

# Family Handbook

2025-2026



## ***Lutheran South Unity School***

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Dear Phoenix Families,

**“Let the children come to me and do not hinder them, for of such belongs the kingdom of God.”  
-Jesus, Messiah and Savior**

Welcome to Lutheran South Unity School! Thank you for choosing to partner with us to support your child’s learning and growth. We want to instill a love for learning in your child. The school’s “mission” is that LSUS, in partnership with families, grows children into the men and women God intends for them to be. We desire a relationship with your whole family as we come together to provide a Christ-centered education for your child. Come grow with us in faith and knowledge!

The Parent/Student Handbook reflects the policies or practices of Lutheran South Unity School. Please read this document carefully, sign the attached agreement, and then return this agreement to the school office. This agreement states that you intend to abide by the policies of Lutheran South Unity School.

Great relationships grow from great communication. This book is designed to help you to navigate your way through the school year. While it is of good length, it is not exhaustive. If the wording is unclear or incomplete in any way or the topic for which you have a concern is not addressed, **please contact a classroom teacher, the school office, or me.** We will do our best to connect you to the person or people best able to answer your questions.

Thank you for sending your child or children to Lutheran South Unity School. We feel truly blessed to have you here as part of our school family. It is our prayer that this new school year will be better than ever. The most successful schools are the ones when we are all working together to do better. We want every family to be involved. We do receive money from outside sources from people wanting to help our school thrive. Volunteering is a way to give back and help us to take pride and ownership in our school. There are many ways you can do this.

One of my favorite verses is from the Bible in Colossians 3:17, “Whatever you do in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.”

Serving Together in Jesus,

Amber D. Bahr  
Principal

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# WHO WE ARE

## ***About Lutheran South Unity School***

Lutheran South Unity School is a Kindergarten through Grade 8 Elementary and Middle School which operates independently under the guidance of the Lutheran South Association, Inc., which is a mission effort of Bethlehem Lutheran Church (S. Anthony Blvd.), Mount Calvary Lutheran Church (Reservation Dr.), Peace Lutheran Church (Fairfield Ave.), and Zion Lutheran Church (Hanna St.). The school cooperates with the Indiana District of The Lutheran Church--Missouri Synod, The Lutheran Schools Partnership, and The Lutheran Church--Missouri Synod, yet is not overseen by these entities.

The curriculum stresses academic achievement within a Christian community where the child is also surrounded by Christian love, forgiveness and reconciliation, Christ-centered worldview, hope-filled future orientation, and biblical truth. At Lutheran South Unity, we are attempting to "teach as Jesus did."

Our curriculum is consistent with the State of Indiana guidelines and Indiana State Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, significant connections to real-world application of their learning, active learning, and a multi-text approach to the content areas.

## ***Mission Statement of Lutheran Unity South School***

Lutheran South Unity School provides a quality education in a loving, caring, Christ-centered community. LSUS partners with families to support students' growth into the men and women God intends for them to be.

## ***Core Values***

- God created all people with the capacity to learn. After the fall of man into sin, the capacity to learn, while tainted with the effects of sin, provides the opportunity for faith to grow as the Word of God is heard, read, and used throughout one's life.
- Families provide children with their primary learning environments.
- All students can learn that which is needed for them to become effective citizens.
- LSUS values safety, respect, and responsibility as primary qualities of an effective school community.
- Learning is a process of overcoming mistakes or obstacles while growing cognitive capacity.

## ***Philosophy Synopsis***

**"Train up a child in the way he should go, and when he is old he will not depart from it. " Proverbs 22:6**

## ***Governance***

The purpose of the LSA is to offer families a Christian education in the Lutheran context. This experience is not only for children of the member congregations, but also for those of other Christian congregations, and even those who do not yet have a relationship with Jesus. LSUS provides a Christian education so our children:

- may know God as a loving and forgiving God;
- may learn to accept themselves as children of God;
- may be nurtured in God's love; and,
- may develop a positive concept of themselves and others.

The LSA Board of Directors consists of three members from each association congregation. The principal and pastors are advisory members. The principal is directly responsible for carrying out policies of the BOD. Board

meetings are held monthly and are open to others in the school or association community. The names of the Board are available from the school office or on the school website.

## **SCHOOL SPIRIT**

### **Phoenix: Our Mascot & Symbol of Christ's Love**

#### ***Phoenix as Symbol***

The Phoenix is a mythical creature said to build a nest when old and set it on fire. It would then rise from the ashes in victory. According to most versions only one Phoenix lived at a time and it renewed itself every 500 years. Legend tells that the Phoenix is a bird that will not die because it did not eat of the forbidden fruit in the Garden of Eden. Because of these myths (believed by the Greeks, Egyptians, and Orientals), the bird came to symbolize Christ.

#### ***Phoenix as Christian Symbol***

Because of the unique quality of the Phoenix rising out of ashes, the Phoenix has become a Christian symbol of the resurrection and redemptive power of Christ and eternal life in heaven. Christian symbolism of the Phoenix has been used since the first century AD when Saint Clement used the legend of the Phoenix as an allegory of the Resurrection in his first letter to the Corinthians. The Phoenix became popular in early Christian art, literature and Christian symbolism, as a symbol of Christ, and further, represented the resurrection, immortality, and the life-after-death of Jesus Christ.

#### ***Phoenix in the Bible***

The following Biblical reference to the Phoenix is in Job 29:18: "Then I thought, 'I shall die in my nest, and I shall multiply my days like the Phoenix.'" The translation of the Hebrew word KHOL has two meanings. Many translations say 'sand' but it can also be translated 'phoenix bird.' Job's faith was tested severely, but God brought him back from the ashes. Since the fall of mankind with the sin of Adam, mankind was destined to die for his sin. God said in Genesis 3:19: "for dust you are and to dust you will return." However, because of Christ's death and resurrection, we too will rise from the ashes on the last day and enjoy the resurrection of the body and eternal life in heaven.

#### ***Phoenix as Fitting Mascot***

Lutheran South Unity School is pleased to have the resurrection symbol of the Phoenix as a mascot as a strong reminder that Christ's death and resurrection is the center of all we do. It is also a fitting reminder of our goal of reviving Lutheran education on the south side of Fort Wayne.

#### ***Colors: Red & Gold***

Traditionally the Phoenix has been represented in red and gold as colors of fire from which the Phoenix arose. Red also symbolizes the blood of Christ and the work of the Holy Spirit. Gold reminds us of the victorious crown of gold we will receive in eternal life.

#### ***Fight Song***

Fight, Phoenix, fight for LSU!  
Spread fame and honor far and near!  
Fight, fight, fight for VICTORY!  
Our school, LSU, be TRUE!  
Be BOLD for our colors RED and GOLD!  
We're ever loyal to you!  
Fight, fight, fight with all our might to our  
LSU be ever true!

## STUDENT & FAMILY RIGHTS

### ***Notice of Non-Discriminatory Policy***

LSUS recruits and admits students of any race, color, sex, age or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, sex, age, national or ethnic origin in administration of its educational policies, scholarship/loans/fee waivers, educational programs, and athletics/extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school district-initiated desegregation. LSUS will not discriminate on the basis of race, color, sex, age, national or ethnic origin in the hiring of its personnel. It does not discriminate on the basis of race, color, sex, age, national or ethnic origin in administration of its educational policies and athletic and school administered programs.

For the USDA Child Nutrition Programs (language specific)

*In accordance with the Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in our administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.*

### ***Buckley Amendment***

Lutheran South Unity School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.

### ***Child Abuse Laws***

Lutheran South Unity School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### ***Counseling***

Christian counseling is available for families through Cross Connections. Pastors of our association congregations can give spiritual guidance and support when requested. All faculty are trained to support people with prayer and a listening ear. Please contact the principal if you would like to explore options for counseling.

### ***Title IX***

Lutheran South Unity School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## ***Student Privacy Policy***

At Lutheran South Unity School , we are committed to protecting the privacy of our students and complying fully with the **Family Educational Rights and Privacy Act (FERPA)** and other applicable laws. This policy outlines our practices regarding access to, disclosure of, and protection of student educational records.

### **Commitment to Privacy**

Under FERPA, parents (or eligible students age 18 or older) have the right to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records they believe are inaccurate
- Consent to disclosures of personally identifiable information (PII) contained in education records, except in cases where FERPA authorizes disclosure without consent
- File a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

### **Custodial Communication Policy**

To ensure compliance with FERPA and to protect student confidentiality, **LSUS will only disclose academic and behavioral information to the student's custodial parent(s) or legal guardian(s)**, except as otherwise allowed under FERPA.

- **Parent-teacher conferences** will be scheduled **exclusively** with custodial parent(s) or legal guardian(s).
- Non-custodial parents may request access to records, unless a court order or legally binding document revokes that right. We may require legal documentation to verify custodial status or restrictions.

### **Disclosure of Records Without Consent**

Under FERPA, schools may disclose records without prior written consent to certain parties or under certain conditions, including but not limited to:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid;
- Organizations conducting certain studies on behalf of the school;
- Accrediting organizations;
- Compliance with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies.

### **Data Security and Record Maintenance**

- Student records are stored securely and accessed only by authorized personnel.
- Electronic records are protected by secure information systems and access protocols.
- Physical records are stored in locked files with access limited to designated staff.

### **Updating Custody Information**

To ensure proper communication and access under FERPA, it is the responsibility of parent(s)/guardian(s) to provide current custody and legal documentation. This includes:

- Court-issued custody agreements
- Legal guardianship documents
- Restraining or protective orders, if applicable

## **ADMISSION, DISMISSAL, WITHDRAWAL, TRANSFER**

### ***General Admission Information and Requirements***

1. Lutheran South Unity School is a mission of the Lutheran South Association, Inc. which comprises Bethlehem, Mount Calvary, Peace, and Zion Lutheran Churches. As such is committed to the Church's mission: **Go, therefore, and make disciples of all people, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit.** Candidates for admission to Lutheran South Unity School must be in agreement with and committed to the mission of the school.
2. Lutheran South Unity School, a non-profit, 501(c)(3) independent school, admits students of any race, color, creed, religion, gender, national and ethnic origin, and does not discriminate in administration of its

educational policies, admissions policies, financial aid, or other school-administered programs.

3. Lutheran South Unity School admits full-time students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.
4. Admission to Lutheran South Unity School will occur after meeting with the admissions administrator and/or principal, submitting an application, and providing copies of current report cards, standardized test scores, and IEP and/or other educational testing reports, or signing a release of records for LSUS to receive these records.
5. Admission to Lutheran South Unity School is dependent on LSUS having the appropriate academic program/educational plan that fits the student. LSUS may or may not be equipped to service the educational needs of students with disabilities. Students with Individualized Education Plans require individualized review and approval for admission.
6. **Students are admitted to Lutheran South Unity School based on the following priorities:**
  1. Students whose parents are members of an association congregation.
  2. Students who attended LSUS the previous year.
  3. Students who had siblings enrolled the previous year or who are currently enrolled.
  4. Children who did not attend Lutheran South Unity School the previous year.
7. Lutheran South Unity School admits all new students in a six-week probationary period. Students who meet expectations during these six weeks will be fully enrolled. If during this time, the student is not connecting well into the school environment, the student may be asked to withdraw his/her attendance at Lutheran South Unity School. The recommendation and decision of the school principal is final.
8. Students may be admitted to Lutheran South Unity School at any time during the academic year if approved.
9. If class size limits have been reached the Indiana Choice Scholarship student lottery will be held on the 2nd Tuesday of May at 6:00 P.M. Students who enroll after that date will be admitted as space allows, according to our established admissions priorities.

**Children entering Kindergarten must be five (5) years of age by October 1st** of the current school year.

At the time of registration, all new students seeking admission to Lutheran South Unity School are evaluated on the basis of current standardized test scores, school-administered assessments, cumulative record information (report cards, behavior reports, IEP's, etc.) and conversations with the families. **Requirements for enrollment include:**

- Health Records
- Immunization Records
- Birth Certificate (original)
- Report Cards
- Standardized Test Results
- Results of school-administered assessments
- Record of IEP
- Completed school application with appropriate fees
- Interview with principal

**If a family enrolls a student and does not indicate that the student has an IEP, ISP, CSEP, record of inappropriate behavior, or behavioral plan,** the family has up to five days to find a new school and withdraw the student's application. Fees are not refunded.

### ***Expectations of LSUS Families***

By enrolling your children at LSUS, families agree to work faithfully toward meeting these expectations:

- **Set a Christian example**
- **Cooperation and partnership with the school**

- **Involvement**
- **Use Respect in all interactions with teachers and school staff**
- **Communicate with teachers about concerns**
- **Worship by attending church regularly as a family**
- **Pay tuition and fees in a timely manner**

### ***School Supplies***

A complete school supply list for each grade can be found on the LSUS website.

### ***Withdrawal Policy***

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw between the first day of school and January 1 are responsible for ½ of the full tuition amount.
- Registered students who withdraw after January 1 are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

### ***Breakfast and Lunch Program***

The breakfast and lunch programs adhere to the Indiana Department of Education's Guidelines for Nutrition and the Federal Lunch Program. Breakfast is purchased pre-packaged. Breakfast is provided 7:45am-8:00am, Grab & Go style. LSUS's school lunches are purchase and delivered from a state-approved vendor.

- Menus for both breakfast and lunch can be found on FastDirect.
- No food is to be brought in for breakfast.
- Milk is available for students who wish to purchase one when lunch is brought from home.
- One milk is included with each hot lunch. There is a cost for additional milk. Any balance for additional milk costs will be available on FastDirect.
- There is not a microwave available for student use.
- **FAST FOOD IS NOT TO BE BROUGHT INTO THE SCHOOL FOR STUDENT'S CONSUMPTION.**
- **WE ARE A NUT-FREE SCHOOL. Please, if you are packing a lunch for your student, do not include food containing nuts.**

## **MEDICAL, HEALTH, AND FIRST AID POLICIES**

1. **All students are required to be fully immunized before the first day of school according to state law** or a Medical Objection to Immunization form/Medical Exemption to Immunization form must be on file in the school office.
2. **Indiana laws require written consent by parent or guardian to administer medication to a student**, whether it is prescribed or over the counter. No handwritten notes are accepted, nor can instruction over the phone be accepted. Therefore, an Administration of Medication form must be signed in the school office which will be kept on file for the duration of the school year.
  - a) **Prescription medications must be kept in the original, labeled container.** The label must include the following: student's name, name of medication, dosage of medication, prescribing physician.
  - b) **Over-the-counter medications must be kept in the original, labeled container.** All medications must be kept in the school office.
  - c) Medications brought in baggies, etc., cannot be administered by school personnel. Medications can only be dispensed per the labeled instructions. There will be no exceptions without a physician's written consent. School personnel cannot take a physician order over the phone.
  - d) **The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's**

**medication to the school office.**

- e) Indiana State Code says that medicines of any sort may not be sent home with a student. Medication may only be released to the student's parent or guardian.
  - f) The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.
  - g) In specific cases, the school may require the parent/guardian to come to school to administer the medication.
  - h) No school employee will give injections unless appropriate training has been given. h) Prescription and over-the-counter medication may be administered by designated non-licensed personnel.
  - i) LSUS does not provide any medication such as pain relievers or allergy medication. The families must provide any and all medication for the student.
  - j) **Other items which must remain in the school office:** cough drops (even 'non-medicated' varieties), over-the-counter/non-prescription medicines
3. The Health Department requires that instances of communicable diseases be reported to the school immediately. The following are considered communicable diseases: chicken pox, conjunctivitis (pink eye), head lice, measles, mumps, pertussis, scabies, and strep throat or scarlet fever. Before a child may return to school following a communicable disease OR any other illness, the **child must be symptom free and fever free for 24 hrs.** If a child has seen a doctor for an illness, a note from the physician should be provided to the school office. This will ensure that the absence is documented as excused.
4. LSUS is not equipped to accommodate sick children for a significant length of time. If a child is too sick to return to class or if the child has a fever, the parent/guardian will be called to take the child home immediately.
5. **Students who are injured while on campus will be given immediate first aid** by qualified adults. In some cases, **911 Emergency will be contacted.** Most likely **families or other listed responsible adults will be contacted should the injury suggest a need for further medical treatment.** Accident reports will be made by staff and supervising adult people who are witnesses to the event. In rare instances, student witnesses will be asked to supply details. All reports will be kept in the student's confidential file. A copy will be
6. given to the student's parent or legal guardian upon request.
7. **All student injuries and accidents are covered first by his/her family insurance plan.** Should additional needs arise, then the school's accident policy will come into effect, per plan policy. LSUS undergoes regular maintenance and reviews for both the structures and surfaces, as well as procedures and guidelines, to ensure safety for all people.
8. LSUS provides vision screening for grades K, 1, 3, 5, 8, and new students. Hearing screening is done for grades 1, 4, 7, and new students. Referrals are sent to families only when the child needs to be checked by his/her family physician. Referral forms should be returned to the school office after the form is completed by the physician. Speech is available through the public community school system. Students in need of speech therapy are to be referred to the principal who will contact the proper school officials for testing.
9. For the sake of other children's health, your child should NOT attend school if s/he:
- a) Has a morning temperature of 99+ degrees Fahrenheit or afternoon temperature of 100+
  - b) Is vomiting and/or has diarrhea in the morning or during the night.
  - c) Has a rash, itchy or otherwise.
  - d) Has a communicable disease such as chicken pox, conjunctivitis (or pink eye), impetigo, head lice, and/or ringworm.
  - e) Appears obviously ill, with or without a fever.
10. Students must be fever and vomit free for 24 hours before returning to school. Students who are sent home during the school day with a fever or for vomiting will not be permitted to return to

school the next day as this would not allow for the 24 hours protection of the entire school community.

### ***Allergy Policy***

Lutheran South Unity School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

### ***Asthma Medication***

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. **Families must complete a medication form available from the school office or website for each child.**

At the beginning of each school year, or when a child joins Lutheran South Unity School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

### ***The School Environment for Asthma/Allergies***

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

### ***Food Allergy Policy***

Lutheran South Unity School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Lutheran South Unity School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the crisis management plan.

- In the event of a suspected allergic reaction (where there is no known allergic history), the office will be notified, and the school's emergency response plan activated. The emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

- **We are a nut free school. Please, if you are packing a lunch for your student, do not include food containing nuts.**

## **CURRICULUM AND HOMEWORK**

LSUS curriculum guidelines, consistent with the State of Indiana guidelines, are followed for the teaching of all subject areas, except for religion. Individual teachers can show parents curriculum maps of content areas. Lutheran South Unity School offers students opportunities for growth in the following subjects:

### ***Religion***

Religious education is part of the LSUS curriculum. Exemption from religion classes, devotions, prayer, chapel, or Christian assemblies is not permitted. As a child progresses through the grades, he/she will learn and experience the truth of the Bible and the joy of being a redeemed soul in Christ. This instruction includes doctrinal and theological understandings of The Lutheran Church-Missouri Synod.

<http://www.lcms.org/doctrine/doctrinalposition>

We memorize Bible passages to internalize their truths, to engage with the work of the Holy Spirit as faith and Christian life is grown, and to improve the skill of memorization for the lifelong benefits it brings.

#### **Devotions and Chapel**

Each Class opens their day with devotions and prayer and ends the day with prayer. In addition, prayers are said before and after lunch. Additional prayers may be said spontaneously at a student or teachers request or as a need arises.

Corporate worship is an important part of the Christian lifestyle. All school devotions are held every Tuesday morning in the gym and K-8 chapel is held every Thursday morning in the gym. Mission projects are highlighted every quarter. Chapel offering envelopes are sent home weekly and students are encouraged to give to the project in response to our Christian love for others.

### ***Language Arts***

This includes reading/literature, writing workshop, grammar and conventions, spelling, vocabulary development, library skills, research skills, public speaking, and critical commentary. Students in grades K-5 have a minimum of 90 minutes of continuous literacy instruction each day.

### ***Handwriting***

Handwriting instruction is required in all grade levels K-8. Students in Grades 3 and up are expected to submit handwritten work in cursive when asked. Cursive handwriting allows for learners to better retain information being written.

### ***Mathematics***

Skills, concepts, and problem-solving are key components to a solid mathematics foundation. Speaking about math, reasoning through math, and learning the key algorithms for successful math practice will serve students for the rest of their lives. LSUS offers pre-algebra and algebra in the middle school. In order to allow teachers to meet students' individual needs in mathematics instruction, students are sometimes placed into math groups. LSUS students use online tools and resources to practice, demonstrate mastery of, and extend or enhance math learning.

### ***Science***

Learning about God's created world is critical for all students. Students will learn basic science concepts, a

variety of facts and information about the natural world; and will also develop skills as they do active or hands-on activities such as labs or projects.

### ***Social Studies***

Includes history, geography, economics, Indiana History, current events, critical thinking, and the use of first-hand sources for research. Grades 6-8 is currently using an online curriculum from Discovery Education.

### ***Fine Arts***

LSUS believes a well-prepared student is one who has experience with the various fine arts: visual arts using various media, choral learning/experience, drama and simple dance/movement, instrumental music, and also appreciation of these arts. Art and music classes explore theory/genre and skills in these two areas. Visiting artists inspire students as well!

### ***Choir***

What would a Lutheran School be without a choir?! It likely wouldn't "exist." Martin Luther was a fan of having music, particularly choral music available to people of all ages. He loved children working diligently at learning scripture, yet he also praised the study of music. LSUS offers the following choirs.

***Jubilee Choir K-2***

***Junior Choir 3-5***

***Phoenix Choir 6-8***

Choir in grades K-5 are required by all students. Choir in grades 6-8 is an elective and is offered before or after school based on student availability.

### ***Band and Strings***

Band and strings classes are offered by Concordia Lutheran High School to allow area Lutheran grade schools to offer strings starting in Grade 3 and band starting in Grade 4 to students for an additional fee. Information about this program is published each summer and made available to families in August of each school year. Students have the opportunity to participate in concerts with dozens of other students from area Lutheran schools to more fully appreciate the excitement of larger group instrumental music.

### ***Physical Education and Health***

Students learn how their bodies work and learn strategies for healthy living. Appropriate athletic shoes are requested for use during PE class. Students in Grade 5 - 8 are required to purchase a school PE shirt and to change for PE shirt and a pair of shorts or sweats. Generally, uniform/school attire may not be worn for PE class. Changes of clothing are generally not required for health classes.

Students may be excused from PE classes for medical reasons only with a doctor's note indicating when they can resume physical activities.

### ***Sex Education***

LSUS will alert parents when conversations related to human sexuality are part of either the formal or the informal curriculum of the school day. Children will ask questions about human origins, reproduction, physical changes, etc. Our teachers are trained to use the truth of scripture along with respectful language to answer questions or to divert them to parents when necessary. God wants us to be aware of who He made us to be.

### ***Technology Literacy Integration***

Students are provided with a Chromebook for school use and assignments. Word processing, database use, spreadsheet use, effective/ethical use of social media, appropriate use of electronic devices, and simple web design are areas of technology standards integrated into the fabric of content areas. Students utilize a variety of presentation tools and multimedia methods so they are prepared for high school and beyond.

### ***Service Learning (Mission Events)***

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in Jesus' name through various service and support programs. LSUS is committed to engaging students with meaningful learning by encouraging them to extend that learning into service that grows out of their learning.

### ***Clubs***

LSUS volunteers (parents and others), faculty, and staff provide a variety of club activities after school twice during year for a six-week period each time to develop student perseverance, character, skills, and to provide fellowship beyond school hours for students who may not be inclined to participate in athletics. Information about the clubs will come out via email, and in paper format approximately 2-3 weeks prior to the start of a "club season".

### ***Field Trips and Overnight Experiences***

1. Field trips are designed to correlate with units of study to achieve curricular goals.
2. Field trips are evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege, participation being withheld if needed. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
4. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Signed permission slips are to be returned by date listed.
8. A **telephone call will not be accepted** in lieu of the proper field trip permission slip.
9. Students who are participating in the field trip must ride the bus or teacher-designated vehicle to and from the field trip with their class.
10. All field trip fees are **non-refundable** regardless of student participation.
11. **Student cell phones are not permitted** on field trips unless otherwise directed by the teacher and/or administration.
12. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
13. Parents who chaperone a field trip may not bring other children on the field trip.
14. All chaperones must be 25 years of age or older.

### ***Planned E-Learning***

If there is a planned e-learning day, teachers may send work home ahead of time or post assignments by 9:00 a.m. Any planned e-learning day, the work is due the next school day.

### ***Homework***

Formal home-study is assigned to help students become self-reliant and self-directed. Homework is a basic part of the academic program, and students are required to complete all assignments. **Completion is expected** even though late assignments may be worth a failing grade. Consequences will be determined by department-level procedures. (i.e., K-2, 3-5, 6-8 procedures)

### ***Homework Hall***

Homework Hall is offered every school day, except Tuesday, to teacher-selected students until 4:15 p.m. Exceptions to this time will be at the discretion of the teacher. Students who do not have completed assignments are required to stay after school on the day that the assignment was due. *Families will be notified BEFORE 2 pm.* If unable to stay, arrangements **MUST** be made by parent/guardian through the teacher. If arrangements are not made, students are required to serve homework hall the following morning (6:30-7:15 a.m.). Students may not work on late/missing assignments during the school day in order to avoid Homework Hall. Homework Hall is a blessing to support student learning.

### ***Arranging for Homework Following Illness***

When a student is absent due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office from 3:00 PM – 3:30 PM. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests.

## **GRADES AND TESTING**

### ***Grade Scale***

LSUS utilizes the following grading scale:

#### Grades 1-2: Core Subjects

A 90-100  
B 80-89  
C 70-79  
D 60-69  
F Below 60

#### Grades 3-8: Core Subjects

|             |          |          |          |         |
|-------------|----------|----------|----------|---------|
| A+ Above 98 | B+ 88-89 | C+ 78-79 | D+ 68-69 | F Below |
| A 93-97     | B 83-87  | C 73-77  | D 63-67  |         |
| A- 90-92    | B- 80-82 | C- 70-72 | D- 60-62 |         |

**All students must maintain their grades to participate in any extracurricular activities. Students with an F or 2 D's will not be allowed to participate. Progress will be checked on a weekly basis.**

### ***Promotion/Retention/Transferred to the Next Grade***

Advancement to the next grade in Lutheran South Unity School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion

when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. This can include attendance (excused and unexcused) since student learning is directly related to participation, practice, and attendance.

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Lutheran South Unity School.

### **Report Cards**

Report cards are important tools for communication. Quarterly report cards will be given four (4) times during the academic school year.

No student will be given a Report Card if tuition, library fines, or Extended Care Program fees are in arrears. If fees are due, then families must come to the school office to receive a report card.

### **Mid-Quarter Reports**

Mid-Quarter Reports will be given mid-way between each quarter grading period. These are available on FastDirect.

***Parents must sign and return the report card and mid-quarters within the time parameters set by the classroom teacher. Failure to return signed report cards or mid-quarter reports on time will result in student consequences as assigned by the teacher.***

### **Testing**

Lutheran South Unity School uses **STAR Reading**, **STAR Math**, and **NWEA** Assessments for the purpose of tracking where students' progress is throughout the year. Copies of student testing reports are sent home with the students following the testing so parents can also work with their children at home. Questions about the results are to be directed to the classroom teacher, since such tests are "snapshots" of student progress, rather than "achievement" or "summative" tests such as IREAD-3 or ISTEP+.

**IREAD3** is a test given to all students in third grade throughout Indiana. Students take this test about a week after ISTEP+ testing. Results are shared by the company which produces and scores the tests. Students who do not pass the test at that time are then given additional support for the remainder of the year, if they are not already receiving such support, and they will have the opportunity to take the test in the summer. Students who do not pass this test may not move forward into the next grade in school for any school in Indiana. This is in accordance with the Indiana State Code which governs school activity. Much more detail about this test is available at the Indiana Department of Education website, searching for IREAD-3.

**ILEARN** is a summary test given during two sessions of testing in the early and then later spring of each school year. The test must be taken by accredited public and non-public schools in Indiana by state law. These tests are indicators of student progress using some of the Indiana Academic Standards as the basis for the assessment. Recent years have seen many changes in both test content, standards used, format for the test, and even the criteria used for determining a school's accountability scores based on this one assessment. This can be confusing for families. Please use ILEARN results as one tool for gaining an overall picture of your child's academic journey.

## **AWARDS**

### **LSUS Honor Roll**

Honor Roll, Principal's List, and Merit Rolls are published **after each quarter** of the school year to recognize scholastic excellence for students in Grades 5-8. To be eligible a student must obtain in a given trimester the

average indicated below:

- A Honor Roll – All A's
- A/B Honor Roll – All A's and B's
- B Honor Roll-All B's

### **Scholastic Achievement Awards**

*Pins for their Phoenix medallions are presented at the end of the school year as well. These are as follows:*

Four quarters A Honor Roll

Or Four quarters on any honor roll

Valedictorian and Salutatorian Awards

### **Phoenix Award**

Given to the Grade 8 student who exemplifies the values and mission of Lutheran South Unity School.

Criteria:

- Spirit of reverence
- Academic effort
- Appropriate conduct
- Academic achievement (A's and B's)
- Respect for others
- Integrity
- Evidence of service (willingness to help)
- Exhibits leadership
- Goes above and beyond the norm **Other Awards**
- Accelerated Reader
- Curriculum Awards:
  - Religion
  - Art
  - Music
  - ELA
  - Science
  - Math
  - Physical Education
  - Technology
  - Social Studies
- RISE UP Awards
  - Responsibility
  - Integrity
  - Service
  - Empathy
  - Unity
  - Perseverance
  - Overall

Other special recognitions or awards as needed

## **LIBRARY POLICY**

The school has a well-equipped library, as well as access to the Allen County Public Library (ACPL), Shawnee Branch across the street. **All students are encouraged to have an Allen County Public Library card.** Students are encouraged to use the library for curricular enrichment and pleasure reading. Students who owe fines on

library cards will either sit quietly and read while at the library or stay at school, but be unable to take books out, per the ACPL policy. Library visits are part of the overall school curriculum. **Thank you for making timely payments and also for avoiding fees.**

The following rules are to be observed for the **LSUS Library**:

- Borrowed books are to be returned on time and in good condition.
  - Books damaged or lost must be paid for by the student before any other materials may be checked out.
  - Students who have lost or damaged books do not receive quarterly report cards until their account is cleared.
- Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## TECHNOLOGY POLICY

God's great gift of intellect gives us the science (theory) behind the technology we use in our lives. A pencil is a tool or a bit of technology, just as we have electronic resources which are considered to be technology. This section is about the electronic tools of technology and the software, web-based resources, and mindset we have using them. Acceptable use is considered to be **doing ONLY those things that teachers direct the students to do. This is the overarching concept for the rest of this document.**

### ***Acceptable Use Policy for Technology***

1. **Privilege.** Use of communications technology at LSUS is a privilege, not a right. Therefore, access to any of these tools can be limited or ended based on the determination of the school administration. Failure to comply with the Acceptable Use Policy can result in suspension or denial of access to communications technology plus school or legal penalties, if appropriate.
  - a) **Free Speech.** The students' right to free speech applies also to their communication on the Internet. The Internet is considered a limited forum, similar to a school newspaper, and therefore, LSUS may restrict speech for valid educational reasons. LSUS will not restrict speech on the basis of a disagreement with the opinions being expressed.
  - a) **Search and Seizure.**
    - i. Only limited privacy should be expected in the contents of personal files on the LSUS system.
    - ii. Routine maintenance and monitoring of the Internet may lead to discovery that the policy, the student handbook, or the law has been violated.
    - iii. An individual search will be conducted if there is reasonable suspicion that this policy, the student handbook, or the law have been violated. The investigation will be reasonable and related to the suspected violation.
    - iv. Families have the right at any time to request to see the contents of their computer files.
2. **Acceptable Use.** Use of communications technology at LSUS is limited to activity which:
  - a) Supports the educational and spiritual mission of LSUS
  - b) Is in accordance with the policies and procedures of LSUS
3. **Unacceptable Use.** Unacceptable uses of these resources will result in the suspension or
  - a) revoking of these privileges, as well as discipline and/or monetary consequences.
  - b) **Unacceptable Use Consequences:**
    - i. Student will lose computer use privileges. The student will serve a one-day in-school suspension or other consequences at principal's discretion and lose Internet privileges or access for at least two months.

- ii. A second infraction will result in a one-day out-of-school suspension or other consequences at principal's discretion and complete loss of Internet access or privileges for the rest of the academic year.
    - iii. Consequences may also include expulsion from school.
  - c) If inappropriate material is found:
    - i. The Internet will not be used to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
    - ii. If inappropriate information is mistakenly accessed, immediately turn off the computer monitor (NOT THE COMPUTER) and tell the teacher or another adult authority figure. This provides protection against a claim that the policy was intentional violated.
    - iii. Families should instruct their children if there is additional material that they think would be inappropriate to access. LSUS fully expects that the students will follow their guardian's instructions in this matter.
- 4. Computer Vandalism/Damage Policy. Due to the complexity and high cost of our school's technology, when any student action results in damage to electronic equipment or computer software, all cost incurred for repair or replacement will be the responsibility of the student.
  - a) **Equipment Damage:** If a student damages equipment and service is required to restore or fix the problem, the student will pay for the service call or replacement of the damaged equipment and will be assigned an in-school suspension. A second offense relating to equipment damage will result in the student being required to pay for the service or replacement and a loss of computer privileges for at least two months.
  - b) **File or Data Damage:** If a student is in a file or part of a program where he/she does not belong (i.e. system files, control panels, etc.), that student will lose computer use privileges. If getting into these files results in a service call and the technician can directly connect the repairs to the student's actions, the cost of the service call will be incurred by the student, and the student will lose computer privileges for at least two months.
- 5. Privacy Disclaimer. Students should recognize that there is no implication of privacy while using any of the communications technology of LSUS. Email, file content, and usage information are examples of information that the leadership of LSUS can and will monitor.
- 6. Filtering Disclaimer. An effort is made to protect faculty, staff, and students from accessing or being exposed to inappropriate material. No guarantee is expressed or implied by these efforts and no liability is accepted for accidental exposure to inappropriate content.

## COMMUNICATION BETWEEN SCHOOL AND HOME

### *Home-School Communication Policy*

- LSUS is dedicated to connecting with families. It is vital for communication to flow both way between school and home. What follows is a list of communication tools and approaches which will help us to have the strongest community possible. **If everyone works together, then everyone will grow stronger!**
- **Parent-Student-Teacher Conferences**  
 Parent/Student/Teacher conferences are required throughout the year to discuss student progress. In addition, families are encouraged to contact the teacher at any time to discuss any concerns related to their child's learning and development. Students are part of these conferences since research shows that students are the best predictors of their achievement. Additionally, students who own the goals they set for themselves with family and school support will grow the most. To ensure the privacy of our students, academic and behavioral information will only be shared with custodial parent(s) or legal guardian(s). Accordingly, parent-teacher conferences will be held exclusively with custodial parent(s) or legal guardian(s).

- **Phone Calls Home**

When families need to communicate with their students, they may call the office to leave a message. Office staff will alert the teacher if a phone call home is necessary. Too many calls made to the school office detract from office efficiency and student learning. Students will not be permitted to make phone calls during class time, unless it is related to a change of plans for the day. (e.g., homework hall, cancelled practice, illness, etc.) If a call is necessary, the student will call during lunch, recess, or teacher-suggested break in the day. Thank you for your cooperation. **Your children's education is important, so we do not want them to miss class.**

- **Phone Messages**

Students will, on occasion, need to leave family members messages on their mobile phones. **Please review these messages rather than simply returning the call on your cell phone.** Our school has more than 20 extensions from which a call may be placed. It is impossible for the school office staff to know who made what call, when, and about what topic. Every effort will be made to help students leave complete, reasonable, accurate voicemail messages. Even if you do not understand the message, yet you are sure which child called you, the office staff can assist you with making the connection or gathering the information you need.

- **Weekly Newsletters (The Phoenix)**

The Phoenix is published for the whole school community every week. It is in print form and sent home with the youngest student in your family. Every effort is made to get important information to families. Please make use of this tool. You can also view digital copy of the phoenix on the school website.

- **Class Dojo**

LSUS uses a website/app called ClassDojo. If you have not already done so, you will be given a code to join your student's classroom. This is required since much of the classroom and school communication comes through this means.

- **FastDirect**

This is a school-wide communication tool which includes: contact information, an "email" function within this system, grades and attendance information, lunch information and billing. **Please update your information and login to this system so you can rejoice in your student's progress.**

- **LSUS Website**

Tons of information is included on this website. A calendar updates with all events and activities in real time. Please use it well.

- **Classroom Communication**

Teachers regularly communicate with families using various means. Please be sure to ask your child's teacher about the method for communication.

## **ATTENDANCE AND ABSENCE POLICIES**

### **Arrival Procedures/Daily Schedule**

**6:30 a.m.** Extended Care begins - enter at the Main Doors #1

**7:45 a.m.** Students line up in the Extended Care room to go to class

**7:45 a.m.** Main Door #1 opens

**8:00 a.m.** Students should be in their classroom and in their seats

Arriving after will be considered Tardy and will require a Tardy Slip from the Office.

**3:00-3:20 p.m.** Carline Dismissal (**2:00 p.m. on Tuesdays**)

**3:30 p.m.** Extended Care begins (**2:30 p.m. on Tuesdays**)

**4:15 p.m.** Homework Hall ends

**4:15 p.m.** After-school detentions end

**6:00 p.m.** Extended Care closes

Students arriving on school grounds between 7:30 and 7:45 a.m. are to wait in their cars in carline. After school, ALL students will be picked up in carline.

At 3:20, students will be dismissed from their classrooms to Homework Hall, Detention, Tutoring, or Extended Care. Walkers will be dismissed through Extended Care.

### ***School Calendar***

A school year calendar is available for viewing on the LSUS website.

### ***School Closing/Delays***

All announcements regarding school closings and delays will be broadcast on our local TV stations. LSUS will also use ClassDojo and Fast Direct messages. These announcements will not mention our school by name unless an emergency should arise involving our school only. LSUS is included with the FORT WAYNE LUTHERAN SCHOOLS announcements. Should there be a delay for the Fort Wayne Lutheran Schools, students should arrive starting at 9:45. Students are considered tardy at 10:00 a.m. **Extended Care will NOT be offered on delay days.** Should there be a closing for the Fort Wayne Lutheran Schools, LSUS will be closed.

**Unplanned E-Learning** is defined as learning that happens online, at home, during the event of an unexpected school closure due to weather or other circumstances. Teachers will have assignments posted by 9:00 a.m. of the e-learning day on Google Classroom or Class Dojo. Teachers will announce when assignments are posted via Class Dojo and FastDirect. Teachers will be available to answer questions from 9:00 a.m. – 3:00 p.m. of the e-learning day. All e-learning assignments are due 2 days after the day assigned. Example: If e-learning is Tuesday, the work is due on Thursday morning.

The maximum number of consecutive e-learning days will be 3. If school is closed for more than 3 days, LSUS may use make-up days or add days to the end of the school year.

### ***School Office Hours***

The school office is open Monday and Wednesday through Friday from 7:45 AM – 3:45 PM. The office will be open from 7:45-2:45 PM on Tuesdays.

### ***Dismissal Procedure***

All families are assigned a dismissal number (car line number) and given a tag to hang from the rearview mirror. This number must be displayed in any vehicle that is picking up a student.

### ***Carline Dismissal***

Pull forward to the cross walk by Door No. 11. Both lanes are available. The right lane turns right onto Calhoun St. and the left lane turns left onto Calhoun St. **Display the family number tag prominently,** preferably from the rearview mirror. Staff members will call the numbers and students will exit Door No. 11 in an orderly fashion to be dismissed to their vehicle.

- If a vehicle does not have a carline tag displayed, they will be asked to park in the parking lot and go to the Office for a number. They can then return to the carline. This is a safety precaution for the well-being of your child to avoid unauthorized people from picking up your child.
- A new carline tag can be obtained at any time from the school office should you lose your tag.
- If a student is delayed in coming out, yet all other cars are ready to proceed, you will be asked to park in designated spaces to await the student(s) arrival.
- When the carline dismissal is complete, staff will dismiss students going to Homework Hall, detention, tutoring, sports, and extended care. Walkers will be dismissed through Extended Care. Before this time, the only students exiting the building are those whose carline number has been called.

- Students must go to their designated area after dismissal. No students are allowed in the hallways or lobby.
- **Please use caution and courtesy at all times.** We are a community committed to serving our own and others' children. Let's be great examples of Christian love and solidarity. Staff members **do their very best to make dismissal safe AND speedy.** Delays are usually caused by numbers not being displayed or students delayed in leaving the classroom.

### ***General Attendance Statement***

Students are expected to attend all days in which school is in session. The state of Indiana requires 5 hours of instructional time for Grades 1-6 and 6 hours of Instructional time for Grades 7-8 each day. **When a student is absent from school, a parent must call the office by 8:30 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Lutheran South Unity students and is aligned with the state statutes of the State of Indiana. **Absences without a medical note from a doctor will be considered Unexcused.**

### ***Excused Absence Guidelines***

- Personal illness with a doctor's note
- Death in the family with proof
- Emergency or unavoidable medical and dental appointments – a note from your doctor is required for this to be considered an excused absence from class or tardy from class.
- High School visitation days are excused if and only if appropriate documentation of the full-day experience is provided by that school. If the visit is for ½ day, then the remaining portion of the day is to be at LSUS.
- Military-Connected Families (e.g. absences related to deployment and return)

### ***Unexcused Absence Guidelines***

**Any absence which does not fall into the categories listed under excused absence guidelines is considered unexcused. Please avoid this by having your child in school, on time, each day.**

- All unexcused absences will result in a call to the family from office staff.
- **Five (5)** unexcused absences will result in a call from the principal.
- **Seven (7)** unexcused absences will result in a formal letter of reprimand. In addition, the parents or legal guardian will be required to complete a video training on line.
- **Ten (10)** unexcused absences will result in a formal conference with the student(s), parents/guardians, and the principal. A plan will be developed to prevent further absences.
- **Twelve (12)** unexcused absences will result in a letter and phone call from the principal.
- **Fifteen (15)** unexcused absences will result in a formal conference with the principal and a board member in which an attendance contract will be developed
- **Twenty (20)** unexcused absences the student will be referred to SOCAP through the YMCA's Youth Programs and then the juvenile justice and protective services organizations as needed.
- **Twenty-five (25)** unexcused absences will result in a letter or phone call to the Indiana Department of Child Services (DCS) due to educational neglect.
- Continued unexcused absences may result in expulsion.
- Excessive absence (16) days or the equivalent of sixteen days including tardies, can be cause for a student to be retained in the current grade for another year.

***If any student falls behind in academic work due to excessive absences or tardies, the student will be required to spend any non-academic time during the school day in the office in order to catch up on missing work.***

### ***Arriving Late or Leaving Early***

Students arriving after 9:30 AM or leaving prior to 1:30 PM will be considered a half-

**day absence.** Students leaving school for appointments who are gone longer than 1 ½ hours will be considered as a half-day absence. **Students leaving early due to appointments must be picked up before 2:30 p.m. or 1:30 p.m. on Tuesday.**

### ***Leaving for a Medical Appointment***

Students leaving school for **medical appointments must bring a note back from the physician's office** to ensure that the absence is documented as "excused". The absence will be "unexcused" without a note from the physician's office.

### ***Participation in After School Activities after an absence***

Students who miss any part of the school day for any reason may not participate in any after school activities, including sports. Extenuating circumstances must be cleared with the principal prior to the event.

### ***Pre-Arranged Absences***

A family **vacation is not excused by Indiana State Law** unless an educational component is included, verified, and documented prior to the absence. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Please make every effort to plan your vacations when school is not in session.

If you must take your child out of school, a Pre-Arranged Absence form needs to be completed and signed by each of the student's teachers at least five (5) days prior to the student's leave. Missed school work must be completed and will be due as specified by the teacher. The teacher will decide what work is to be completed before, during, and after the vacation time period. All tests and in-class work (e.g. labs) will be made up after the student returns from the trip. The student will have one day, per day away, to make up missed work. Missed assignments are the student's responsibility.

### ***Tardy Attendance***

**Students are to be seated in the classroom by 8:00 a.m., otherwise, they are tardy.** Attendance and tardiness are recorded daily and are a part of your child's permanent school record.

Carline ends at 7:59 according to the school clocks. Carline personnel will walk into the school building. At that time the school doors will be shut and locked.

Parents will no longer be able to drop off without walking their child into the school office to check them in and receive a student tardy notification.

Students who are late have not been checked in. Parents will need to bring their children into the office if they are late to be properly checked in by their teacher.

Tardies interfere with the learning of all students, the following procedures will be followed in the case of habitual tardiness.

- **Three (3) tardies:** parents will be sent a note reminding them of the Tardy Policy.
- **Every Five (5) tardies:** student will serve a recess detention.
- **Ten (10) tardies:** the parent/guardian and student(s) will meet with the principal to develop a new plan of action.
- **Fifteen (15) tardies:** the parent/guardian and student(s) will meet with the principal before the student will be allowed back in the classroom. Student will do all school work in the office until meeting can be held.
- **Twenty (20) tardies:** the parent/guardian and student(s) will meet with the principal and a board

member

- **Twenty-Five (25) Tardies:** the parent/guardian and student(s) will meet with the principal and a letter or phone call to the Indiana Department of Child Services (DCS) due to educational neglect.

## BEHAVIOR AND CONDUCT

### **CODE OF CONDUCT**

Lutheran South Unity School is committed to providing a safe and orderly environment in which students can improve their academic achievement and social behavior. In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility.

Our teachers use a large array of strategies to promote positive behavior and uses positive reinforcement whenever possible. The faculty also does their best to “catch students doing the right thing.” We recognize and celebrate student successes at every opportunity.

Lutheran South Unity School develops character through six key character traits. We teach our students to RISE UP., which stands for Respect, Integrity, Service, Empathy, Unity, and Perseverance.

RISE UP is the LSUS way serving as our guide to Christian character in our daily lives. We focus on different RISE UP character traits each week in devotions, chapel, daily announcements, and the classroom. Students learn about each trait and what it looks like in the classroom and beyond. We are intentional about recognizing students for Rising Up through shout outs during morning announcements, RISE UP cards, and quarterly and annual awards.

We are committed to the safety of every child (physically, emotionally, mentally and intellectually), and providing every child the chance to learn without needless interruptions. We have very high expectations for student behavior and our teachers will consistently teach, expect and enforce the following code of conduct.

Therefore, at Lutheran South Unity School, students are expected to commit to the following.

#### **Halls**

- ☐ I will remain quiet or meet noise level expectations.
- ☐ I will walk and not run.
- ☐ I will enter each room silently.
- ☐ I will keep our halls clean.

#### **Recess**

- ☐ I will use the equipment in the correct way.
- ☐ I will be considerate of others and their safety.
- ☐ I will play in designated areas only.
- ☐ I will keep playground clean.

#### **Classrooms**

- ☐ I will be respectful and cooperative with my teachers and classmates.
- ☐ I will pay attention during class time.
- ☐ I will respect all school property.
- ☐ I understand that each class may have additional rules and that I will follow them.

#### **Lunchroom**

- ☐ I will remain a respectable noise level according to the teacher’s guidelines.
- ☐ I will not throw food or trash.

- ☐ I will remain seated until dismissed.
- ☐ I will clean up my area when finished eating.

#### **Academic Behavior**

- ☐ I will finish all of my homework neatly and on time.
- ☐ I will return signed tests, assignments, and progress reports in a timely manner.
- ☐ I will only have necessary materials at school
- ☐ I will not bring electronic devices to school.
- ☐ I will follow the school cell phone procedure.

#### **General Behavior**

- ☐ I will be respectful in chapel, devotions, assemblies and all school functions.
- ☐ I will not take things that do not belong to me.
- ☐ I will keep my hands to myself and not touch other students or their belongings.
- ☐ I will follow the directions of those in authority.
- ☐ I will not abuse the privileges of the bathroom.
- ☐ I will respect my body.

#### **Attendance**

- ☐ I will come to school every day on time.
- ☐ If I have to be absent or tardy, I will ensure my parents call the office by 7:45 a.m.
- ☐ I understand that excessive absences, tardies, and/or early dismissals will result in further consequences as outlined in the attendance policy.

The following infractions will result in disciplinary referrals and administrative actions:

1. Harassment or Bullying (Including Cyberbullying) (See Harassment and Bullying Policy, p.29)
2. Fighting
3. Cheating (See Cheating Policy, pp. 29-30)
4. Bringing inappropriate Items to school (See Items Brought to School Policy, p. 30)
5. Damage or Destruction of School Property or others property (See *Damage or Destruction of School Property Policy, p. 30*)
6. Truancy/Tardiness/Absences (See Attendance and Absence Policies pp. 22-26)
7. Dress Code Violation (See Dress Code Policy pp. 35-36)
8. Disrespect for others-behavior that demeans, degrades, antagonizes, humiliates, or embarrasses someone
9. Insubordination-failure to comply with a direction or order from a staff member or follow school or classroom policies/rules
10. Profane, obscene or abusive language/materials/gestures
11. Disruptive behavior
12. Stealing
13. Forgery-false or misleading written communication
14. Aiding and abetting the misconduct of another
15. Leaving Campus without permission
16. Failure to Report to an assigned detention period or homework hall
17. Violating Cell Phone Policy (See Cell Phone Policy p. 31)
18. Violating Technology Policy (Technology Policy on pp. 20-21)

#### **RESTORATIVE AFFECT**

If a student fails to uphold the code of conduct or is referred to the office, Lutheran South Unity School will use the Restorative Affect approach to discipline. Restorative Affect is a system of thinking deeply and tactfully

approaching the effect of students in school. Restorative Affect aligns school discipline with Scripture and the Lutheran theology of Confession and Absolution.

Whoever is a believer in Christ is a new creation. The old way of living has disappeared. A new way of living has come into existence. God has done all this. He has restored our relationship with him through Christ, and has given us this **ministry of restoring relationships**. In other words, God was using Christ to restore his relationship with humanity. He didn't hold people's faults against them, and he has given us this **message of restored relationships to tell others**. 2  
Corinthians 5:17-19

As stated in 2 Corinthians 5:17-19, God restored our relationship with Him giving us the perfect example of restoring relationships with each other. In Gospel-driven Restorative Affect, rather than focusing on a violation of law, we see a violation of people and relationships and establish an obligation to make things right through confession and absolution ultimately leading to closure through restored relationships. Through this process, students take responsibility for their actions and actively seek to make things right with those they harmed.

| Restorative Questions                                                                                                                                                                     |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>For the offender</i>                                                                                                                                                                   | <i>For the offended</i>                                                                                                                                                                               |
| What happened?<br>What were you thinking at that time?<br>What have you thought about since?<br>Who was affected by what you did? In what way?<br>What do you think to make things right? | What did you think when you realized what happened?<br>What impact did this have on you and others?<br>What was the hardest thing for you?<br>What do you think needs to happen to make things right? |

The teachers and principal will use restorative questions when approaching students with challenging behaviors and those affected by their actions. The restorative questions will be used to help formulate an apology and an action plan to restore relationships which will often include a written apology. Some cases may create the need for a conference with the affected students and their parents.

Restorative Affect does not mean that there will not be consequences for inappropriate behavior. Most behavioral concerns are minor and are dealt with through good communication between teacher and student. We use logical consequences and a problem-solving approach. Occasionally, though, **repeated behavioral problems** take away from instruction. Disciplinary consequences may be:

- a) Loss of free time
- b) Loss of privilege
- c) Sent to the office
- d) Write up
- e) Detention
- f) Suspension

In these cases, the teacher, principal, and family may develop a Behavior Plan to reduce the concerns. **Non-compliance with the plan may result in probation, suspension or expulsion**. Students will be expelled for continued discipline concerns. When a student displays behavior that is not God-pleasing, confession and remorse needs to be shown. Words of forgiveness will be spoken and the student will be joyfully received back into the community

Our principal is the point person on discipline issues. The principal works closely with teachers, families, and students to help them learn and grow.

## **BEHAVIOR POLICIES**

### ***Harassment and Bullying Policy***

Lutheran South Unity School supports a secure school environment, conducive to teaching and learning. **LSUS does not tolerate harassment or bullying of any person by any staff member or student.** The term “harassment” includes but is not limited to slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s sex, race, color, religion, age, or handicap.

The term “**bullying**” means **overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner** (including digitally or electronically), physical acts committed, aggression or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student’s person or property;
- Has a substantially detrimental effect on the targeted student’s physical or mental health;
- Has the effect of substantially interfering with the targeted student’s academic performance;
- Has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.
- Retaliation against an individual who makes charges of harassment or bullying is likewise prohibited.

It is also the policy of LSUS that any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by a male or female constitutes sexual harassment since such conduct creates an intimidating, hostile, or offensive school environment and has no place in a Christian setting.

Those guilty of harassment, bullying or retaliation meet with appropriate disciplinary action and corrective action. Those individuals who believe that they have been the target of any type of harassment, bullying or discrimination should immediately report in confidence the conduct to any administrator or teacher.

Following an investigation of the incident, appropriate action is taken. Serious or repeated harassment or bullying results in suspension and possible expulsion. **It is the responsibility of all members of the LSUS family (teachers, students, staff) to respect the rights, feelings, and sensitivities of others and accept one another as equals in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind.**

At LSUS:

- We will not bully others.
- We will try to help students who are bullied
- We will include students who are left out.
- If we know someone is being bullied, we will tell an adult at the school and an adult at home.

### ***Cheating Policy***

Cheating of any type is not tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is

involved in cheating will also be unable to participate in athletics/extra-curricular competition for a period of time determined by the school principal.

### ***Items Brought to School Policy***

Lutheran South Unity School is **not responsible for loss or damage to any items brought to school** by a student. This includes, but is not limited to all electronic devices, gum/candy, personal toys, athletic equipment. PE clothing and athletic apparel (not team uniforms!) are to be labeled.

- Bikes are to be locked onto the bike rack located between doors 1 and 2 on the “front” of the school building. Students are to wear protective head gear which may be stored in their classroom.
- Animals without permission from the school principal may not be brought to school.
- Controlled substances, weapons of any kind, fireworks, lighters or other flammables, drug paraphernalia, or pornographic material is prohibited. Items/substances will be confiscated, police contacted (as needed), families contacted, and immediate suspension or expulsion at the discretion of the school principal. LSUS is not a concealed carry permissible site, except by law enforcement personnel.

### ***Drugs, Tobacco, Smoking, and Alcohol***

Students who possess drugs, tobacco, and/or alcohol at school or at any school function face suspension and/or expulsion. Smoking of any type is not allowed on campus. This includes the use of e-cigarettes.

### ***Firearms on Property***

It is against the law for anyone (including people who possess valid personal protection handgun permits) to possess a firearm in school buildings. The only exceptions are active-duty police officers, people employed by the school for the purpose of security, and/or someone who can legally possess a firearm, who possesses the firearm in their vehicle.

### ***Gifts and Invitations***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### ***Lost and Found Policy***

Any items found in the school building or on the school grounds should be brought to the school office to be placed in the Lost and Found bin. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

### ***Damage or Destruction of School Property Policy***

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full cost of repairs and labor or replacement.

Due to the complexity and high cost of our school's technology, when any student action results in damage to electronic equipment or computer software, all costs incurred for repair or replacement will be the responsibility of the student.

### ***Search and Seizure of Lockers, Desks, Crates, Coat Racks, & Book Bags***

LSUS faculty and staff may search student storage areas, including but not limited to desks, book bags, purses, wallets, jackets, and electronic devices. This is to ensure the overall safety of the people in the school community. An effort will be made to do this search as privately as possible given the circumstances prompting the search. Adult witnesses will typically be requested.

Each Middle School student is assigned a locker in which to store learning materials. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school

reserves the right to inspect any student materials at any time.

### ***Cell Phones Policy***

If a student needs to bring a cell phone to school, he/she should bring the device to the designated location in the classroom. Cell phones may be picked up by the student at dismissal as they are going out the door for the carline. At no time during the day should a cell phone be in a student's possession. No cell phones should be used in the hallway to and from class in the morning or afternoon. Cell phones will not be used in Extended Care. A teacher will bring the container of cell phones down to Extended Care. When a student is dismissed from Extended Care, they will pick it up from the designated container. If involved in an after-school activity, they will receive their phone when they leave the building from Extended Care. The administration reserves the right to search the contents of a confiscated cell phone.

#### **Consequences if cell phone is found in student's possession:**

**1st Time:** Phone will be sent to the office to be picked up by the parent.

**2nd Time:** Phone will be sent to the office to be picked up by the parent.

**3rd Time:** Phone will stay in the office until a parent/student meeting with the principal. Student detention will be issued.

**4th Time:** Phone will be sent to the office for parent to pick up. Student will serve a detention and all phone privileges will be revoked.

**Electronic Devices:** No personal electronic devices (other than cell phones) (examples may include but not limited to: Tablet, Smart Watch, handheld games), may be brought to school. Any exception to this rule needs to be cleared with the office.

**Sexing:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

### ***Social Media (Instagram, Facebook, Snapchat, etc.)***

Social Media sites, when used without supervision, may pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars, photos, or captions depict the school, the faculty, or other students, in a defamatory way will result in disciplinary action.

### ***Off-Campus Conduct***

The administration of Lutheran South Unity School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes; but is not limited to cyber-bullying.

### ***Seclusion and Restraint (per Indiana Code, 2015)***

Lutheran South Unity School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to ensure all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents will be notified by the office by 2 p.m. A detention slip will be sent home to be signed and returned the next day. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.** Students may join school-sponsored events after the detention is served, if the event is still taking place. Detentions are not excused absences from the after-school activities and may result in further consequences from coaches, directors and/or other leaders. **Students will serve detention on the day it is issued.** If the need for a detention occurs after 2:30 PM or the family is unreachable by that time, then the detention will **be served the following morning from 6:30-7:15 a.m.**

Time served in detention is unique to different grade levels:

Grades K-2: 15 minutes from 3:30-3:45 PM (or *Tuesdays* 2:30-2:45) in their classroom

Grades 3-8: 45 minutes from 3:30-4:15 PM (or *Tuesdays* 2:30-3:15)

### **Detention Process**

1. Student immediately gets a note stating they have a detention to be served that very same day.
2. The student takes the note to the office and will immediately return to their classroom.
3. The office contacts the family by phone.
4. Detention is served after school in supervising teacher's room or classroom.
5. A note goes home that needs to be signed and returned the next day or the detention will be doubled.
6. Student may not return to class until detention is served.
  - If a student cannot make it after school they have the option to come at 6:30 a.m. the following day.
  - A doctor's note will be acceptable, however the student will need to serve detention the next day or at 6:30 in the morning.
7. Families who refuse to comply with any detention policies will be placed on a probationary status and up for review.

### ***Suspension***

Students who are given an **in-school suspension** will be required to report to school each day and work diligently in a supervised location. Students who receive an **out-of-school suspension** will not be permitted on campus during the time of their suspension. Students must complete all classwork and tests from the days of suspension but failing grades will be recorded for this work. A parent or guardian must accompany the student back to school on the day of his/her return to be sure the student is ready to reenter the classroom.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Lutheran South Unity School. Students who have been expelled will not be allowed to return to the school without prior permission from the principal.

Students whose parents have violated the parent expectations and the handbook agreement in this handbook may also be excluded from Lutheran South Unity School

### **Due Process**

In any activity among people there are bound to be differences of opinion, causes for concern, and issues which bring about disagreement.

- **It is understood among Christian people that an individual with a grievance will, on the one hand, exercise some restraint and refrain from hasty judgment, and, on the other hand, have the right to expect an open and receptive attitude from the teacher and other school personnel,** particularly if they are approached at a time when they are free to give their undivided attention to the concern.
- **The Christian graces of love, forgiveness, patience, fairness, and tolerance are like oil to sooth the frictions of life and should be liberally applied** for the good of our fellowship together as Christians and for the honor of our Lord. The basis for this process is **Matthew 18:15** and following.

*"If your brother or sister sins, go and point out their fault, **just between the two of you**. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that **'every matter may be established by the testimony of two or three witnesses**.' If they still refuse to listen, **tell it to the church**; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. **'Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. For where two or three gather in my name, there am I with them.'***

### **Parental Grievance**

Parents concerned that a decision by any member of the school staff is inappropriate, unfair or ill-advised, should first contact the teacher/staff to discuss the matter.

- In the event that a resolution is not achieved, parents may pursue the matter by contacting and meeting with the teacher/staff and the principal. It is important to do this in either written (email, note) or confirmed verbal (spoke with principal to arrange an appointment) format. A casual conversation at a sporting or other special event may not be remembered or dealt with in the same manner as a matter shared at an appointed time.
- The principal may choose to become involved at any point in the process and form a committee to hear the grievance. Those who hear the matter shall do so openly, keeping records of conversations. If the parent(s) wish to have a friend or pastor accompany them while they express their concern; they are free to, so long as that person does not become an advocate, injecting personal opinions into the discussion.
- At any point, a pastor from one of the supporting congregations may be contacted to provide mediation, counsel, or support through this process. The member congregations are (alphabetically): Bethlehem Lutheran Church, Mount Calvary Lutheran Church, Peace Lutheran Church, and Zion Lutheran Church.
- The decision of the principal is typically the end of the concern, particularly since the principal seeks to find a win-win solution with the various people involved as well as reconciliation. If a satisfactory agreement cannot be reached with the principal, the matter can be referred in writing to the Board of Directors (BOD) for review. This must be done in written form (email, letter) to the BOD chairperson. The letter should indicate the need/concern as well as a means whereby the issue can be resolved. The BOD Chairperson may choose to respond by allowing the referral to come to a committee of the BOD, the BOD itself, or choose to agree with the principal's decision and uphold this. At that time, it is important for the family to consider their future participation in this school ministry.

## ***Student Grievance***

- In the event that a student feels an action by a teacher is inappropriate, ill-informed or unfair, that student may state their grievance to the teacher or another appropriate person, maintaining a respectful attitude at all times.
- Should the student feel that the matter is unresolved, it may then be taken to the principal who might choose to form a committee to investigate the matter or investigate the matter on his/her own.
- The decision of the principal will be final. Parents/ guardians may only appeal to the BOD on behalf of their child. No other institution or agency has oversight in matters pertaining to LSUS, this includes: The Lutheran Church--Missouri Synod (LCMS), The Indiana District of the LCMS, National Lutheran School Accreditation (NLSA), AdvancED, Indiana Department of Education (IDOE), or any other agency or entity. LSUS is an independent agency.
- In the event that a grievance is a matter of child protection, the principal will immediately be informed.

## **PROBATION**

### **New student probation**

Students who are new to Lutheran South Unity School will be on probation for 1(one) semester.

New student probation may include:

- Weekly, or as needed, meetings with the principal
- Weekly report from teacher(s)
- Return of weekly report **with parent signature**
- Daily input from teacher(s)

### **Academic probation**

Students can be placed on academic probation for these reasons:

- Receive an F (64% or below) in any core subject at the end of quarter
- Receive 2 Ds (65-70%) in core subjects at the end of quarter

The length of academic probation will be 1(one) quarter. The teacher(s) and/or principal will re-evaluate probation at the end of the quarter.

Academic probation will include:

- **Mandatory Homework Hall** from 3:30-4:15 p.m. on Monday, Wednesday, and Thursday
- Weekly meeting with the principal or middle school academic coach.
- Weekly report from the teacher(s)
- Return of weekly report **with parent signature**
- Daily input from teacher(s)

### **Behavioral probation**

- Students can be placed on behavioral probation for these reasons:
- Teacher recommendation with approval from principal
- 3(three) after school detentions in a quarter
  - If a student is placed on behavioral probation due to detentions, a note will be sent home to parent(s) to be returned **with parent signature**

**NOTE:** 1 additional detention (for a total of **4** in one quarter) during probation will result in a meeting with the parent(s) and principal. 1 additional detention after the parent meeting (for a total of **5** in one quarter) will result in the case to be brought to the Disciplinary Intervention Team.

- The length of behavioral probation will be 1 quarter. The teacher(s) and/or principal will re-evaluate probation at the end of the quarter.
- Behavioral probation will include:
  - Weekly meeting with the principal

- Weekly report from teacher(s)
- Return of weekly report **with parent signature**
- Daily input from teacher(s)

## DRESS CODE POLICY

Lutheran South Unity School believes that a student dress code reflects the mission statement of being a Christ-centered school. When home and school work together, we can help our children make God-pleasing choices. Appropriate, neat and clean non-offensive attire supports and reinforces acceptable learning attitudes, environment, and productive student behavior.

### *General Guidelines*

- **Tops: Solid Colored** short or long-sleeved polos are required, with postage-stamp-sized logos (or no logo), no more than three buttons on placket. Grades 5-8 must tuck in shirts. Crew neck sweatshirts or sweaters are permitted in **white, black, red and blue only (no hood or zipper, no logos larger than a postage stamp)**. Sweaters and sweatshirts may not be worn without a polo underneath. **Solid black, white or matching color undershirts/t-shirts** may be worn beneath polo shirts.
- **Bottoms: KHAKI, BLACK, and NAVY BLUE** pants or shorts (April 1-November 1. Bottoms must be worn at the waist. No skin may be seen between the shirt and pants. No underwear or bras may show at any time. Pants may not sag. If problems with pants sagging, student will be given suspenders to wear for the day. **Athletic, yoga, stretchy leggings/jeggings, warm-ups, sweatpants, cargo pants, and running clothes are not acceptable.**
- Girls may, using the same colors as all other bottoms, wear skirts or skorts at any age. They may wear jumpers in K-5th grades only. Leggings and tights, in the same solid color as all other bottoms, may be worn under skirts, skorts and jumpers. **Shorts or leggings MUST BE worn underneath skirts.**
- **Shorts, skorts, and skirts must be at least as long as the student's fingertips when they hang naturally at the student's sides.**
- **One RED polo shirt is required** for special events, trips or as designated by school faculty and staff.
- Tennis shoes **without** wheels ("heelies") may be worn. Dress shoes may be worn as long as tennis shoes are brought in for gym class. For safety purposes, no heels higher than 1" are permitted.
- Only sandals with backs are permitted; no flip flop type of shoes are permitted. Snow boots may not be worn in the classroom (alternative footwear should be provided for indoors on wintry-weather days.)
- Pierced ears (Limited to two sets) are permitted. No other piercings are permitted. Gauges are not permitted. Tattoos are not permitted.
- LSUS Phoenix Spirit Wear T-shirts and sweatshirts may be worn. Hoods on sweatshirts may not be worn over the head while in the building. Gym shirts are not considered Spirit Wear.
- Hair must be clean and neat. Costume wear is not allowed.
- Girls in Grades 6-8 may wear modest cosmetics. (Please refer to the medical policies in this handbook regarding medicated Chapstick and Carmex).
- Girls may wear nail polish. No artificial nails.
- No hats or head coverings may be worn in the building, unless permission is given by the principal or homeroom teacher.
- The dress code will be checked daily.
- Students in grades K-3 will be required to have extra dress code clothes in a large Ziploc bag labeled with the student's name to keep at school. If parents choose, they may do the same for their children in grades 4-8 to keep in their cubbies at school. The school will not provide clothing to students.
- **Out of Dress Code Days** are designated days announced by the principal or homeroom teacher and/or given a certificate. This includes a student's birthday. Students must follow the following guidelines on these days:

- Tops must be short-sleeved or longer. Graphics must be God-pleasing
- Shorts, skirts, or dresses must be at the most 2-3 inches above the knee
- Clothing may not have holes through which skin be seen.
- Yoga, stretchy leggings/jeggings, and running clothes are not acceptable.
- Pajamas and uncovered undershirts are not permitted.
- All dress code decisions are finalized by the school principal. Teachers and other staff members have full authority over the application of dress code policy. The general guideline is to have neat, respectable, modest apparel that minimizes distractions to support student learning and growth.

**Matt's Rack is a private resource for families experiencing the pinch of today's economy** when providing proper dress code attire for students. Please contact the school office for information about qualifications to receive the required uniforms and shoes for your child. All children are eligible for this service as needed by the family. A donation is accepted, but certainly not required.

### ***Dress Code Compliance***

Students are well aware of our Dress Code. On the first day of school, students are reminded of the Dress Code Policy along with learning classroom procedures. These procedures will be checked on a regular basis. Choosing to disregard this policy is a choice. This choice will result in one or more of the following actions found below.

Families are responsible for ensuring that student dress is compliant with our dress code. If dress is not appropriate, then the family will be responsible for bringing suitable clothing for the student upon request from the office. If suitable clothing is not brought in a timely manner, the student will be removed from class and will wait in the office. The student will be counted as absent (unexcused) for this time.

Repeated offenses may result in 1) reduced privileges (e.g., loss of recess/free time); 2) a suspension from classes or 3) detention for disobeying the rules

These guidelines are for use both on campus and off during school-related related or school-sponsored events. (e.g., concerts, class trips, dances, worship)

### **ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

### ***Weather Consideration***

Students will participate in outdoor recess unless it is raining, snowing (wet or driven snow), hailing/sleeting, or if the temperature drops below 10 degrees Fahrenheit. The heat index is also considered, though there tend to be more factors to consider. Appropriate outdoor attire is to be worn for the weather. Teachers determine if a student is properly and safely dressed for the weather.

### ***Birthday Observances***

Students may come to school Out of Dress Code on their birthday or half-birthday, if the student's birthday is on a weekend or in the summer or during another vacation during the school year. Modesty and no rips or tears or sagging are in order for the day. In addition, healthy birthday treats may be brought to school following the guidelines of the student's classroom. Please contact your child's teacher for more information.

## **EXTENDED CARE**

### ***Extended Care Policy***

Lutheran South Unity School views children as precious gifts from God. All students are required to be under adult supervision before and after school hours; therefore, LSUS offers an Extended Care Program. The goal of Extended Care is to provide a safe and caring environment for the children enrolled.

Our Extended Care is staffed by caring, Christian people. They are committed to our school and want to offer the safest care possible for your child before and after school.

- Extended Care is available to pre-registered students Kindergarten through 8th grade. This enables working parents or those with other occasional commitments to have supervision of their children in a safe environment.

**BEFORE SCHOOL HOURS 6:30 A.M. TO 7:45 A.M.**

**AFTER SCHOOL HOURS 3:30 P.M. TO 6:00 P.M. (2:30 P.M. TO 6:00 P.M. on Tuesdays)**

- ALL STUDENTS who have not been picked up in carline are required to be in Extended Care. Pick up is at door 1. Extended Care will be not be open on delay days.
- The program follows the LSUS school calendar and begins the first student day in the fall and ends the last day of classes in May or June.

**Morning Session:** Before 7:30, students should be dropped off at Door 3 by the gym.

**Afternoon Session:** As soon as carline is finished students are dismissed by classrooms to Extended Care. When a child is picked up, parents will pull up to Door 1 and call 260-205-5578 providing their carline number. A staff member will dismiss the student, record the dismissal time, and escort the student to the vehicle verifying the carline number

- **Students are NOT ALLOWED to go to their classrooms or any other unsupervised area outside of school hours.**
- Special permission for your child to leave Extended Care with anyone other than parent or other designated person listed on the form given at Registration must be done either in writing or by calling the school office or contacting one of the Extended Care personnel. Other designated person should have carline number with them.
- Students who are staying for athletic events are to report to Extended Care after school. They will be dismissed 10 minutes before the start of the event. Should the event be over prior to being picked up, they are to return to Extended Care.

### ***Billing & Fees***

Extended care fee is \$5.00 per hour, per family. Parents are expected to pick up their child(ren) no later than 6:00 p.m. Extended Care ends at 6:00 P.M. if you do not pick up your child by 6:00 P.M. you will be charged a fee of **\$1.00 per minute.**

Each family will be billed weekly through FastDirect. Extended Care is billed for the previous week. Payments should be made through Fast Direct or directly to the front office. Students will not be allowed in Extended Care when an account is delinquent by more than 30 days.

### ***Behavior***

Extended Care is intended to help families by caring for their children both before and after school. LSUS is happy to provide personnel to make this available to any student in need. Extended Care is an extension of the school day. Students are still in school and school behaviors are expected at all times. No electronic devices will be allowed in Extended Care. Cell phones will be returned to the student as they are leaving the building when picked up.

- Students are expected to maintain school behavior.
- Students in Extended Care are to be compliant to the person in charge at all times.
- Students who are not following expected student behavior will receive a detention from the Extended Care person in charge, along with a notification to the principal.
- Should another detention during Extended Care become necessary the student will spend a detention with the principal who will call home to explain the situation.
- Should another detention be needed at any time related to Extended Care behavior this will result in a suspension from participating in the Extended Care program both in the morning and the afternoon as

determined by the principal.

## ATHLETICS

Lutheran South Unity School is here to help train students for a life of service to God and man. Coaches want to assist athletes in their spiritual, as well as physical and mental growth. They want you to be more like Christ in both word and deed.

As Christian athletes, we are commanded by God Himself to strive for excellence and competence in our area of participation. The ultimate goal of our striving must be to give glory to our God, who is the source of all of our talents. We strive for excellence in our athletic endeavors so that God's name might be praised.

The Christian athlete must also strive for excellence through adhering to the rules of the game. The Christian will exhibit the principles of good sportsmanship as an outgrowth of brotherly love.

Athletics at LSUS places a Christian into a special position. This position gives one a special opportunity to witness faith through actions and deeds, both on and off the athletic field, in day-to-day living. The title, "Christian Athlete," carries responsibility — responsibility to Christ for everything one does and a duty to one's role in life as an athlete. We need to remind ourselves that our responsibility is not merely to avoid those things which we know will cause us problems, but to do all in our power to improve ourselves and aid those around us.

Athletics offer a great opportunity for individual growth through Christian fellowship. The development of team spirit and team play, the respect that we develop for each other as fellow Christian athletes, the joy that we experience from winning and the growth that comes from losing, help each student to mature into contributing members of the body of believers.

### ***Our Program***

LSUS is a member of the Lutheran School Athletic Association (LSAA).

#### **The following sports are offered each year:**

**Girls**                      Cheerleading – Varsity only  
                                    Volleyball – Varsity and Junior Varsity  
                                    Basketball – Varsity and Junior Varsity  
                                    Track – Grades 4-8  
                                    Soccer – Grades 4-8

**Boys**                        Tackle Football – Grades 6-8 only  
                                    Soccer – Varsity and Junior Varsity  
                                    Basketball – Varsity and Junior Varsity  
                                    Track –Grade 4-8  
                                    Wrestling—Grades 4-8

The coaching staff will meet with the athletes and their parents prior to the start of each season. Tentative game and practice schedules will be distributed, and the coaches will have an opportunity to share their coaching philosophy and address any questions or concerns that the parents or athlete may have. Please feel free to contact any of our coaches if problems arise, but also to thank them for the extra time that they invest in the athletes.

## ***Athletic Rules and Regulations***

### **Conduct**

- All athletes are to conduct themselves in a manner as to reflect the Christ-centered objectives of Lutheran South Unity School in and out of school as well as in athletics. This also applies to fans and the coaching staff.
- Athletes are to be clean, neat, and well groomed. Athletes are constantly in the public eye and are representatives of Lutheran South Unity School.

### **Equipment and Uniforms**

- Athletic equipment is to be worn or used for practice sessions and athletic contests only. Uniforms are to be worn to classes only when asked to do so by the coach for a special occasion.
- An athlete is financially responsible for any athletic equipment issued to him or her.
- All equipment is to be turned in promptly within the deadline established by the coach.
- Volleyball players must purchase/wear volleyball kneepads, appropriate shoes (ask the coach), and plain, modest, black shorts (e.g., running, athletic, or even spandex)
- Soccer players must purchase/wear shin guards, shin guard socks (covers), and soccer cleats. Basketball players will be notified of what equipment they will need.

### **Attendance**

- Attendance for practices should be excellent. Unexcused absences or tardiness to practice or games could result in ineligibility and loss of position on the team.
- It is the responsibility of the athlete to personally inform the coach in advance of any anticipated absence or tardiness from practice and/or contests.
- An athlete who has been absent from school because of minor illness or injury shall bring a written statement from the parent approving or excusing him or her for or from participation. An athlete who misses any part of a school day due to illness or fatigue may not participate in athletics on that day or evening.

### **Medical Care**

- A physical examination is required before participation in a sport. Forms are available at the school office and online and must be signed by the student's doctor. This must be done annually as required by the state of Indiana before the first practice.
- Athletic injuries should be immediately reported to the coach so that he or she might recommend appropriate medical attention.

### **Finances**

- A sports fee of \$50.00 per sport is required for each participant in each sport with no maximum. This fee is due at the beginning of each sport and should be given to the athletic director. Checks should be made out to Lutheran South Unity School--no refunds will be given. Uniforms must be returned within one week after sport is completed.

### **Transportation**

- Athletes will be expected to arrange for travel to and from contests prior to the day of the game unless otherwise arranged by the coach.
- Athletes will be expected to be picked up from practice sessions promptly.

### **Eligibility**

- We follow the eligibility requirements for LSAA. If you have any questions, please contact the athletic director.
- Lutheran South Unity School also requires that a student maintain his/her grades. If a student has 1 F or 2 D's in any class, the student will be ineligible to participate in any sports related activities, including, but not limited to, practice, games/competitions. Athletic eligibility will be evaluated on a weekly basis.

## **FEES AND TUITION**

## ***Financial Obligations***

LSUS is dedicated to bringing the best education to our students in the most cost-effective way possible. However, it is important to know that all families pay a portion of the tuition and fees. This amount is based on a needs assessment and on the availability of scholarship funds.

- Kindergarten through Grade 8 registration fee schedule is:

|                            |               |                  |
|----------------------------|---------------|------------------|
| Enroll before January 30   | \$ 60/student | \$140 max/family |
| Enroll January 31-April 30 | \$ 80/student | \$160 max/family |
| Enroll May 1-31            | \$100/student | \$180 max/family |
| Enroll June 1-30           | \$120/student | \$200 max/family |
| Enroll July 1 or After     | \$140/student | \$220 max/family |
- The nonrefundable yearly fee for the band or orchestra program is \$450 + \$45 a registration fee per student. This fee is divided into monthly payments throughout the school year. See the office for details.
- Gym shirts are required for grades 5 through 8 and are available in the office for \$10 each.
- Sports team fees are \$50 per year per student per sport which must be paid before the student may participate. (*see Athletic Handbook*)

## ***Payment of Fees/Tuition***

Families may be asked to leave LSUS if their account is delinquent. **If your account is delinquent, you must communicate your needs with the business manager** and create a payment plan. You must then start making payments and adhere to your plan.

- Tuition and fees must be current before student's records will be transferred, credits issued, or report cards distributed. No records will be forwarded to any other school if monies are owed.
- Eighth grade students will not be able to attend the annual eighth grade field trip if financial accounts are delinquent. In addition, they may not participate in graduation service if all financial obligations are not met.
- Students in any grade will not be allowed to participate in extracurricular activities (athletics, Band, Strings) if all financial obligations are not met.
- Students who discontinue or drop out for any reason will be charged tuition for the full semester in which they discontinue. Fees are not refundable.
- Students who enter after the beginning of the school year will be responsible for all fees and prorated tuition.
- Families desiring to pay their tuition monthly will have payments due monthly
- If your account remains delinquent; you may be sent to our collection agency. You will incur reasonable collection fees, court costs, and attorney fees as applicable.
- Athletic fees are due at the time of participation prior to participation.
- Band and String fees may be paid monthly but if accounts are delinquent student will not be allowed to participate.
- Those families who feel they need special consideration may contact the principal or business manager.

## ***Financial Assistance Guidelines***

In order to operate the tuition assistance program in a dignified and objective manner all information must remain confidential.

- All tuition and outstanding obligations from any preceding year must be paid in full before a student will be eligible for financial assistance in the coming school year.
- Financial assistance will remain at the discretion of the financial aid committee.
- Families receiving tuition assistance will be required to contribute to LSUS through at least 10 volunteer service hours. A form to log your volunteer hours will be provided for your convenience

and can be submitted to the office upon completion.

### **Financial Assistance Procedures**

- Families requesting financial assistance must bring in a copy of their prior year Federal Tax Return.
- The financial aid committee will determine the amount of tuition assistance awarded based on your tax documents.
- Once the committee has determined the amount of assistance to be awarded to the family a tuition agreement will be created to reflect the amount.
- The agreement contains the contractual obligations including a tuition payment plan. This agreement must be signed and returned within 1 week in order to receive aid or it may be forfeited.

### ***Application for Emergency Financial Assistance***

If a LSUS family experiences an unforeseen event that places the family in financial hardship creating a situation where present tuition obligations cannot be met, the family is to contact the school principal or business manager to determine a means whereby the family may stay enrolled. The financial aid committee will assess the need and determine what amount of financial assistance or additional assistance can be provided.

## **SAFETY AND HEALTH**

### ***Safety Statement***

Lutheran South Unity School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

### ***Emergency Drills***

State Law requires that fire drills be held monthly.

The procedures are:

1. Rise in silence when the alarm sounds
2. Close doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Stand in a line facing away from the building;
5. Return quietly to building when signal is given.

Tornado drills are held periodically.

The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Kneel, face wall, and put hands over head;
4. Return to classroom when signal is given.

Other safety drills and practices will take place throughout the year, including what to do when someone enters the building without permission, a person loses control of him/herself, a chemical or other threat is made from outside of the building/campus, etc. Families will be given directions about how to connect with LSUS and reunite with their student(s) when it is necessary for the building to be evacuated for the remainder of the school day or extended care program.

### ***Crisis Plan***

Lutheran South Unity School has an emergency plan for the purpose of evacuating the building for a longer period of time than a fire drill. We use the Standard Response Protocol and Standard Reunification Method as outlined by the I Love U Guys Foundation. <http://iloveuguy.org/srp.html> All teachers and staff are aware of the procedure to follow to keep your children safe. Students will practice this evacuation as a drill and be given notice about how we reunite them with their families in the event of an actual emergency. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to a secure location. These locations meet criteria necessary for keeping students safe. If there is a need to leave the immediate area, we will remove the students to one of these locations and use the bus or carpool students to and reunification plans will be implemented. **This is one important reason to keep your family's contact information current in the school office.**

### ***Updated Family Information***

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. **This will guarantee that office records are accurate, complete, and up-to-date.**

## **SECURITY CAMERAS/VIDEO MONITORING**

Security camera visually recorded data will be accessible by authorized designees only.

### ***Camera Placement***

Camera installations will only be located in public areas, such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways. The purpose of these installations is to monitor public areas to provide a safe and secure environment for all students, staff and visitors. The cameras shall not be placed in areas where there may be a reasonable expectation of privacy (e.g., rest rooms, locker rooms, private offices, conference rooms, staff lounges).

### ***Signage and Notification***

Signs will be posted in public entryways to the buildings and at other conspicuous locations informing persons that the building and grounds may be under video surveillance. The posted signs will read:

***Surveillance Cameras in Use.*** The school shall notify students, staff and the general public that video surveillance will occur on school property through use of the signage and other appropriate notifications including a notice in the student handbook.

### ***Limited Access to Recordings***

- The principal or his/her authorized designee shall oversee video surveillance.
- Only individuals authorized by the principal or his/her designee may view the surveillance recordings.
- Reviewing the recordings will occur only when a suspected crime or LSUS Family Handbook violation is committed inside or outside the building, or there is a claim of an injury or an incident that raises safety or security concerns.
- A log book shall include the following details; the persons viewing the data, what event triggered the viewing, the date/time viewed, what was found on the recording, whether the data was copied or forwarded, and what consequences were imposed as a result of the recorded information.
- Information obtained through video surveillance may only be used for disciplinary investigations, security, law enforcement purposes, or in the course of any legal action or legal investigation. No sound is to be monitored or recorded in connection with the video surveillance system.
- Surveillance system misuse shall be addressed on a case-by-case basis by the school.
- All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or district officials with a direct interest in the recording as

authorized by the principal. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.

- Approval or denial for viewing will be made within 1 school day of receipt of the request and so communicated to the requesting individual. If approved, recordings will be made available for viewing within 1 school days of the approval of the request.
- All viewing will include the principal or designee.
- Recordings will remain the property of the school and may be reproduced only in accordance with applicable law and board policy.

#### **Short Term Data Storage**

- Security camera visually recorded data **(with the exception of those segments that evidence a crime being committed or LSUS Family Handbook violation, or there is a claim of injury or an incident that raises safety or security concerns within the 14-day retention period)** will be maintained for a maximum of fourteen calendar days and then automatically deleted. In no case shall LSUS be held liable for the failure to maintain any recorded data for any period of time. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the school except through subpoena or other court order requiring such release.
- Video recordings held by the school as student education records and/or personnel records will be maintained in accordance with applicable laws and Board policies.
- Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an investigation by that agency. Notification to the LSA Board of Directors shall take place for each duplication of data.

## **VISITORS & VOLUNTEERS**

#### **Visitor Policy**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that is received in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

#### **Volunteer Policy**

A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete a background check.

All volunteers are expected to dress appropriately. Clothing should be modest and APPENDIX neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.** Parents who volunteer in the school **may not visit a classroom to see their child during the day**, without prior approval by the classroom teacher. This is an interruption to the educational process.