

# Family Handbook

2020-2021



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

5401 S. Calhoun Street  
Fort Wayne, IN 46807

Phone: 260-744-0459  
Fax: 260-745-9265

<http://lsusfw.org>

*Revised 8/10/2020*

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! We are so pleased to have you partner with us to support your child’s learning and growth. We invite you to come grow with us. We want to encourage your faith to grow. We want to instill a love for learning for your child. We desire a relationship with your whole family as we come together to provide a Christ-centered education for your child.

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. Volunteering is a way to give back and help us to take pride and ownership in our school. We do receive money from outside sources from people wanting to help our school thrive. We also want to give back and volunteer hours of service back to the 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,

Sheila K. Nehrenz  
Principal

## 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.

See Full School History in the Appendix starting on page 59.

## 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 *(complete philosophy is in Appendix Pg. 64)*

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

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## ACTIVITIES AND SUPPORT FOR FAMILIES

### ***Friends of the Phoenix***

All families are members of **Friends of the Phoenix**. Other family members or close friends are welcome to join the fun of bringing fellowship, friendship, support, and service to our school families in Jesus' Name. Friends of the Phoenix meetings are held on the first Tuesday of each month, unless otherwise noted. (e.g. changed due to a vacation). Activities raise funds for the purpose of hosting events and activities which enhance family and school community life. Past events include: ice-cream social, Parents' Night Out, K-5 Movie Night, Spring Fling (Special MS Dance), Phoenix Fun Fest, Booth at Johnny Appleseed Festival, Thanksgiving Dinner, etc.

### ***Chapel Services***

Chapel worship is shared with K-8 students each Thursday, and short all-school devotions on Tuesdays and Wednesdays. Families are encouraged to attend chapel at least once each year, though this is not a requirement.

### ***Homework Hall Support***

Homework Hall is offered every school day until 4:15 PM, except on Tuesdays, when it is available until 3:15 PM due to early dismissal on Tuesdays. Often students may stay as late as 5 PM on most days, when monitors leave. Students who do not have completed assignments are required to stay after school on the day the assignment was due. Unless given permission otherwise, the student is expected to complete the missing work that day, during the Homework Hall. Families will be notified. Students may not work on late/missing assignments during other classes during the day in order to avoid Homework Hall. Homework Hall is a blessing to support student learning.

**Homework Hall is also available for the student who wishes to work on homework before going home for the day.** This can be a time to work on the Internet for research or to any of the web-based learning tools to which LSUS subscribes.

**Students who are staying for homework hall should check in with the adult monitor by 3:30 PM or, on Tuesdays, 2:30 PM.** Students should have all necessary materials with them and have already used the restroom before arriving. Computers and iPads are available to students.

Students coming voluntarily may leave at any time after checking out with the monitor who will ensure the student has a plan for where he/she needs to go next.

Students attending as a result of late/missing homework will call their parent/guardian at the time the teacher assigns Homework Hall and will explain or leave a message that she/he will be in Homework Hall until 4:15/3:15. This ensures parents/guardians will know the child's whereabouts. ***If there is a conflict, the family must contact the school office so different arrangements can be made.***

### ***Curriculum Assistance***

Organizationally challenged students may benefit from Curriculum Assistance. Students recommended for such organization intervention will meet with a designated staff member at 3:00 PM each day for a

period of 2 to 3 minutes. It is anticipated that students will exit Curriculum Assistance after six weeks of extra assistance. Students who need this program beyond the anticipated six weeks, may be encouraged to seek out the assistance of other such programs beyond LSUS.

### ***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 CrossConnections and CrossWinds counseling. 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.

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

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

- 1) Set an Example** – The greatest advantage a child can have is a parent who displays a fine Christian lifestyle. Without it, the efforts of the school are in vain.
- 2) Cooperation and Partnership** – It means working together. Bringing up a child in the nurture and admonition of the Lord is a big parental responsibility. The school can help, but it can't do the job alone.

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
  - Arrives at school on time and is picked up on time at the end of the day
  - Is dressed according to the school dress code
  - Completes assignments on time
  - Has lunch money or nutritional sack lunch every day
  - Notify the school office of any changes of address or important phone numbers
- 3) Involvement** – The backbone of LSUS is a nucleus of families who care and take part in activities that affect their children.
    - Actively participate in school activities such as Parent-Teacher Conferences
    - Notify the school with a written note when the student has been absent or tardy
    - Complete and return to school any requested information promptly

- 4) **Encouragement** – Every student has his or her ups and downs during the course of the year. By encouraging children to overcome difficulties rather than trying to get around them, families are helping to develop positive characteristics that will stick to them.
  - Support the religious and educational goals of the school
  - Support and cooperate with the discipline policy of the school
  - Treat teachers with respect and courtesy in discussing student problems or achievements
- 5) **Consultations** – Good communication between parent and teacher is essential. Formal consultations are scheduled during the school year, and all families are expected to attend. Families and the teacher should also contact each other at any time during the year to discuss any concerns.
  - Inform the school of any special situation regarding the student’s well-being, safety, and health
  - Read school notes and newsletters and to show interest in the student’s total education
- 6) **Worship** – Family worship is one of the most important responsibilities a parent has. Attending church regularly and worshipping together at home is important.
- 7) **Money** – Families need to show good stewardship by contributing faithfully to church and by paying tuition when it is due. Prompt payment allows the school to flourish for all students.

### ***Musicals and Dramas***

Each year one or two grade level groups participate in a musical or drama. Exploring these creative arts areas blesses students as well as their audiences. Families are asked to help with costuming, props, refreshments, and “being there.”

Additionally, the schools of The Lutheran Schools Partnership have initiated a plan to host one full-scale musical production each late winter for students in Grades 6-8. Students will meet at Emmanuel-St. Michael Lutheran School to practice and then perform the musical at the theatre located at Allen County Public Library’s Main Campus. Our own Mrs. Natalie Reynolds is part of this special opportunity for students.

### ***Volunteers***

A Volunteer Handbook is available. 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 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.**

### ***Extended Care***

See Extended Care section.

### ***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. At times this is rather spontaneously done. For example, after reading about service dogs in a non-fiction unit in reading class, third graders

may choose to take up a special collection or to collect appropriate dog toys or treats for dogs who are being trained to support other people in their daily lives.

Other projects, such as the container conversion project for Liberia, grow out of our school’s connection to Liberia through staff and families who have loved ones in Liberia. Our teachers then develop units or parts of units of study which connect to this project. Examples of learning activities associated with the Liberian project are: develop learning games to produce for learning basic sight words or math facts; using scaled drawings to construct the interior converted space or to plan the outside design; develop a series of devotions or prayers which are used while the hands-on part of the project are happening. Families are encouraged to participate in these projects.

## ACTIVITIES AND SUPPORT FOR STUDENTS

### ***Ambassadors***

We are proud of our school and what we do together to learn, grow, and to accomplish great things in Jesus’ name! Therefore, LSUS offers students the opportunity to share their love for and pride over our school by being ambassadors, who take people on tours of our school, represent the school to media, and go elsewhere to share the mission and vision of our school community.

Students who want to be part of the ambassador program are invited to apply and then interview for the position. Once they are accepted in the program, they are trained by both peers and also adult staff members so they can be the most effective ambassadors possible. **Go, Phoenix!**

### ***Athletics***

<b>Girls</b>	<b>Grades</b>	<b>Boys</b>	<b>Grades</b>
Volleyball	5-8	Soccer	5-8
Basketball	5-8	Basketball	5-8
Cheerleading	7-8	Wrestling	4-8
Soccer	5-8 (4)	Football	6-8
Track & Field	5-8	Track & Field	5-8

### ***Phoenix Fire***

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 a special choir for students in Grades 5-8 who enjoy singing, working with others, and who are able to serve by sharing their talents at concerts, special events, and worship services, including school chapel. The students meet two of five days each week before school at about 7:35 AM. They are given special consideration for getting their day started and are not marked tardy. They also practice

one day a week in the afternoons during the tail end of their last class period for the day. It is expected that students will participate fully in the activities of the Phoenix Fire. They are provided with matching polo shirts complete with the special logo of the choir. This group is also able to participate in the Indiana State School Music Association events as able/available. Great preparation for high school choir! **Go, Phoenix!**

### ***Jubilee Choir***

All students in Kindergarten-2nd Grade are included in a classroom choir called Jubilee Choir. This choir sings at various times throughout the year at each of the four churches in the LSUS association: Bethlehem Lutheran Church, Mt. Calvary Lutheran Church, Peace Lutheran Church, & Zion Lutheran Church. Students are expected to participate in these singing opportunities on Sunday mornings as they provide a way for congregation members to see some of the students that they support throughout the year. A schedule will be provided for you to follow at the beginning of the school year and reminders sent throughout the year.

### ***Junior Choir***

All students in Grades 3-4 are included in a classroom choir called Junior Choir. This choir sings at various times throughout the year at each of the four churches in the LSUS association: Bethlehem Lutheran Church, Mt. Calvary Lutheran Church, Peace Lutheran Church, & Zion Lutheran Church. Students are expected to participate in these singing opportunities on Sunday mornings as they provide a way for congregation members to see some of the students that they support throughout the year. A schedule will be provided for you to follow at the beginning of the school year and reminders sent throughout the year.

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

LSUS participates in the Band and Strings program with CLHS. For approximately **\$400** for the entire school year, a student can rent a school instrument, receive small group lessons, and participate in large band programs/ensemble events with dozens, even hundreds of other students. This will give the students **great advantages prior to heading to high school**. Students who participate in music have stronger math and science grades than if they did not, and they respond to challenges with positive attitudes far more than their non-musical counterparts. Information for the band or strings programs is available during orientation and also from the school office.

### ***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. At times this is rather spontaneously done. For example, after reading about service dogs in a non-fiction unit in reading class, third graders may choose to take up a special collection or to collect appropriate dog toys or treats for dogs who are being trained to support other people in their daily lives.

Other projects, such as the container conversion project for Liberia, grow out of our school's connection to Liberia through staff and families who have loved ones in Liberia. Our teachers then develop units or parts of units of study which connect to this project. Examples of learning activities associated with the Liberian project are: develop learning games to produce for learning basic sight words or math facts; using scaled drawings to construct the interior converted space or to plan the outside design; develop a

series of devotions or prayers which are used while the hands-on part of the project are happening. Families are encouraged to participate in these projects.

### ***Clubs***

LSUS volunteers (parents and others), faculty, and staff provide a variety of club activities throughout the year 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”. Some clubs are active for much of the year. Some clubs are 4-8 weeks in duration. All are geared for various ages and provide opportunity for fun!

Examples of previously offered clubs:

- Accelerated Reader Club
- Art Club
- Computer Coding
- Cooking Class
- Drama (usually in grade groups)
- Foreign Language Club
- Games Club
- Guitar Club
- Hair Bow Making
- IXL and Math Club
- Jacks
- Keyboarding & Tech Fun
- Rhythm Instrument “Band”
- Service Club
- Sing-A-Long
- Ukulele

### ***Homework Hall***

Homework Hall is offered every school day until 4:15 PM, except on Tuesdays, when it is available until 3:15 PM due to early dismissal on Tuesdays. Often students may stay as late as 5 PM on most days, when monitors leave. Students who do not have completed assignments are required to stay after school on the day the assignment was due. Unless given permission otherwise, the student is expected to complete the missing work that day, during the Homework Hall. Families will be notified. Students may not work on late/missing assignments during other classes during the day in order to avoid Homework Hall. Homework Hall is a blessing to support student learning.

**Homework Hall is also available for the student who wishes to work on homework before going home for the day.** This can be a time to work on the Internet for research or to any of the web-based learning tools to which LSUS subscribes.

**Students who are staying for homework hall should check in with the adult monitor by 3:30 PM or, on Tuesdays, 2:30 PM.** Students should have all necessary materials with them and have already used the restroom before arriving. Computers and iPads are available to students.

Students coming voluntarily may leave at any time after checking out with the monitor who will ensure the student has a plan for where he/she needs to go next.



Students attending as a result of late/missing homework will call their parent/guardian at the time the teacher assigns Homework Hall and will explain or leave a message that she/he will be in Homework Hall until 4:15/3:15. This ensures parents/guardians will know the child's whereabouts. ***If there is a conflict, the family must contact the teacher so different arrangements can be made.***

### ***Curriculum Assistance***

Organizationally challenged students may benefit from Curriculum Assistance. Students recommended for such organization intervention will meet with a designated staff member at 3:00 PM each day for a period of 2 to 3 minutes. It is anticipated that students will exit Curriculum Assistance after six weeks of extra assistance. Students who need this program beyond the anticipated six weeks, may be encouraged to seek out the assistance of other such programs beyond LSUS.

### ***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.

### ***Birthday Observation***

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.

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

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

- 1. Lutheran South Unity School is a mission of the Lutheran South Association, Inc. which is comprised of 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 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.**

A team made up of the principal, resource teacher (as needed), and classroom teacher will determine admission after evaluating all the information given to the school.

5. Admission to Lutheran South Unity School is dependent to 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 in grades 1-8 the previous year, or who have siblings currently enrolled in those grades.**
  - 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. Lutheran South Unity School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. Lutheran South Unity School cannot accommodate students who have **extraordinary** learning differences.
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 August 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:**

- \*Verification of active congregation affiliation
- \*Health Records
- \*Immunization Records

All students entering Lutheran South Unity School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.

- \*Birth Certificate (original)
- \*Report Cards
- \*Standardized Test Results
- \*Results of school-administered assessments
- \*Record of IEP
- \*Completed school application with appropriate fees
- \*Possible interview with students entering grades 5-8 (without the parent)

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.

### ***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.

## **IT IS VITAL TO SUBMIT SAFETY FOR FAMILY INFORMATION TO BE UPDATED AS OFTEN AS NEEDED.**

### ***Expectations of LSUS Students***

All students strive to develop and live a Christian lifestyle. This includes developing and using their God-given talents, abilities, and gifts in every area of school and personal life. This includes being active in your own Christian congregation.

### **At LSUS we strive to:**

**Be Safe:** We trust that our teachers and other adult people love and care for us, putting forth rules and guidelines for our safety and for the safety and wellbeing of others.

**Be Respectful:** As God's children, we take comfort in His love and forgiveness. We reflect that same love and forgiveness in our attitudes toward our fellow students, teachers, staff, volunteers, and others with whom we contact as Phoenix. In addition, we know that everything we have is a gift from God, therefore we respect others, their property, as well as our own property.

**Be Responsible:** It is expected that students will learn and grow in their ability to organize themselves and their materials, while also growing in their understanding of the need for truth in relationships with others. Students respond to the critique or redirection of their teachers and staff with humility and honesty. Likewise, they respond with respect and honesty when confronted by other students. When all community members respond this way, all community members can seek truth, trust, and stronger relationships. Phoenix are responsible for their choices and actions. Should a critique or redirection be without a basis in truth, the student will seek the advice of another adult person on campus, including the school principal, to help the student to work through the problem at hand. This is a responsible action.

**LSUS faculty and staff believe all students can learn.** We believe that brains can change and grow. A student's IQ is not fixed and their ability to learn is enhanced through high quality learning experiences. We help students to learn skills and information for "school life", yet we are also very much aware of the way's children develop cognitively (as a thinker, as a person who reasons through things). To this end, we believe in the word "...**YET!**" We encourage people to say, "I don't understand how to add fractions with unlike denominators, **yet,**" rather than "I don't understand. I never will. I give up." **YET** is a small word with BIG ideas behind it!

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

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

- 8) Set an Example** – The greatest advantage a child can have is a parent who displays a fine Christian lifestyle. Without it, the efforts of the school are in vain.
- 9) Cooperation and Partnership** – It means working together. Bringing up a child in the nurture and admonition of the Lord is a big parental responsibility. The school can help, but it can't do the job alone.

To set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day
- Notify the school office of any changes of address or important phone numbers

- 10) Involvement** – The backbone of LSUS is a nucleus of families who care and take part in activities that affect their children.

- Actively participate in school activities such as Parent-Teacher Conferences
- Notify the school with a written note when the student has been absent or tardy
- Complete and return to school any requested information promptly

- 11) Encouragement** – Every student has his or her ups and downs during the course of the year. By encouraging children to overcome difficulties rather than trying to get around them, families are helping to develop positive characteristics that will stick to them.

- Support the religious and educational goals of the school
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect and courtesy in discussing student problems or achievements

- 12) Consultations** – Good communication between parent and teacher is essential. Formal consultations are scheduled during the school year, and all families are expected to attend. Families and the teacher should also contact each other at any time during the year to discuss any concerns.

- Inform the school of any special situation regarding the student's well-being, safety, and health
- Read school notes and newsletters and to show interest in the student's total education

- 13) Worship** – Family worship is one of the most important responsibilities a parent has. Attending church regularly and worshipping together at home is important.

- 14) Money** – Families need to show good stewardship by contributing faithfully to church and by paying tuition when it is due. Prompt payment allows the school to flourish for all students.

### ***Kindergarten Enrollment Age***

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

### ***Lottery Policy***

If Lutheran South Unity School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that LSUS can successfully accommodate, then LSUS would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for LSUS at a public meeting.

As openings become available, the following priorities will be used to accept students to Lutheran South Unity School:

1. Members of congregations within the Lutheran South Association (Bethlehem Lutheran, Mount Calvary Lutheran, Peace Lutheran, and Zion Lutheran Churches)
2. Members of other Lutheran congregations.
3. All other students
4. Deadline to be eligible for the lottery is July 15. Lottery will be held July 15 or the closest business date after this date.

### ***Medical Records for the Office***

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.

### ***Student Record Privacy***

Lutheran South Unity School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or via fax as possible. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Lutheran South Unity School Office for distribution. Completed forms will be sent via the U.S. Mail or via fax as possible. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

### ***Lunch Program (Breakfast for Extended Care)***

- 1) The breakfast and lunch programs adhere to the Indiana Department of Education's Guidelines for Nutrition and the Federal Lunch Program.
- 2) LSUS's school Lunches, Breakfast (served 7:20am till 7:45am) is prepared and served on site. Menus can be found on FastDirect. Milk is available for students who wish to purchase one when lunch is brought from home. There is not a microwave available for student use. **FAST FOOD IS NOT TO BE BROUGHT INTO THE SCHOOL FOR STUDENT'S** consumption during the lunch hour.
- 3) Milk for those purchasing is \$0.30. One milk is included with each hot lunch, additional milks will cost \$0.30 each. Adult (over 18 yrs of age) lunches are \$3.55 per lunch; adults do NOT receive free or reduced lunches.
- 4) **Lunch accounts are separate from your school accounts and a separate form of payment is needed.** Accounts will be kept for each family. You will be billed for any charges on these accounts. Please clearly mark payments as being for the lunch program. Lunch counts are taken at the beginning of each school day. If your child forgets their packed lunch, a hot lunch will be provided for them.

- 5) Lunch accounts must be kept current. If a lunch account does not have a positive balance, students will not be allowed an extra milk. If the student packs his or her lunch, they will not be allowed to get a milk until their account has a positive balance.

### ***Extended Care***

See Extended Care section.

### ***Calendar on the Website***

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

### ***Immunizations***

All students enrolled in Lutheran South Unity School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Family doctors will give immunization information to families. However, if your insurance has lapsed or you have a tough time getting to your home doctor, please consider the following options:

- Allen County Department of Health Immunization Clinic: [www.allencountyhealth.com](http://www.allencountyhealth.com)
- Neighborhood Health Clinics: [www.nhci.org](http://www.nhci.org)
- Super Shot: [www.supershot.org](http://www.supershot.org)

### ***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.

### ***Health Screening***

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.

### ***Students with an IEP***

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.

### ***Students with an ISP***

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.

### ***Students with a CSEP***

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.

### ***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."

### ***Students with Record of Inappropriate Behavior***

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.

### ***Students with a Behavioral Plan***

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.

### ***Returning after Dismissal***

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher or adult family member. Students who choose to return to school without a teacher or adult family member, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

### ***Withdrawal Policy***

- 1) Families must notify the school in writing if a student is withdrawn from the school.
- 2) Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- 3) Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- 4) Registered students who withdraw after December 15th are responsible for the full tuition amount.
- 5) The school will not forward records for students who withdraw with an outstanding balance.

### ***Transfer of Records When Financial Commitment is in Arrears***

- Lutheran South Unity School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or via fax as possible. No records will be given to parents to transport to the new school.
- Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Lutheran South Unity School Office for distribution. Completed forms will be sent via the U.S. Mail or via fax as possible. Special handling will require that all postal fees be paid by the parents.



- No records will be sent to transferring schools of students whose financial commitment is in arrears.

### ***Items brought to School***

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. Item/substance 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.

### ***School Supplies***

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

### ***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. All medications must be kept in the school office. 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.
  - b) **Over-the-counter medications must be kept in the original, labeled container.** All medications must be kept in the school office. 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.
  - c) **The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child’s medication to the school office.**
  - d) 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.
  - e) The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.

- f) In specific cases, the school may require the parent/guardian to come to school to administer the medication.
  - g) 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:** lip balm, cough drops (even 'non-medicated' varieties), over-the-counter/non-prescription medicines, contact lens solutions
- 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.
- a) 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 forwarded to families in a timely manner.
- 6) **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.
- 7) 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.
- 8) **For the sake of other children's health, your child should NOT attend school if s/he:**
- 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, and/or ringworm.**
  - e) **Appears obviously ill, with or without a fever.**

# ATHLETICS

## ***Athletic Policy***

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). Currently there are eighteen schools in this association that are divided into two leagues (Cadet and Saxon) based on enrollment in grades 5 through 8. Member schools are:

Ascension; Central; Concordia; Emmanuel – St. Michael; Emmaus; Holy Cross; Lutheran South Unity; St. John - Emmanuel; St. John – Kendallville; St. Paul; St. Peter; St. Peter – Immanuel; Suburban Bethlehem; Woodburn; Wyneken; Zion

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

- |              |   |
|--------------|---|
| <b>Girls</b> | Cheerleading – Varsity only<br>Volleyball – Varsity and Junior Varsity<br>Basketball – Varsity and Junior Varsity<br>Track – A B C Class system (Grades 5 – 8)<br>Soccer – (Grades 5 – 8)   |
| <b>Boys</b>  | Tackle Football – Grades 6-8 only<br>Soccer – Varsity and Junior Varsity<br>Basketball – Varsity and Junior Varsity<br>Track – A B C Class system (Grade 5 – 8)<br>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**

1. 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.
2. 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**

3. 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.
4. An athlete is financially responsible for any athletic equipment issued to him or her.
5. All equipment is to be turned in promptly within the deadline established by the coach.
6. Volleyball players must purchase/wear volleyball kneepads, appropriate shoes (ask the coach), and plain, modest, black shorts (e.g. running, athletic, or even spandex)
7. Soccer players must purchase/wear shin guards, shin guard socks (covers), and soccer cleats.
8. Basketball players will be

### **Attendance**

9. 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.
10. 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.
11. 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**

12. 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.
13. 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.

### **Transportation**

14. 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.
15. Athletes will be expected to be picked up from practice sessions promptly.

### **Eligibility**

16. Eligibility requirements for LSAA are as follows:
  - To practice in Varsity activities, a student must not have reached 15 years of age before August
  - To practice in Junior Varsity activities, a student must not have reached 13 years of age before August 15.
17. Lutheran South Unity School also requires that a student maintain a 77% (C) grade average with no grade of F in any subject for sport eligibility. Athletic eligibility will be evaluated on a quarterly and midterm basis.
18. A statement regarding the policy of cuts in our sports program may be addressed as follows in section entitled "Selection."

### **Selection**

The Varsity and Junior Varsity sports program is administered under a team concept approach. Tryouts for all programs will be announced and the opportunity to participate in these tryouts is open to all LSUS students based on the above eligibility requirements. The coaching staff will be responsible for the selection of team members based on ability, attitude, and desire of the athlete. Those not selected are encouraged to participate in the intramural programs offered at LSUS.

### **LSUS Athletic Pledge**

As Christians we thank God for the gifts and talents, He has given our children and as coaches and parents we should work together to develop and use them to God's glory.

There is a great value in having our children participate in sports. These benefits include: success through hard work and self-discipline to accomplish a goal; learning to work with others to develop a team concept; improving one's own self-concept; and having to accept success and failure on a healthy emotional setting.

Therefore, as families we agree to:

- Stress the importance of commitment to work on skills and along with the coach's guidance encourage my child to reach individual goals established.
- Remind my child that in a team sport, it is everyone working together toward one goal.
- Encourage my child and other team members, giving positive reinforcement as skills are developed in practice and in game settings.
- Allow the coaches and referees the opportunity to instruct and lead without interfering.
- Help my child and other team members to show sportsmanship; accept losses as a chance to analyze and work harder and wins as an opportunity to give the Glory to our God.

*I commit myself to work with the coaches to help this season be one of physical and spiritual growth for my child and all team members.*

## **ATTENDANCE AND ABSENCE POLICIES**

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

Students are expected to attend all days in which school is in session. Illness and emergency are primary exceptions. Absences will be excused only if the office is notified. **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 excuse notes or emails will be considered Unexcused.**

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. Missed assignments are the student's responsibility. Family vacations during school time are strongly discouraged. 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. Please make every effort to plan your vacations when school is not in session.

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

- Personal illness
- Death in the family
- Emergency or unavoidable medical and dental appointments – a note from your doctor is required for this to be considered an excused absence from class.
- Religious observance (with appropriate documentation)
- Immigration or passport needs
- Participation in Election Day activities (as a voter)
- Pages in Indiana General Assembly (Generally over age 14)
- Subpoenaed as a witness in a judicial proceeding (with appropriate documentation)
- 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.

### ***Exempted Absence Guidelines***

Most of the exempted absences deal with K-8 students who have parents in military service and allow students to participate at deployment events. The only other exemption is for students or their family members who exhibit at the Indiana State Fair.

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

**Any absence which does not fall into the categories listed under excused absence guidelines is considered unexcused. After 7 such absences a family will be sent through the SOCAP process for truancy. Please avoid this by having your child in school, on time, and each day. Students who accumulate 16 or more unexcused absences and receive failing grades in the required academic subjects may be retained at the current grade level.**

- **All** unexcused absence will result in a call to the family and a meeting with the student upon their return to school.
- **Three (3)** unexcused absences will result in a conference with the family, homeroom teacher (if available), and one of our board members or pastors.

- **Seven (7)** or more will be referred to SOCAP through the YMCA's Youth Programs and then the juvenile justice and protective services organizations as needed.
- LSUS will not accept more than 16 unexcused absences. This could result in your student repeating a grade. Students can be referred to their local public school.

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

6:30 a.m. Extended Care begins - enter at Main Door #1 - ring doorbell for entrance

7:30 a.m. Breakfast begins - enter through Door #2

7:40 a.m. Students line up in the gym to go to class

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

**8:00 a.m.** Tardy bell rings; students should be in seats; exterior doors are locked

3:00 p.m. Main Door #1 opens for families entering building to pick up students

**3:10 p.m.** Dismissal begins in school lobby followed by carline dismissal

***(2:10 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 before 7:45 a.m. are to go to Door #1. However, if student is arriving for breakfast only, they are to go to Door #2 at 7:20 a.m. For students in Extended Care who are then going to breakfast, charges for Extended Care will end at 7:30 a.m. If student is not eating breakfast, Extended Care charges will end at 7:45 a.m.

### ***Dismissal Procedure***

All families are assigned a dismissal number (carline number) and given a tag to hang from the rearview mirror.

### ***Lobby Dismissal.***

- If you are picking your student up in the lobby at the end of the day, you must park in the parking lot. The front **doors unlock at 3:00 p.m.** Please avoid ringing the bell before that time.
- Adults collecting students **write their family number** onto the dismissal sheet. Check to see if you have the correct column for the day.
- Students will be called to the lobby **in the order listed** on the sheet for the day.
- An adult must walk out the front door with students and carefully depart from the parking lot.

### ***Driveway Dismissal.***

Pull forward to the cross walk by Door No. 11. **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.

- a) If a vehicle does not have a car line tag displayed, they will be asked to park in the parking lot and enter through the front doors for collection of their children. This is a safety precaution to avoid unauthorized people from picking up your child.
- b) A new car line tag can be obtained at any time from the school office should you lose your tag.
- c) 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 driveway dismissal is complete, staff will tell students who are going to extended care, the Shawnee Library, or walking home that they may be excused. Before this time, the only students exiting the building are those whose carline number has been called.

- d) Students must go to their designated area after dismissal. No students are allowed in the hallways or lobby.
- e) If you wish for your student to walk to the Shawnee Library after school, you must give your permission in the school office. This permission will be recorded with your student's information. Students without permission to go to the Shawnee Library will be required to go to Extended Care.

**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.

During extreme cold weather, all carline numbers will be called at one time. Kids will meet a staff member at door No. 11; students will be brought out in small groups when the cars are in place. This may require more time; however, students will not be outside in extreme temperatures. Lobby dismissal will remain the same.

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

Students **arriving after 10 AM or leaving prior to 2 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.

### ***Returning After A Fever or Vomiting***

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 vomiting will not be permitted to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

### ***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.

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

All announcements regarding school closings and delays will be broadcast on these radio stations and their web sites: WBCL, WOWO, and WMEE. LSUS will also use text messages, email, 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, LSUS tardy bell will ring at 10:00 a.m. Extended Care will be offered on delay days beginning at 8:00 a.m. Should there be a closing for the Fort Wayne Lutheran Schools, LSUS will be closed.

### ***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.



### ***Participation in After School Activities on a Day of Illness***

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

### ***In-School Suspensions and Attendance Award***

In-school suspensions are considered absences when considering attendance awards.

### ***Excessive Absence***

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.

Process: After 10 days of excused or unexcused attendance, the family will be mailed a Certificate of Incapacity/Physicians Notice to be completed by a licensed physician.

Excessive absences could result in the **Indiana Department of Child Services** being contacted due to educational neglect.

### ***Pre-Arranged Absence Form Required***

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. Missed assignments are the student's responsibility. Family vacations during school time are strongly discouraged. 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. Please make every effort to plan your vacations when school is not in session.

### ***Indiana State Law Regarding Family Vacation Absences***

A family **vacation is not excused by Indiana State Law** unless an educational component is included, verified, and documented prior to the absence. If a vacation should be planned for more than 5 days, the parents must discuss it with the principal at least 7 school days in advance of the absence. Family vacation is defined as a special event which involves a family, not just the student. For example, a family vacation to Florida includes the student and immediate family members. The student going to visit grandma and grandpa in Florida, unaccompanied, is not a family vacation. 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.

### ***Tardy Attendance***

If you are not seated in the classroom by **8:00 a.m. when the bell rings you are tardy!** After six (6) tardies in a quarter, a student with subsequent tardies will result in disciplinary action.

1. After 6 tardies in a quarter, parents will be sent a firm letter.
2. After 9 tardies (which is 3 additional tardies) in a quarter, students will be asked to remain after school for a tardy detention to be served the day the 9<sup>th</sup> tardy is received.

3. After 10 tardies in a quarter, the school secretary will call to make an appointment with the student's family/parents to meet with the principal and/or teacher to develop an action plan to reduce tardy attendance. The student will be under probation for a period of 4-6 weeks or as determined through this meeting.

### ***Attendance Awards***

LSUS encourages prompt and faithful school attendance. The following criteria are used to provide recognition to students who have excellent attendance.

#### School Year Perfect Attendance:

- a) Students will receive a pin recognition at Honors Night, as well as participate in the various trimester recognitions throughout the school year.
- b) Student must have no tardy attendance days.
- c) Student must be away no more than ½ day for a doctor's or other documented professional appointment.
- d) Student must have no suspensions of any kind (in-school or out-of-school).
- e) Students must not have excused or unexcused absences for any reason.

#### Trimester Attendance:

- f) Using the same criteria as above, students will be recognized for having outstanding attendance.
- g) Students will be given notification that they will receive a Out of Dress Code Day for each of the trimesters within the last three days of the trimester. These follow Out of Dress Code Day the guidelines for student dress located under the Out of Dress Code section of this handbook. Out of Dress Code Day will be used within one week (five school days) of the start of the new trimester.

## **BEHAVIOR AND CONDUCT**

### ***Bullying and Cyberbullying***

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***

Harassment of any type is not tolerated. The Principal or designated faculty member investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### ***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; or
- 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***

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.

### ***Conduct Policy***

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. This **requires courtesy in all**

**personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors** which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks. Please review the discipline policies and philosophy.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) only. Weapons, drugs/alcohol, etc. will be removed and destroyed appropriately.**

### ***Discipline Policy***

School and classroom discipline are a vital part of the learning environment. Knowing how to work with others, manage one's resources, and seeking to support others is something we work on throughout our lives. Learning "discipline" during these formative years will reap wonderful benefits!

- a) Discipline at LSUS is first and foremost guided by the Word of God. **Each student is accountable for his/her actions** and will experience consequences as a result of them.
- b) Discipline is not punishment, but rather the process of keeping oneself under control. As a Christian person, it is the **responsibility of each student to keep himself/herself under control** in any situation, whether at school, home, or any other place.
- c) His/her **failure to keep himself/herself under control results in a discipline problem** that must be dealt with by the student's teacher and families.

Most behavioral concerns are minor and are dealt with through good communication between teacher and student. 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.

LSUS recognizes three basic "rights" in support of teachers and students to improve behavior in the classroom:

- g) The right to **establish a classroom structure and routine** that provides an optimal learning environment.

- h) The right to **determine and request appropriate behavior from the student** that meets the teacher's expectations and which encourages the positive social and educational development of the child.
- i) The right to **ask help from families and the principal** when the teacher needs assistance.

**God-pleasing behavior will be expected in all areas of the school and at all school functions.**

### ***Sent to the Office***

Students sent to the office will meet with the Principal. A "write up" will occur and the parent will receive a note, to be signed by the parent, stating the problem.

### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with notification of the detention. **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 afterschool activities and may result in further consequences from coaches, directors 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 day from 6:30-7:15 a.m.**

#### Time served in detention is unique to different grade levels:

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

Grades 1-3: 30 minutes from 3:30-4:00 PM (or *Tuesdays* 2:30-3:00)

Grades 4-8: 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.
  - a. If a student cannot make it after school they have the option to come at 6:30 a.m. the following day.
  - b. A doctor's not will be acceptable, however the student will need to serve detention the next day or at 6:30 in the morning.

### Other guidelines:

1. A show of **disrespect toward a teacher or adult in charge will almost always result in a detention.**
2. If student refuses to take their detention note to the office, the principal or designated person will come down and get them. At this point they will be sent home for the day. The detention will still have to be served when the student returns before returning to their classroom.
3. **Missing/Skipping a detention will result in another detention** to be served the next school day following the first detention.

4. **Repeated or chronic refusal to stay or inability to stay will result in a mandatory conference** between student, student's family, teacher(s), and the principal. The purpose for this meeting is to re-establish the partnership between the home and the school or serve a ½ day suspension per day not served.
5. Students in detention will be required to be removed from other students and distractions to a quiet place in the detention room. Students will sit up, sit quietly, no homework or tech. The student may be given an assignment to do. This is in order to further deter repeated detentions.
6. Students in **tardy detentions** will be seated but not away from others and may work on homework.
7. If the family refuses to comply, they may want to reconsider their continued relationship with LSUS.

### ***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

**Fighting is NEVER acceptable and will result in an expulsion.**

### ***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. (Added: 12/08/2016)

### ***Due Process***

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

1. **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.

2. **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**

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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***

- 1) 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.
- 2) 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.
- 3) The decision of the principal 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.
- 4) In the event that a grievance is a matter of child protection, the principal will immediately be informed.

### ***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.

### ***Items to Be Brought to School***

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. Item/substance 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.

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

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. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

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.



### ***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 insure 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.

### ***Technology***

#### **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the classroom designated location in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession.

**Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the trimester.** The administration reserves the right to search the contents of a confiscated cell phone.

#### **Sexting**

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.

#### **Virtual Reality Sites**

Virtual Reality 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 depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

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

Photos and captions on student or parent/family social media accounts depicting the school, the faculty, other students, or the parish in a defamatory way will result in disciplinary action.

### ***Search and Seizure of 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 crate in which to store learning materials. In order to maintain a quiet atmosphere for class, students are allowed to go to their crates only at specified times. The school reserves the right to inspect any student materials at any time.

### ***Athletic 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.

### ***Birthday Observation***

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.

### ***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.

### ***Phoenix Phraseology***

**PESTY:** Please Excuse Me Sorry Thank You You're Welcome

**STARS:** Sit Tall Track Speaker Ask and Answer with Voice Respect Always Saved

**HALLS:** Hands All Eyes Forward Lips are Closed Lines are Orderly Students Stay Together

**THINK:** *Before you speak. . .* Is it TRUE? HELPFUL? INSPIRING? NCESSARY? KIND?

**...yet:** We will not know everything or know it quickly, YET with solid effort and good instruction we will eventually learn what is necessary.

More phrases are available in team handbooks and classroom notes.

# COMMUNICATION BETWEEN SCHOOL AND HOME

## ***Home-School Communication Policy***

LSUS is dedicated to connecting with families. It is vital for communication to flow both ways...from the school, yet also from the 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!**

## ***Home Visits***

Families will be contacted by their student's classroom teacher to schedule a time when the teacher can stop by the child's home to visit with each other and get to know each other better. Part of this time is to be for the student to share their space or know that the teacher is a special person welcome in their home. If there is a reason for not hosting a teacher in your home, please make arrangements for meeting at another location. These are friendly, relationship-building opportunities.

## ***Parent-Teacher Conferences***

Parent/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.

## ***Phone Calls***

**Families, these are the things you need to discuss with your children prior to their arrival at school or even their departure from home:** Do you have your lunch, gym clothes, sports stuff? Do you have anything going on after school like practice or homework hall? Are you in dress code? Do you have your keys to get into your house? Do you know how you are returning home after school today? Arrangements for after-school visits with friends should be made at home.

Too many calls made to the school office about such things detract from office efficiency and student learning. Messages from the office will be shared with students at regular intervals such as lunch or near the end of the day. 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. **You children's education is important, so we do not want them to miss class.**

When families need to communicate with their student, they may call the office to leave a message. Office staff will alert the teacher that a phone call home is necessary. Depending on the situation, the student will call from their classroom (with teacher permission) or from the school office (with teacher permission). These messages will be delivered just before lunch and again before the end of the day. Most questions can be answered by the school office staff member.

### ***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. **Please:**

- **Listen to your voicemail**
- **Make sure your voicemail is able to receive messages**
- **Make sure your phone numbers are constantly updated**

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.

### ***Student Directory***

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories **should not be used or sold** for other purposes.

### ***Weekly Newsletters***

Typically, a newsletter is published for the whole school community. It is delivered via FastDirect email (if we have your personal email on file) and in print form with the youngest student in your family. Every effort is made to get important information to families. Please make use of this tool. A school calendar is updated on the school website.

### ***Emails***

LSUS uses a system called One Call Now<sup>®</sup> which delivers email, text messages, and voice mail. Please be sure to update your information to allow us to send you updates, information and announcements.

### ***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.

### ***Phoenix Quarterly***

This is a brief email publication which highlights student or other school achievements each quarter. It is published through our Advancement Office.

### ***Classroom Newsletters***

Teachers regularly communicate with families. K-5 teachers generally use paper newsletters. Middle School teachers send home FastDirect messages for their respective home rooms. Please be sure to ask your child's teacher about the method for newsletter communication.

## **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>

Chapel worship is shared with K-8 students each Thursday, and short all-school devotions on Tuesdays and Wednesdays. Leaders are usually the pastors of our association congregations, yet we also have guests (e.g. Lutherhaven Camp Staff, visiting missionaries, chapel project representatives) and also the classes plan and share a chapel service. Families are encouraged to attend chapel at least once each year, though this is not a requirement.

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.

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

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. We do not have a "computer class".

### ***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. Each year a musical is produced to allow students to participate in live theater. Visiting artists inspire students as well!

LSUS offers basic violin training in Grade 3 for a minimum of one trimester to introduce the idea of individual and small group instrumental music. This is part of the overall tuition structure.

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 these area schools to more fully appreciate the excitement of larger group instrumental music.

Students starting in Grade 5 may participate in the Indiana State School Music Association programs. Individuals and small groups prepare choral and instrumental music pieces to be judged by ISSMA judges, so as to encourage continued effort in these areas, while also recognizing current effort.

### ***Handwriting***

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. Print work is generally acceptable, yet it is important for students to learn both manuscript and cursive writing.

### ***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 100 minutes of continuous literacy instruction each day.

### ***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.

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

Students learn how their bodies work and learn strategies for healthy living. A separate pair of rubber soled shoes is requested for use during PE class. Students in Grade 5 and up 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 if parents provide the teacher with a note. If there is no note for this, then the student is expected to participate. If a student will miss more than one week of class, a note from his/her doctor (or other qualified healthcare provider such as a nurse practitioner) is required. When a student is to be readmitted to class, a doctor's note is required as well.

### ***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.

### ***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.

### ***Musicals and Drama***

Each year one or two grade level groups participate in a musical or drama. Exploring these creative arts areas blesses students as well as their audiences. Families are asked to help with costuming, props, refreshments, and “being there.”

Additionally, the schools of The Lutheran Schools Partnership have initiated a plan to host one full-scale musical production each late winter for students in Grades 6-8.

### ***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. There are no “traditional” field trips. 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. Permission slips are due in the office 72 hours after receipt of the permission slip.
8. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a faxed, scanned/emailed, or photographed document does not take the place of an original signature unless indicated thusly on that document.
9. A **telephone call will not be accepted** in lieu of the proper field trip permission slip.
10. **Parents may refuse to permit** their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. 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. Students not on the designated vehicle may not participate in the field trip and will be counted absent for the day.

12. All field trip fees are **non-refundable** regardless of student participation.
13. **Student cell phones are not permitted** on field trips unless otherwise directed by the teacher and/or administration.
14. 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.
15. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older.
17. LSUS is thankful for the many of you who volunteer your time and services. One of the areas in which you help is by providing transportation for school activities when the bus is not used. The safe transportation of children to and from school/church activities is a top priority for us. For our families’ protection, LSUS is asking that all volunteer drivers have on file in the school office a copy of their current auto declaration page (this is NOT your insurance card!) and a copy of their driver’s license. At a **minimum**, volunteer drivers should carry bodily injury limits of \$100,000 per person and \$300,000 per accident or combined single limits of \$300,000 and \$5,000 medical payments.
18. If students are traveling in cars, ALL Indiana laws regarding child restraint seats must be adhered to. Even if you chose not to have your child in a proper car seat, your child will be required to use proper equipment in accordance with Indiana law when traveling in another’s car during a school event.

### ***Field Trip Permission Form***

A form is located at the back of this handbook.

### ***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. At times this is rather spontaneously done. For example, after reading about service dogs in a non-fiction unit in reading class, third graders may choose to take up a special collection or to collect appropriate dog toys or treats for dogs who are being trained to support other people in their daily lives.

Other projects, such as the container conversion project for Liberia, grow out of our school’s connection to Liberia through staff and families who have loved ones in Liberia. Our teachers then develop units or parts of units of study which connect to this project. Examples of learning activities associated with the Liberian project are: develop learning games to produce for learning basic sight words or math facts; using scaled drawings to construct the interior converted space or to plan the outside design; develop a series of devotions or prayers which are used while the hands-on part of the project are happening. Families are encouraged to participate in these projects.

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

**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 SeeSaw. 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. In the event that e-learning assignments are not completed on time, students will be required to stay for Homework Hall to complete their work.

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

### **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.

### ***Cheating***

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.

### ***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)

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a concern arises, the teacher should be contacted.

### ***Homework Hall***

Homework Hall is offered every school day until 4:15 PM, except on Tuesdays, when it is available until 3:15 PM due to early dismissal on Tuesdays. Often students may stay as late as 5 PM on most days, when monitors leave.

Students who do not have completed assignments are required to stay after school on the day the assignment was due. Unless given permission otherwise, the student is expected to complete the missing work that day, during the Homework Hall. Families will be notified. Students may not work on late/missing assignments during other classes during the day in order to avoid Homework Hall.

Homework Hall is a blessing to support student learning.

**Homework Hall is also available for the student who wishes to work on homework before going home for the day.** This can be a time to work on the Internet for research or to any of the web-based learning tools to which LSUS subscribes.

**Students who are staying for homework hall should check in with the adult monitor by 3:30 PM or, on Tuesdays, 2:30 PM.** Students should have all necessary materials with them and have already used the restroom before arriving. Computers and iPads are available to students.

Students coming voluntarily may leave at any time after checking out with the monitor who will ensure the student has a plan for where he/she needs to go next.

Students attending as a result of late/missing homework will call their parent/guardian at the time the teacher assigns Homework Hall and will explain or leave a message that she/he will be in Homework Hall until 4:15/3:15. This ensures parents/guardians will know the child's whereabouts. ***If there is a conflict, the family must contact the teacher so different arrangements can be made.***

### ***Academic Probation***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students whose average is an F will not be allowed to participate in any extracurricular activities until the grade has improved to a passing grade of D (70% or higher).

Students on academic probation will be placed on a two week (approximately 10 school days) improvement plan with the classroom teacher who will notify the family and the principal. At the end of the two week period, the student's academic progress will be assessed by the classroom teacher. If there has not been improvement to at least a "D" (70%+) level, then another plan will be established by the student, classroom teacher, family (mandatory participation), possibly a member of the Enrichment Room, and the principal. This group will review student progress, including behaviors, ability to demonstrate mastery of the skills, attitude, or other factors which may contribute to the student's overall lack of success. A plan will be developed and implemented to show student improvement.

After two months, student progress will be reviewed. Possible outcomes include, but are not limited to: removal from probation, increased use of interventions leading to assessment with Fort Wayne Community Schools educational psychologist or others, continued probation, or even a withdrawal to another school by the family. Every reasonable effort will be made to support the student's forward progress. Should families choose not to participate in this process, then the family may want to consider moving their student to another school since LSUS is committed to family partnerships and student learning.

### ***Curriculum Assistance***

Organizationally challenged students may benefit from Curriculum Assistance. Students recommended for such organization intervention will meet with a designated staff member at 3:00 PM each day for a period of 2 to 3 minutes. It is anticipated that students will exit Curriculum Assistance after six weeks of extra assistance. Students who need this program beyond the anticipated six weeks, may be encouraged to seek out the assistance of other such programs beyond LSUS.

### ***Homework due to Vacations or Planned Absences***

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. Missed assignments are the student's responsibility.

**Teachers are not expected to provide homework in anticipation of the vacation.** Families are to make contact with the classroom teacher(s) in order to receive some guidance for student learning during the vacation.

A family **vacation is not excused by Indiana State Law** unless an educational component is included, verified, and documented prior to the absence. If a vacation should be planned for more than 5 days the parents must discuss it with the principal at least 7 school days in advance of the absence. Family vacation is defined as a special event which involves a family, not just the student. For example, a family vacation to Florida includes the student and immediate family members. The student going to visit grandma and grandpa in Florida, unaccompanied, is not a family vacation. 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.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

### ***Arranging for Homework Following Illness of Two Days Or More***

When a student is **absent for two or more days** 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. For example, a student who was absent three days would be given three school days to complete the missed work.

### ***Arranging for Homework After a Short Absence***

For **short absences (fewer than 3 days)**, students should make arrangements with teacher or classmates regarding assignments. Students will receive missed assignments from their teacher when they return to school.

Students will be allowed one day of make-up for each day of absence due to illness. For example, a student who was absent two days should be given two school days to complete the missed work.

### ***Arranging for a Missed Test***

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

## **CURRICULUM AWARDS**

### ***LSUS Honor Roll***

Honor Roll, Principal's List, and Merit Rolls are published **after each trimester** 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:

- Principal's Honor Roll - 95% or better
- Honor Roll - 92 to 94%
- Merit Roll - 89 to 91%

### **Scholastic Achievement Awards**

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

- 1) Three Trimesters at Principal's Honor Roll, Honor Roll, or Merit Roll.
- 2) Various combinations thereof (e.g. two Principal's Honor Roll and one Honor Roll, etc.)
- 3) Scholastic Achievement: President's Award
- 4) Scholastic Improvement: President's Award
- 5) Valedictorian and Salutatorian Awards

### **JOY Award**

The JOY Award, which stands for Jesus, Others, Yourself, goes to the student in Grade 8 who exemplifies this attitude, action, and achievement. A small committee of faculty, staff, a pastor from the association, and others are selected by the faculty leader for JOY (serving learning in Middle School) to select from the students for which this award is available. This award is given in the spring of each year during Honors Night.

### **Founders 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

### **Attendance Awards**

LSUS encourages prompt and faithful school attendance. The following criteria are used to provide recognition to students who have excellent attendance.

#### **School Year Perfect Attendance:**

- Students will receive a pin recognition at Honors Night, as well as participate in the various trimester recognitions throughout the school year.
- Student must have no tardy attendance days.
- Student must be away no more than ½ day for a doctor's or other documented professional appointment.
- Student must have no suspensions of any kind (in-school or out-of-school).
- Students must not have excused or unexcused absences for any reason.

#### **Trimester Attendance:**

- Using the same criteria as above, students will be recognized for having outstanding attendance.
- Students will be given notification that they will receive a Out of Dress Code Day for each of the trimesters within the last three days of the trimester. These follow Out of Dress Code Day the guidelines for student dress located under the Out of Dress Code section of this handbook. Out of Dress Code Day will be used within one week (five school days) of the start of the new trimester.

### **Other Awards**

1. Accelerated Reader
  - Trimester reading goals
  - Trimester improvement
  - Number of points
2. Book It! by Pizza Hut<sup>®</sup>
3. Achievement in IXL or other student support resources
4. Art and Music Awards
5. Drama or other special recognitions or awards as needed

## **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**

1. **Tops RED, BLACK, and WHITE.** Polos with postage-stamp-sized logos (or no logo), no more than three buttons on placket, and short or long-sleeved are preferred. Crew neck (K-5) or hooded (G6-8 only) sweatshirts or sweaters in the same color are permitted. Plain knit polo shirts, plain woven "dress"/oxford shirts (long or short-sleeved), knit turtle/mock turtle neck shirts in Red, Black, and White are permitted. Plain white or solid colored undershirts/t-shirts/undergarments may be worn beneath these shirts.
2. **Bottoms KHAKI and NAVY,** Pants, shorts (April 1-November 1). Cargo pants may not be worn.
3. Girls may, using the same colors as all other bottoms, wear skirts or skorts at any age. They may wear jumpers from K-fifth grade only.
4. Athletic, yoga, stretchy, legging/jegging, warm-ups, running clothes, are not acceptable attire.
5. All skirts, skorts, and shorts must cover hips and backsides with a modest drop (2-3" above the knee cap).
6. **One RED polo shirt is required** for special events, trips or as designated by school faculty and staff.
7. Sweaters may not be worn without a polo or other school-acceptable shirt beneath them.
8. Tennis shoes **without** heels ("heelies") may be worn. **Socks must be worn with shoes.** 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. Solid colored socks or tights are permitted in the same colors as pants or shirts.
9. One set of pierced ears is permitted for girls only. No other piercings are permitted. No ear piercings permitted for boys. Tattoos, including "temporary" or "henna" tattoos are not permitted.
10. Spirit Wear hoodies and sweatshirts may be worn over the shirt described above by students in grades 6-8 or on Fridays. "Hoods" may not be worn over the head. All other crew neck sweatshirts must be plain, solid colors of Red Black and White ONLY.

11. Spirit Wear shirts/sweatshirts are permitted on Friday's. No logos of any other schools are permitted other than LSUS Phoenix Spirit Wear, unless confirmed by the principal (e.g. basketball tournament shirt). **Gym shirts are not considered Spirit Wear.**
12. Belts (grades 3 to 8) must be worn with pants if pants have belt loops. If shorts or pants are elastic waist, then boys need not wear belts. This is especially true for K-2 boys. This includes inside, adjustable elastic tabs.
13. Hair must be clean and neat. **No artificial coloring or colored weaves are permitted.**
14. Girls in grades 6-8 may wear modest cosmetics.
15. No hats or head coverings may be worn in the building, unless permission is given by the principal or homeroom teacher.
16. **Dress Down Days** (See section for **Dress Down Code Guidelines**.) are designated days when jeans may be worn to school. Jeans CANNOT have rips or tears. Leggings/tights, etc may not be worn under jeans. Jeggings and leggings are not appropriate. Jeans may not sag or otherwise be distracting. Please use modesty as a guideline for all Dress Down Days. Shoes are to be safe. Shorts, during shorts weather, may be worn, yet also without rips, tears.
17. Sweat pants are not permitted, even with a Dress Down Day. If sweatpants are going to be permitted for any reason, it will be announced by the principal.

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 will be reminded to wear clothing according to the Dress Code Policy. Choosing to disregard this policy is considered disrespectful. This behavior may result in any of the following actions:

1. Reduced privileges (e.g. loss of recess/free time); families delivering appropriate attire; a suspension from classes or detention for disobeying the rules.
2. All concerns of dress or appearance are at the discretion of the principal with teacher input.
3. Families are responsible for ensuring student dress is compliant with this code. If dress is not appropriate, then the family will be responsible for bringing suitable clothing for the student upon request of the school office.

These guidelines are general and for use both on campus and off during school related or school sponsored events. (e.g. concerts, class trips, dances, worship) Good Rule: **If you think you shouldn't wear it then you shouldn't.**

**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. Students may wear shorts anytime the

temperature is to top 85 degrees Fahrenheit, even if it is outside of the April 1- October 31 time frame. 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***

- 1) 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.
- 2) 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.
- 3) 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**

- 4) ALL STUDENTS who have not been picked up in carline or the lobby are required to be in Extended Care. They will be taken there for supervision. When you arrive to pick them up, you will need to go the Extended Care room to get them.
- 5) Extended Care will be open when school is delayed for weather related conditions; however, should a cancellation be called, parents will be notified and are expected to make appropriate arrangements for pick up.
- 6) 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.
  - a) **Morning Session:** Students arriving before 7:45 a.m. are required to report immediately to Extended Care or breakfast.
  - b) **Afternoon Session:** Students report to the Extended Care room and check in. When a child is picked up, parents are required to personally notify the supervisor and sign their child out; the supervisor then notes the time of departure.
- 7) **Students are NOT ALLOWED to go to their classrooms or any other unsupervised area outside of school hours.**
- 8) 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.

- 9) 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 (LATE PICK-UP CHARGES)***

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***

Families who use this service look to us to provide a safe and healthy environment. When instances arise which prevent this from happening, we look to the same parents for help and support to correct the behavior problem. Please understand that when repeated behavior problems occur in Extended Care, that student may lose the privilege of attending the program.

## **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 is \$80 per year per student. The cost of registration is nonrefundable.
- The nonrefundable yearly fee for the band program is \$385 per student.
- 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. *(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 month 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 payments are not received within five days of due date, a late fee of \$29 will be assessed.
- Lunch accounts must be kept current at all times and paid separately to Fast Direct or in the front office made out to the “LSUS Lunch Program”.
- 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 the first game.
- 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**

- a) Families requesting financial assistance must bring in a copy of their prior year Federal Tax Return.
- b) The financial aid committee will determine the amount of tuition assistance awarded based on your tax documents.
- c) 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.
- d) The agreement will contain 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.

### ***Withdrawal Policy***

Families must notify the school in writing if a student is withdrawn from the school. Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount. Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount. Registered students who withdraw after December 15th are responsible

for the full tuition amount. The school will not forward records for students who withdraw with an outstanding balance.

## GRADES AND TESTING

### **Grade Scale**

LSUS utilizes the following grading scale:

A	100-95	B-	85-83	D+	73-71
A-	94-92	C+	82-80	D	70-68
B+	91-89	C	79-77	D-	67-65
B	88-86	C-	76-74		

Grade Point Averages for grades 4-8 are calculated using a weighted scale. The subjects will be weighted in the following way:

Fine Art: 1  
Grammar/English: 2  
Health: 1  
Math: 2  
Memory: 1  
Music: 1  
PE: 1  
Pre-Algebra: 2  
Reading/Literature: 2  
Religion: 1  
Science: 2  
Social Studies/History: 2  
Spelling/Vocabulary: 1 (*Grades 4 & 5 only*)

**All students involved in any school sponsored-extracurricular activity outside of normal school hours are required to maintain a 77% grade average with no grade of F in ANY subject.** Eligibility is evaluated each trimester and mid-term. First trimester eligibility will be determined by prior year third trimester final grades.

### ***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 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. Trimester report cards will be given three (3) times during the academic school year.

No student will be given a Report Card if tuition, debit cards, 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. Families who want to have a paper copy of the report card must contact their child's homeroom teacher or the school secretary.

### ***Progress Reports***

Progress Reports will be given mid-way between each trimester grading period.

No student will be given a Progress Report if tuition, debit cards, 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. Families who want to have a paper copy of the report card must contact their child's homeroom teacher or the school secretary.

### ***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. STAR testing is done approximately every three weeks. NWEA tests are given three times each year to track student progress on Indiana (and Common Core) Academic Standards. 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***

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.

### ***ISTEP+***

ISTEP+ 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 ISTEP+ results as one tool for gaining an overall picture of your child's academic journey.

## LIBRARY

### *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 must have an Allen County Public Library card without fines owed.** Students are encouraged to use the library for curricular enrichment and pleasure reading. Students who owe fines on library cards will sit quietly and read while at the library, but be unable to take books out, per the ACPL policy. **After four such visits, students will stay for an afterschool detention.** 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**:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out.
3. Students who have lost or damaged books do not receive progress reports or 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.

## LOST AND FOUND

### *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.**

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.

## 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 windows and 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 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. Sit, 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://iloveguys.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 one of two secure designated locations:

1. Bishop Luers High School
2. Shawnee Library

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 Peace Lutheran Church located at 4900 Fairfield Avenue until reunification plans are 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.**

## **IT IS VITAL TO SUBMIT SAFETY FOR FAMILY INFORMATION TO BE UPDATED AS OFTEN AS NEEDED.**

### ***Returning After a Fever or Vomiting***

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.

### ***Medical, Health, and First Aid Policies***

**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.

**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.

- **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. All medications must be kept in the school office. 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.
- **Over-the-counter medications must be kept in the original, labeled container.** All medications must be kept in the school office. 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.
- **The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the school office.**
- 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.
- The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.
- In specific cases, the school may require the parent/guardian to come to school to administer the medication.
- No school employee will give injections unless appropriate training has been given.
- Prescription and over-the-counter medication may be administered by designated non-licensed personnel.
- LSUS does not provide any medication such as pain relievers or allergy medication. The families must provide any and all medication for the student.
- **Other items which must remain in the school office:** lip balm, cough drops (even 'non-medicated' varieties), over-the-counter/non-prescription medicines, contact lens solutions

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.

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.

**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 forwarded to families in a timely manner.

**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.

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.

For the sake of other children's health, your child should NOT attend school if s/he:

- 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, and/or ringworm.
- e) Appears obviously ill, with or without a fever.

### ***Search and Seizure of 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 crate in which to store learning materials. In order to maintain a quiet atmosphere for class, students are allowed to go to their crates only at specified times. The school reserves the right to inspect any student materials at any time.

### ***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 insure that 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.

### ***Visitors***

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.

Parents who volunteer to serve lunch or who volunteer in another capacity 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.

### ***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 and 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 called 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.

### ***Immunizations***

All students enrolled in Lutheran South Unity School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Family doctors will give immunization information to families. However, if your insurance has lapsed or you have a tough time getting to your home doctor, please consider the following options:

- Allen County Department of Health Immunization Clinic: [www.allencountyhealth.com](http://www.allencountyhealth.com)
- Neighborhood Health Clinics: [www.nhci.org](http://www.nhci.org)
- Super Shot: [www.supershot.org](http://www.supershot.org)

### ***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. *(Added: 12/08/2016)*

### ***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; or
- 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.

# 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!  
P-H-O-E-N-I-X, Let's go Phoenix! (x3)  
Go, Phoenix, beat \_\_\_\_\_! Go, beat \_\_\_\_\_!

## TECHNOLOGY POLICY USE AGREEMENT

See Appendix, page: 66

## VISITORS

### *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.

Parents who volunteer to serve lunch or who volunteer in another capacity 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.

## VOLUNTEERS

### *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.**

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.

Parents who volunteer to serve lunch or who volunteer in another capacity 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.

## **APPENDIX:**

### ***INFORMATION ABOUT LSUS***

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.

### ***History***

History of LSUS, "Three Schools Become One"

Zion Academy, Bethlehem Lutheran, and Unity Lutheran Consolidate

By Jon Mielke, Executive Counselor for Christian Education, and Superintendent, The Lutheran Schools of Indiana Indiana District, Lutheran Church-Missouri Synod and By Gretchen Hollman, Lutheran South Unity School Marketing Committee and Member of Peace Evangelical Lutheran Church

Lutheran schools in Indiana are experiencing similar challenges that other Lutheran schools across the country are encountering: declining enrollments, financial struggles, changing neighborhoods, and weakening family values. Instead of succumbing to these pressures, four congregations and three schools took solid steps toward not just maintaining Lutheran education on the south side of Fort Wayne, but proactively and dramatically improving it to increase enrollment. Through courageous pastoral leadership and capable congregational support from laity and teachers, the merger of Bethlehem Lutheran School, Zion Lutheran Academy, and Unity Lutheran School came about just in time for the start of the 2009 academic year. This article describes how these congregations and schools approached the process and established a stronger, healthier Lutheran school.

### ***Celebrating our Past***

Lutheran education has always had a strong presence and a long and evolving history within the Fort Wayne community. When Zion Lutheran School began, more than 125 years ago, the congregation built the school building before the church. More than one hundred years later in the 1990s, Zion changed to a classical curriculum changing its name to Zion Lutheran Academy. Bethlehem Lutheran School was founded in 1926, also before the church, and at one point was the largest school in The Lutheran Church – Missouri Synod. Peace and Redeemer congregations started an elementary school known as Peace-Redeemer Lutheran School in 1946. Mount Calvary Lutheran Church joined the association in 1973 and the name was changed to Unity Lutheran School. In 1982, Peace purchased an elementary school building from Fort Wayne Community Schools, consolidated from three locations and moved to this unified off-site campus. In 1977, Redeemer elected to be removed from the association, which existed through the 2008-09 school year. Hundreds of children graduated from these three schools, deeply rooted in God’s Word and prepared to share Jesus with others.

### ***Setting the Stage***

Fort Wayne, Indiana, is not a typical Lutheran environment. With a seminary, twenty-two LCMS churches within the city, a Lutheran high school and nineteen Lutheran elementary schools in the region, Fort Wayne is a Lutheran mecca of sorts. The three schools and four congregations involved in this merger are all located relatively close together on the south side of Fort Wayne. The south side of the city has experienced urban decline, and this has directly impacted the schools. Bethlehem, Zion and Unity were different from other Lutheran schools in the area due to member-to-non-member ratios hovering around fifty percent. The majority of other area Lutheran schools have much higher member ratios of eighty to ninety percent. This combination of low median household income and larger non-member student populations placed an increased financial burden on the south congregations. Zion Academy was in immediate danger of closing. Bethlehem was soon nearing this decision, and Unity was experiencing significant budget difficulties and declining enrollment.

### ***Moving Forward***

The consolidation endeavor began in October 2008 with the pastors of Bethlehem, Mount Calvary, Peace and Zion congregations meeting informally to brainstorm ideas and discuss options for merging the three schools. Support from the Indiana District Office was quickly sought. By December, a steering committee comprised of leaders from all four congregations, all three schools, the Indiana District, and representatives from Concordia Lutheran High School assembled to provide input and assistance. Those weekly discussions propelled to the top of everyone’s agenda the need for a concept paper that would outline the educational model for the school. An independent consultant would later be added to guide and direct the merger process.

### ***Concept Paper: The Golden Opportunity***

The concept paper provided a mutually agreeable instructional plan for the new school. It also provided something much greater. It gave the opportunity for leaders to rally behind the creation of a new school and in doing so, turned a financially motivated decision into a visionary model that would forecast and test the future of Lutheran education.

Current educational research advocated by leaders in education guided discussions and provided a framework for change. Instead of teaching in isolation, teachers would now be given opportunity to work in teams to share ideas and plan units that cross disciplines during the school week. Teachers

would be explicit about engaging students in different modalities of learning, employing a variety of nonlinguistic representations and instructional strategies according to ability level and need. Teachers would readily engage in discussion together about the design of lessons and the variety of design templates available for use. The teachers would integrate technology into the design of the lesson whenever possible.

The concept paper embraced and endorsed the principles of the National Lutheran School Funding Academy. Pastors of Bethlehem, Peace, Mount Calvary, and Zion Lutheran Churches, the principals of Unity and Bethlehem Schools and the headmaster of Zion Lutheran Academy attended the funding academy when offered in Indiana. From the inception of the merger concept, mention was often made to adopt the concepts presented at the funding academy. Budgetary dollars are scarce. Even though the positions of a student recruiter and gift developer are temporarily on hold; marketing, leadership, and stewardship components discussed at the academy were incorporated as benchmarks for success.

The concept paper also addressed what not to change. The new school would espouse the mission and ministry of all four congregations. Steeped in a rich heritage of Lutheran education, teachers would continue to emphasize the teachings of Martin Luther, Biblical stories, Baptism, and proclaim the Gospel message with passion and joy. Based on Proverbs 22:6, teachers would seek to “Train a child in the way he should go, and when he is old he will not turn from it.” The teachings would be distinctively Lutheran.

### ***Definition Document***

With the continued assistance of a local consulting firm, True North Strategic Advisors, the steering committee wrote and presented a definition document to parents and congregational members. It outlined basic tenets for governance, finances, curriculum, facilities, staffing, enrollment and marketing. A list of “shared values” emerged and formed the basis of agreement for a new Lutheran South Association. These values are:

- † Vibrant Christian education in a Lutheran context
- † Significant, life-changing impact on students and their families
- † Commitment to diversity
- † Growing enrollment
- † Implementation of leading-edge teaching methodologies
- † Strong community presence on the south side of Fort Wayne
- † Cooperation among Lutheran congregations
- † Affordable education of superior quality on the south side of Fort Wayne

In separate informational open houses, congregational members and parents were given opportunity to ask questions and discuss the definition document.

### ***The Result***

In separate congregational meetings, each congregation voted in favor of the merger in unanimous votes. The new school was named Lutheran South Unity School. Election of the Board of Directors occurred in late March 2009. Three members of each of the four congregations comprised the newly appointed Board of Directors, which was charged with translating the agreement’s outline into a functioning school. During the summer, the constitution and by-laws were reviewed, revised and approved by all four congregations. The new school opened in August for the 2009-10 academic year

with an enrollment of 205. The Board of Directors is currently completing the application and accompanying documentation to obtain Recognized Service Organization (RSO) status.

### ***Keys to Success and Overcoming Hurdles***

School mergers in the Fort Wayne area have been tried many times in the past. Some were successful; many have failed. What were the largest hurdles that needed to be overcome? What are the key reasons for the success of this merger?

### ***Instruments of God***

The overarching reason for success was the work of the Holy Spirit. The natural tendency was toward parochialism and isolation. With the Holy Spirit's help, the pastors approached discussions with decisiveness, humility and cooperation. Intense lay leadership and countless hours of work brought the merger to fruition in ten short months. Above all, prayer was the foundation for all decisions and discussions. When the discussions became tense and emotions frayed, time was taken in prayer to ask the Lord's guidance.

### ***Outside Expertise***

Leadership from the Indiana District provided encouragement, educational expertise and pioneer thinking. Assistance from an independent strategic advisory firm, funded by the Lutheran Foundation, organized the consolidation process and monitored adherence to a tight schedule.

### ***Open and Carefully Crafted Communication***

The steering committee communicated information to members and parents on a timely basis with an emphasis on a unified presentation of thought and substantial content. Voting members were allowed time to ask questions, and the steering committee's agreement to present information together avoided rumor pitfalls. Information to the greater Fort Wayne community was also carefully managed.

### ***Neutrality***

The site chosen for the new school was on an independent campus that was not directly on the site of any of the four congregations. A new name was chosen as a compromise so that all entities felt a sense of ownership of the school. This new name was critical in the breaking down of long-held individual school identities in order to build a common identity.

### ***Staff Selection***

Inevitably and regrettably not all staff were able to be retained. The staffing subcommittee diligently negotiated a staff selection process that everyone could support. This most difficult hurdle was overcome with a tiered selection approach that honored divine calls.

### ***Merger Experience***

Unity Lutheran School representatives from Mount Calvary and Peace Lutheran Churches provided experience and insight into the operation of a merged school after having already operated a joint inter-parish school for years.



### ***Emphasis on the Positive***

Lutheran South Unity School brought the best of all four congregations and three schools together. Financial issues were transformed into an exciting opportunity to develop a new model of a leading-edge school. The reason for the merger changed from a necessity to a golden opportunity.

### ***Excellent Education***

A significant key to the success of the merger is the new instructional concept. Lutheran South Unity School is blending educational “best practices” with a solid Lutheran foundation and a spirit of cooperation that will serve as a model for the future. The instructional concept encourages teachers to develop lessons and thematic units in teams and incorporate instructional strategies and techniques that have a higher degree of certainty to impact student achievement. Teachers are excited to uphold those traditional techniques while employing leading-edge strategies and techniques when appropriate.

Funding became available through a grant to contract a curriculum coach for one year. The coach observes classrooms and provides feedback that is immediate, timely, and accurate based on the daily instruction occurring in the classrooms. The coach also partners with the teachers in the design of lessons and models those instructional strategies and techniques that are designed to achieve success at each student’s individual level.

Acknowledgements --- The writers would like to thank the following people for their significant contributions to the merger process:

Rev. Jeffrey Geisler, Senior Pastor of Bethlehem Evangelical Lutheran Church, Fort Wayne  
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Rev. Donald Porter, Interim Pastor of Mount Calvary Evangelical Lutheran Church, Fort Wayne  
Rev. Paul Spira, Pastor of Peace Evangelical Lutheran Church, Fort Wayne  
Rev. Douglas Punke, Senior Pastor of Zion Evangelical Lutheran Church, Fort Wayne  
Rev. Ronald Stephens, Associate Pastor of Zion Evangelical Lutheran Church, Fort Wayne  
Rev. Richard Lammert, member of Zion Evangelical Lutheran Church, Technical Services and Systems Librarian, Concordia Theological Seminary, Fort Wayne  
Dr. Cliff Dietrich, Chairman of Lutheran South Association, member of Bethlehem Evangelical Lutheran Church  
Ronald Gehring, Attorney at Law, Chairman of the merger Steering Committee, member of Peace Evangelical Lutheran Church  
Chris Goeglein, Managing Principal, True North Strategic Advisors, LLC, Fort Wayne  
Phil Amt, Retired Principal, Bethlehem Evangelical Lutheran School

### ***Mission Statement***

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

Each child, created by God, is a unique individual and gift to God’s church. LSUS provides an environment which develops a student’s potential as a child of God and as a responsible member of God’s world.

The curriculum of LSUS provides a firm foundation in Bible Study, Language Arts (reading, writing, spelling, grammar, speaking), Mathematics, Social Studies (history, geography, civics/government), Science (concepts, processes, thinking), and the Fine Arts (music, visual and dramatic arts). The end result of the curriculum is for each child to be prepared to meet challenges of daily living with hope and a sense of purpose in Jesus, while having confidence in his or her ability to continue to learn and to contribute to society and the world at large.

Each person in the LSUS community is treated with respect and love. When offense is experienced, it is dealt with in a manner reflecting Christian respect as well as with a result that brings about reconciliation and positive movement forward. Matthew 18:15 and following outlines the way LSUS will work through conflict which appears to be the result of sinful behavior. It is important that people calmly seek information and resolution when there is conflict related to practice, policy, or even communication.

### ***Complete Philosophy Statement***

LSUS is a workshop of God the Father, God the Son, and God the Holy Spirit in which faith and its response of love can be exercised with the assistance of Christian teachers and Christian children Ephesians 2:10

We believe the Word of God, the Bible, is the tool used by the Holy Spirit to bring about faith. We use other tools to support students’ learning and growing in the Christian faith, namely Dr. Martin Luther’s Small Catechism and other such documents of The Lutheran Church--Missouri Synod, of which we are a part. I Corinthians 6:11, 2 Peter 3:15-16, 2 Corinthians 10:5

We provide the opportunity to develop in the student a wholesome self-concept for dignity and worth of all people, regardless of race, nationality, social status, or religion. Galatians 3:27, 28

We train students to become strong leaders in the mission of the church. I Corinthians 12

We strive for excellence in school operation, facilities, and curriculum. Colossians 3:17

The students and staff, both individually and as a body, promote goodwill and harmonious relationships with each other, the community, and the church. Ephesians 4:13

We believe that LSUS, through its community, is to engage others to use the school as a means to achieve the highest goals in Christian education. I Corinthians 13

We provide students with the opportunity to serve others in Jesus’ Name, while also experiencing joyful satisfaction of a life of Christian service. Philippians 2:1-11

We believe that both the future of the church and the country lies in the hands of children. Therefore, as a Christian school, our school is one of the best agencies to:

- develop in children the necessary skills and attitudes to make them responsible citizens of their community and the world around them. Colossians 1:6

- teach children in their proper relationship with God and their fellow people. Deuteronomy 6:7
- teach children the meaning of truth and the need for knowledge and wisdom. Isaiah 11:2, 3
- lead its students to life eternal in the kingdom of heaven. Mark 16:16
- To these ends, the LSA, Inc. operate, without profit, the school to provide instruction in all content areas in accordance with the Biblical faith and the interests of good citizenship.

### ***Beliefs and Practices***

Lutheran South Unity School is part of The Lutheran Church-Missouri Synod as a Recognized Service Organization. While we operate independently of this church body and any of our association congregations, we fully adhere to the doctrines and confessions (beliefs) held by this church body. These inform and have an impact on the very nature of the school (mission, vision, values) and all policy and practices of the school, such as, yet not limited to, curriculum, instruction, services, programs, clubs, activities, behavioral expectations of all people in the school community, and even how we use the facilities and resources of this mission and ministry.

A summary of these beliefs available at <http://www.lcms.org/doctrine/doctrinalposition> and also in written form in the school office.

### ***Purpose and Objectives***

The objectives for LSUS, in accordance with our purpose, are to provide experiences that enable our students to:

1. Learn to develop their God-given spiritual, academic, emotional, social, and physical skills.
2. Develop their worship lives and relationship with our Lord, Jesus Christ.
3. Become mature, faithful citizens of the State of Indiana and the United States of America.
4. Learn and master fundamental skills in content areas.
5. Develop skills in self-discipline acceptable to our society and our Christian principles.
6. Develop an understanding of the use of the Bible and its application to our lives.
7. Develop skills of collaboration, communication, creativity, and critical thinking. (cognitive capacity)

### ***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.*

## **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.

## **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.**

### ***Electronic Readers (E-readers):***

Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Lutheran South Unity School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### ***e-Reader Acceptable Use Policy:***

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the Lutheran South Unity IT Specialist and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.

3. All material on the e-Reader must comply with the spirit and policies of Lutheran South Unity School. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time or during carline.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

### ***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.
  - b) **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 revoking of these privileges, as well as discipline and/or monetary consequences.
  - a) Examples of **unacceptable** uses include (but are not limited to): using our equipment for any **illegal activity**, including **violation of copyright** or other contracts; Using our equipment for **financial or commercial gain**; **Degrading or disrupting** equipment or on-line performance; **Vandalizing** the data of another user; **Wastefully using** finite resources; **Gaining unauthorized access** to resources or entities; **invading the privacy** of individuals; Using online accounts **without authorization** or permission; Posting (through email) personal communications **without the author's consent**; Posting **anonymous** messages; **Destruction** of computer hardware or software; using online resources for **pornographic** materials; **Giving out online account numbers** or passwords to unauthorized people; **Deleting history files**; **Improper Content** - Accessing, sharing,

sending or production of anything that includes: **Obscenity** - pornographic, crude or lewd images, text or other content; **Sacrilege** - blasphemous, pagan, paranormal, psychic or satanic content; **Harassment**; **Gossip** - false or harmful information about people or institutions; **Hatred** - disrespect or degrading of individuals or groups; **Violence** - anything that depicts or promotes violent behavior; **Gambling**; Acts of a criminal nature; Unauthorized use of **copyrighted material**; and **chat rooms**.

- b) Unacceptable Use Consequences: If a student does any of the above, but not limited to, that 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. 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. 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.

## **TELECOMMUNICATIONS USE AGREEMENT**

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.
  - b) LSUS will not restrict speech on the basis of a disagreement with the opinions being expressed.
2. **Search and Seizure.**
  - a) Only limited privacy should be expected in the contents of personal files on the LSUS system.
  - b) Routine maintenance and monitoring of the Internet may lead to discovery that the policy, the student handbook, or the law has been violated.
  - c) 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.
  - d) Families have the right at any time to request to see the contents of their computer files.
3. **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
4. **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.
5. **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.
6. **Unacceptable Use.** Unacceptable uses of these resources will result in the suspension or revoking of these privileges, as well as discipline and/or monetary consequences.
  - a) Examples of **unacceptable** uses include (but are not limited to): using our equipment for any **illegal activity**, including **violation of copyright** or other contracts; Using our equipment for **financial or commercial gain**; **Degrading or disrupting equipment** or on-line performance; **Vandalizing** the data of another user; **Wastefully using** finite resources; **Gaining unauthorized access** to resources or entities; **invading the privacy** of individuals; Using online accounts **without authorization** or permission; Posting (through email) personal communications **without the author's consent**; Posting **anonymous** messages; **Destruction** of computer hardware or software; using online resources for **pornographic** materials; **Giving out online account numbers** or passwords to unauthorized people; **Deleting history files**; **Improper Content** - Accessing, sharing, sending or production of anything that includes: **Obscenity** - pornographic, crude or lewd images, text or other content; **Sacrilege** - blasphemous, pagan, paranormal, psychic or satanic content; **Harassment**; **Gossip** - false or harmful information about people or institutions; **Hatred** - disrespect or degrading of individuals or groups; **Violence** - anything that depicts or promotes violent behavior; **Gambling**; Acts of a criminal nature; Unauthorized use of **copyrighted material**; and **chat rooms**.

- b) **Unacceptable Use Consequences:** If a student does any of the above, but not limited to, that 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. 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. 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.
- d) **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.
- e) **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.
- f) **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.



## BUS TRANSPORT PERMISSION FORM

(I/WE) the parent(s)/guardian(s) of \_\_\_\_\_  
(STUDENT NAME)

**Request that the school allow my/our son/daughter to be taken by bus to Bethlehem Lutheran Church (S. Anthony Blvd.), Mount Calvary Lutheran Church (Reservation Dr.), Peace Lutheran Church (Fairfield Ave.), and Zion Lutheran Church (Hanna St.) for school practice or events.**

We hereby release and save harmless the school of Lutheran South Unity and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for my son/daughter to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: \_\_\_\_\_

## MEDICAL RELEASE FORM

Student Name: \_\_\_\_\_

Known Allergies:  
Allergic Reactions:

Other Pertinent  
Medical Information:

Current Medication(s) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Daytime #: \_\_\_\_\_ Cell # \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Daytime #: \_\_\_\_\_ Cell # \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Teacher's Signature

# SIGNATURE PAGE

Family Name \_\_\_\_\_

## Parent Student Handbook Agreement

\_\_\_\_\_ I have received access to the 2020/2021 Parent/Student Handbook and agree to follow the school policies and procedures as stated. (*Located on our website*)

## Technology Acceptable Use Agreement

\_\_\_\_\_ We agree to adhere to the Telecommunications Use Agreement to the best of our ability.

## E-Learning

Do you have access to a computer and internet at your home?

YES, we have **internet**     NO, we do not have **internet**

YES, we have a **computer** – How many students? \_\_\_\_\_ computers? \_\_\_\_\_

## Photo-Video Release

\_\_\_\_\_ I hereby give permission for my son/daughter to be photographed or videotaped at Lutheran South Unity School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Lutheran South Unity School.

\_\_\_\_\_ I **do not** give my permission for this.

One form is needed per family.

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Parent/Guardian signature	Date	Print Name
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Parent/Guardian signature	Date	Print Name
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Student signature	GRADE	Print Name
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Student signature	GRADE	Print Name
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Student signature	GRADE	Print Name
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Student signature	GRADE	Print Name
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