

2019-2020 Parent Student Handbook

Lutheran School Association
Kindergarten – 6th Grade

Information is always on our website: www.lsadecatur.net

Mascot: Lions

Colors: Red, White, Black

School Song:

Banners flying, cheer the lions; We are L-S-A!
Every time we take the field our teams will never yield
Cheer for honor; cheer for victory, victory night or day
All for the school we love, our L-S-A! (Repeat)

Lutheran School Association

Lutheran School Association of Decatur is supported by five Lutheran congregations of Decatur. The Association congregations are Concordia, Mt. Calvary, St. John's, St. Paul's and Trinity. If families do not have a home church already, you are invited to attend our churches here in Decatur. Each LSA congregation (by size of the church) assigns board members to see that the school operates in a quality and responsible manner.

LSA Board of Education

Mr. Mike Atwood, Chairman.....St. Paul's
Mr. Terry Lovekamp, Vice-Chairman.....St. Paul's
Mr. Steve Poland, Treasurer.....St. Paul's
Mrs. Susan Doddek, Secretary.....Concordia
Mr. Bill Reiter.....Trinity
Mr. Joel Fletcher.....Mt. Calvary
Mrs. Ethel Jaggi.....St. John's
Mrs. Jill Reedy.....St. John's

In addition, two pastoral advisors work with the board.

Mission Statement

The Lutheran School Association delivers excellence in Christ-centered education to meet the spiritual, academic, and social needs of its students.

Vision Statement

The Lutheran School Association partners with families to provide a safe and loving environment where children receive quality, Christ-centered education as measured by standardized test scores, grade-level readiness, graduation rates, and post-high school education. Our students become leaders in their school, churches, workplaces, and communities.

Our Core Values

Christian Love is our Foundation

The Lutheran School Association desires to do everything out of a Christian (agape) love for the welfare of children, families, faculty, and staff. Our love for others is a reflection of God's love for us.

"This is how we know what love is: Jesus Christ laid down his life for us.

And we ought to lay down our lives for our brothers." 1 John 3:16

All We Do is Christ-Centered

The Lutheran School Association challenges individuals to grow and live their faith through instruction in the Word of God, as well as through example.

". . . to prepare God's people for works of service, so that the body of Christ may be built up." Ephesians 4:12

We are Open and Welcoming

The Lutheran School Association is a welcoming community that is a cross-section of the world in which we live.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" Matthew 28:18-20

We believe in Service to God and to Others

The Lutheran School Association students and staff serve as church and community resources.

"Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers." Galatians 6:10

We are Partners with our Families and Churches in Raising Godly Children

Partnering with parents, the Lutheran School Association develops and grows families.

"Therefore encourage one another and build each other up, just as in fact you are doing." 1 Thessalonians 5:11

We Deliver Academic Excellence

The Lutheran School Association provides an environment of academic excellence that challenges students intellectually and inspires them to be life-long learners.

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." Colossians 3:23-24

We Practice Forgiveness / Discipline

The Lutheran School Association provides an atmosphere where students, staff, and parents forgive and are forgiven as sinners and saints but are held accountable according to the Law and the Gospel. *"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."* Ephesians 4:32

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witness.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there am I with them." Matthew 18:16-20

We are Community

The Lutheran School Association believes community, which is a manifestation of love and devotion to one another, is an essential part of our school and our witness to the greater community. *“But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus, his Son, purifies us from all sin.” 1 John 1:7*

Philosophy of the LSA

Recognizing that the creation and growth of faith is the promise of the Holy Spirit and also realizing that God has given His Church the responsibility to make disciples and teach His Word, the LSA commits to vigorous pursuit of the following Ends:

LSA students are given the opportunity to possess a personal faith *relationship* with Jesus Christ, a Biblical worldview and the necessary tools to impact the world for Christ.

1. The top priority of the LSA is to ensure all students understand and receive salvation available to them through the death and resurrection of Jesus.
2. The LSA gives each and every student foundational knowledge of Biblical teachings, including God, creation, the sinful nature of man, Christ’s forgiveness and principles for Godly living.
3. The LSA student establishes the foundation to share the tenets of their faith and the love of Christ with others in their sphere of influence and has a concern for the well-being of others, particularly a concern for others’ relationship with Christ.
4. The love of Jesus pervades all activities of the LSA witnessing to its students the type of love He expects of his followers. The climate of the LSA strives to reflect the love of Christ and make students and their families, staff and visitors feel valued, encouraged and supported.

LSA students realize the full potential of their unique God given talents and abilities within the academic, athletic, artistic and technical spheres and are fully prepared for the next level of education or skill development.

1. The LSA is an institution devoted to fostering the unique talents and abilities of each student, understanding that God has intentionally gifted each of us in a special way to fulfill His plan for our lives.
2. The LSA student continuously improves in the basic educational skills as well as chosen areas of interest.
3. LSA graduates are fully prepared for their chosen educational or career path, including higher education, entering the workforce or pursuing ministry careers.

The LSA students are equipped with the life skills necessary for success, both in terms of fulfilling God’s command to make disciples as well as the ability to carry out their temporal duties.

1. LSA graduates have the personal management skills to successfully perform future endeavors.
2. LSA graduates have respect for authority and for the opinions of others, while understanding the inerrant nature and ultimate authority of scripture.

The LSA is the “School of Choice” through academic excellence, cutting edge technology and a developed campus.

1. The LSA maintains a high quality, accredited educational program in an atmosphere that is conducive to learning.
2. The LSA offers a curriculum that is strong in the core subject areas while maintaining quality programs in elective areas.
3. The LSA integrates and uses technology for teaching and learning in all curricular areas.

The LSA develops, nurtures, and supports its relationship with member congregations.

1. The LSA has a developed method of regular communication to each member congregation on a timely and consistent basis.

2. The LSA maintains a presence in each member congregation with member children activities and staff and administration visibility.

The LSA has a sound financial model which takes into account the school ministry, the families and the member congregations.

HANDBOOK ITEMS

Accident/Illness

Any illness or injury should be reported to the nurse. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone numbers, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current should emergencies arise.

Parents of students with special medical needs (e.g.: asthma, hemophilia, diabetes, epilepsy, etc.) should inform the office, school nurse or principal of such conditions so that appropriate action may be taken when and if necessary. The student's physician should supply information pertaining to health conditions and/or physical restrictions.

Admissions

Non-Discrimination Policy

Lutheran School Association admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Our mission statement is "The Lutheran School Association delivers excellence in Christ-centered education to meet the spiritual, academic, and social needs of its students." We admit students who will add to our structured and academic setting. Interviews are part of the enrollment process. Administration will inquire about behavior and academics. Not all students are accepted for enrollment. It is our goal to ensure a good fit for the student, his/her family and the school. In some cases, placement tests are given to determine academic background and to ensure student success.

Attendance

Regular attendance is important for success in school. The school is responsible for a student from the time the school day begins until the school day ends and must be able to locate a student at any time during the school day. Students should be in class or have teacher permission to be any place else in the building. When a student cooperates with the attendance regulations, the school will be best able to fulfill its obligation to the student. Any violation of the policies will hold the student subject to school disciplinary action.

Students involved in any extracurricular activity, athletics, drama, cheerleading, etc. must be in attendance at school at least 4 hours on the day of the scheduled event to be eligible for participation.

1. **Absences** – Parents (or legal guardian) are expected to notify the school by phone (233-2001) before 9:00 a.m. each day their child is absent. Students are not to report their own absence. The office will make an effort to contact parents when the absence has not been reported. Absences not reported may be considered as unexcused absence. Upon return to school, contact

between the parent and the office must take place verbally or in writing. Reporting absences to the office helps make sure students are at school and not somewhere unattended or in an unsafe circumstance.

2. Excused Absence – Students are excused for the following: Personal illness, prior planned absence, emergency reasons, family emergencies, death in the immediate family or attending of a funeral at the parent’s permission, maximum of two prior planned college visits per year. The school will decide if an absence is excused. The student has the responsibility for make-up work. All work must be made up in a timely manner not to exceed one day for each day missed. A test scheduled on the first day of an absence, will be made up the day the student returns to school (under most circumstances). Previously assigned projects and papers which students knew about in advance must be turned in on the day due even if the student is absent (under most circumstances). This should be worked out with the teacher. Extended medical absences under a physician’s care will be handled on an individual basis.
3. Unexcused Absence – Any absence that is not excused is unexcused. A student who receives an unexcused absence will not receive credit for work or tests missed they would have taken that day. Students are unexcused for the following: Oversleeping and/or missing the bus or a ride, conducting any type of business that could be taken care of outside of school hours, staying home from school to study, other as determined by administrator.

It is in a student’s best interest to be in class each and every day. Unexcused absences count as an absence for the semester attendance. Repeated unexcused absences may also result in other school discipline. Parents and students are encouraged to communicate truthfully with the LSA office. Under most circumstances, LSA is very willing to work with the student and family. Suspension days are also unexcused absences but are treated differently in terms of the credit for the work assigned on such days.

4. Planned Absence – Planned absences such as vacations during school time are not encouraged. Students who must miss school because of planned absences must bring a note to the office in advance. A planned absence form must be taken to each teacher for his/her signature, indicating work that will be missed. It is best if all it is turned in and tests made up before the student leaves or at the day of return. Other arrangements with teachers are to be approved with consultation with the principals, planned days of absence count in the total absences for the semester. Planned absences arranged as described are excused absences. SEE TOTAL ABSENCES.

School Related Absences – Students who miss classes because of a school related activity such as sports events, contests, performances, or planned and volunteer activities will not be counted as absent. Work missed should still be turned in on time.

5. Total Absences – Students need to be in attendance to receive credit. Both excused and unexcused absences count as absences toward semester absence days which can result in loss of credit at 15 absences. Students absent 15 days during a semester class will not receive credit. The office will communicate total absences leading up to 15 days. Parents may appeal the loss of credit to the principal for long term documented medical reasons which resulted in students missing multiple days of school at a time, not typically for a one day ailment at periodic times during the semester. Students who have reached the absence limit will meet with administration to determine credit recovery processes.
6. Late Arrival / Early Dismissal – When a student comes to school after the school day has begun, he/she must sign in at the office and receive a pass to enter class. Whenever a student must

leave before the end of the school day, he/she must sign out in the office. In either case, he/she must either present a note from a parent or guardian regarding the tardy or absence or a parent or guardian must call the office to report late arrival or early dismissal. A student is marked absent if he/she does not attend at least half of the class period.

7. **Illness** – In case of illness during the school day, the student must report to the school office. If necessary, arrangements will be made to see the nurse or with the parents for the student to go home. School personnel, not the student, must make these arrangements. In case of emergency from illness or accident, the parent and/or family doctor and emergency assistance will be called if needed. *ALL phone calls are to be made in the school office.*
8. **Skipping School** - Truancy (skipping school) is considered a serious offense. The student is considered unexcused the day that they are truant and will receive zeros on all work in the classes missed that day. The student will also be given a two day suspension for each day of truancy.
9. **Tardiness** – Punctuality is expected. Students are expected to be on time to school and to each class. All students who are late to school must sign in at the office and receive a pass to their first hour class. Office passes do not necessarily excuse tardiness.

Each teacher will have rules regarding tardies during the school day. Students should be aware of the requirements in each class. Students are expected to be in the classroom and seated before the bell rings for the beginning of any class period. If a teacher detains a student, a pass signed by that teacher is required for admission to the student's next class.

Tardiness that exceeds a normal late time period will be considered truancy. SEE TRUANCY.

Excessive tardiness is considered a serious violation of school policy. At tardy #5 of a quarter, a detention will be written. They will receive a detention for each 5 tardies thereafter for the remainder of the quarter. SEE DETENTION.

Book Bags

Students may use book bags to carry their books and other possessions to and from school. All book bags must be left in a student's locker (if assigned) or in the specified classroom location. Book bags should not be used to transport books and supplies between classes during the school day.

Booster Club

All parent members of the booster club are encouraged to be involved with this supportive organization. The booster club runs the fund raising for our athletics, organizing concessions at home games and other social and fund raising events.

Cafeteria

All students will go to the cafeteria and/or assigned eating area during their lunch period where they may eat either prepared lunches, ala carte items, or lunches brought from home. Milk or juice can be purchased separately. Students may not leave the eating area, for any reason, without permission from the supervisor, teacher, or administrator on duty. Use of the vending machines is not allowed during the school day.

Each student will be responsible for his/her own Lunch/Student ID card, which will be returned to either the student or the student's teacher (depending on grade level) after each usage. At the beginning of the school year, each student will be issued one Lunch/Student ID card, displaying the student's name, class and current school year. Any destruction, alteration or loss of a Lunch/Student ID card will require the student to see cafeteria administration for a replacement. Students are not to use other student lunch cards.

Deposits into lunch accounts:

1. Proper student information: student name and amount of check contained in the envelope.
2. Payments should equal at least one week of lunch purchases.
3. When an account balance is low, a notice will be given to the student as well as contact to parent.
4. A student whose lunch account is in arrears must deposit a payment to cover the deficit as well as additional food items purchased at that time.
5. A student will need to bring lunch from home if his/her account is in arrears or has insufficient funds. The NSF policy on the Schedule Tuition and Fees may also apply which will require payment before a child may continue in school.

Free/Reduced Meal Applications: Applications for free and reduced meals are available at the school office. Letters containing guidelines and applications for free or reduced lunches are available during registration and throughout the school year. Parents requesting free or reduced lunches must complete and return the application to the school office. Verification of income may be requested.

Account Refunds

For returning students, all year-end credit balances will be forwarded to the subsequent school year. Upon student withdrawal or graduation from school, a refund of any remaining balances will be issued.

Lunches will be sold at the following rates:

- LUNCH \$3.25 each (includes a milk)
- ADDITIONAL ENRTEE (Grades 7-12) \$1.00
- ADDITIONAL MEAL (Grades 7-12) \$3.25
- MILK \$ 0.50 each
- (Lunch and milk tickets are subject to change.)

Cell Phones and Electronic Devices

Students will check cell phone in with their homeroom teacher at the beginning of the day; cell phones will be returned at the close of the day.

Parents can leave messages for students during the school day by contacting the school office. Students will be allowed to make necessary outgoing telephone calls as needed and determined by the teacher of the class where the student is in attendance and the school office. These calls are to be made in the office.

If a student fails to turn in a phone to a teacher, a warning will be given and the phone is taken for the day then returned. Discipline for the second offense typically is a detention and the phone taken and returned to a parent only. Discipline for a third and following offenses is typically a suspension.

Students are discouraged from bringing other electronic devices (Ipad, Ipod, MP3 Player, Tablet, eReader) to school because the security of these items can be a problem and their use is disruptive to the school environment.

Chapel

Lutheran School Association is a community of believers, and as such it is a worshipping community. Worship, in its broadest sense, includes all that we do in work and play as we give honor and glory to God through the use of our talents and the sharing of His love with others. It is certainly our hope that worship in this broad sense will occur constantly.

There will also be weekly chapel services, usually held on Wednesdays. Members of the LSA faculty, administration and representatives from association congregations will lead chapel services.

All students are required to be in attendance in chapel. We also encourage student families to attend congregational worship and church activities regularly at their church in the community. Daily devotions and chapel here at LSA are not substitutes for the gathering of the congregational family. It is our prayer that all members of the LSA school family will grow through formal and informal worship activities during their years here, receiving the spiritual power of God to live dedicated Christian lives.

Civil Defense Alert

In case of a civil defense alert during school hours, children will be kept in the building. If such an alert continues after school hours, dismissal will be at the discretion of the Principal, Executive Director or Civil Defense office. Parents who wish to pick up their child during such an alert may do so. Practice alerts are held regularly at the school.

Closed Campus

In the morning, upon arrival on school property, students must enter the building. No one may leave the building until scheduled to leave. Any students in violation of this regulation will be considered truant and subject to appropriate disciplinary action. Students may not leave the building and go to the parking lot during school hours or during the lunch period for any reason without prior permission from the office.

Students that attend schools, other than LSA, are not to be in the building at any time for any reason unless prior permission is granted by the principal.

Copyright Policy

The Lutheran School Association views copyrighted materials as the legal property of the copyrighting agency. Unauthorized or illegal use of copyrighted materials is viewed as stealing and as a violation of the Seventh Commandment, which should be avoided at all times. The administration of the Lutheran School Association shall formulate guidelines for the use of copyrighted materials to help teachers and students avoid the unintentional violation of copyright laws. These guidelines shall be periodically reviewed and revised by the administration of the Lutheran School Association as changes to the copyright laws dictate.

Computer and Internet Usage

The use of computers and the Internet is an integral part of a student's education at LSA. Students will be given a great amount of freedom to carry out the type of research and scholarship that will be expected of them. There is much material on the internet that is not suitable for viewing or use in our school, however. Any student using computers or technology for purposes

that are vulgar, suggestive, obscene or offensive, or viewing material that is vulgar, suggestive, obscene, or offensive will lose the privilege of using school computers and the internet and possibly face further disciplinary action. Likewise, any student knowingly and willingly using school computers to plagiarize the work of others or violate copyright laws will lose the privilege of using school computers and possibly face further disciplinary action. Students will be required to sign a Computer Use Policy form.

Discipline

Behavior will be encouraged by holding students accountable with the use of correction, counseling, parent communication, detentions, suspensions, or expulsion from school. The Lutheran School Association uses a progressive form of discipline. A student removed from a classroom will receive a detention for the first offense.

In order for the LSA to be a school of educational excellence, we have adopted the following goals:

- ***Spiritual*** LSA students develop a personal faith relationship with Jesus Christ, a Biblical worldview and the necessary tools to impact the world for Christ.
- ***Educational*** LSA students realize the full potential of their unique God given talents and abilities within the academic, athletic, artistic and technical spheres and are prepared for the next level of education or skill development.
- ***Foundational*** The LSA equips students with the life skills necessary for success, both in terms of fulfilling God's command to make disciples as well as the ability to carry out their temporal duties, such as earning a livelihood and raising a family.

Continued inappropriate behavior will result in more severe consequences, which will include in school suspension and out of school suspension. If behavior continues, the student could face expulsion.

In order for the LSA to be a school of academic excellence and achieve these goals, students are expected to:

- Respect the faith growth process.
- Respect authority.
- Respect others and self.
- Respect the teaching and learning process.
- Respect property (school's and other people).
- Respect God and people in authority.
- Be where they are supposed to be when they are supposed to be there.
- Treat one another with kindness and respect. This includes all forms of mental, physical and sexual harassment including hazing activities.
- Work to their potential and not be a part of cheating or plagiarizing the work of others.
- Show respect for the property of others and the property of the school.
- Dress modestly, neatly, and appropriately.
- Demonstrate physical affection in ways that is appropriate for a school setting.
- Not use or be in possession on school property of firearms, ammunition, knives or other items used as weapons, except for educational purposes authorized by the principal.
- Not use, be under the influence of, or be in possession of tobacco products, vaping materials, illegal drugs, or alcoholic beverages at school or school sponsored or related activities even if you are of the age to legally do so.

- Not be a part of any other act that is deemed by the school staff/administration to be injurious, detrimental, or dangerous to the health, safety, spiritual welfare, and physical wellbein of persons on school properties or present at authorized school functions and events.
- The responsibility of educating a student is two-fold: part belongs to the home and part belongs to the school. The teaching of responsibility and respect begins in the home. When a student enters school this process becomes a shared responsibility. Christian values should be reinforced both in the home and at school.

Disciplinary Action

When a student conspicuously or consistently violates a rule of Christian conduct at school or in the community, administrators and staff must confront and minister to that individual. The goal is to lead the student to a recognition of the behavior as sin against God, repentance, acceptance of God's forgiving love in Jesus Christ, and a demonstration of intent to live a Christian life with the help of God. When appropriate, the administration and staff will utilize the resources of the student's parents, pastor, and other individuals and/or agencies which may help achieve the goal of ministry. Within this context it may be appropriate that a student be deprived of school privileges, including attendance. Removal from school does not mean that students involved are not forgiven. Rather, it is intended to emphasize the seriousness of the offense for a Christian school setting and teach the student the consequences of the behavior in much the same way that a failing grade may be the consequence of poor preparation for an exam. In that way the student and the entire student body recognize the seriousness of sinful conduct. Our purpose is to value the Christian setting in which God seeks to accomplish His good and gracious will students.

The school reserves the right to question and confront students, to require a student to arrive early, to remain after school, to remove certain privileges, to suspend, or to ask a student to withdraw from school when school policies are violated. The school may notify the police regarding the conduct of alleged student behavior. Parents will be notified of the police involvement and allowed to be present for the police interrogation (as allowed). Students who reach the age of 18 years while attending LSA are subject to all the rules and regulations that apply to all students if they are to continue their education. Consistent failure to cooperate with the faculty or with school regulations may be the basis for asking a student to leave or result in denial of permission to return in the following term.

There are several school policies and rules which when violated could result in immediate discipline, suspension, or complete removal from school. The student is expected to be a responsible citizen and representative of our Christian faith. The school reserves the right to discipline students, who violate school rules or community laws both on and off school grounds. The following list includes, but is not limited to examples of these policies.

- Possession or use of alcohol, tobacco, vaping materials, or illegal drugs
- Immoral sexual conduct including pregnancy or fathering a child
- A threat or use of physical violence
- Possession or use of fireworks, explosives, or weapons
- Reprehensible conduct tending to reflect serious discredit to the school
- Bullying (verbal, physical, and/or cyber)
- Vandalism and willful destruction of property
- Stealing and dishonesty
- Profanity - vulgarity
- Sexual harassment and/or abuse/harassment of any kind
- Defiance or total disrespect for authority
- Truancy

- Dress Code Violation

Discipline Procedure

It is the intent of the faculty and administration to use the following discipline rubric to help create a safe environment for learning and faith growth for all our students. This discipline actions of the school is to help students learn after making poor choices and to improve their behavior for the sake of the culture of the school. As the use of law is necessary to accomplish this there will always also be forgiveness and the gospel shared throughout the process so they know that they are still loved and cared for by the faculty and administration.

DETENTIONS
Talking or disruptions in class
Inappropriate cell phone use
Not bringing supplies to class, unprepared for class
Loud or rude behavior in the hallways, cafeteria, classroom or chapel
Dress code violations – first two
Inappropriate language
First offense of cheating or plagiarism (zero)
Food in the classroom
Public Displays of Affection
Every 5 Tardies

SUSPENSIONS	DURATION for First Offense
5 detentions in a quarter	1 day OSS (Out of School Suspension)
Continued dress code violation – third	ISS (In School Suspension) rest of that day
Inappropriate language directed at a student	ISS rest of that day plus two full OSS
Disrespect or talking back to a teacher	ISS rest of that day plus two full OSS
Lying or direct disobedience to teacher instruction	ISS rest of that day plus two full OSS
Second offense of cheating/plagiarism	2 days OSS
Having possession of alcohol, tobacco, vaping, drugs or associated paraphernalia	Up to 10 days OSS or ISS plus meet with admin
Bullying of students in direct contact or social media or Sexual harassment and/or abuse/harassment of any kind	Up to 10 days OSS or ISS plus meet with admin
Fighting on or off campus	Up to 10 days plus meet with admin
A threat or use of physical violence	5-10 day suspension plus meet with admin
Possession or use of fireworks, explosives, or weapons	Suspension up to 10 days plus meet with admin
Reprehensible conduct tending to reflect serious discredit to the school	5-10 day suspension plus meet with admin
Vandalism and willful destruction of property	3-5 day suspension plus meet with admin

Stealing and dishonesty	3-5 day suspension plus meet with admin
Profanity – vulgarity	2 days OSS
Truancy	OSS rest of day plus 2 full OSS

Detentions Students will be notified of detentions, and detentions will not necessarily be communicated to parents. Detentions will be served Tuesdays and Thursdays from 3:20 - 4:00 PM. There will be no exceptions made to serve at other times for any reason: sports, work, etc. do not get you out of serving the detention. If you miss or skip the assigned detention, you will receive another detention and then have two to serve.

Suspension:

Suspended students will receive zeroes on any homework assigned on the day of suspension. If homework was due that day, they may still turn it in for credit. If there is a test that day, it is the teacher’s discretion to allow the student to take the test for credit.

Suspended students will still be given the work to complete during the suspension. Students are responsible for getting assigned work from the day of the suspension.

Each day out of class is considered unexcused and counts as one of their semester absences. All work missed on this day should be completed, but might not receive credit. Suspended students may be given some of the assignments and work for their classes while they are suspended, but should not assume that all assignments have been given to them.

Suspension or expulsion from school requires notification of a parent:

- Immediately if the student is to leave the grounds before the end of the school day.
- Prior to the discipline and as soon as possible after the announcement of the penalty in less serious situations.

Probation The use of probationary or trial period is used to help students improve their academic or behavioral performance. Lack of improvement will result in expulsion.

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

Students that are asked to withdraw, may upon the recommendation of the school principal to the executive director, continue their academic studies through homebound studies using school approved distance learning courses. If monitored and approved by the school, transfer credit will be accepted upon completion of the courses. The family will pay all expenses for these courses. LSA tuition will still be paid when the student takes independent study classes.

Distribution of Information in School

Students may distribute leaflets and other literature in school or on school grounds only with the authorization of the school administration. Organizations must also submit notice for approval.

Dress and Personal Appearance

- **Tops that can be worn at LSA** - Collared Polo, Sweater, Sweatshirt. Short or long-sleeved, predominantly solid color of red, white, gray, or black with a modest length and neck line. One solid color predominantly red, white, gray, or black. LSA Spirit Wear
- **Pants** - Khaki, corduroys, or capris style (for girls) – one solid color, tan, red, gray, black only. Pants should fit properly—not baggy and not skin tight—and should be worn at the waist at all times.
- **Shorts** – one solid color, one solid color, tan, red, gray, black only. Cargo Shorts are acceptable. Shorts (for boys and girls) and skorts (for girls) should be no more than three inches above the knee. Shorts should fit properly—not baggy and not skin tight—and should be worn at the waist at all times for appropriateness.
- **Skirts, Jumpers and Dresses** (for girls) – one solid color, tan, gray, black only. Must be worn with dress code shirt. Should be no more than three inches above knee. Leggings may be worn only with appropriate length skirts and must be one solid color, tan, red, gray, black, and white only.
- **Shoes** - Shoes must be worn daily and fit securely. Shoes with a back are mandated for K-6.
- **Additional Characteristics of the LSA Dress Code (Girls and Boys):**
 - All clothing should be modest, neat, and appropriate.
 - Purses and backpacks, and other accessories should be left in lockers (or the like) during the day.
 - Hats are not to be worn in the building.
 - No unnatural hair colorings.
 - Earrings worn in the ears only. No other visible pierced body jewelry.

Enter/Exit Building

Students enter and leave the building during regular school day hours through the student K-6 entrance on the south side of the school. This entrance will be secured when school begins at 8:15 a.m.. Any student coming to school after school begins must enter through the main office doors and receive a pass from the elementary school office. Students should normally arrive at school no earlier than 7:45 a.m. and should normally leave the school building by 3:15 p.m.

Emergency Procedures

Students should treat all fire and tornado drills as though they were actual emergency situations. Evacuations will be conducted under teacher supervision according to procedures posted in all classrooms. Students are expected to be orderly and silent so they may be alert for special instructions. Students will also receive instruction in case of a crisis situation.

Expulsion

Student behavior may result in a decision to ask the student to leave LSA permanently. This will be determined for the school's best interest by the principal in consultation with and approved by the Executive Director.

Harassment/Bullying Policy

The LSA will not tolerate harassment or bullying of any person; any administrator, faculty, staff or student relating to a person's race, color, gender, national origin, religion, disability, marital status, age or any other reason whatsoever. Harassment, as defined below, is a serious offense and is strictly prohibited.

Harassment is any conduct related to a person's race, color, gender, national origin, religion, disability, marital status, age, looks, or any other unwanted conduct that creates a hostile or abusive environment. The behaviors that may be harassment or may become harassment include, but are not limited to:

- **Verbal:** repeated sexual innuendoes; racial or sexual epithets; derogatory comments or slurs; off-color jokes or propositions; threats; or suggestive or insulting sounds.
- **Visual/Non-verbal:** derogatory posters, cartoons, graffiti or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures; emails or texting, or any form of cyber bullying.
- **Physical:** unwanted physical contact, including touching and hugging, interfering with an individual's normal work movement; or assault.
- **Sexual Harassment:** includes unwelcome sexual advances, requests for sexual favors or any other verbal, visual or physical conduct of a sexual nature, including, but not limited to that described above.

Retaliation against an individual who makes charges of harassment is likewise prohibited.

Individuals who believe that they have been the victims of harassment should immediately report in confidence the conduct to the LSA Principal. The principal will share this information with the LSA Executive Director. Anyone engaging in harassment or retaliation shall be subject to appropriate sanctions. Following an investigation of the allegations, appropriate action will be taken.

It shall be the responsibility of the LSA administrators, faculty, staff, students and families 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 loved us first and, while we are still sinners, gave His Life for us.

Health/Illness

In protection of other children and for the well-being of your child, the following are guidelines for keeping your child home from school:

- Fever over 100 degrees in the past 24 hours. Temperature must be below this without the use of fever-reducing medications such as Acetaminophen or Ibuprofen.
- Vomiting or diarrhea related to stomach flu. Should be free of these symptoms for 24 hours before returning to school.
- Frequent, productive or non-productive, cough requiring medication during the day.
- Any intense pain or injury that requires pain meds.
- Communicable diseases, such as strep throat, pink eye, chicken pox, H1N1, head lice etc, must follow the advice of doctor, as well as consult the school nurse. In a case such as strep, 24 hours of antibiotics is required before returning to school.
- Any illness or injury that hinders your child's ability to learn.

Parent will be contacted during the school day if child exhibits signs of illness or contagious condition. Emergency contact information is required in the case of inability to contact parent. Certain contagious health conditions are to be reported to the health department. Included in this category are: chicken pox, measles, scarlet fever, strep infections, whooping cough, and mumps. If illness is diagnosed, please let office know when calling child in sick.

If student has illness/disease/severe allergy, please consult with school nurse regarding plan of care and action to maintain a healthy school environment. A food allergy requires a form to be filled out by the physician stating signs/symptoms of allergy, as well as meds to be used. This will be shared with the teacher(s), office, and kitchen staff. Other cases for consulting the school nurse for specific plan of care would be: asthma, diabetes, or history of seizures.

Lockers/Locks

A locker may be assigned to a student in 6th grade. Students should not give another person their combination.

It is necessary to keep both gym and hall lockers locked at all times to avoid problems.

Students are expected to keep their lockers (inside and out) neat, clean, orderly--and locked. It is the student's responsibility to take care of his/her locker throughout the school year. All decorations of lockers must be appropriate and removable.

Administration reserves the right to check lockers if deemed necessary.

During the last week of school, each student must check out of his/her locker properly: each locker must be cleaned out. Trash from locker should be disposed of properly. Lockers will be inspected by a staff member.

Locker fines will be assessed for any damage inside or outside of the student's locker.

Replacement locks or locks not returned to the office at the completion of the school year are \$5.00 each.

Lost and Found

Lost items, when found, should be taken to the school office. Students who have lost items should report them immediately and should check in the school office to see if they have been turned in. Valuable items should be left at home. LSA is not responsible for any lost or stolen items.

Medication Guidelines

It is recommended that medication, prescription or over-the-counter, NOT be given in the school setting. If it is determined by the student's doctor and parents that medication must be taken for the well-being of the student during school hours, this procedure, in consultation with the school nurse, will be followed:

- A medication form must be completed by the physician detailing the name of the student, the disease/illness/injury involved, the name of the drug, its dosage and the time interval in which the medication is to be taken. The physician should also indicate the desired benefits and possible side effects.
- The parent or guardian shall also sign the form authorizing the taking of the medication at school. These forms are available in the school office.

- Medication will be brought to the school by the parent/guardian in a container appropriately labeled by the pharmacy with the a) name of the student; b) name of the medication; c) dosage and time of day medication is to be administered; d) time interval medication is to be taken; e) name of the physician; and f) date of the prescription. If med is OTC, bring in original container with student's name on the bottle.
- Medication will be kept in the school/nurse office and administered from there.
- A medication used for asthma, such as a rescue inhaler, may be in the student's possession. This action requires a physician's order stating this, parent permission, and consult with the school nurse.

Non-Discrimination Policy

Lutheran School Association admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Parent – Teacher Conversations

LSA faculty and staff desire to work with parents toward common goals for their children. Parents wanting to speak to a faculty member may do so by calling the teacher or the office to set up an appointment. Faculty members are, as a rule, not available during school hours or at the start of the school day. Therefore, after school meetings are most appropriate. Teachers may not be available on the day the parent calls. When setting up the meeting time, parents should give the teacher time to fit the meeting into his/her after-school schedule. Parent-faculty meetings should be approached in a spirit of cooperation and mutual respect. Verbal abuse of LSA faculty and staff will not be tolerated. Yelling at, swearing, or threatening a faculty or staff member may be grounds for immediate expulsion of the student.

Payment Information

It is important that families remain current on all accounts so that the school can operate in a responsible and prudent manner.

The yearly Schedule of Tuition and Fees states all payment rates, procedures, and policies. This is shared with parents at registration and the beginning of the school year and is available in the office. Fees may be paid by check or credit card. Applicable fees apply with credit card payments. We are sorry that cash is not accepted. Tuition paid in one pay may be paid by check or credit card (fees apply) or by monthly payments using the school automatic withdrawal agency. Tuition is the only item that will be set up to be paid monthly by automatic withdrawal.

It is important for fiscal responsibility that we keep all family accounts current. All payments must be made on due date. Payments that are late or reported NSF to LSA will have to be paid in office within 15 days. The letter will be sent to person stating tuition or ABC payment is past due and payment must be paid in front office within 15 days from the date the report was available. If payment is not made that day, the next school day the child will be pulled from class by 9:00 AM and the parent will be notified. Child will remain in the office until picked up or until parent brings in the payment.

All accounts for the school year must be paid on or before the Friday prior to the last day of school in order for report cards to be released. These procedures are intended to keep the school

bookkeeping simplified and keep accounts current, not to create a hardship on any one family. The Executive Director should be notified to discuss and consider any special circumstances. Any outstanding balances must be paid before records or transcripts will be released and before the first day of the following school year.

All tuition and fee information along with payment policies and procedures are distributed at enrollment and are available from the office on the SCHEDULE OF TUITION AND FEES & COLLECTION PROCEDURES or on the school website.

Collection Policy

Payment Information

It is very important that families remain current on all accounts (Tuition, ABC, Lunch, & other Activity Fees) so that the school can operate in a responsible and prudent manner. The school develops a tight responsible budget trying to keep the amounts charged to parents to a minimum but counts on the dollars from each family. Therefore it is the school's intent on behalf of our entire organization to have policy that ensures timely payments. We ask all parents to have the same understanding and responsibility to be timely in all of their payments. We will follow the guidelines below for collecting payment. You will see that ultimately, after a given amount of time and communication without the payments being current, we will have to temporarily suspend student attendance until payment is received. Removing students from classes is not the way our school wants to have to proceed, but it is how we will handle payment balances. We hope all parents will understand and appreciate the responsibility we take on all of our behalf. Thank you for your help in running a responsible school budget.

Tuition Payment: LSA uses automatic withdrawal from checking and savings accounts for all monthly tuition payments. Automatic withdrawal is mandatory for all families to have their tuition drawn out on a monthly basis unless payment is made in full. Parents are able to use a credit card to make missing monthly payments, all credit card fees will be charged to the parent. Any missed or NSF payment will result in a communication with parents stating that your payment must be made within 15 days by cashier's check, money order or credit card. (Fees charged by the credit company, in addition to late fees of \$25 and NSF fees will be the responsibility of the parent). No cash payments will be accepted. If payment is not made by the fifteenth (15) day, we will temporarily suspend the student's enrollment from classes until the payment is made. These absences will count in the student's total absences for the school year. All automatic withdrawal accounts must be re-established and be in good standing after a missed payment. A \$25 fee will be added to any account that is asked to be frozen. The fifteen day rule will be applied to all frozen accounts as well. Three consecutive months of NSF, missed payments, or frozen accounts will result in exclusion from attending the LSA effective immediately.

Payment Options: Payment in Full: One payment of tuition (payment in full made at August Registration).

Two Payments: Two payments of tuition (August & January) using the school approved automatic withdrawal program (\$50 tuition collection fee applies).

Quarterly Payments: Four payments of tuition (August, November, January, & April) using the school approved automatic withdrawal program (\$50 tuition collection fee applies).

Nine Monthly Payments: Any family paying monthly tuition payments must use the school approved automatic withdrawal program and be current for continued attendance during the school year. Payment plans run August – April (9 pays). The first monthly payment is due at the

time of registration in August. Beginning in September, payments will be withdrawn using the school approved automatic withdrawal program. Final tuition payments are made in April. No tuition payments for the current year are made in May. (\$50 tuition collection fee applies).

Eleven Monthly Payments: Families choosing the 11 month payment plan will be planning on making pre-payments to reduce their remaining 9 months during the school year. Families agree to pay by check or credit card (with applicable fees) for any June and July tuition payments. We are sorry that no cash can be accepted. These pre-payments are strictly up to the parents and should be brought in to the office so that you can clarify your pre-payment intent. At the August registration day, the remaining balance will be calculated for the remaining 9 payments. The first payment of the remaining 9 payments (August – April) is due in August on registration day. Beginning in September, payments will be withdrawn using the school approved automatic withdrawal program. Final tuition payments are made in April. No tuition payments for the current year are made in May. (\$50 tuition collection fee applies).

ABC Payments: ABC must be paid ahead of time in order to be used. ABC payments reserve an entire week of child care irrespective of the actual number of days and/or hours the child attends. Students that arrive prior to 7:45 AM or are left at school after 3:30 PM will be checked into ABC and a fee will be charged. Payments may be made by check or credit card (with applicable fees.) Cash is not accepted. ABC statements will be provided to participating families the last attendance day of each week. If payment has not been received at the time of care, 15 calendar days will be given from the date of the statement to make the account current. Follow up notification will be made in the form of a letter, an email, a call and/or a text. If payment is not made in the school office by the end of the 15th day, the next school day the child will be pulled from class by 9:00 AM and the parent will be notified. Children will remain in the office until the parent brings in the payment. The student will be temporarily suspended from ABC enrollment.

Lunch Accounts: School lunch accounts must be paid in advance. When a student lunch account balance is between +\$15.00 and \$0.00 or goes into the negative, an automated call will go out to parents. This is to just let the family know that a lunch account deposit should be planned. We make every attempt to not let the account get more than \$10.00 in arrears. A student whose lunch account is in arrears must deposit a payment to cover the deficit as well as additional food items they wish to purchase. Payments may be made by check or credit card. A \$25.00 late fee will be added for any delinquent payments or NSF checks. Accounts in arrears more than fifteen days will result in students being held from class until payment is received.

Participation Fees (Sports, Scholastic Bowl, etc.): While some fees do not pertain to all students, fees will be on a “pay as you go” philosophy and need to be paid before any student will be allowed to participate in the given program to which the fee is being charged to cover (i.e. sports, class trip, outdoor education, etc). Students will not be eligible for that particular program until fees are paid. At the time of academic eligibility each week, the principal will also verify that athletic and participation fees (and physicals) are turned in. If not, the student will be named ineligible until the required items are turned in. Payments may be made by check or credit card (with applicable fees). Cash will not be accepted. A \$25.00 late fee will be added for NSF.

Accounts in Arrears at the end of School Year: Any account in arrears for any reason at the end of the school year will result in the school having to hold grades, transcripts, or graduation privileges.

Accounts in Arrears during the School Year: Any account in arrears for any reason will be given fifteen days to bring the account current. Continued arrears will result in students being held

from class until payment is made. Removing students from classes is not the way our school wants to proceed, but it is how we must handle payments not paid on time. Thank You.

Remaining Credit Balances: For returning students, all year-end credit balances for tuition, lunch or ABC will be forwarded to the subsequent school year. Upon student withdrawal or graduation from school, a refund of any remaining balances will be issued.

Phone Calls/Messages/Deliveries

Every effort is made not to interrupt the educational process of the students. Typically messages and deliveries are held for the student until the end of the day. Students are never called to the telephone to answer incoming calls except in an emergency. If parents need to have an urgent message delivered, office personnel will take the message and see that the student receives it. Students and parents are urged to keep all telephone messages to a minimum.

Physicals & Immunizations

In compliance with the state of Illinois guidelines for private, parochial and public schools, all children entering specific grades are required to have documentation of health exams. The required exams at each grade level are as follows:

- Kindergarten: Physical, Dental Exam, Vision Exam, Immunizations
- 2nd Grade: Dental Exam
- 6th Grade: Physical, Dental Exam, MCV & Tdap
- Any student transferring from out of state: eye, dental and physical exams by Illinois physicians.
- Any student participating in extra-curricular athletics are required to pass annual health/sports physical. Form must be turned in to office by the first day of practice.

Failure to meet these requirements may result in exclusion of student from class until documentation is received by the office. Forms to be used are available on website or in office.

School Health Screenings

The following health screenings are provided to students:

- Hearing Screening is provided for students in grades K, 1, 2, and 3 as well as students enrolled in special education, referred for a screening by a parent or teacher or are new to the state of Illinois.
- Vision Screening is provided for students in grades K, 2, and 8 as well as students enrolled in special education, referred for a screening by a parent or teacher or are new to the state of Illinois.

Plagiarism

Plagiarism is a serious offense and will receive not only zero credit but other school discipline. Students should take the copying and use of materials and information that is not their own very seriously. Proper documentation will be taught and should always be used by students appropriately to avoid plagiarism.

Public Displays of Affection

The public display of affection by couples is not considered to be proper in a school or school-related setting. Kissing, holding hands and embracing should not be done during school or at school events at LSA or at off campus locations. This kind of behavior does not add to the learning environment. Detentions will be given to students showing PDA.

Publications

Yearbooks are given to elementary students each year. Also published are monthly newsletters, which provide information about events, activities, curriculum, and other items of interest.

Reconciliation and Relationships (Parent/Student/Teacher)

We are all here for the student and their best interest. In order that we may foster a God-pleasing spirit of cooperation and willingness to work together, parent, pupil, and teacher must realize that we are all in this together and that all people are sinners and fall short of the glory of God. We all make mistakes. At the same time, we realize that we are all children of God, and, as such, resolve to deal with each other from an attitude of Christian love, care, and respect.

Reconciliation Procedure

Should pupils, parents, or teachers feel they have been treated unfairly in any way, they are to follow Jesus' direction in Matthew 18:15, *"If your brother sins against you, go and point out his sin to him when you are alone with him. If he listens to you, you have your brother."*

1. Parents, teachers, coaches (if athletic), and students are to discuss the matter or concern
2. If no satisfactory agreement is reached, then the matter should be taken up with the Principal or athletic director (in the case of athletics).
3. Any student, parent, or teacher, who feels that the problem has not been resolved, shall be entitled to file for reconciliation with the LSA Executive Director after following the guidelines stated above.
4. Any student, parent, or teacher, who feels that the problem has not been resolved, shall be entitled to file for reconciliation with the LSA Board after following the guidelines stated above.

Reconciliation requests:

- Shall be in writing
- Shall state the specific nature of the alleged misunderstanding
- Shall include the name, address, and phone number of the individual
- The Executive Director shall thoroughly investigate the alleged misunderstanding and shall, if deemed necessary, conduct a hearing to which all concerned parties shall be directed to appear. The hearing shall be held within 5 school days of receipt of the alleged incident.
- The Executive Director shall render a written decision within 10 school days of the receipt of the written request
- If the individual is not satisfied with the decision, a written appeal may be made to the School Board. Such appeal must be made within 5 school days of receipt of the Executive Director's decision.

Student to student reconciliation:

- In a similar fashion, we need to teach our students how to resolve conflict in their lives.
- Students should first attempt to resolve among themselves, then with a coach or teacher and finally with the principal and their parents.

LSA Resale Shop

The Lutheran School Association operates the LSA ReSale Shop at 421 E. Cerro Gordo in Decatur. The ReSale Shop operates to generate funds which are used to operate LSA. LSA families can support LSA by donating items to the shop or volunteering at the shop. The ReSale Shop phone number is 423-0122. We encourage all of our parents and friends of the LSA to call the ReSale Shop to volunteer. This is an excellent way to help out the LSA and to fellowship with other friends of the LSA.

Financial Assistance

Due to the rising cost of education, finances may provide a challenge to some prospective students. The LSA offers financial assistance for qualifying families. Funds for the program are received through private donations, congregational and organizational contributions. In order to

be considered for financial assistance, all accounts must be current. Students must be in good academic standing and behavior must be acceptable. In order to maintain the scholarship, the student must maintain a “C” average without any “F” grades. The students will have the following quarter to raise their average or financial aid will be withdrawn for the remainder of the school year. Application for financial assistance shall be submitted online to FACTS Management Services. Interested families must apply each year for scholarship funds. The application deadline is May 15th.

School Closings

Lutheran School Association will follow Decatur Public Schools in closing for poor weather conditions. Parents should always use their best judgment when deciding to head out on bad roads if school has not been cancelled. Contact the office if you cannot make it to school. Parents may also pick up their child early should a need arise.

The closing of school because of weather conditions or other severe emergency will be announced on the following radio, TV stations, and school resources:

WSOY	1340 AM	WDZ	1050 AM
WSOY	102.9 FM (Y103)	WDZQ	95.1 FM
WEJT	105.1 FM	WYDS	93.1 FM
WZMK	106.7 FM	WZUS	100.9 FM
WCIA	Channel 3	WICS	Channel 2/10

Parents can register at www.WSOYAM.com. To register click on VOICE 24/7 link and click on “click here for breaking news/weather and school closing”...sign up under school name! You will receive a text immediately when LSA makes the decision to cancel.

School Property

The Lutheran School Association expects that textbooks, desks, and other school property used by pupils will receive normal wear. Any pupil who willfully or carelessly destroys or damages school property will be held accountable.

Scrip

Store gift cards are sold at LSA through the Scrip program. These gift cards can be spent the same as cash at local retail stores, gas stations, and restaurants...all places where you are already spending money. There is a percentage off each sale, often referred to as Scrip credit that can be accumulated and taken off your tuition for the following school year. Other individuals, like friends and family members, can designate their Scrip credit towards your account, as well. Orders are placed each week almost every week of the year. **Ask the school office for more details about the scrip program**

Substance Use/Abuse

It is understood that when a student enrolls at LSA, he/she accepts and agrees to abide by the rules and standards that have been adopted by the school, including prohibitions against the use of drugs, alcohol, and tobacco (even if they are of the age to do so legally). Students should realize that they are representatives of the school at all times. Every effort should be made to live as Christian citizens both on and off campus. Students who engage in activities that involve illegal activities (e.g. drugs, alcohol, and/or tobacco) on or off campus will be subject to school discipline for reprehensible and illegal conduct reflecting serious discredit to the school.

Smoking/Vaping/Tobacco - Absolutely no smoking, this includes vaping, is allowed on campus, in school, and at any school event. Students smoking will be subject to school discipline. Cigars, cigarettes, smokeless tobacco, and tobacco products are not permitted on school property (including cars), around the school vicinity (1/2 mile), or at school related activities (home and away). Students that are under the age of 18 can expect to receive a possession ticket written by the Police or Sheriff's Department. Students in violation may receive a school suspension.

LSA is "smoke free" for adults at all times.

Drugs/Alcohol - Students who are involved in illegal activities (e.g. drugs and/or alcohol) off campus could be subject to school discipline from suspension through expulsion for reprehensible conduct tending to harm the student and reflect serious discredit to the school.

Possession, use, sale and/or transmission of illegal drugs, look-alike drugs, or alcohol, or any paraphernalia while attending school, any school function, or while off the LSA campus where it may bring discredit to the school shall result in the student being suspended from school and recommended for possible expulsion for the remainder of the school year. The possession and/or use of inhalants, caffeine pills, or other mood altering substances are prohibited. If portrayed as drugs, the possession and/or use of these mood-altering substances may result in the same discipline consideration.

Local law enforcement authorities will be contacted as needed as part of any violation of the substance use/abuse policy which may result in arrest or other local discipline in addition to school discipline.

Additional school consequences are outlined in the athletic department for athletes who are not following this guideline.

IT IS ILLEGAL TO SERVE DRUGS INCLUDING ALCOHOL TO MINORS. IT IS ALSO ILLEGAL TO ALLOW MINORS TO USE ALCOHOL OR DRUGS IN THE HOME. Parents may be legally responsible for anything that may occur to a minor who has been served drugs or alcohol in their home.

Drug Policy

1. **On Campus** The possession, use, under the influence of, delivery, transfer, intent to sell, or sale of illicit drugs, narcotics in or on school property, around the school's vicinity (1/2 mile area), or while attending any school function (home or away) is expressly forbidden. Any student in violation of this policy may be removed from school and subject to disciplinary action from suspension, to removal from school. The student can also expect to be reported to the appropriate law enforcement agency for possible action.
2. **Drug Dogs** Periodically the Decatur Police Department is called to do random drug searches of school lockers and vehicles. This is to provide a healthy school environment.
3. **Off Campus** Off campus use of illegal drugs could also subject the student to school discipline. This discipline could include suspension through expulsion, according to general LSA guidelines.

Drug Testing

In those cases where there is a reasonable cause to suspect but inconclusive evidence to prove the use of illicit drugs, medical testing may be requested by the school and must be completed within 24 hours of request. Failure to comply with this request may result in administrative withdrawal or expulsion from school. Testing costs are the school's responsibility unless illegal substances are identified. When illegal substances are identified, testing cost becomes a parental responsibility.

A medical lab approved by the LSA will do testing for illegal substances. Testing methods may include hair analysis, urinalysis, and blood testing to the LSA standard.

The parent/custodian will be expected to sign a release to have the test results sent to the school. The administration will notify the student and his/her custodial parent/guardian of the testing results. The student and his/her parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the student be tested again with the original sample by an approved LSA lab, within seven (7) days. The family will bear the cost of the retest.

Substitute Teacher Policy

There are times when it is necessary to have a substitute teacher in the classroom. Students are expected to follow established guidelines for behavior in all classes having a substitute teacher. If a substitute teacher leaves a note concerning the behavior of a student, upon return of the regular teacher a behavior referral will be given to the principal and a one-hour detention will be issued.

Visitor Policy

A student who wishes to bring a visitor to school must receive permission at least one day in advance from the principal. Normally permission will only be granted if the visitor is interested in attending LSA in the future as an LSA student. Parents of the visitor must first make contact with the principal about their interest in enrollment before permission is granted. Visitors are expected to conduct themselves according to the regulations of LSA. Parents are always welcome!

Students that attend schools, other than LSA, are not to be in the building at any time for any reason unless prior permission is granted by the principal.

<p>Parent – Student Handbooks are an attempt to outline information, policy, and procedure for a school. All important items may not all be listed in this handbook. All other policy and decisions are at the discretion of the administration in consultation with the Executive Director.</p>
