee for the Saturday detention. The student may do work around campus as part of their detention while being supervised. The student will also be suspended from the next scheduled game for any sports/activity that they participate in. After the first infraction at this step, an in-person conference between school administration and the student/parents will be required.

Step Five (Infraction 9 and 10)

During step five, the students will be required to serve an **in-school suspension**. The first infraction at Step Five will result in a 1 day in-school suspension. The 2nd infraction will result in a 3 day in-school suspension. During any of these suspensions, academic responsibilities must be completed and turned into each teacher. The highest possible grade a student can receive for these assignments is a 70. The student will also be suspended for 1 week from any sports/activities that they participate in. After the first infraction at this step, an in-person conference between school administration and the student and parents will be required.

Step Six (Infraction 11)

Step six will result in **expulsion** of the student from Lutheran South Academy. This action is necessary due to the student's persistent unwillingness to comply with the school's procedures and guidelines or his/her unwilling to display an acceptable manner of behavior.

MIDDLE SCHOOL 6-STEP DISCIPLINE PLAN – SIMPLIFIED

Step One

2 Documented Warnings

- Document date, student, and infraction
- Contact made with parents by infraction email

Step Two

2 Lunch Detentions

- Lunch Detention served during student's lunch the day after notification
- Contact made with email

Step Three

2 After-School Detentions

- After School detention served the day after notification
- Contact made with email
- Detailed email consisting of future consequences will be sent to parents
- After school detentions may also be served as a "work detail" time period
- Detention is served from 3:15-4:15. At 4:15, the student may be picked-up or may go to after school care. The student will NOT be allowed to attend or participate in any after school activities (including practices and games) on that day.

Step Four

2 Saturday Detentions

- Detention will be served from 8am-11am at LSA on the first Saturday available
- Fee of $80 charged to the student for Saturday detention
- Contact made with email
- Parent conference will be required after the 1st Saturday detention
- The student will be suspended from the next scheduled game for any sports/activity that they participate in
- Saturday detentions may also be served as a "work detail" period

Step Five

2 In-school Suspensions

- First suspension will be a 1 day In-school suspension
- Second suspension will be a 3 day In-school suspension
- Academic responsibilities for each day of suspension must be completed and turned into each teacher. The highest possible grade a student can receive for these assignments is a 70.
- The student will stay in the office from when they are dropped off in the morning until they are picked up after-school.
- A 1-week suspension from all sports/activities.

Step Six

Expulsion (Removal from LSA)

- This will result in expulsion/removal of the student from Lutheran South Academy. This is necessary due to the student's persistent unwillingness to comply with the school's procedures and guidelines or unwillingness to display an acceptable manner of behavior.

Behavior Contract

A behavioral contract for the student can be constructed at any level by the administration.

- Terms of the behavior contract will be set and monitored by Middle School Administration.
- Meetings with student and contact with parent(s) will happen to effectively decrease the severity of behavior.

Severe Clause

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

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

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

Probation

Students may be placed on Academic or Disciplinary Probation. This is a period designed to allow the student an opportunity to correct any behavioral issues. Any problem areas not corrected will result in dismissal.

ABUSE, NEGLECT, AND EXPLOITATION OF CHILDREN

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

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

ILLEGAL SUBSTANCES

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

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

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

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

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

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

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

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

CHEATING, PLAGIARISM, AND AI POLICY

Cheating is dishonest and violates the LSA Honor Code. Middle School teachers will explain their own guidelines for assignments. If a student is unclear about the boundaries on an assignment, the student bears the responsibility of verifying the boundaries with the teacher. **Cheating can be defined to include seeking, accepting, giving or 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 Middle 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.**

Using Artificial Intelligence (AI) to generate material then submitting it as your own original work is a violation of the Middle School cheating and plagiarism policy. AI tools may be used only if expressly condoned by the teacher for that specific assignment and must be properly documented as such. No graded work may contain AI-generated material without authorization. **Presenting AI-generated work as your own is a breach of the honor code.** Additionally, it's essential to note that AI-generated research may contain inaccuracies and must be carefully reviewed before being integrated into academic work.

Parents are asked to take as many precautions as possible to help avoid potential cheating by students.

Examples of cheating include, but are not limited to:

- Cheating or plagiarism on any work
- 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
- Copying sentences or parts of sentences from someone else's writing without giving proper credit
- Receiving more help on an at-home paper than the teacher's guidelines allow
- Using an online translation site
- Using AI fully or partially and submitting it as your own

If 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 principal or discipline assistant. The student and the parent will be notified of the consequence from the principal or discipline assistant. The school administrator will be responsible for handling the consequences on all offenses. The following consequences will occur and are cumulative throughout the entire year:

1st Offense: A zero (0%) on the assignment/quiz/test/project.

2nd Offense: A 10% deduction for the quarter grade in that subject.

3rd Offense: An F (50%) for the quarter grade in that subject. Probationary status for the student for 9 weeks.

4th Offense: Expulsion

CURSING & FOUL LANGUAGE

Cursing, vulgar, or suggestive language is disrespectful to teachers and fellow students. Such language will result in immediate disciplinary action.

EMOTIONAL & PSYCHOLOGICAL CONCERNS

Lutheran South Academy is a Traditional Educational Environment. All students should follow all guidelines set forth in the Student Handbook. LSA does not have resources present on campus nor are our staff members highly trained in supporting special populations such as those with Emotional/Psychological Interferences. For further information, contact your principal.

ENROLLMENT, RE-ENROLLMENT, AND DISENROLLMENT

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

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

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

HARASSMENT, BULLYING, CYBER BULLYING & 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.

Discrimination, Retaliation, and Harassment

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

Prohibited Conduct

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

Definitions

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

"Discrimination" is any distinction, preference, advantage for, or detriment to an individual compared to others that is based on an individual's actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service or affiliation, age, or any other characteristic that is protected by law, that adversely affects a term or condition of an individual's employment, education, or participation in a School activity, or is used as the basis for or a factor in decisions affecting 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 it 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 cyber stalking
- 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 interventions are the most effective method of resolving actual or perceived incidents of sexual and other forms of harassment and discrimination.

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

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

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

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate fully every complaint and to notify a student's parent/guardian 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.

MORALS CLAUSE

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

PARENT BEHAVIOR

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

PUBLIC DISPLAY OF AFFECTION & LIFESTYLE CHOICES

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

Students and parents are expected to communicate positive messages about the school both internally and externally. Slander, gossip, rumors-either in person or on Internet sites, will be addressed by the administration. Please directly ask the teacher or administrator about a rumor instead of passing it along to others.

SMOKING

Students are not to smoke or use tobacco products at school or other school activities. Tobacco products found on students will be confiscated and given to the principal. Students smoking on the school grounds and/or at a school activity will be issued an infraction, parents will be notified immediately, and students may be subject to immediate suspension.

SOCIAL NETWORKING

LSA recommends to all families that they monitor the Internet usage of their children. Although the Internet is a valuable tool in today's world, it can also be a dangerous place for our children. Many in our society commonly use social networking sites, and although they can be accessed in private, they are anything but anonymous. What is placed on these sites becomes public knowledge. Children need to be reminded that any form of electronic communication (text, voice, pictures, etc.) can never be permanently deleted and will be part of cyber space forever. LSA cannot police the social networking websites, but when inappropriate behavior (harassment, bullying, threats, defamation, etc.) is brought to the attention of school personnel, LSA may take appropriate disciplinary action, up to and including expulsion.

VANDALISM

Students who destroy or vandalize school property will be required to pay for losses or damages and will be subject to other disciplinary action. Accidental damage should be reported to the school office immediately.

SCHOOL LIFE

ADMINISTRATIVE AVAILABILITY

The school administrators are willing to meet with any parent regarding the situations and programs for which they are responsible. The division principal or the athletic director is the parent's first point of administrative contact after contacting the teacher or coach.

AFTER SCHOOL CARE

It is important to have middle school students supervised while at school. Therefore, parents are asked to arrange for their student to be picked up from school as soon as possible after dismissal. If it is necessary (a decision by parents, not the student) for a student to be at LSA after the dismissal, the following procedures are required. Students that are not picked-up by 3:40pm (30) thirty minutes after the 3:10pm dismissal will be checked into The Library in the D building for after-school care. Some students go to tutoring or get teacher help with assignments after school. Students not picked-up after tutoring will be checked into the library for after school care. Students that are not picked up (15) fifteen minutes after an athletic practice, game or other school activity will be checked into The Library for after school care. An adult (parent and/or guardian) or older sibling must come to The Library to sign the student out. The older sibling must take the student directly to the parent and/or guardian. While a middle school student is on campus, an older sibling cannot be the supervising adult.

Athletic Events

A student that wishes to attend athletic events on campus after the 3:10 pm dismissal time must be under the supervision of an adult if his/her own parent cannot be present. An older sibling cannot be the designated supervising adult.

Athletic Practices

Some students need to wait with their athletic team because a game does not start until 4:00pm or later. We will check those students into after school care or a designated area and/or room for supervision without charge. The students will be released at the time the coach has designated. We thank you in advance for your cooperation so together we continue to ensure the safety of all our students. If a practice is cancelled during the school day due to weather or rescheduling, parents will be notified via email and athletes who must go to after school care will not be charged.

Fees for After School Care

1. Charges for after care will start at 3:30.
2. Supervised care from 3:30pm – 6:00pm - $10.00 per hour, rounded up to the nearest quarter hour
3. Late pick-up (after 6:00pm) – $1.00 for every 1 minute late
4. The charge for after school care will appear on your Blackbaud monthly statement.

After School Care Expectations

Students attending after school care are expected to behave in a manner that is consistent with the behavior expectations during the regular school day. Students are allowed to use their cell phones or other personal electronic device's in after school care. If an emergency should arise and you need to speak to your student or the after school care supervisor, you can call the school office at 281-617-5588 OR you can call the after school care room directly at 210-595-0333. Gum, candy, food and drink are not allowed in the D Building.

After school care is a service that we provide for our families. If a student is unable to follow the guidelines in after school care, the school reserves the right to revoke this service.

ATTENDANCE POLICY

State law requires every child in the state who is as much as seven years of age, and not more than 17 years of age to attend school for the prescribed number of days. **Students are expected to be present for 90% of the days that each class is in session.** This means a student missing 17 or more school days in a school year could be retained in that grade for the next school year. Extended illness will require medical verification and subject to review by the principal. Families are encouraged to plan vacations during the school scheduled vacation days. The school office needs advanced notice if a student will miss scheduled school days. Teachers may not always be able to give class work in advance. The student will be responsible to get necessary assignments missed and arrange test taking or other class responsibilities with each teacher upon the students return to class.

When a student is absent to a *Green* or *White* block class, it is recorded as 2 absent counts.

A student must be present for 2 block classes to be eligible to attend or participate in any school sport or activity that day or night.

If a student will be absent from school, a parent or guardian is required to call the school office by 8:45am to report the student absent for the day. **The absence will be unexcused if there is no notification.**

If a student misses more than 20 minutes of class time, 1 absent count is recorded for the student's attendance. If a student misses more than 60 minutes of class time, 2 absent counts are recorded for the student's attendance.

Excused Absences

A student receiving an excused absence is responsible for making up work missed during the absence. An absence may be excused for the following reasons:

- Personal illness
- Sickness or death in the immediate family
- Quarantine
- Any other unusual cause acceptable to the school administrator

Excused absences must be verified in writing by a parent, guardian or person having control or custody of the student.

Unexcused Absences

An "unexcused absence" is defined as any absence not excused in the section "Excused Absences." If a student's absence is unexcused, he or she will not be eligible to participate in any school activity that day or night.

Consecutive Absences

A student that is absent three (3) or more days because of personal illness must acquire medical verification of illness and must present this verification to the school office on return to school.

Class Absence

Attendance in the classroom is expected while on the school property. Any unexcused class absence will result in a discipline referral. Excused absence from a class requires authorized permission.

Tardy to School

Students are expected to be at school and in their first class by 7:45 AM (8:20 AM for Late Start). If a student arrives after 7:45 AM (8:20 AM for Late Start), the student must go to the office and receive an admittance slip and then go to class. Students are expected to be in class on time.

A student arriving late to the campus must go to the office for an admittance slip. Oversleeping, running errands, and consistent traffic excuse etc., are not acceptable excuses for arriving on campus late and result in unexcused tardies. On the 5th tardy to school, the student will be assigned an after-school detention. The student will continue to serve after school detentions for each additional tardy to school. The tardy count will start over at the beginning of the semester.

Tardy During School

Students have adequate passing period time (5 minutes) between classes. A student will receive an infraction upon the 5th tardy (cumulative) to any class during the school day. Every 5th tardy (to any class) after that will result in a discipline in fraction.

Excuses and Re-Admittance

Upon return to school after an absence, the student is required to turn in a written excuse to the office. The student is reminded to request make-up work from teachers and complete the work in each class he/she has missed during the absence. All handouts and printed materials that are needed for make-up work will be available from the teacher.

Appointments

Doctor, orthodontist, and counseling should be scheduled outside the school day whenever possible. When it is necessary to miss school, students will be excused upon receipt of a note from parent or doctor. Students are responsible for the work as if they were in class.

BIRTHDAY CELEBRATIONS

The Middle School loves to recognize student birthdays. **Birthday celebrations will occur on the last Thursday of every month during family group**. Parents are certainly welcome (although not required) to send in a small treat for their child's entire family group to be eaten during the family group time. As a school, we make note of birthdays on our hallway birthday board.

Birthday Months to Celebrate

July & August – Thursday, August 27th	January – Thursday, January 28th
September – Thursday, September 24th	February – Thursday, February 25th
October – Thursday, October 29th	March – Thursday, March 18th
November – Thursday, November 19th	April – Thursday, April 22nd
December – Thursday, December 10th	May & June – Thursday, May 27th

As a school, however, there are also some limits that we place on birthday celebrations.

- We ask that birthday treats only be brought to **family group**, not to the lunchroom.
- Students are not to distribute birthday (or other party) invitations at school.
- Birthday presents or flowers should not be delivered to school or through the Middle School office.
- Birthday lunches are not allowed.

BOOK BAGS, COMPUTER BAGS, SPORTS BAGS & LUNCH BAGS

The computer bag **MUST** be separate from the backpack. The computer bag **must ONLY be used for the computer**. Over the past year, students have used the computer bag as a backpack, stuffing books and notebooks into it, which has caused tripping and falls in the classroom. *Briefcase style bags and designer bags are **not** recommended*. The only items that will be **allowed** in the computer bag are: computer, pens and pencils, headphones (earbuds), charger, and calculator. They may also purchase a sleeve or case. The bag, case, or sleeve must be sized to accommodate a 13" MacBook Air. Bags can be accessorized and individualized to represent their owner.

Students should place their belongings into their lockers. Book, computer, and sport bags should not be left lying around the hallways or placed under stairwells. Any items left lying around are subject to confiscation.

BEFORE SCHOOL

The middle school doors are open from 7:00 AM until 4:00 PM. When students arrive on campus before school starts, they are allowed to go to their lockers, remain in the hallways, visit teachers for tutoring, or go to the B building. The pavilion and outside areas are off-limits. On Wednesday, students that arrive between 7:00 AM and 8:00 AM will report to the cafeteria.

CAR LINE PROCEDURES

Common Rules

- Please be patient. We are all trying to achieve the same goal – safe drop off and pick up of the students.
- Please crack your window to listen for directions. Stay OFF your cell phone. Please be responsible and keep an eye out for foot traffic.
- The left lane is only for active loading or unloading. Do NOT Park and wait for your student in the left lane.
- Do not block the entrance. If you cannot completely pull through the driveway entrance, please wait to enter. Please do not block driveways in the neighborhood.

Before School – 7:00-7:45 am:

- There are two drop off lanes during the morning car line. Please pull either to the right or to the left when you are under the awning so that you are not taking up both lanes.
- The left lane is considered our fast lane and should be used if your child can make a quick exit from the vehicle.
- If your child has to retrieve items in the back of the vehicle or if you have multiple passengers, please use the right lane, which is our slower lane.
- Students should be packed up and ready to exit their vehicles upon arriving to school.
- Students are encouraged to exit their car when it comes to a complete stop and they can safely reach the sidewalk or the stairs. Students do not need to wait until they are under the awning to exit their vehicle.

After School – 3:10-3:40 pm:

- **ALL middle school students must be picked up in front of the middle school UNLESS they have a sibling in the Lower School.** If that is the case, they may go and wait with their sibling in the lower school car line. Please do not instruct your student to wait for you at an alternate location like the B building or the A building.
- **The pick-up line will be completely gone by 3:20 each day. If you wait to arrive between 3:20 and 3:35, you will virtually have to wait just a few minutes, if at all.**
- From 3:10-3:20, to enter the middle school parking lot, you will need to join the end of the pick-up line. The pickup line will start on the street, next to the middle school entrance.

- All parents/grandparents/guardians who are picking up students after school will need to wait in the line. The only way to enter the middle school parking lot is to join the end of the pick-up line.
- At 3:10, Mr. Brumm will walk out and bring the car line into the parking lot in the right lane.
- **All cars coming for pick up must enter at the end of the car line.**
- When Mr. Brumm finds a match, car waiting right lane and student is ready at the front steps, he will direct to enter the left lane and pull up to the front.
- If you pull into the left lane and your student is not ready, you will be asked to park or circle around and re-enter the line.
- When you are exiting the middle school parking lot, feel free to take a left turn and go through the neighborhood. You can take a right turn on either Fairbury or Pompton. Both streets will lead you directly to Astoria Street. If you turn right on Astoria you will connect with the I-45 feeder road.
- The ONLY pick up allowed this year is from your vehicle in a car line. You may NOT park and wait.

After School Care/Sports Pick-up – 3:40-6:00:

- Please form one line in the right lane while waiting. When you see your child, move to the left lane to pick them up. **DO NOT form two lines and completely block all traffic.**
- Please do not park and leave your vehicle under the middle school awning when picking up students from aftercare. Anytime that you exit your vehicle, please park in a designated parking spot.
- When waiting for students after sports practices, please be mindful of the vehicle movement around you. It is difficult to maneuver to and from parking spots when long lines have formed. With after school events taking place, try to refrain from parking under the awning and waiting. It is difficult for some large vehicles to maneuver the turn when there are vehicles parked there.

CELL PHONES

Students are not allowed to use cell phones during school hours (7:45 AM-3:10 PM). The cell phone must be turned off and kept in the student's locker during the school day. Any phone that is out, is being used, or is making noise (rings, notifications, and alarms) during school hours will be confiscated.

1. On the first offense the student will receive an infraction and he/she can retrieve the phone from the school office after school is out.
2. Subsequent offenses with result in confiscation, an infraction, and a $10.00 fee. A parent or guardian will need to retrieve the phone from the office.

COMPUTER USE – GENERAL STUDENT POLICIES

MIDDLE SCHOOL Student Use Expectations

Being Prepared to Learn

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

Being a Responsible User

- When at school, I will only use installed or online programs that are directly connected to school-related activities under the direction of my teacher.
- I will not use recreational games or social sites at school.

- I will only use websites when directed/allowed by the teacher in the class.
- I will follow the operational expectations of my teachers.
- I am aware that all technology rules and guidelines apply to any device used at LSA.

Responsibilities of Ownership

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

Ethical and Respectful Use

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

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

LEAH Schools Technology Handbook – LINK

Acceptable Use Policy – LINK

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

COMPUTER USE – INTERNET SAFETY

Social media internet sites such as Snapchat, TikTok, Twitter, Instagram, and Facebook have become very popular with students of all ages. These sites are set up to allow students to give out names, addresses, pictures, and other personal information which may be accurate or fictitious. Parents and students need to be aware of the dangers associated with making personal information available for viewing by anyone in the world. We strongly encourage parents to be aware of their student's computer use.

DRESS CODE

Students at Lutheran South Academy are expected to dress in a manner that exemplifies moderation and good taste. The manner in which students dress includes but is not limited to clothing. Hair, accessories, and shoes are also important to a student's overall appearance. Compliance with these standards is required as part of the school's commitment to maintaining a consistent, modest, and professional learning environment.

The school reserves the right to determine if a student's appearance is inappropriate. The following guidelines provide freedom of choice for the student while maintaining styles, which are appropriate for school wear, and provide a positive public image of the LSA students.

The dress code applies when the student arrives on campus and is in effect the whole time he/she is on campus. Items must be purchased through the designated clothing providers. Students will be allowed to select from the following list of fashion coordinates:

School Uniform Provider

Flynn O'Hara uniforms is our exclusive base uniform provider; therefore, all purchases need to be made through Flynn O'Hara. Shirts and outerwear from the LSA Spirit Store located in the B Building or the LSA Online Stores may also be purchased for student wear.

Boys

Shirts

- White, green, black, or navy short or long sleeve shirt with LSA monogram logo from Flynn O'Hara
- White, green, or black polo from the LSA Spirit Store or LSA Online Stores
- Activity specific polo from LSA Spirit Store or LSA Online Stores
- Shirts must be tucked in

Shorts and Pants

- Khaki twill or performance walking shorts from Flynn O'Hara
- Khaki twill or classic pants from Flynn O'Hara
- Shorts must be no shorter than the middle finger fingertip when the student is standing upright with their arms relaxed at their side.

Hair, Piercings, and Grooming

- Hair must be above the eyes with hair coloring or highlights that are natural colors.
- Must be clean-shaven
- May not wear earrings to school
- No visible tattoos or body piercing

Girls

Shirts

- White, green, or navy short or long sleeve shirt with LSA monogram logo from Flynn O'Hara
- White, green, or black polo from the LSA Spirit Store or LSA Online Stores
- Activity specific polo from LSA Spirit Store or LSA Online Stores
- Shirts must be tucked in

Skirts

- Plaid contour waist pleated or khaki contour waist pleated from Flynn O'Hara
- Plaid pleated or Khaki pleated from Flynn O'Hara
- Skirt length must be no shorter than the middle finger fingertip when the student is standing upright with their arms relaxed at their side.
- Please allow adequate room in the hemline to accommodate growth throughout the year.
- Modesty shorts or leggings must be worn under all skirts.

Shorts and Pants

- Walking shorts or city shorts from Flynn O'Hara
- Khaki flat front slacks from Flynn O'Hara

Undergarments

- Modesty shorts must be of a neutral color and must remain discreet and not be visible during normal wear.
- Leggings may be worn underneath skirts. They must be solid black or navy/blue and form-fitting in style.
- Sweatpants, joggers, athletic pants, or other loose-fitting pants may not be worn at any time.

Hair, Piercings, and Grooming

- No extreme hairstyles or hair colors are allowed. If hair is causing a distraction from the learning environment, a change will be required.
- Jewelry and make-up should be modest.
- No visible tattoos or body piercing, except for earrings are allowed.

Outerwear

- Green fleece jacket or cardigan from Flynn O'Hara
- Outerwear sold from the LSA Spirit Store or LSA Online Stores
- Note: Only the LSA's outerwear described above is allowed during the school day. Jackets and non-uniform outerwear should be left in lockers during the school day (between arrival and departure from school).
- No hats or sunglasses during the school day.

Shoes

Shoes should be appropriate for the outfit. All shoes must be closed toe and fully closed heal. Slippers, crocs, and sandals are NOT allowed.

Belts

Appropriate belts (brown or black) must be worn with pants, slacks, and shorts with belt loops.

Undershirts

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

PE Uniforms

All students may only wear the LSA P.E. shirt and shorts. These items are purchased from LSA on Welcome Back Day. Additional sets may be purchased as needed from the Athletic Office.

LSA Middle School Free Dress Guidelines

- All slogans, logos and pictures need to be in good Christian taste. No clothing or accessories, which include profanity, vulgarity, anti-Christian symbolism or advertisement of alcohol or drugs, is allowed.
- Students may not wear clothing or accessories that display political messages, slogans, or symbols.
- Sleeveless shirts are not allowed, all shirts must have some form of sleeve.
- All clothing must be in good repair **free of holes, tears and frays**.
- Pajamas and hats **are not allowed**.
- Skirts and shorts must have a length that must be no shorter than the middle finger fingertip when the student is standing upright with their arms relaxed at their side.
- Low cut shirts and clothes that reveal midriff are not to be worn.
- Shoes must still be closed toed and closed heeled.
- We encourage all students to dress individually and to express their own personality.
- *If a student is not participating in the dress pass day, the regular dress code applies.

Used Uniforms

The middle school office houses used uniforms for purchase of $5 per item. Parents or student can come to the office to shop at any time during the school year. A special sale will occur during the summer months. If you would like to donate outgrown uniforms, please drop them off at the middle school office.

DUE PROCESS PROCEDURE

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

1. **Contact the Appropriate Staff Member** – The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, parent, or student. Over 95% of the concerns are resolved at this level.
2. **Contact the Assistant Principal or Athletic Director** – The next step, if necessary, is to confer with the individual who is the immediate supervisor in the area of concern.
3. **Contact the Principal** – A principal is in charge of each campus and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications, and all types of campus information are available in the principal's office.
4. **Contact the Head of School** – The head of school is responsible for the operation of the entire campus. Issues that overlap all levels may be directed to the headmaster.

EARLY DISMISSAL OR IN-SCHOOL ILLNESS

Students are expected to remain on the school grounds until the end of the academic day. In the case of illness or emergency, the student should go to the office, from which school personnel will notify parents for further action. Any early dismissal must be pre-arranged through the parents and verified by the school office. Students leaving school must sign out in the school office.

ELECTRONIC DEVICES

Personal electronic devices are not allowed at school. This includes but is not limited to: iPad's, iPod's, PSP's, Switch's, CD players, digital cameras, electronic games, MP3's and laser pointers.

Any electronic device that is out, being used or is seen at school will be confiscated.

1. On the first offense the student will receive an infraction, and he/she can retrieve the electronic device from the school office after school is out.
2. Subsequent offenses with result in confiscation, an infraction and a $10.00 fee. A parent or guardian will need to retrieve the electronic device from the office.

EMERGENCY SCHOOL CLOSING

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

EMERGENCY PROCEDURES

If the school needs to be evacuated for any reason, students will be walked down Ryewater to the Gerber Collision & Glass parking lot until emergency services give us permission to come back in the buildings. If a safety concern causes the building to be closed for the remainder of the day, LSA buses will pick up students from Progressive and transport them to Grace Community Church. Parents will be contacted to pick up their students. Students who have cars in the parking lot will not be allowed to return to school until emergency services gives permission to do so.

FIDGET DEVICES

A fidget is a small object you can use in your hand without looking and that helps you focus better in class. Examples include: fidget spinner, stress ball, fidget bracelet, fidget cube, an eraser, paper clip, etc. You may use one if you are having a difficult time focusing in class. If the rules below are not followed, the fidget item will be confiscated and returned at the end of the day.

1. Fidgets are tools, NOT toys.
2. You must stay on task.
3. It must be used discreetly.
4. It stays in your hands.
5. It is for YOUR use only. No trading, selling, and sharing.

FIREWORKS & WEAPONS

No fireworks or prohibitive weapons (i.e., guns, knives, etc.) are allowed on school grounds. Any student in possession of such items will be subject to expulsion and may be reported to the local Law Enforcement Agency.

FOOD, CANDY, DRINK & GUM

All food, drink, and candy must be consumed in the cafeteria area and are not permitted in the D building. Gum is not permitted on campus and should be disposed of in the nearest trashcan. Drinks may not be purchased from the machines in the locker room hallway during school hours. Machine use is only for after school.

Students may be allowed to bring water bottles to class depending on the teacher's discretion. It is the student's responsibility to ask whether a teacher allows water bottles in their classroom.

FOOD PURCHASES

Students may make food purchases using their assigned 4-digit number. Prior to making a purchase, parents must create an account on MySchoolBucks.com and upload money prior to use.

INVITATIONS

Due to the sensitive matter of inclusion and acceptance, we ask that all invitations to non-school related parties and gatherings ARE NOT distributed at school unless ALL students at the grade level are included.

LOCKERS

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

- Keep your lockers shut and always locked.
- Put names in books and on other valuables.
- Do not tell others your combination.
- Leave special valuables or large sums of money at home or when necessary, in the school office.
- Purchase backpacks that are size appropriate for storing in student lockers.
- Do not purposefully jam lockers for easy access. This allows easy access for anyone.
- Do NOT use tape in or on a locker. Use magnets in place of tape.

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

LIBRARY

For information on library policies and book selection at Lutheran South Academy, please visit https://www.lutheransouth.org/academics/library.

LOST & FOUND

Each classroom has its own lost and found orange container for items that are left in the room. Books are returned to the room where that subject is taught. Any item found in the halls or around school will be placed in the orange bucket in the nearest classroom.

MEDICATION

If your child will be receiving daily medications, any over the counter medications or have a medical condition that could require medical attention during school hours, the following forms need 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. The forms mentioned above are available on www.lutheransouth.org. If you have any questions, please can contact the school nurse, nurse@lutheransouth.org.

- **Daily Medication/Over the Counter Medications:** 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.
- **Documented Allergies Requiring An Epinephrine Injection Pen/Neffy Spray**: 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 to Carry*** needs to be completed as well
- **Seizure:** If you have a student that has seizures, please fill out the **Seizure Action Plan**.

OFF-LIMITS

Once students arrive in the morning, they are expected to remain in the D building or B building cafeteria unless they are participating in a school-sponsored activity. Students are expected to remain on the school campus after school until they leave for the day. Cars and parking areas are off-limits to the students during the school day. Using the street to cross from one building to another is off-limits. Foot traffic between A and B building is restricted to the skywalk over the street.

OUTSIDE LUNCH

Students need to either bring their own lunch in the morning when they arrive or purchase lunch from the cafeteria. Parents are not allowed to bring an outside lunch (fast food) to school.

*If lunch is brought, the student will be allowed to eat the lunch in the office and then go to the cafeteria when they are finished.

PARENT COMMUNICATIONS

Clear communication between the school and parents is essential to the educational process. The web site provides general information, including handbooks for all three levels. Email newsletters via ParentSquare will be sent from each level on a weekly or monthly basis. Parents are responsible for knowing the information sent to them.

Each teacher has a voice mail extension for messages. Please use this system to leave a non-urgent message for teachers. During the day, calls are transferred directly to the teacher's voice mail. If there is an urgent message, please contact the school office for immediate assistance. Teachers will respond within 24 hours. Please set up an appointment with a teacher if a face-to-face conversation is necessary. Lutheran South Academy teachers have specific advisory/supervisory duties before and after class time. Please avoid trying to talk to teachers as students are coming into class or after class during carpool time. Teachers may also be contacted by email, which is listed on the website and the front of this handbook. The school respectfully requests that parents not call teachers at home in the evening unless the matter is of major importance or urgency, or unless the teacher has given prior approval.

PARENT CONFERENCES

Parent conferences are encouraged and may be scheduled at any time with the classroom teacher. If a conflict arises, an appointment may be made to discuss a resolution. In some cases, more than one meeting may be necessary to reach a solution. Conflicts should be addressed first with the classroom teacher, then with the principal if necessary. The principal will serve as final authority for all day-to-day issues concerning students.

PE WAIVER

Parents can request a Physical Education Waiver from the middle school office. This waiver process allows for students to attain physical education credit towards their state graduation credits in approved off-campus PE programs. A waiver will not be considered for participation in a sport for which LSA fields a TAPPS/GHAC team.

SCHOOL ITEM DROP OFF

All items that need to be dropped off, including, bags, uniforms, or items for your student, need to be brought directly to the Middle School office. This ensures that your student will get their needed items.

STUDENT MESSAGES – TELEPHONE USAGE

Please do not call the school to speak to your student or to give him/her a message unless it is something that cannot wait until after school. The only way to give a student a message is to interrupt a class. We prefer not to interrupt a class unless it is an emergency.

A public telephone is not available. A phone for emergency use only is located in the school office. This phone will be available for students only with a pass from a middle school teacher. Student must show the office secretary his/her pass. The office staff will handle medical emergency situations requiring phone communication.

VALUABLES

Students do not need to have expensive personal electronic devices (see "Electronic Devices" above), large amounts of money or other valuables at school. LSA is not liable for misplaced, stolen, or broken items that have been brought to school. All valuable items need to be kept locked in their book locker (in the D building). These valuables should NOT go to sports practices or P.E. class.

VISITOR POLICY

Lutheran South Academy welcomes parents 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.

Definition of Visitor

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

Guidelines

1. All visitors to campus, including all parents, must check in at their student's school office immediately upon arrival. Sign-in locations include the Lower School Office, Middle School Office, High School Office, and Administration Office. The front B Building doors are NOT an entrance for visitors during the school day.
2. All visitors will receive a temporary visitor badge that must be worn in a visible location while on campus. This badge should be returned to the school office upon sign-out.
3. Visitors that have submitted their information for a background check and have been cleared will sign-in and receive a temporary visitor's badge. All other visitors will need to surrender their driver's license.
4. 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.
5. Some visitors are potential students who are shadowing with an LSA student for either a morning or afternoon. Arrangements for this are made in advance with the admissions office.
6. School faculty and staff should direct visitors without a visitor badge to the appropriate location to sign-in.
7. School faculty and staff are required to wear their LSA name badges while on campus.

PARENT-STUDENT HANDBOOK ACKNOWLEDGMENT FORM

After reading the Parent-Student Handbook, please discuss all of the information that is appropriate with your student(s).

PARENT ACKNOWLEDGEMENT

As a parent or guardian of a Lutheran South Academy Middle School student, I acknowledge the Parent-Student Handbook and the policies contained within, are available to me through the Lutheran South Academy website.

I have reviewed the Parent-Student Handbook with my student in an effort to promote a better understanding of Lutheran South Academy Middle School rules and expectations.

I acknowledge receiving and/or being provided electronic access to the Parent-Student Handbook and School policies. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Parent-Student Handbook and school policies may be amended during the year and that such changes are available on the school website.

_____	_____
Parent / Guardian Name (Printed)	Parent / Guardian Name (Printed)
_____	_____
Signature of Parent/Guardian 1	Signature of Parent/Guardian 2
_____	_____
Date	Date

STUDENT ACKNOWLEDGEMENT

As a Lutheran South Academy Middle School student, I acknowledge the Parent-Student Handbook and the policies contained within, are available to me through the Lutheran South Academy website.

I acknowledge receiving and/or being provided electronic access to the Student Handbook and School policies.

I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Parent-Student Handbook and school policies may be amended during the year and that such changes are available on the school website.

_____

Student Name (Printed)

_____	_____
Signature of Student	Date