

# Lutheran Central School Handbook

415 N. Elm Street, Brownstown, IN 47220

812-358-2512

[www.lcsaints.net](http://www.lcsaints.net)

## Welcome to Lutheran Central School

Lutheran Central's mission is "to share the Good News of Jesus Christ, teach children, and assist parents in training children to be witnessing Christians and productive citizens." This is accomplished by providing the best possible environment for the sharing of Christ's love while striving for excellence in academic education.

Lutheran Central School exists to proclaim the Gospel and the oneness Christ creates through His Spirit. Lutheran Central is an integral part of the whole ministry of St. Peter's, Brownstown, St. Paul's, Wegan, and Trinity, Vallonia, serving the population of those in the Jackson County area.

Lutheran Central School's ministry is to help students develop in all aspects of a Christ-centered life. Caring teachers and staff work closely with parents and children to affect the child's spiritual, intellectual, social, physical, and emotional development. God gives all people unique gifts and talents. He has entrusted these gifts and talents to us as stewards who are to develop them and grow in their use. Every effort is made to apply the most appropriate resources and teaching methods to Lutheran Central students to make and train disciples of Christ.

The purpose of this handbook is to give current information about Lutheran Central School. Please keep this handbook in a convenient location so that you can refer to it as questions arise. When in doubt about a correct procedure concerning a matter, please consult this handbook, your child's teacher, or the school office.

We have much to be thankful for today and every day. We have the greatest message ever to share with you, your children, and our community: Jesus Christ and Him Crucified!

May God bless you and your family!

### Affiliation

Lutheran Central School operates under the constitution and bylaws adopted by St. Paul's, St. Peter's, and Trinity Lutheran congregations. The will of the members of the three congregations is executed through an inter-parish Lutheran Education Association Board consisting of three members from St. Peter's, and two each from St. Paul's and Trinity. The Pastors and the school principal serve as ex-officio members. The Board operates through the principal who is charged with the day-to-day operation of the school. LEA Board meetings are held on the third Tuesday of each month in addition to special meetings.

## Lutheran Central School Philosophy

1. The philosophy of education is based solely on the Holy Scriptures, as they are confessed in the symbolical books of the Evangelical Lutheran Church and we acknowledge the Triune God, Father, Son, and Holy Spirit, to be the spiritual Head of the school.
2. We believe children are God's creation and even though man was created without sin, since the Fall, he is by nature sinful and in need of redemption through faith in Christ.
3. Through Jesus' redemptive work, active among us in His Word and sacraments, children become new creations to live sanctified lives of service.
4. We believe that a Christian education will enable the children to proclaim the Gospel in the community through their daily lives and be productive citizens.
5. We believe that all students are redeemed children of God, unique individuals who use their God given talents to glorify His name.
6. We believe that Christian educators are caring Christian witnesses and role models who encourage each child to develop their God-given abilities.
7. We believe that the home is and will remain the primary agency for training our children, and therefore, we govern the school to serve as an important aid to an extension of the home in the vital mission of Christian education.
8. We believe that children are to be instructed in God's Word – Law and Gospel. When a child's behavior is not consistent with God's law, corrective measures are applied, with specific emphasis placed on the forgiveness that is theirs through Christ Jesus.
9. We believe in providing opportunities for each child to participate in worship experiences during the school day through prayer, daily classroom devotions, chapel services, and choir. We encourage participation in the worship life of their family's congregation.
10. We believe that through the word and Christian example of the school families, we are declaring the "excellencies of Him who has called us out of darkness into His marvelous light." I Peter 2:9
11. We believe that as members of the body of Christ, students, parents, and staff, will support and encourage each other.
12. We believe that providing opportunities for children to demonstrate this faith in their daily life is important. Therefore, participation in chapel offerings for missions, field trips, service events, and similar projects, as well as athletics, musicals, and other curricular and extra curricular activities, gives students practice in living their faith outside the classroom.

## Table of Contents

### **Admissions**

Enrollment Policy	Page 4
Kindergarten Policy	Page 4
Preschool Policy	Page 5
Nondiscrimination Policy	Page 5

### **Academics**

Books and Supplies	Page 5
Curriculum	Page 5
Grading Scale/Honor Roll	Page 6
Homework	Page 6
Accelerated Reader	Page 6
Library	Page 7
Report Cards/Parent Teacher Conferences	Page 7
Academic Fairs	Page 7
Graduation	Page 7
Valedictorian/Salutatorian	Page 7

### **Attendance**

School Attendance and Tardy Policy	Page 7-8
Absent Student Work	Page 8-9
Field Trips	Page 9

### **Arrival and Dismissal**

Arrival	Page 9
Dismissal	Page 9-10
Bus Services	Page 10-11
School Cancellation Policy	Page 11
Parent or Visitor Sign In/Out	Page 11

### **Athletics**

Athletic Guidelines	Page 11
Eligibility	Page 11-12

### **Chapel**

Chapel Services	Page 12
Church Attendance	Page 12
Confirmation Instruction	Page 12

### **Health and Wellness**

Administration of Medication	Page 12-13
Disease	Page 13
First Aid/Injury	Page 13

## Table of Contents

Illness	Page 13
Immunizations	Page 13
Counseling Services	Page 13
Hot Lunch Program	Page 14
Lunch Payment Policy	Page 14
<b>Financial Support</b>	
SGO	Page 14
School Choice	Page 14
Registration Fee & Tuition Policy	Page 15-16
<b>Student Behavior Expectations</b>	
Disciplined School Environment	Page 16
Disciplinary Action	Page 16-17
Dress Code	Page 18-19
Nuisances	Page 19
Cell Phones	Page 19
Bullying Policy	Page 20
Search and Seizure	Page 20
Sexual Harassment Policy	Page 21
Seclusion and Restraint Policy	Page 21
<b>Miscellaneous</b>	
Grievance Procedures	Page 21
National Lutheran Schools Week	Page 22
School Pictures	Page 22
School Property	Page 22
School Song	Page 22
Student Records	Page 22
The Shepherd's STAFF	Page 23
<b>Acceptable Use Policy</b>	Page 23-25

## **Admission Information**

### **K-8 Enrollment Policy**

The enrollment procedure of Lutheran Central School is in accordance with the school philosophy of serving both the churches of the Lutheran Education Association and the Brownstown community with the message of the Gospel.

Enrollment guidelines are as follows:

1. Students of families enrolled from previous years. (Applications must be received by April 1).
2. All students who are members of the LEA member congregations are admitted regardless of class size.
3. Students who are members of LC-MS, but not members of an LEA member congregation are admitted as space allows.
4. Students who are not members of LC-MS will be admitted as space allows.

Enrollment/re-enrollment forms will be available online and are due by April 1st.

Registration/Technology Fees made be paid online with registration or in the school office. All registration fees **must be paid in full before the first day of school** for your child/children to attend. In cases of financial hardship, the desire for help should be brought to the attention of your Pastor.

Families enrolling at Lutheran Central School are expected to support the school's program with prayer, regular family worship, encouragement, and financial support.

### **Kindergarten Policies**

The kindergarten program provides an opportunity for Lutheran Central School to meet the needs for early childhood education. Open to the entire community, kindergarten contributes to the total educational opportunity available to the community and provides an excellent beginning in the total program of Christian education at Lutheran Central.

The maximum enrollment will be as follows:

- Up to 18 students with one teacher
- 19-24 students with one teacher and one full time aide

All children must have a birthday according to dates set by the Indiana State Board of Education. A parent may request a waiver for the early entrance date for their child. The decision of the Board is final and will be based on parent input, educational testing, referrals, and other factors.

New students shall be considered for enrollment only after the following conditions are met:

1. completed enrollment form
2. copy of birth certificate
3. copy of immunization and health record
4. early kindergarten enrollment requires the parent to apply to the School Board for a waiver
5. students must be potty trained

The kindergarten class will meet from 8:15 am until 3:15pm on Monday through Friday. They will follow the regular school calendar.

## **Preschool Policies**

The Preschool program provides an opportunity for Lutheran Central School to meet the needs for early childhood education. Open to the entire community, preschool contributes to the total educational opportunity available to the community and provides an excellent beginning in the total program of Christian education at Lutheran Central.

The maximum enrollment for each preschool session will be 20 students for 4-yr old students and 15 students for 3-yr old students. The 4-year old preschool hours are mornings 8:15 to 11:15 A.M. and afternoons 12:15-3:15 P.M. on Monday, Wednesday, and Friday. The 3-year old preschool hours are mornings 8:15-11:15 A.M. and afternoons 12:15-3:15 P.M. on Tuesdays and Thursdays. The preschool calendar will be the same as that for grades K-8.

Parents are responsible for transporting their child to and from preschool. The Brownstown Central School Corporation does not provide bus transportation for preschool students.

Children enrolling shall have reached their 3<sup>rd</sup> or 4<sup>th</sup> birthday by August 1<sup>st</sup> of the year in which they enroll. All children entering 3-year old or 4-year old preschool must be potty trained and able to clean themselves after using the restroom.

New students shall be considered for enrollment only after the following conditions are met:

1. completed enrollment form
2. copy of birth certificate
3. copy of immunization and health record
4. payment of registration fee

## **Nondiscrimination Policy**

Lutheran Central School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## **Academic Information**

### **Books and Supplies**

Because of the cost of replacing textbooks and chromebooks, students need to treat them with care and avoid dropping or damaging them. If a text, planner, or resource material is lost, the family must pay the full cost of replacing it. Fines will be charged for torn or damaged texts and chromebooks.

### **Student Planners**

Students in grades 3-5 will be required to use a student planner given to each student at the beginning of the school year. The planner will be used daily to keep track of assignments and other events. Proper use will benefit student organizations. Students in grades 6-8 are strongly encouraged to use a student planner and may purchase a planner on their own or from the school office. Students in grades 5-8 will also use the student planner for hall passes.

### **Curriculum**

The purposes for which Lutheran Central School exists are the teaching of God's Word, leading children in worship, and teaching the secular branches of the curriculum in the light of Scripture. Our curriculum is based on the Indiana State Standards in all areas that they cover, and Lutheran Church-Missouri Synod standards in the areas the state does not cover.

## Grading Scale/Honor Roll

An honor roll is published for each trimester. Students in grades one through eight who achieve all A's will be listed on the high honor roll. The regular honor roll will list those that attain all A's and B's.

The school wide grading scale is as follows:

100%	A+	80-81	C+
96-99	A	76-79	C
92-95	A-	72-75	C-
90-91	B+	70-71	D+
86-89	B	66-69	D
82-85	B-	62-65	D-

## Homework

Homework is an extension of the learning process begun at school and is a regular part of curricular instruction. It can fall into any of these three categories:

1. Assignments intended to prepare students for class work.
2. Assignments given to complete work started in classes.
3. Assignments given to expand and/or enrich classroom activities.

It is essential that children are prompt in submitting their work on time (**including assignments submitted electronically**), reliable in carrying out their assignments, and careful in preparing them properly and neatly. The amount of homework will vary with grade level and your child's study habits. This may average 30 to 60 minutes per evening in the elementary grades and 60 to 90 minutes per evening in the upper grades. If homework becomes excessive, please contact your child's teacher. Attempts will be made to limit the testing of content following a mid-week worship service.

**Late Work:** All homework is to be completed before the school day begins at 8:15am. It will be accepted for 50% credit if one day late. No credit will be given if more than one day late. Tests scheduled for a particular day are to be taken by students who attend all or part of that day, unless the student is just returning from an extended absence.

## Accelerated Reader

The Accelerated Reader program is designed to increase the comprehension level of students and create a joy of reading. The Accelerated Reader program is a part of the curriculum for grades kindergarten through eight. The requirements for all grade levels will be as follows: \*\*Points earned during summer AR will be divided equally amongst each trimester. One-third of the points will be added to the total number of points in each trimester. A student may earn up to half of their AR points through summer AR.

<u>Grade</u>	<u>points/trimester</u>	<u>value</u>
2	10	test
3	14	test
4	16	a percentage of LA grade
5	20	20% of LA grade
6	22	20% of LA grade
7	26	20% of LA grade
8	30	20% of LA grade

## **Library**

A library is available for student and teacher use. Use of the school library is a privilege. All classes will have scheduled library time each week, as determined by the classroom teacher. Students may check out books on a weekly basis in grades K-4, and a bi-weekly basis in grades 5-8. Students may check out only two books at a time, and only under the supervision of a teacher or trained library volunteer. If the book is not returned or renewed by the date due, the student will receive an overdue notice and receive a fine of \$0.10 per day until the book is returned. If the book is still not returned, the student will receive a letter asking for the immediate return of the book, or payment for the replacement of the book. Students must only be checking out and reading books that are appropriate to their age and reading levels. Fines from the previous school year will carry over to the next school year. Students will not be able to check out books from the library until fines from the previous year have been paid.

## **Report Cards and Parent Teacher Conferences**

Report cards are issued after each trimester. Grade reviews will be available every four weeks during a trimester via Sycamore to keep students and their parents aware of academic progress. Parent-teacher conferences will be held in mid-October. Parents or teachers may request other conferences throughout the year. Parents may also check grades at any time online by going to [www.lcsaints.net](http://www.lcsaints.net) and clicking on the Sycamore link. A username and password are required and are available from the school office.

## **Academic Fairs/Fine Arts Fair/Musicals**

Musicals, Science Fair, History Fair, and Fine Arts Fair are on a rotation. The upcoming schedule is as follows: 2023-2024 5-8 Musical, 2024-2025 science fair and fine arts fair, 2025-2026 history fair and fine arts fair 2026-2027 K-4 Musical

## **Graduation**

The eighth grade graduation service will be held during the last week of school at Lutheran Central. The date and time are listed on the school calendar. Everyone is welcomed and encouraged to attend.

## **Valedictorian/Salutatorian**

The valedictorian and salutatorian will be determined using the cumulative (grades 5-8) GPA at the end of the second grade review of the third trimester. These students will play a role in the graduation service.

## **Attendance**

### **School Attendance and Tardy Policy**

1. Regular attendance is necessary for the successful academic progress of the student. **A parent or guardian must contact the school office by 9:00 am to report the absence on the day of the absence.** Notes sent to teachers by the parent will be sent to the office for record keeping.
2. All students should be in their classroom no later than 8:15 am. Students arriving earlier than 8:05 should enter through the gym doors. Students arriving after 8:05 should enter through the front doors. Students arriving to school after 8:15 am should be signed in by the parent.
3. In order to ensure the safety of your children, it is required that you sign your child out when leaving the building and sign them in when returning during school hours.



4. Absences are defined as follows:  
 If a child:  
 Arrives between 8:15 am and 9:00 am = Student is counted Tardy  
 Arrives after 9:00 am and before 11:45 am = Student is counted ½ Day  
 Leaves school before 2:30 pm = Student is counted ½ Day  
 Leaves between 2:30 and 3:15 pm = Student is counted Early Out  
 Early outs are recorded in the same way as tardies.  
 If a student leaves school for a doctor's appointment and returns with a doctor's note within 1.5 hours the student will not be counted as absent
5. To qualify as an excused absence from school, a parent or guardian must call the school and the student will be allowed one day to complete make-up work for each day of an excused absence. It is the student's responsibility to arrange for making up work. Parents may call the school to request assignments to be picked up at the end of the day.
6. Upon the fifth total absence from school in a given trimester, the parent will be notified by letter. In the event that six absences are exceeded in consecutive trimesters retention will be considered for that student.
7. Upon the tenth tardy or "early out", a parent conference will be held with the principal. Discipline beyond the tenth tardy or "early out" will be at the discretion of the principal.
8. The following are considered excused absences: illness of the student, medical or dental appointments, or other professional appointments, a death in the family, a religious observance including baptisms and weddings of immediate family members, prearranged absences\* approved by the principal, emergency circumstances totally beyond the control of the student and/or his parents as determined by the principal, service as a page, school-sponsored field trips, absences due to school disciplinary action (except for out of school suspension).
9. \*A prearranged absence must be approved **no less than 14 days in advance**. Once the parent has completed the form, the principal must sign the form. The principal will reference student attendance for the trimester before signing the form. A request for assignments in advance will be granted as much as possible.
10. An unexcused absence will result in a zero on any assignments that are assigned on the day of the absence. The student may be given the assignment as a continuation of their learning, but no credit will be given.
11. Attending an after school activity on the day of an unexcused absence will not be permitted.
12. In order to participate in athletic practices or events, a student must be in attendance for at least 50% of the school day. The deadline for arriving at school in order to participate is 11:00 am.
13. Parents are encouraged to schedule appointments outside of the school hours, during the summer, and during school vacation days. Prompt return to school following appointments is expected.  
**Notes from a doctor or dentist will be requested upon the student's return.**

### **Absent Student Work**

Assignments will be available for absent students on Google Classroom and for pick-up after 3:15pm on the day of their absence, or the assignments will be sent home with a sibling. Please do not expect

homework assignments before 3:15pm as it takes time for teachers to prepare them. Students who were absent will have the same number of days they were absent to make up for missed homework (but not to exceed 5 days except for extraordinary circumstances).

## **Field Trips**

Field trips are offered at various times throughout the year and are considered an extension of the classroom. Parental permission slips will be sent home prior to the beginning of the school year and **MUST** be signed and returned for the child to participate in any field trips. If a signed permission slip and/or money is not returned by the due date, the child will not be able to go on the trip. All rules and regulations applicable to school also apply to field trip settings. Because of safety and supervision concerns, siblings and other children may **NOT** accompany class field trips.

## **Arrival and Dismissal**

### **School Arrival (K-8)**

- Students who arrive to school by car **must** be dropped off at the St. Peter's parking lot.
- Drivers **may not** park or drop off at the front of the school.  
With the arrival and departure of buses, this creates an **unsafe** atmosphere for the students and delays the bus schedule.
- If you want to park at the St. Peter's parking lot and walk your children to the gym door, you are welcome to do so.
- If your child is arriving to school late (after 8:15), please walk your child into school and sign them in.
- Please be aware that gym supervisors are available from 7:30 to 8:05 to supervise children. Supervision is not available before 7:30, so please do not drop off children before that time.
- Students arriving at school between 7:30 am and 8:05 am will report directly to the gym. Students should enter through the gym doors. **Cell phones, games, and other electronic devices are not allowed in the gym and should be turned off upon entering the classroom.** Parents who drop off their children in the morning should do so at the St. Peter's parking lot at the sidewalk leading to the entrance of the gym.

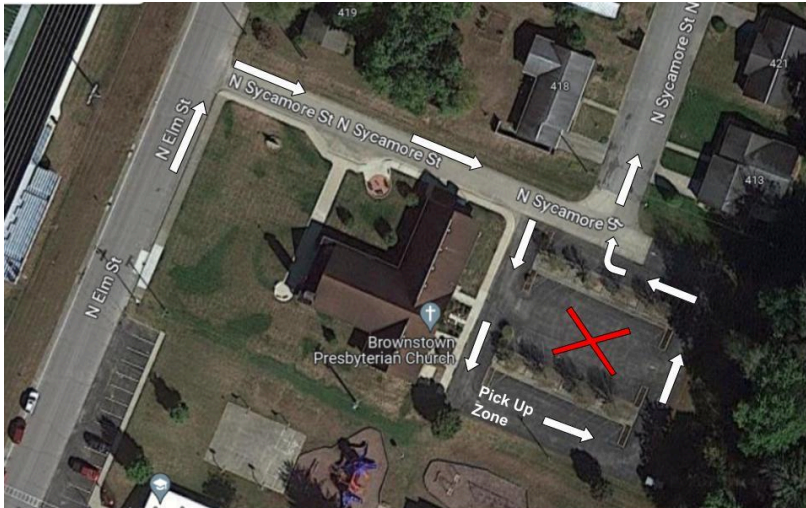
### **School Arrival (Preschool)**

Preschool students being dropped off for the morning or afternoon session should enter through the back entrance (parking located at St. Peters) and go directly to the preschool room, where they will meet their teacher.

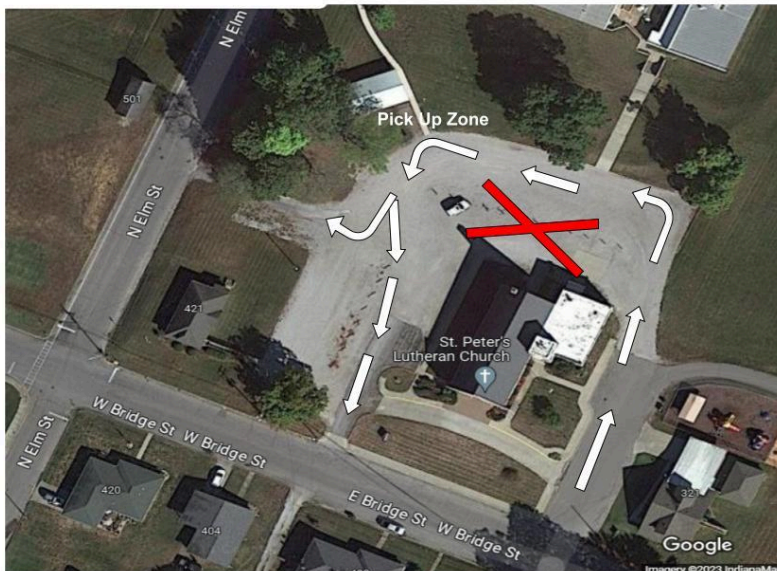
### **Dismissal (NEW PROCEDURES)**

- Walkers and car riders are dismissed at 3:15pm.
- Pick up for car riders takes place in St. Peter's parking lot for families with last names A-N.
- Pick up for car riders with last names O-Z will take place in the Presbyterian Church parking lot.
- All Preschool pick up will be in the St. Peter's parking lot. Parking is **not** allowed in front of the school during this time for the safety of the children. The buses arrive at approximately 3:20 pm at the front of the building and children are to ride on their designated bus at all times unless prior arrangements have been made. For safety reasons, please inform any person designated to pick up your child of this procedure. Please send a written note with your child if he or she is using a different method of transportation home than the usual procedure.

- Please see the pick up maps below. Parents or pick/up person will stay in a single car line. When arriving at the Pick Up Zone, a teacher will dismiss your child to the car. Please follow the directions to exit the parking lot. Students WILL NOT BE DISMISSED UNTIL THE CAR REACHES THE PICK UP ZONE. Thank you for your patience as we work to safely dismiss all students.
- Presbyterian Parking Lot



- St. Peters Parking Lot



### Walking

Students in grades PK-4th grade will need to be picked up after school or ride the bus. Parents who wish to have their students in 5th-8th grade walk to a sports practice or designated location will need to complete a waiver form. The waiver form will need to be completed once each school year.

## **Bus Services**

The Brownstown Central Community School Corporation (BCCSC) graciously provides bus transportation for Lutheran Central students in grades K-8. Our students are expected to abide by BCCSC's established and posted rules. Christian behavior on buses is expected at all times. It is a privilege for our students to ride the public school buses.

**Misbehavior on the bus:** Discipline is at the discretion of the bus driver and depending on the circumstances, may include removal from the bus for one to ten days or permanent removal from the bus after a formal hearing. Serious misbehavior on the bus may also be cause for discipline at Lutheran Central. If your child is having a problem on the bus, contact the school office for assistance in solving the issue.

## **School Cancellation Policy**

When bad weather threatens, listen to Seymour radio station WZZB (1390 AM) for school closing announcements or check out the Lutheran Central Facebook Page.. Lutheran Central is closed when Brownstown Central Community School Corporation closes due to weather conditions. If the Brownstown Central Community School Corporation is on a two-hour delay schedule there will be no AM Preschool. Parents will also be notified through the Sycamore School Communication System if they have signed up to receive text and email notifications.

## **Parent or Visitor Sign In/Out**

All parents and visitors entering the building during school hours **must** stop at the office and sign in on the form provided. Teachers are not available to meet with parents during the school day unless previous arrangements have been made. After your visit is complete, please sign out on the same form.

## **Athletics**

### **Athletic Guidelines**

Athletic guidelines are available on the school website ([www.lesaints.net](http://www.lesaints.net)). All athletes and their parents are to **read and sign** them, demonstrating their willingness to comply. Be sure to refer to your copy in regard to questions about the athletic programs here at Lutheran Central. The physical form for athletes is also available on the school website and must be completed before the first practice.

### **Eligibility/Ineligibility For Extra-Curricular Activities**

Any student desiring to participate in any extra-curricular activity either at Lutheran Central or at Brownstown Middle School will be ruled *eligible or ineligible* to participate based on their grades. A student's grades will be reviewed every 4 weeks. Each student will be assigned a status listed below.

- Eligible: the student's grade review has no grades below a C-
- \*Probation: the student's grade review has one or more grades below a C-
- \*\*Ineligible: the student has 2 consecutive grade reviews with one or more grades (either in the same or different subjects) below a C-

\*While on the four-week probation, the student is encouraged to discuss extra help options with the teachers. The student remains **eligible** to participate in extracurricular activities. Our goal with this probationary period is to help our students achieve their highest potential, while continuing to participate in other activities.

\*\*A student becomes ineligible when two consecutive grade reviews have one or more grades below a C-. The student is encouraged to discuss weekly help options with teachers and is also considered **ineligible** for extra-curricular activities for the next week. During the next four-week period, the student's grades will be checked every week on Friday and if the grade/s improve to C- or above, the student's status is changed from ineligible to probation on a weekly basis. Ineligibility from the third trimester will result in ineligibility for fall sports in accordance with BCMS procedures.

## **Chapel**

### **Chapel Services**

Chapel services are conducted on Monday (or the first day of the school week or for special services) at 8:30 am. Chapel on the first day of school will begin at 9:00 am. See the school calendar on the school website for a list of chapel service dates. Chapel services are conducted at St. Peter's Lutheran Church. Family and friends are invited to attend. We ask all students to show honor to our Lord by dressing up for chapel services. This means khaki/dress pants or shorts, polo shirts, and button down shirts for boys and dresses, skirts, or khaki pants or shorts for girls.

### **Church and Sunday School Attendance**

The worship life of our students is an important part of the Christian growth of our school family. Church and Sunday school attendance is recorded weekly beginning with the Sunday school begins and includes all Sundays throughout the school year. If your child is absent on Sunday, he/she may attend a midweek service and have it counted for church attendance only. Teachers will take church and Sunday school attendance on Monday and Thursday, to include any attendance at a midweek service. Students will be recognized for church and Sunday school attendance on Awards Day.

### **Confirmation Instruction**

Confirmation instruction is the direct responsibility of the pastors of St. Paul's, St. Peter's, and Trinity congregations. Confirmation instruction for our seventh and eighth grade students occurs during the first period of the school day from August through Easter.

## **Health and Wellness**

### **Administration of Medication**

**Any and all medications must be kept in and dispensed from the school office.** The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Medications should be given at home whenever possible.

Medications given during school hours should be only those necessary to provide the student access to his/her educational program. The intent of this policy is to ensure safe, effective administration of medications for those students who require them.

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
2. No medication (prescription or over the counter, **including cough drops**) shall be given or dispensed, unless the dispensing school personnel has the written instructions of the legal custodian of the child or the child's physician. The written instructions must include the

- child's name, dosage to be administered, time when administration is required and by what route medication is to be administered. For prescribed medication, the pharmacy label can serve as the written instructions of the physician. All permission for long-term medication shall be renewed at least annually. All medications should be kept in the original container.
3. An Over the Counter Medication Form is available online at [www.lcsaints.net](http://www.lcsaints.net). A new form must be completed each school year to keep on file.
  4. School personnel administering medication to a student are not liable for child damages as a result of the administration except for an act of willful and wanton misconduct. A record of medication that is dispensed will be kept in the school office.
  5. All medications and notes sent to school must be kept in the school office. Medications left over at the end of the year may be retrieved by the parent.

### **Disease**

Lutheran Central strives to guard the health of the pupils. To minimize the danger of spreading disease, a child showing signs of illness (sore throat, rash, etc.) should be kept at home until the condition is corrected. The same applies to children who have a severe cold or cough. When returning to school from a contagious disease or illness, there must be a doctor's permission slip given to the child's teacher stating that the child is now non-contagious and able to return to school.

### **First Aid and Injury**

First Aid Nurse is provided by the school administration or office personnel. They will administer first aid in cases of minor injuries. In the case of major injuries or what is thought to be a serious injury, an ambulance will be called and the parents will be notified.

### **Illness**

Children who do not feel well at home before school are requested to stay home for the entire school day. **Students who vomit over the night or morning should not attend school. Students must be fever-free for 24 hours before returning to school.** Should signs of a serious illness arise while children are at school or an accident occurs, parents will be contacted for further direction. Parents are encouraged to update their emergency information if there is a change in phone number, address, or contact person, etc.

### **Immunization**

State law prescribes certain immunizations to be given at various ages. When children enroll in a school for the first time or any subsequent time and at any level, their parents must show either that they have been immunized or that a current medical or religious objection is on file. Parents are requested to provide the school with complete immunization records prior to the beginning of the school year. Schools are required to report vaccination coverage rates for kindergarten, first grade, and sixth grade. Please contact your family physician or the Jackson County Health Department for a complete immunization schedule.

### **Counseling Services**

School counseling is a part of the educational program provided at Lutheran Central School. A Christian school counselor provides services from Buchanan Counseling Center every Tuesday when school is in session. These services include conducting classroom activities in collaboration with the teaching staff. The counselor also works with individual students and with groups of students and is available for consultation with teachers and parents.

Referrals may be received from students for themselves, from parents, from teachers, or from pastors. The parent(s) must sign an "Informed Consent for Treatment" form and return it to the school office before services can begin for the student. The school counselor will then determine a schedule for providing counseling services. The counselor will, at times, convene small groups of students to address relationship issues that arise at school. This is done in order to allow the counselor to assist students in

providing helpful feedback to one another and to give students guided practice in Christian relationship building.

Meeting with the counselor does not necessarily indicate a special problem. The school counselor, in much the same way as the classroom teacher, informs parents of any serious concerns which may come to light during his/her interaction with their children. Children who participate in the group sessions are invited to do so in order to contribute their views and to participate in Christian relationship building.

Appointments with the counselor are made in consultation with teachers, and care is taken to minimize intrusion on instructional time.

## **Hot Lunch Program**

Lutheran Central School maintains a hot lunch program for students and staff. The cost of lunch for students and adults will be set yearly by the Board of Education. Menus are published monthly and available on the school website. Students are expected to be orderly and observe good table manners during lunchtime.

## **Lunch Payment Policy**

School lunches will need to be prepaid to allow for smoother operation of our lunch program. At the point in which a family has charged \$25.00 to their lunch account those students will no longer be able to order a school lunch and will need to bring their lunch until money has been deposited into their account. Each Friday evening an email will be sent from the school office notifying you of your current lunch account balance. This is done through the Sycamore School system so it is imperative that your email address is updated within the system. Paper copies of lunch account balances will be sent home in the middle of the month. You can also check your balance at any time by logging into Sycamore. In addition a notification will be sent home if your lunch account balance reaches \$0.00. School lunches can be paid for with cash, check, or credit in the school office Monday-Friday from 8:00am to 4:00pm or anytime by logging into your Sycamore School account and using your credit card. If you need more information about how to make payments on Sycamore please contact the school office.

## **Financial Support**

### **Scholarship Granting Organization**

The State of Indiana has established a School Scholarship Tax credit of 50% of contributions made to a qualified Scholarship Granting Organization (SGO), which offers scholarships to low and middle income children to attend nonpublic schools of their choice. Lutheran Central is a member of the Lutheran Scholarship Granting Organization. Families who qualify may seek additional aid through the SGO. Families may seek SGO aid through the principal of Lutheran Central. Families may be eligible to receive an SGO and/or a Choice Scholarship.

### **School Choice**

Lutheran Central School participates in the Indiana Department of Education School Choice program. Families must comply with all School Choice requirements to be eligible to receive state monies available through the School Choice program and the Scholarship Granting Organization.

The following stipulations apply:

- \* Applications for School Choice Scholarships are not recurring, and a new application must be submitted by September 1 of each school year.
- \* In the event a student transfers during the year or is expelled, the School Choice Scholarship is school specific and cannot transfer to another school.

\* Community member families qualifying for a voucher will be accepted based upon the number of seats available.

## **Registration Fees and Tuition Payment Policy**

Tuition payments are an investment in your child's education and religious formation. Therefore, the LEA Board accepts responsibility for recommendations to the association congregations concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. The decision to enact this policy was made in large part to the increasing amount of delinquent tuition and registration fees that have occurred over the past couple of years.

### **Fees**

1. All fees (registration, technology, etc.) are to be paid to the school according to the plan selected by the family.
2. Those families with a verifiable financial need from enrollment applications can request alternative fee payment arrangements to be determined by the Board.

### **Tuition Payment**

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration and must be the same for all members of said family. Options for payment shall include:

1. Full Payment – under this plan the entire amount of tuition is paid on or before the first day of school.
2. Semi-annual Payment – under this plan one-half of the tuition is paid in August and one-half in January.
3. Quarterly Payment – under this plan one-fourth of the tuition is paid in each of the following months (August, October, January, and March)
4. Monthly Payment – Under this plan the entire tuition is paid monthly over a 10 month period beginning in August.

**Those choosing a plan other than the Full Payment option will need to complete an auto withdrawal agreement form. An automatic withdrawal will only be made if payment has not been received prior to the due date noted on the Registration Form and within Sycamore School. Automatic withdrawals will be made through the use of the PayJunction feature within Sycamore School.**

### **Delinquent Accounts**

- a. First Missed Payment – After the first missed payment a written notification of the missed payment will be sent to the family. The missed payment will be reattempted in 10 days.
- b. Second Missed Payment – When an account becomes two months behind a phone call will be made by the Principal to discuss the situation with the responsible party.



c. Third Missed Payment – When an account becomes three months behind a meeting will be required consisting of the responsible party, the Board President and the Principal. The situation will be rectified or the student(s) will be recommended for expulsion at the next LEA Board meeting.

### **Delinquent Tuition From Previous Years**

All previously unpaid tuition must be paid by July 31 if a student is to be considered for re enrollment for the upcoming school year. Payments are to be made directly to the school.

### **Hardship**

If there is a life event with financial impact and a family is unable to make tuition payments promptly, the family shall notify the Principal to discuss alternative payment options.

### **Tuition Refunds**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days that the student was enrolled.

### **Tuition Policy**

The family of each non-Lutheran tuition student agrees to pay the per student tuition which will be determined yearly by the LEA board of education.

## **Student Behavior Expectations**

### **Disciplined Christian School Environment**

*For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it. Hebrews 12:11*

The teacher is to be regarded as a God-appointed guardian while the student is in his or her care. The student is to obey and respect his/her teacher in accordance with God's command on authority. When such attitudes do not exist, reasonable punishments may be given to the student according to established discipline procedures within the school and/or classroom.

Teachers will first try to deal with misbehavior at school by dealing directly with the child. If the behavior continues, then the parents will be brought into the situation to help correct the behavior.

Lutheran Central School attempts to teach self-control and respect for authority. We feel this can best be done through a cooperative parent-teacher approach to discipline. As God has appointed parents/guardians as head of the family, teachers are likewise to receive the respect of God-appointed guardians while the students are at school.

If problems arise during the school year, we ask parents to take the Matthew 18 approach and go to the teacher first to try to resolve the issue. If that does not resolve the problem, then go to the principal. The third step in the process is to go to the Board of Education.

### **Disciplinary Action**

Teachers may use a variety of disciplinary consequences depending on the behavior and age of the students. These consequences may include:

- **Discussion with the student**
- **Student asked to write about the behavior**
- **Lunch detention**
- **After School Detention**
- **Loss of recess time**
- **Time out of the classroom**
- **Parent contact**
- **Referral to the principal**

In addition to the above consequences, the principal may also:

- **Request parent conference**
- **Assign an After School detention**-*A student may be asked to serve an after school detention by the teacher or Principal. Parents are notified the day the detention is given. Detentions are served the next school day from 3:20- 4:00. Failure to show for detention will result in the immediate In-School suspension of the student until the detention is served. Students must be picked up by 4:00.*
- **Assign In-school suspension**-*A student may be given an In School Suspension (ISS) after a student earns 3 after school detentions in a trimester or at the teacher or principal's discretion. The length of the ISS will be determined by the principal. Students will be responsible for all work they will miss. Any further behavioral problems resulting in a detention will automatically become a suspension*
- **Assign Out of school suspension**-*Suspension is a serious step in school discipline. A suspension may result in no credit for the class work assigned or due on the day of the suspension. Major tests or projects may be made-up with the guidance of the teacher. Depending on the severity of the incident as determined by the principal, students may be suspended for the following:*
  1. *Fighting, acts of violence, or use of force.*
  2. *Following another disciplinary action after an ISS in a trimester.*
  3. *Use of, or bringing onto school property, alcohol, tobacco, controlled substances, firearms, knives, lighters, and matches.*
  4. *Improper touching/sexual harassment.*
  5. *Stealing*
  6. *Deliberate damage*
  7. *Breaking any laws of the State of Indiana.*
- **Disciplinary Probation**-*Probation is a serious step which can lead to the dismissal of a student. Any student who has received an out of school suspension, is automatically placed into Disciplinary Probation. Probation may be followed by expulsion. Probation can be imposed for up to a 12-week period. During this time the student will be encouraged to correct the problem. At the end of the probationary period, if the student's behavior has significantly improved, the student may be taken off of probation. If the problem(s) still persists, the teacher and principal may extend the probationary period or recommend expulsion.*
- **Recommend for Expulsion**- *Expulsion is the most serious disciplinary step. The principal will make the final decision pertaining to expulsion. The following procedures will be followed.*
  1. *The principal will communicate with the student and parent(s) to summarize the reason(s) for expulsion.*
  2. *The principal and school board will be available for a meeting with the parents of the expelled student. Should an expelled student desire to be readmitted to Lutheran Central School in a subsequent school year, the principal, in consultation with the school board,*

*will make a decision based on the student's attitude and circumstances at the time of reapplication.*

## **Tobacco Products and Firearms**

Lutheran Central School has a zero tolerance policy toward any type of tobacco product, firearm, or ammunition brought to school by a student. Students will be immediately referred to the principal for disciplinary action.

## **Dress Code**

Appropriate dress and grooming are significant aspects of overall training in Christian living. The following dress code is a guideline for proper dress while attending Lutheran Central School and is part of our mission to “assist parents in training children to be witnessing Christians and productive citizens”. The dress standards are in effect for the entire school year. Students (K-8) are expected to be in dress code during the school day and when they are participating in a school-sponsored event unless specifically noted.

We ask all students to show honor to our Lord by dressing up for chapel services. This means khaki/dress pants or shorts, polo shirts, and button down shirts for boys and dresses, skirts, or khaki pants or shorts for girls.

## **Dress Standards Grades (5-8)**

Students at this level begin to seriously establish their independence and are often seeking their own style. Respect for these needs is important. It is also important for the students to begin to understand the difference between school (work) clothes, and play (casual) clothes. Therefore, the following guidelines have been set for proper dress at Lutheran Central:

1. All clothing should be neatly and properly worn. Clothing should be in good repair and in good taste and should not have any holes with skin or undergarments visible. No school issued warm-up clothing or uniforms should be worn.
2. Clothing should not bear or imply an un-Christian witness, be unpatriotic, or cause any distractions.
3. Clothing must be of an appropriate size. Scanty clothing (bare midriff, sleeveless shirts, spaghetti straps, halters, miniskirts, boxer shorts, track shorts, etc.) is not allowed. All tops worn by girls and boys need to be of a length that, no matter what posture is assumed, skin is not exposed in the abdomen or lower back.
4. Shorts must be worn under all skirts and dresses.
5. If leggings/tights are worn, the tops should cover their entire backside and promote modesty.
6. Shorts and skirts should be no more than 6 inches above the knee regardless of the posture that is assumed.\*\*
7. Head apparel is not to be worn in school.
8. No tattoos (permanent or temporary), ink designs done by the students, or body piercing (except earrings) can show.
9. Hair should be clean and neat, presenting a natural look, and not cause a distraction to the class.
10. The faculty reserves the right to make judgments concerning what we consider to be proper or improper dress. Specific situations not covered in the previous points will be dealt with on a case-by-case basis by the principal.

**\*\*6 inch rule: All shorts and skirts should be no more than 6 inches above the knee regardless of posture.**

## **Dress Standards (Grades Preschool-4<sup>th</sup> Grade)**

Same as listed above for grades 5-8 except that:

1. Shorts must be worn under all skirts and dresses.
2. All shoes or sandals must have a back.
3. Preschool students should NOT wear open toe shoes.

\*\*The six inch rule for shorts and skirts may not apply appropriate modesty for all students.

We appreciate your understanding of, and cooperation with your student's personal appearance. We trust that you as parents share our desire to foster high standards in every area of our school program, including dress and personal appearance.

## **Discipline for Inappropriate Dress**

Students who are found in violation of the dress code standards may receive one or more of the following consequences:

1<sup>st</sup> Offense: Given a verbal warning

2<sup>nd</sup> Offense: Issued a dress code violation form

3<sup>rd</sup> Offense: Asked to change into appropriate clothing

4<sup>th</sup> Offense: Parent must bring in an appropriate change of clothing

## **Nuisances**

Many items students bring to school are essential to student learning. However, some items can cause classroom disturbances. Examples are, but not limited to toys, balls, electronic games, spinners, headsets, calculators with programmed games, etc. These nuisance items can be taken by the teacher and **may** be returned with the understanding that they will not be brought back to school. Parents may be asked to retrieve the item from school.

## **Cell phones and Electronic Devices**

Students must keep cell phones and other electronic devices turned off and stored in their backpacks/lockers at all times between 7:30 am and until the end of the day. Students may not interact with a smart watch during the school day. The only exception is that students may use electronic reading devices (i.e. Nooks and Kindles) during AR or free reading time with the teacher's permission. Violation of this policy will result in the following disciplinary actions:

1<sup>st</sup> offense- 30 minute after school detention and item confiscated until picked up by a parent/guardian.

2<sup>nd</sup> offense- 60 minute after school detention and item confiscated until picked up by a parent/guardian.

3<sup>rd</sup> offense and beyond - in-school suspension and item confiscated until picked up by a parent/guardian.

Students electing to bring a cell phone into the building are responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones brought onto its property.

Contents of confiscated cell phones can be searched by administrators if they have reasonable suspicion that it contains information concerning violation of a school rule or policy.

Parents are advised that the only school authorized manner in which to get in touch with their child during the school day is to by calling the school office.

## **Public Display of Affection**

Students are not to hug, hold hands, or kiss other students in a way that shows more than Christian love and fellowship. This type of behavior should not be seen during school hours or at LCS sponsored activities or athletics.

## **Bullying Policy**

### Comprehensive Strategy Statement

At Lutheran Central School, we recognize violence as any word, look, sign, or act that hurts a person's body, feelings, or things. We also recognize bullying as unwanted and repeated verbal or physical harassment; when someone tries to take power over another or fails to show Christian love. To make our school violence-free and safe from bullying, we pledge:

- ✓ not to tolerate bullying,
- ✓ to intervene in incidents of bullying and enforce rules against bullying, and
- ✓ to empower students to report bullying behavior and to treat one another with Christian love and respect.

John 13: 34 *“A new command I give you: Love one another. As I have loved you, so you must love one another.”*

### Consequence Plan

Staff Responses to Bullying Behavior:

1. Intervene. Identify behavior as bullying. State your expectation that student will not engage in bullying behavior. Initiate repentance and forgiveness. File a report for the program director.
2. Intervene. Identify behavior as bullying. State your expectation that student will not engage in bullying behavior. Restrict student activity in area of bullying occurrence. Initiate repentance and forgiveness. File a report for the program director.
3. Intervene. Identify behavior as bullying. State your expectation that student will not engage in bullying behavior. File a report for the program director. The program director will assign the “Think about it Worksheet” and refer the student to the administrator.
4. Follow step three for each additional bullying incident.

Administrative Responses to Bullying:

1. Arrange a face-to-face conference with the student. Clarify expectations for student behavior. Discuss the “Think about it Worksheet” with the student. Assign one after school detention.
2. Arrange a face-to-face conference with the student and family. Clarify expectations and discuss the “Think about it Worksheet”. Assign one to three day suspension.
3. Arrange a face-to-face conference with the student and family. Clarify expectations and discuss the “Think about it Worksheet”. Assign three to five day suspension. Recommend educational support group for students who bully.
4. All additional responses should include the conference, clarification, discussion of the worksheet, and recommendation for support group. Recommendation for expulsion will be brought before the school board.

## **Search and Seizure**

Search and seizure is a legal procedure used in many civil law and common law legal systems whereby police or other authorities and their agents, who suspect that a crime has been committed, do a search of a

person's property and confiscate any relevant evidence to the crime. Parents will be contacted by the principal prior to the search of a student's possessions if a suspected violation of school rules has occurred.

### **Sexual Harassment**

Students are expected to interact verbally and physically in harmony with God's Word and His will that all individuals are to be highly valued and respected. Sexual harassment consists of unwelcome sexual advances, and other inappropriate verbal and physical conduct of a sexual nature. Responses to this should be an immediate "No". If the person does not stop or if the behavior is repeated in any way, it should be reported to a teacher or the principal. If follow up from the teacher or the principal does not bring a quick halt to the problem, parents will be contacted along with further disciplinary action.

### **Seclusion and Restraint**

Lutheran Central 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. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure 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.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website [www.lcsaints.net](http://www.lcsaints.net).

### **Miscellaneous**

#### **Grievance Procedures**

A parent with a grievance should first discuss it with the teacher or staff member. Every effort will be made to come to an agreement; however, it is important to respect the role and authority of the classroom teacher in making decisions regarding the management of the classroom. If the parent is not satisfied at that point, then the issue should be discussed with the principal. Contacting a Board member is the third step. If meeting with the Board member, principal, teacher or staff member, and parent does not resolve the issue, then a meeting with the full Board will be arranged. A decision by the Board of Education will be considered final.

In the first stage of a grievance, we strongly suggest that you not call the teacher or staff member on the phone or use email, but talk in person. It is also suggested that you wait a sufficient amount of time to

allow emotions to settle before speaking with the teacher or staff member. Phone calls should be limited to arranging a time to meet.

### **National Lutheran Schools Week**

National Lutheran Schools Week is celebrated annually. This is a time when congregations throughout the Lutheran Church Missouri Synod recognize their schools, students, faculties, and staff. Special activities during this week are coordinated by the Shepherd's STAFF and the faculty and staff of LCS.

### **School Pictures**

School pictures are taken in the fall. The pictures are to be prepaid, with a money-back guarantee. Pictures may either be retaken or the money will be returned to the students if you are not satisfied with the pictures. Retakes and sports pictures will be scheduled later in the fall.

### **School Property**

Children are expected to maintain quiet order and show respect for equipment and school property at all times. Any student, who willfully or carelessly destroys, damages, or defaces church or school property, will be required to pay the cost of the repairs. In addition, the student may be given an assigned clean-up/repair or a detention.

### **School Song**

Oh when the L.C. Saints walk down the street,  
They rate "100" power from head to feet.  
They've got that style that smile, that winning way,  
And when you look at them, you'll recognize them and you'll say,  
"Now there's those (girls/boys) I'd like to know.  
They've got that good ole' LC pep and go.  
So take one look at them. They're quite a treat.  
They're hard to beat. Those L.C. SAINTS! HEY!  
S A I N T S...LC SAINTS...THE BEST!

### **Student Records**

A cumulative file is maintained in the principal's office for each student in grades PS-8. The file contains personal and family information, report cards, standardized test results, health information, and other information which the principal judges to be useful in planning and supervising the child's education. The information in the file is confidential, and, therefore, available to the certified staff for their professional use.

Parents have the right to look at their child's cumulative file. The principal should be present when parents examine the file. Parents who want to question information in the cumulative file should:

1. Present a written statement of concern to the principal.
2. Present the concern to the School Board if it is not resolved with the principal.

Parent permission is required for releasing information in the cumulative file. The file is transferred to another school when the school requests academic and health records.

Upon request of a parent/legal guardian, a copy of the file contents or a part thereof, may be made with all proper parties present, and given to the parent/legal guardian.

The school maintains a permanent record for each student in grades PS-8.

**If any outstanding fees are owed the school or if any school property is not returned, no copies of a student's cumulative file will be released to the parent, legal guardian, or another school.**

### **The Shepherd's STAFF**

STAFF is an acronym for Students, Teachers, And Family Focus. The Shepherd's STAFF is a committee which directs the parent volunteers who give assistance to the school. They are made up of parent volunteers, one faculty representative, and the principal who serve as advisory members.

This coordinating committee meets every other month, August through June. The principal will report to the LEA Board on the activities of the Shepherd's STAFF. The main activities which the Shepherd's STAFF coordinates are publicity about up-coming events, National Lutheran Schools Week activities, Fall Chili Supper, Grandparent's Day, Track and Field Day, and other events that promote our school and staff.

The Shepherd's STAFF will try to include every family in at least one activity throughout the school year. If you have an interest in helping with a specific event, please contact a Shepherds' STAFF member or call the school office.

## **Acceptable Use Policy**

### **Philosophy for use of Technology**

We believe that technology is a tool for communications, for problem solving, and for academic achievement. Technology does not end with itself, but is used by students, parents, staff, and the entire school community to access information in the school, the community, and the world. Technology tools are used by students to learn grade level and course content based on the Lutheran Central School adopted curriculum standards. As in the real world, students use technology to work on challenging, real-life topics, to present their conclusions to important questions, and to defend and clarify their thinking.

### **Technology at Lutheran Central**

Lutheran Central School strives to be at the forefront of technological development. Interactive Flat Panels are in each classroom. Grades K-8 have chromebooks in a 1:1 environment for Science, Social Studies, Language Arts, and various classes. LCS has upgraded its network infrastructure to support a wireless network.

### **Internet Acceptable Use Policy**

Lutheran Central School believes the Internet is a resource that the school and students should positively utilize. There is no simple technological solution to the problem of keeping children safe online. One factor in Internet safety is to ensure appropriate supervision. The LCS staff is aware of the issues surrounding Internet access and the need for appropriate supervision. LCS will continue to filter content through a Dell Sonicwall and through our Google for Education Administrative site. This does regard any access of inappropriate material on school property or during school hours to be a disciplinary matter.

Parents have the responsibility to be aware that there may be risks associated with Internet access and the steps the school is taking to address these issues. Parents will also wish to ensure safe use of the Internet in the home. Following are guidelines for students using the Internet no matter the location:



- Let your online behavior be an example for others and reflect the values and beliefs we share as followers of Jesus.

*“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things. Whatever you have learned or received or heard from me, or seen in me - put it into practice. And the God of peace will be with you.” Philippians 4:8-9 (NIV)*

- Respect the rights and property of others.
  - If you use someone else’s writing, video, images, or sounds be sure to get permission and /or give them credit.
  - Don’t log on to someone else’s account, even if they give you permission. Watch out for the safety of others.
  - If you discover someone else’s password, let them know and encourage them to have the administrator or teacher change it.
  - Never pretend to be someone else while online.
  - When communicating online using email, discussion boards, or chat remember to be respectful. Use your words to build others up. Do not be mean, or hurtful.
- Protect yourself. Not everyone online shares your values and beliefs.
  - Protect your passwords. Do not share them with others.
  - When you are posting something that could be viewed publicly, never give out any personal information.
  - If inappropriate material should appear on your computer screen, tell an adult immediately.
  - If someone sends you inappropriate material, tell an adult immediately.
  - If you are contacted by an unfamiliar user, tell an adult immediately.

## **LCS Network**

Students and staff may use the school network for educational purposes. Access to the network is a privilege that may be revoked at any time for inappropriate conduct. Users of the LCS should have no expectation of privacy when using our technological resources.

## **Email**

- Only the approved mail service (Gmail or Sycamore) given by LCS may be used for student mail.
- The school reserves the right to search and read email and other activities within the lcsaints.net domain as deemed necessary.
- Email during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their email.
- Email services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate email is allowed including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be subject to disciplinary response.
- Students are prohibited from accessing anyone else’s email account without receiving explicit permission from the account holder.
- Email etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.

## **Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.

- Listening to music either aloud or with earphones is not permitted during class, without the permission of the teacher.
- The downloading of music files, video files, etc is prohibited unless it is part of an assigned classroom activity.

### **Games**

- Games are not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school issued computer and to block gaming websites.

### **Internet Use**

- The internet is a valuable source of information for education. Inappropriate materials are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, it is the responsibility of the student to notify a teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Consequences**

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Any violation of Lutheran Central School's Acceptable Use Policy may result in loss of school provided access to electronic information. Consequences will be applied to student misuse of school property, including, but not limited to, the loss of the use of the technology device for an amount of time determined by the administration, disciplinary action including suspension and referral for expulsion, and possible legal action. Students with computers or mobile devices containing illegal or inappropriate materials may be subject to having content removed from the device and may be subject to more frequent random checks.