

## **Introduction**

This Handbook is intended to serve as a guide for students and parents of WPLA (Westlake Preparatory Lutheran Academy). Since students are accountable for the expectations of the policies of the school, they, and their parents need to be familiar with the contents of this handbook.

WPLA is a Christian institution and therefore, reserves the right to discipline or expel any student for acting contrary to the beliefs and practices of the Lutheran Church Missouri Synod.

## **Our Vision**

**Our Commitment** – Westlake Lutheran Academy will continue in the prestigious tradition of Lutheran Schools in Houston and across America since Colonial days.

**Our Academics** – We will be the **academic school of choice** in west Houston. Our students will be well prepared for their next level of education including top-tier colleges and universities across the country.

**Our Responsibility** – We view your children as gifts from God – your most important possession, and take the responsibility you have entrusted to us seriously. Your child will be challenged and motivated to excel academically in a loving and caring environment.

**Our Faculty** – Teachers are core to facilitating learning. Our master teachers know how to teach and view their occupation as a calling from God – not just a job. They are passionate about: 1) excellence in their subject areas; 2) their love of students; and 3) connecting Sunday to Monday.

**Our Partnership** – Education doesn't happen in a vacuum. We foster the strong school - home partnership as participating allies in the total development of your child.

## **Spiritual Program**

Westlake Prep students participate in daily religion classes. These courses are offered to help students develop a sense of God's will in their lives through Spiritual studies, to build a value system through the application of God's word, and to provide an opportunity to apply these principles in day to day relationships among students and faculty.

Weekly worship services are held for the entire Westlake Prep community. These services are led by faculty members, by area pastors, by Westlake Prep students and by various guests and performing groups.

Children and adolescents face challenging questions and decisions as they mature and face life issues. WPLA is staffed with Christians to help guide students in a God-pleasing walk through life.

## Admissions

**NON-DISCRIMINATORY POLICY AS TO STUDENTS:** All families are invited to enroll their children whether or not they are members of a Lutheran Church. WPLA admits students of any gender, race, color, national, or ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, scholarship programs, athletic, or other school administered programs.

### **ENROLLMENT POLICIES:**

- All pupils must register for admission each year. The registration fee must accompany the student's enrollment form. No refunds of the registration fee are made unless the principal declines to accept a student for enrollment.
- The acceptance of any student for enrollment is subject to the approval of the principal.
- Children who have reached their 3<sup>rd</sup> birthday on or before September 1<sup>st</sup> and are of normal ability qualify for admittance to Pre-Kindergarten 3 (this applies for PK3 – Grade 1). A copy of the birth certificate must be presented at the first registration.
- All new and returning students must have the following immunizations: three doses of polio vaccine (one dose must be received on or after 4<sup>th</sup> birthday), four doses of DTP vaccine, one dose of MMR vaccine on or after the 1<sup>st</sup> birthday and a second dose by the 5<sup>th</sup> birthday, three doses of Hepatitis B vaccine, and one dose of varicella vaccine (chickenpox) or validation of varicella disease. All new students and all students in grades 1, 3, and 5 are required by the Texas Health Department to have hearing and vision screening tests.
- Parents/guardians of students registering for the first time are to be interviewed by the principal.
- The Lower School office needs a copy of the enrolling student's immunization records, birth certificate, most current report card, and achievement test scores (excluding the TAKS). If the student has not taken an achievement test, he/she must make an appointment through the Lower School office to be tested. An acceptance determination cannot be made before these results are known.
- It is not the policy of WPLA to accept any student who has been expelled from a previous school, or who has a poor department record. It is the principal's discretion whether or not to accept a student on either academic or discipline probation.

## Academic Program

The Lower School students receive a balanced academic program in all the core areas to help them achieve their intellectual potential. They receive religious instruction to help them understand and experience the basic tenets of the Christian faith and the ways of living which follow from it. In addition, students are given the opportunity to experience enrichment in areas such as music, physical education, and technology. The Lower program is designed to be developmentally age-appropriate, recognizing the unique needs of each child, and strives for students to take responsibility for their own learning and actions, setting challenging goals.

**Communication:** Communication from WPLA is critical especially as we continue to grow each year. As we make adjustments to programs, procedures and facility use, our goal is to accommodate the needs of students and families from Pre-School through 12<sup>th</sup> grade. WPLA desires to offer the best learning environment possible along with a positive, overall school experience. We appreciate your patience and trust as we expand in keeping you informed electronically. Please keep the school office informed of any changes in your email address. We keep you informed by:

**Emailed Announcements** – Emails will go out weekly in the form of newsletter announcements. This is your opportunity to stay in touch with us, so you'll know about field trips, sports, meeting reminders and of course any upcoming events.

**Website** – use [www.westlakeprep.org](http://www.westlakeprep.org) for sports schedules, teacher email addresses, application information, calendars, newsletter and forms, as well as other LSA news.

**Curriculum:** The Lower School curriculum includes instruction in the core areas of language arts, mathematics, religion, science, and social studies. Grade-appropriate enrichment is provided in the areas of art, band, music, physical education, and technology. Our curriculum meets the requirements of the Texas Education Agency.

**Faculty:** Teachers at Westlake Prep are all certified in elementary education. Most already have earned their Master's Degree or are in the process of earning it. They are Christian teaching ministers, called by the Lord's Church to assist parents in the responsibility of teaching children God's Word and about His world.

**Grade Reports:** Progress reports are issued at approximately 4 ½ weeks each quarter. These progress reports are posted on our RenWeb system. Parent-Teacher conferences for the Lower School are scheduled during the fall term. Other conferences are scheduled as needed. Pre-

Kindergarten and Kindergarten have their own developmentally appropriate report card, and use the E, S, N, U scale.

The following grade scale is used for grades 1-5:

- 90 – 100% = A (Excellent)                      E = Excellent
- 80 – 89% = B (Good)                              S = Satisfactory
- 70 – 79% = C (Average)                         N = Needs Improvement
- 60 – 69% = D (Passing)                         U = Unsatisfactory
- Below 60% = F (Failing)                        \* = Accommodation

Accommodation notated on a grade indicates that the student received below 60% on half or more of the work in that subject during the grading period and was given the opportunity to receive extra time, re-teaching, and to make corrections after re-teaching. Students receiving an incomplete, unsatisfactory, or failing grade are ineligible for any after-school activities and/or sports until the next grading period. Report cards are sent home each nine weeks and are to be signed by the parent or guardian then returned to the classroom teacher within a week. The students' family keeps the final report card of the year.

**GRADE LEVEL PROMOTION/RETENTION/PROBATION:** A student who has an overall failing average will be recommended for retention. For students who fail any of the core classes or who are experiencing difficulty due to age/developmental differences, retention may be recommended or required. A student may be placed on probation for either poor academic reports or for repeated disciplinary concerns. A parent/teacher/principal conference will be held as soon as it is clear that a student may be a candidate for probation or retention. Students on probation and/or accommodated grades are ineligible for after-school activities during the probationary period

**HOMEWORK:** In the Lower School, homework is given at the discretion of the teacher based on what is age appropriate. It is expected that parents will provide a distraction-free study area and help their child manage his/her time so that when homework is given it will be accomplished in a supportive environment. Early in the school year a parent visitation time will be scheduled so that parents may visit the classroom and hear the specific procedures for the current year from the child's teacher.

**INELIGIBILITY:** Any student receiving two or more D's or one or more F's on a mid-quarter or report card is ineligible for participation in any WPLA sport or after-school activity until the next grading period. If a student becomes ineligible twice during a sport season or nine-week after-

school activity, he/she will be dismissed from the team/activity. A student must be present at least half of the school day to be eligible to participate in any sport or after-school activity that occurs later that same day/night. During the period of ineligibility, the students may not tryout, practice, or play with his/her team.

**MAKE-UP WORK/EXCUSED ABSENCE:** A student who has an excused absence (see list in 'ATTENDANCE' section) is responsible for the work that has been missed. It is important for parents to make arrangements with the teacher to have this accomplished as soon as possible. While every attempt will be made to prepare the make-up, teachers may not have the opportunity to do this until the end of the school day. Students will be allowed one day per day absent to turn in make-up work to the teacher. Parents need to be aware that there are aspects of classroom instruction that cannot be made up (i.e. science experiments, group projects...).

**MAKE-UP WORK/UNEXCUSED ABSENCE:** Teachers will not provide work ahead of time for unexcused absences. Information about lessons covered during the absence can be shared with the parents, upon request, after the child returns. Daily work can be completed under the direction of the parents but will not be turned in for a grade. Missed tests will be taken after the student returns to school. Long term projects due during an unexcused absence must be turned in prior to the absence. Any tests missed during the last days of school will be counted as '*incomplete*' until the tests are taken. Report cards will not be issued until the '*incomplete*' is removed.

**TESTING PROGRAM:** A regular program of standardized testing is in place so that we may better know students in terms of strengths, weaknesses, ability, and achievement. Grades 1-5 are given the Iowa Test of Basic Skills in the spring of each year. The results are shared with parents in the year-end report card.

## **ATTENDANCE**

State law requires every child in the state who is as much as seven years of age, and not more than seventeen years of age, to attend school for the prescribed number of days. Lower School parents are asked to email (maryjoformer@lea-hou.org) or phone the lower office (281-341-9910) by 8:30 am if your child is going to be absent. The office will call those families whose children are absent but have not yet notified us. According to state law, a child absent more than 10% of school attendance days is in jeopardy of failing the core subject areas and/or the grade level.

**Absences are unexcused until verified in writing by a parent, guardian, or person having custody of the student. Please note that a call to the office does not replace the need for a written excuse after the absence.**

**ABSENCES:** Students are responsible for making up work during an absence (see 'MAKE-UP WORK' above). Students will be allowed one day per day absent to turn in make-up work to the teacher. A student may be ineligible for After School Activities until all make-up work is completed. An absence may be excused for the following reasons:

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

All other causes for absence are unexcused. Students are ineligible for after-school activities on the day(s) of their absence. Parents need to be aware that there are aspects of classroom instruction that may not be made up (i.e. science experiments, group projects...) and missing these due to an unexcused absence may affect a student's grade.

**APPOINTMENTS:** Doctor, orthodontist, and other appointments should be scheduled outside the school day whenever possible. Sign your student out upon leaving and sign in upon returning to school. When it is necessary to miss school, students will be excused upon receipt of a note from the parent or doctor. Students are responsible for the work as if they were in class.

**AUTHORIZATION FOR STUDENT RELEASE:** Parents are responsible for keeping their information on the Lower School's "Authorization for Student Release" card current. Anyone picking up your child will be asked to show a photo ID if the staff member in charge of the student does not know that person. Your child will not be allowed to leave with anyone not authorized on your information card until the parent or guardian responsible has been notified and has given permission.

**CHILDREN LEAVING WITH FRIENDS:** Children going home with another student at the end of the school day must give a written permission note from the parent to the teacher or front office. When a number of classmates are attending a birthday function at the end of the school day, the inviting parent must contact the teacher several days in advance so that there is time for the

“SPECIAL PERMISSION FORM” to be prepared by the teacher, sent home with all students in the class, and returned with signed parental/guardian permission. Limo drivers picking up a group of students are to arrive fifteen minutes after dismissal time so that the normal dismissal traffic flow is not disrupted.

**CONSECUTIVE ABSENCES:** A student who is absent five or more consecutive days because of personal illness must obtain medical verification of the illness and present this to the school office when the student returns to school.

**EARLY DISMISSAL:** Any early dismissal must be pre-arranged between the student’s parent/guardian and the Lower School office. Out of courtesy, please notify the teacher as well. Students leaving school early must be signed out at the Lower School office.

**Early dismissals occurring before 11:30 am will be counted as a full day absence. Those occurring between 11:30 am and 2:00 pm will be counted as a half-day absence.**

**EMERGENCY SCHOOL CLOSING:** Westlake Preparatory Lutheran Academy will publicize the closing of school due to adverse weather or other emergency conditions. The information can be obtained by listening to AM740 KTRH on the radio; by viewing Channels 2, 11, or 13; or by calling the school office. There are times when we do not follow the area public school closings.

**EXCUSE NOTE FOR PE:** On occasion students able to attend school are unable to participate in PE, due to a physical injury or limitation. A student unable to participate in PE class must present the excuse note to the homeroom teacher **at the beginning of the school day**. The teacher will see to it that the PE teacher receives a copy before that day’s class. **Any child being excused from PE will also be excused from participating in recess and sports practices on the same day.**

**FAITHFUL ATTENDANCE:** Students who are absent two or less days and tardy six or less days receive a faithful attendance certificate at the end of the school year.

**ILLNESS AND DISEASES (CONTAGIOUS):** **Children with a fever or those who have experienced vomiting within the previous twenty-four hours should not be sent to school.** Children with an illness or disease should be kept at home until the doctor releases them to return to school. The school should be notified of a contagious disease.

**IN-SCHOOL ILLNESS OR EMERGENCY:** Students are expected to remain in school until the close of the academic day. Should a student become ill or have an emergency during the school day, he/she will be brought to the Lower School office and parents will be notified by school personnel.

**SCHOOL TARDIES:** Students are expected to be at school and in their seats by 8:20 am. Any student arriving after 8:20 am must report to the Lower office to sign in and receive a tardy pass to give his/her teacher. Students arriving after 10:00 am are considered ½ day absent. A student

who receives two tardies within a nine-week grading period will have a notification letter sent to the parents by the Head of School.

## **GUIDELINES FOR STUDENT BEHAVIOR**

### **BEHAVIOR GOALS**

- To encourage independence and responsibility
- To show constant respect for all persons through action language, regardless of age, position, or ethnic heritage
- To demonstrate respect for personal and community property
- To act in a way that encourages and maintains the classroom atmosphere so that it is conducive to learning and shows respect for every student's right to learn and the teacher's right to teach
- To accept accountability and responsibility for one's actions
- To recognize that, as children of God, there are times when we err and, therefore, there are times when forgiveness needs to be asked for and when forgiveness needs to be given

### **CAFETERIA GUIDELINES**

- Walk at all times
- Allow a safe distance between classmates so that food doesn't get spilled
- Talk only in normal tones
- Help any classmates who are struggling with carrying food
- Follow the teacher's instructions for clean-up

### **CHAPELS AND ASSEMBLY EXPECTATIONS:**

- Walk on the right side of the hallway, in single file, so others may pass to and from the assembly or chapel
- Follow the teacher's instructions for seating
- Show respect for the speaker and each other by being quiet and attentive

### **CLASSROOM EXPECTATIONS:**

- Be ready to work when class is to begin
- Be safety conscious
- Obey classroom procedures as directed by the teacher
- Respect and be polite to all people
- Respect the property of other people and of the school

**HALLWAY EXPECTATIONS:**

- Walk on the right side of the hallway, in single file, so others may pass
- Talk only in quiet tones
- Keep hands, feet and objects to oneself
- Hold the door until the next person takes it

**PLAYGROUND EXPECTATIONS:**

- Balls are to be kept on the blacktop or grassy areas
- No hanging on the basketball nets or rims
- Keep off fences
- Playground flooring (rubber mulch) needs to stay where it is (no throwing, tossing, etc)
- Equipment is to be used as intended (no walking up slides, jumping off decks, etc.)
- Always obey the directions given by the adult in charge

**SAFETY DRILL EXPECTATIONS:**

- Absolutely no talking
- Listen to and follow the teacher's instructions exactly
- If leaving the building, do so in an orderly manner by means of the route posted in the room or as directed by the teacher
- Remain in the designated area until further instructions are given

Students who, through their actions, show a disregard for the above expectations can expect appropriate disciplinary action.

## **SPECIFIC STUDENT POLICIES**

**ALCOHOL AND DRUGS:** Westlake Preparatory Lutheran Academy takes a zero tolerance posture. We will not tolerate those who introduce illicit drugs or alcohol into our school setting. Students found under the influence of drugs or alcohol while on school property or while attending school functions are immediately referred to the school administration and the parents will be contacted. The student faces possible suspension and expulsion.

Students found in possession of or involved in the delivery, transfer, or sale of illicit drugs or alcohol while on school property or while attending school functions are immediately referred to the school administration. Parents will be contacted and the police are contacted at the discretion of the administration. The student is suspended and faces expulsion for a period not less than one full semester.

The school reserves the right to conduct random searches of students' lockers or vehicles as a general deterrent to the possession of illicit drugs or alcohol. Specific searches may also be made on a student's person, locker, or vehicle if there is reasonable suspicion (i.e. reliable eyewitness reports) that a student is in possession of these substances. All searches are conducted by a member of the administrative staff and may involve the use of police.

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

Recognizing the increased use of illicit drugs and alcohol by students and the threat such use poses to the safety and health of both students and families, the Lutheran Education Association of Houston (LEAH) has a program of random drug testing for all students and staff. Participation in this program is a condition of enrollment/employment at a LEAH school. The collection of samples is done under the supervision of the school administration. Careful protocol is followed and a fully certified laboratory does the testing. Positive results are communicated to the administration and are kept confidential, sharing the results with the student and parent only.

Should a student test positive (first time offense), the student and parents are notified. To remain at WPLA the student and the family must agree to a drug and alcohol assessment by a state approved alcohol/drug agency, and enrollment in an educational or counseling program. Where fees for services are involved, parents must accept responsibility for payment. In addition, the student is subject to appropriate disciplinary action with regard to school activities and periodic testing for a probationary period of 12 months from the first testing. Should no additional positive tests be made during this period, the student will be removed from the probation.

If a student tests positive for a second time during the 12-month probationary period, that student will be suspended and face expulsion for a period of not less than one full semester. At the expulsion conference, the school administration will determine the length of the expulsion and the conditions (assistance plan) for re-admittance at the conclusion of the expulsion.

As always, the purpose of this policy is to be faithful to the mission of the school. In 1 Corinthians 6:19-20, the apostle Paul writes, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own. You were bought with a price. Therefore, honor your God with your body." Later in 1 Corinthians 10:13, he writes, "God is faithful; He will not let you be tempted beyond what you can bear. But when you are tempted, He will also provide a way out so that you can stand up under it." It is our belief that this policy is faithful to these scriptures. It both supports the truth that our bodies are temples of the Holy Spirit and as such should be treated with great care, and also provides a way out for young people who are tempted to get involved in activities that can harm them.

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

**BOOK COVERS:** Book covers that are self-adhesive are not to be used, as they are difficult to remove and cause damage to the book. Use of such will result in a fine appropriate to the damage caused.

**BULLYING/HARASSMENT:** Our definition of bullying is any inappropriate behavior used intentionally as power or control over an individual, such as exclusion, dominance, control, intimidation and/or threats. WPLA will not tolerate harassing or intimidating conduct, whether verbal, physical, visual, or through avenues of technology that unreasonably interferes with a student's educational performance. Consequences of such behavior will be determined by the teacher and/or principal. All corrective measures are used with the long range goal of helping students make a wholesome adjustment to present and future environments and impressing on them that they are responsible for their actions and its resulting consequences.

**BUS/FIELD TRIPS:** All students attending a field trip will ride on the bus with their teacher and, upon arriving at the location, are to remain with the adult they are assigned to throughout the duration of the experience. Student conduct on buses and during field trips should be based on respect for the driver, the other passengers, and all people encountered on the trip. Safety requires that students should be seated on the bus with head and limbs inside the bus. At all times students need to remember that their actions reflect on their school and are a witness to Christian principles.

**CAMPUS RESTRICTIONS:** Students arriving in the morning before 8:10 am are to check into the Before School Care room unless an adult accompanies and stays with them. At 8:10 am they may line up outside their classroom door until the teacher opens it. At the end of the school day, students will go either to the After School Care room or out on the sidewalk with their teacher until 3:25 pm. Any student not picked up by 3:25 pm will be checked into the After School Care rooms. Students participating in 5<sup>th</sup> grade sports or after-school activities will be given directions as to where to meet/go by the first meeting of that activity or sport. Older siblings picking up their brother/sister must come to the Lower building and then must take the sibling directly to the supervising parent/adult. **Lower students cannot be under the supervision of an older sibling in the building after school.** Cars and parking areas are off-limits to the Lower students during the school day.

**CANDY/FOOD/DRINK/GUM:** All food, drink, and candy must be consumed in the cafeteria area unless it is a special treat within the classroom and/or under the direct supervision of the teacher. Gum is not permitted on the Lower campus and should be disposed of properly.

**COMPUTER USE:** Computers are meant for student use with school-loaded programs designed for educational use under the direction of the teacher. Students are not to use or install software other than that provided by the school (this includes all games). Students loading software or altering the programming on any of the computers are subject to fines to replace, repair, or reprogram the computers. Additional disciplinary action may be taken.

**CONCERNS/QUESTIONS:** Parents should take concerns or questions about the classroom, students, or teacher directly and privately to that teacher. Unresolved issues can be brought to the attention of the principal. It is most important, as a Christian example that disputes not be allowed to become part of a community discussion. Matthew 18:15-20 is our guiding principal.

**DISCIPLINE CONTRACT:** Lower School Discipline Contract is implemented when a student consistently repeats unacceptable behavior patterns with no observable effort to change. A student gets to the contract stage after numerous behavioral reports/consequences, parent conferences, and other avenues of offered help show no change in a student's conduct. It is hoped that the contract will effect a change in the student's behavior; however, should that not occur, the final level in the contract will result in expulsion.

**DRESS CODE:** It is expected that students will dress according to our dress code, which is detailed in this handbook. Students not in compliance will receive a warning sheet. If a student receives three warning sheets, a notification letter will be mailed home. If a student receives five warning sheets, parents will be contacted for a meeting with the principal.

**ELECTRONIC DEVICES/OTHER DISTRACTIONS:** Devices such as beepers, cell phones, radios, CD players, electronic games, I-pods, etc., are not permitted at school during school hours or in before/after care. The school is not liable for students' property that is misplaced, stolen or broken. Any such items should be left at home. If the electronic device is seen or heard during

school hours, it will be taken from the student and stored in the office. The student may get the item back at the end of the school day. On the second offense and there after the device will be put in the office and a parent must speak to the principal to pick up the device.

Other distractions, such as trading cards and toys, are also not permitted during the school day unless the teacher gives explicit permission. If brought to school without permission, these types of items will be confiscated, and returned at the end of the school year. It is the responsibility of the parent/guardian to check the weekly newsletter for updates in this area.

**FIREWORKS/WEAPONS:** No fireworks or prohibited weapons are allowed on school grounds. Any student in possession of such items will be subject to expulsion and will be reported to the appropriate local law enforcement agency.

**FORGERY:** Honesty in communication is an important value. Students who forge another's signature will be referred to the principal. The principal will determine if any further disciplinary action is necessary.

**INVITATIONS TO PARTIES:** Invitations to birthday parties or other social events may only be passed out in school if all students in the class are included. If the event is gender-specific, all students of that gender must be included.

**STUDENT APPEARANCE/DRESS CODE:** Students at WPLA are expected to dress in a manner that exemplifies moderation and good taste. We do not allow clothing or accessories which include profanity, vulgarity, anti-Christian symbolism, "dark" themes such as skeletons, graves, etc., or advertisement of alcohol or drugs. If an accessory is questionable, the measure for acceptance is based on whether or not the item is causing a distraction to learning, and/or classroom activities.

The dress code and guidelines noted on the next pages provide freedom of choice for the student while maintaining styles which are appropriate for school wear and provide a positive public image of WPLA students. Please put your child's name in all garments.

**DRESS CODE GUIDELINES:**

- A brown or black belt is to be worn with all looped pants and shorts (PK3, PK4, and Kindergarten are the exception). Shirts are to be tucked in.
- Coats are not acceptable indoor wear. Students may want to keep a sweater or sweatshirt in their room all year.
- Shoes should be appropriate for the outfit (no cowboy boots with shorts, etc.) and must have a closed toe and closed heel. Shoes with special effects, such as wheels, are not allowed and these effects will be confiscated if discovered. Students in grades 1 and above need a non-marking pair of tennis shoes for P.E.
- The length of garments should be appropriate for a classroom setting. All jumpers, skorts, skirts, and shorts need to be “fingertip” length or longer.
- Jewelry should be modest. No visible tattoos or body piercing, with the exception of earrings, are allowed.
- Sock color should be appropriate for the outfit. Preferred colors are khaki, navy, or white. Girls may wear knee high socks and leotard-type hose with skorts, jumpers and skirts.
- No hats, head bandanas, or sunglasses are worn indoors. No extreme hairstyles or colors are allowed. Girls’ headbands, hair-bows and hair-clips should be appropriate for the outfit.

**DRESS CODE FOR 2009-2010**

	<b>Item</b>	<b>Color(s)</b>
<b>GIRLS</b>	Shorts	Khaki
	Pants	Khaki
	Capri	Khaki
	Jumper	Plaid
	Skirts	Plaid, Khaki
	Skorts	Plaid, Khaki
	Blouse	White
	Polo Shirt	Red, White, Navy
<b>BOYS</b>	Shorts	Khaki
	Pants	Khaki
	Polo Shirt	Red, White, Navy
	Dress Shirt	White
<b>OUTERWEAR</b>	Sweater	Red
	Sweatshirt	Red

All coats and jackets worn to school and used for recess are to be stored in the student’s cubby during the day.

**LOST AND NOT FOUND:** Articles found in and around the school should be turned in to the school office. If there is no identification, the item will be placed in the 'Lost and Not Found' area. Unclaimed articles will be donated to charities at regularly announced intervals.

**THREATS/AGGRESSIONS:** Students who threaten others, who commit or suggest acts of physical aggression, or whose behavior is deemed an act of sexual harassment, will be immediately referred to the principal. They will serve an in-school suspension until a parent/guardian can meet with the principal.

**VANDALISM:** Students who destroy or vandalize school property will be required to pay for losses or damages. Additional disciplinary action may be taken. Accidental damage should be reported to the school office immediately.

**WEBSITES/INTERNET SAFETY:** WPLA students participating in any WPLA function (i.e. school parties, field trips, school programs, etc.) cannot have their pictures posted on anyone's website. Please remember this if you take photos of our school functions.

Chat Room and Blog Page internet sites such as MySpace.com have become very popular with students of all ages. These sites are set up to allow students to give out names, addresses, pictures, and other personal information which may be accurate or fictitious.

Parents and students need to be aware of the dangers associated with making personal information available for viewing by anyone in the world.

We strongly encourage parents to be aware of their student's home computer use. The following links are only a few of the many available to assist in educating both parents and students to the risk of divulging personal data.

Dateline feature:

<http://msnbc.msn.com/id/11064451/>

Internet Safety article from about.com:

<http://familyinternet.about.com/od/chattingsafety/a/myspace.htm>

CBS News feature:

<http://www.cbsnews.com/stories/2006/02/03/scitech/pcanswer/main27>

## **MEDICATION**

**All medication (prescription and over the counter products) will be stored and dispensed in the front office.**

### **Long Term Medication**

- Written instructions are to be submitted to the school from a physician or parent detailing the name of the drug, dosage, and the time interval in which the medication is to be given. These instructions are to be renewed periodically as deemed necessary by the school.
- A written request from a parent or guardian of the pupil must be given to the school, together with a letter from the physician (indicating necessity for the medication during the day), the type of disease or illness involved, the benefits of the medication, the side effects, and an emergency number where the parent/guardian can be reached.
- Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The medication must be current.

### **Short Term Medication**

- Medication must be brought to the school in the original container, and be appropriately labeled detailing the name of the student, the name of the drug, dosage, and the time interval in which the medication is to be taken.
- Cough drops, cough lozenges, aspergum, and the like must have a note from the parent allowing the child to have this during school time.

**All medication that a child takes must be brought from home and kept in the school office. THE SCHOOL WILL NOT HAVE AN 'ON HAND' SUPPLY OF ASPIRIN OR NON-ASPIRIN FOR STUDENTS.**

The only exception is if your child has asthma, they may keep their inhalers with them, but must take puffs needed in the presence of an adult. Records are kept of all medicine administered by the school office.

## **PARENT INVOLVEMENT**

Home and school must work together in partnership for the academic, social, and spiritual growth of your child. In order to foster student independence, we request that parents say good-bye at the classroom door no later than 8:20 am. Teachers will help children organize and put items away. Parents are urged to volunteer in the school whenever possible so they can experience a typical school day. Parents who want to visit during the school day or eat lunch with their child in the cafeteria are asked to follow the guidelines listed below.

**VISITOR PROCEDURES:** All parents who volunteer or visit must first stop by the school office to sign in and receive a visitor's pass.

- Parents eating with their child(ren) must inform the homeroom teacher either personally or via a note by 8:30 am if they are ordering a hot lunch from the school cafeteria.
- Parents who want to visit a classroom during the school day must make arrangements with the principal first. Any arranged visit will be limited to twenty minutes.
- Prospective students who wish to "shadow" with a student during a school day must make arrangements with the principal first. Any arranged visit will be limited to a half school day.
- Visitations will not be allowed during testing times.

**PARENT COMMUNICATION WITH THE SCHOOL:** If a question arises concerning the education of your child or a classroom procedure, please make an appointment to meet with your child's teacher first. If the situation continues, please make an appointment to meet with the teacher and the principal. Situations that deal with the administration of the school, questionable occurrences, or rumors, should be brought to the attention of the principal. We appreciate your providing a positive learning experience for your child.

**PARENT-TEACHER LEAGUE:** Westlake Preparatory Lutheran Academy's Parent-Teacher Board (PTL) meets on a regular basis. The purpose and functions of this organization are to provide educational and enrichment opportunities for parents and students, support the school through fundraisers, and improve communication between the parent and the school.

**PARENT VOLUNTEERS:** There are many opportunities throughout the year for parents to volunteer. These include events and aiding during the school day as well as providing treats or other needed items for a special occasions. Several opportunities for volunteers will be announced throughout the school year.

**ROOM PARENTS:** Parents can volunteer to serve in this capacity through the PTL grade-level representative. Room parents assist in special projects, class activities, and school parties. A PTL Board Member is responsible for organizing room parents and helping them with ideas.

## **LUTHERAN EDUCATION ASSOCIATION of HOUSTON DUE PROCESS PROCEDURE**

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

- **CONTACT THE TEACHER** – The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, parent, or student. Over 95% of the concerns are resolved at this level.
- **CONTACT THE PRINCIPAL** – A principal is in charge of each division and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications, and all types of campus information are available through the principal's office.
- **CONTACT THE HEADMASTER** – A headmaster is in charge of each campus and can further explain and clarify policies and procedures. This step should be taken only when steps one and two have not resolved the concern.

### **Before and After School Program**

**Before School Program:** The Before School Program is held each school day from 6:45 am and 8:10 am. All students arriving at school earlier than 8:10 am, who are not involved in a teacher-supervised activity or with a parent, are required to go to the Before School Program in the library. All students need to be dropped off at the elementary school door. Parents are welcome to use the program every day or periodically.

**Cost:** The charge is \$5.00 an hour, rounded off to the nearest quarter hour.

**Billing:** The charges are included in the monthly fee statement.

**Please Note:** Children must check in with the coordinator as soon as they arrive at school. The coordinator will dismiss them to their classes at 8:10 am.

**After School Program:** The After School program is available each school day from 3:10 pm until 6:00 pm. On early dismissal days it is available beginning fifteen minutes after dismissal. Parents of Lower students can use the After School Program for their convenience or in case of an emergency. All students who are not picked up 15 minutes after school is dismissed will be checked into After School care. In case of an emergency, the school will contact the parent/guardian or authorized person listed on the school's "Authorization for School Release" form to let them know where the child will be.

**Cost:** The cost is \$5.00 per hour, rounded to the nearest quarter hour. Since Program personnel have other responsibilities after 6:00 pm, and since we will not leave children unsupervised, there

will be additional charges for late pick-ups. The additional charge is \$5.00 for every 10 minutes after 6:00 pm for each child.

**Billing:** The charges are included in a separate monthly invoice.

**Please Note:** Parents/guardians or other authorized persons must personally pick up and sign out the child/children no later than 6:00 pm. Students will be permitted to do homework, be involved in quiet games, and in supervised activities, which at times may include attending a WPLA home athletic event during the program hours. They may choose to bring a nutritional snack or purchase such in the cafeteria, where all food must be consumed. No gum is allowed.

Children who are allowed to go home with another student are required to supply a signed note from their parent/guardian to the coordinator.

Students who repeatedly have discipline problems, or whose families are delinquent in payment, may be refused access to the program.

**The after-school phone number is (281-341-9910). If no one answers, route to extension (309). The coordinators will check their messages frequently when they are unavailable to answer the extension. Notification of any policy changes will be through the weekly newsletter. Parents are welcome to observe at anytime. Refer to p. 14 of this handbook for visitor procedures.**

## **DROP OFF AND PICK UP PROCEDURES**

**DROP-OFF (6:30-8:10 am)** – Students arriving for Before School Care are to be dropped off at the Elementary Building. They are to proceed directly to the classroom for check-in and supervision.

Students in PK3 and PK4 are to be walked into before care, if arriving before 8:10 am, or the classroom if arriving after 8:10 am.

**DROP-OFF (8:10 – 8:20 am)** – Students in grades K, 1, 2 are to be dropped off at the elementary building. There will be an adult present to open the car door and help your child out. Please wait until you can pull up to the door area. It is unsafe and causes a traffic problem when students are let out farther back in the drop-off line. Students are to go directly to their classroom. If you choose to come in with your child you must park your car in a parking slot. There can be no unattended vehicles at the curbside.

Students need to be in their seats and ready for starting the day by 8:20 am. Any student arriving after 8:20 am must go to the school office for a tardy pass.

**PICK-UP (3:10 – 3:25 pm)** – All students are to be picked up at elementary building entrance. Teachers will be present to help children with the car doors. If you choose to meet your child on the sidewalk, you must park your car in a parking slot. There can be no unattended vehicles at the curbside. **Please use your turn signal as you exit to aid our traffic monitors.**

Any student not picked up by 3:25 pm will be signed into After School Care. You must park your car and come into the building to sign out your child.