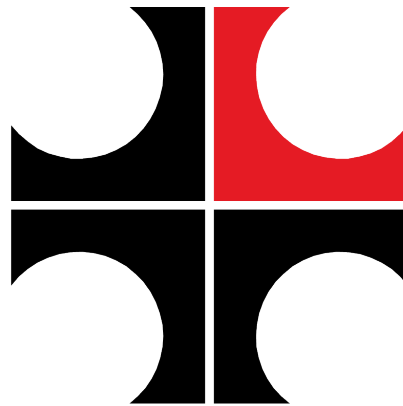


WESTLAKE

Parent Student Handbook

2017 - 2018

"Education for Today, Tomorrow and Eternity"



"We have this hope as an anchor for the soul, firm and secure."
Hebrews 6:19

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Introduction

The focus of Westlake Preparatory Lutheran Academy is to serve students by "educating for today, tomorrow and eternity." It is expected that all students and parents read this handbook, familiarize themselves with the contents, and support the guidelines and policies of Westlake. Students and parents/guardians are responsible for compliance with the rules and provisions in this handbook. Westlake reserves the right to modify this handbook throughout the school year as the school sees fit and without notice. The provisions of this handbook do not constitute a contract. Westlake 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 Mission

"Westlake is dedicated to providing academic excellence and spiritual growth that equips our students to become courageous leaders as they serve Jesus Christ in our changing world."

Westlake exists to provide an exceptional education to students in grades PreK3 – 8th in a Christian environment. Students will develop spiritually, academically, socially, physically and emotionally as they are prepared for higher education and life as the Christian leaders of tomorrow.

The Christian environment at Westlake includes mutual care, outreach, witnessing, prayer, Bible study, devotions, fellowship and living in God's grace through Jesus Christ.

Christian leaders will share their faith with others, lead lives of Christian service, witness to their faith by word and deed, and be faithful disciples of their Lord and Savior.

Spiritual Program

Westlake students participate in daily religion classes. These courses are offered to help students develop a sense of God's will in their lives through Christian education, 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 community. These services are led by faculty members, area pastors, Westlake students, and various guests and performing groups.

Accreditation

Westlake is fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, a division of the AdvancED Accreditation Commission. We are also fully accredited by the Texas District Lutheran School Accreditation Commission as well as the National Lutheran School Accreditation Commission. The Texas Education Agency ("TEA") does not regulate private schools. Instead, the TEA recognizes the accreditation responsibilities of the Texas Private School Accreditation Commission ("TEPSAC"), which oversees and approves associations that are responsible for directly accrediting private schools. TEPSAC does not directly accredit private schools.

Admissions

Non-Discriminatory Policy as to Students

All families are invited to enroll their children regardless of whether they are members of a Lutheran Church. Westlake admits students of any race, creed, color, sex, 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 race, creed, color, sex, or national or ethnic origin in the administration of its educational policies, scholarship programs, admission, athletic, or other school administered programs.

Enrollment Policies

- Parents/guardians of students registering for the first time will be interviewed by the Head of School in order to understand the child's needs, interests, and abilities and determine whether enrolling the student is in the best interests of the family and Westlake.
- The acceptance of any child for enrollment is subject to the approval of the Head of School. The decision of the Head of School is final.
- As a religiously controlled private school, Westlake is not subject to the Americans with Disabilities Act ("ADA") ; the Individuals with Disabilities Education Act ("IDEA"), or Section 504 of the Rehabilitation Act ("Section 504"). Westlake has limited resources and may not be able to accommodate certain needs. Accordingly, Westlake encourages parents/guardians to discuss any special needs of their children during their interview with the Head of School in order to determine whether enrollment at Westlake will serve the best interests of their children.
- All students must register for admissions each year. The registration fee must accompany the student's enrollment agreement. No refunds of the registration fee are made unless the Head of School declines to accept a student for enrollment. Students who are dismissed or withdraw from school will be charged tuition through the end of the month.
- Children who have reached their third birthday on or before September 1, and are toilet trained qualify for admittance to PreK3. A copy of the birth certificate must be presented at the time of registration.
- State law requires that a current copy of the child's immunizations or official notarized exemption from immunizations must be provided for the child's records before the beginning of each year. Exemptions are valid for two years and must be renewed promptly once they expire. Immunization copies may be obtained from a doctor or health clinic. Children who are not in compliance with state immunization requirements will not be allowed to attend Westlake and will not be reinstated until they have met the requirements.
- All new and returning students must have immunizations in accordance with the requirements set by the Texas Health and Safety Code. For the 2015-2016 academic year, these immunizations include: three doses of polio vaccine (one dose must be received on or after fourth birthday), four doses of DTP vaccine, one dose of MMR vaccine on or after the first birthday and a second dose by the fifth 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. These tests will be provided by Westlake. Students are also required to be tested for scoliosis.
- The school office needs a copy of each prospective student's immunization records, birth certificate, most current report card, and achievement test scores (excluding the State of Texas Assessments of Academic Readiness ("STARR")). If the student has not taken an achievement test, they must make an appointment through the school office to be tested. An acceptance determination cannot be made before these results are known.

- It is not the policy of Westlake to accept any student who has been expelled from a previous school or who has a poor deportment record. It is in the Head of School's discretion whether to accept a student. The decision of the Head of School is final.

Academic Program

Westlake 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, Spanish and technology. The academic 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.

Students who demonstrate difficulty with academic courses, attendance, or behavior may need a more appropriate educational setting than Westlake can provide.

Communication

Communication from Westlake is critical, especially as the school continues to grow each year. As Westlake adjusts its programs, procedures, and facility usage, the school's goal is to accommodate the needs of students and families from Pre-School through 8th grade. Westlake desires to offer the best learning environment possible along with a positive, overall school experience. The school appreciates students' and their families' patience and trust as the school expands in keeping you informed electronically. Parents must keep the school office informed of any changes in their email addresses or other contact information. Westlake keeps parents and guardians informed by:

RenWeb Announcements are posted as necessary.

Classroom Newsletters are posted on Monday.

Head of School Newsletters are posted monthly.

Website — use www.westlakeprep.org for teacher email addresses, application information, calendars, and other Westlake news

Curriculum

The 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, music, physical education, Spanish and technology. Westlake's curriculum meets the requirements of the AdvancED Accreditation Commission, the Texas District Lutheran School Accreditation Commission, and the National Lutheran School Accreditation Commission. These accrediting bodies are members of TEPSAC. Westlake reserves the right to discontinue or eliminate particular academic courses or programs at any time without notice.

Faculty

Teachers at Westlake are certified in education. Some have already earned their Master's Degree or are in the process of earning it. Westlake teachers are called by the Lord's Church to assist parents in the responsibility of teaching children God's Word and about His world.

Grade Reports

Report cards are posted every nine weeks on RenWeb. Parent-Teacher conferences 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 S and N scale.

The following grade scale is used for all grade levels:

93 – 100 = 4.00 (A)	73 – 76 = 2.00 (C)	S = Satisfactory
90 – 92 = 3.67 (A-)	70 – 72 = 1.67 (C-)	N = Needs Improvement
87 – 89 = 3.33 (B+)	67 – 69 = 1.33 (D+)	* = Accommodation
83 – 86 = 3.00 (B)	63 – 66 = 1.00 (D)	I = Incomplete
80 – 82 = 2.67 (B-)	60 – 62 = 0.67 (D-)	U = Unsatisfactory
77 – 79 = 2.33 (C+)	0 – 59 = 0.00 (F)	

Accommodation refers to the term of art as used in federal laws such as the ADA, IDEA, or Section 504. Accommodations are received through medical or psychological documentation that are deemed necessary for a student to work toward success.

Grade Level Promotion, Retention and 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/Head of School 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

Homework is given at the discretion of the teacher based on what is appropriate for their students' ages. It is expected that parents will provide a study area that is free of distractions and help their child manage their time so that when homework is given it will be accomplished in a supportive environment. Back to School Night is a time for parents to visit the classroom and hear the specific procedures for the current year from their child's teacher.

Ineligibility

Students who receive an incomplete, unsatisfactory, or failing grade are ineligible for any after-school activities and/or sports until the next grading period. Any student receiving two or more D's or one or more F's on a report card is ineligible for participation in any Westlake 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 or 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, a student may not tryout, practice, or play with his or her team.

Make-Up Work/Absence

A student who has an absence (as defined in the 'ATTENDANCE' section), whether excused or unexcused, is responsible for the work that has been missed. It is important for parents to make arrangements with the teacher(s) to have this accomplished as soon as possible. Long-term projects due during a scheduled absence must be turned in prior to the absence.

Teachers will not provide work ahead of time for absences. Any tests missed during the last days of school will be counted as **'incomplete'** until the tests are taken. Report cards will not be posted until the **'incomplete'** is removed. Information about lessons and homework, covered during the absence, can be shared with the parents after the child returns. Missed tests will be taken after the student returns to school.

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 and guardians need to be aware that there are aspects of classroom instruction (e.g., science experiments, group projects) that cannot be made up. The effect on a student's grade of missed work that cannot be made up is in the discretion of that student's teacher.

Standardized Testing Program

A regular program of standardized testing is in place so that Westlake staff may better know students in terms of strengths, weaknesses, ability, and achievement. Grades 1-3 are given the Iowa Test of Basic Skills in the Spring of each year. Grades 4-8 are given the ASPIRE Test in the Spring of each year. The results are shared with parents and guardians.

Attendance

The Westlake attendance policy promotes regular class attendance as necessary for the learning process. Learning that takes place in Westlake's classrooms cannot be made up when a student is absent. State law requires every child in the state who is at least six years of age, and not more than seventeen years of age, to attend school for the prescribed number of days. For pre-school or lower school, parents are asked to email their teacher or phone the lower school office (281-341-9910) by 8:30 a.m. if their child is going to be absent. For middle school, parents are asked to their teacher or phone the middle school office (832-586-9130) by 8:30 a.m. if their child is going to be absent. 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 and Tardy

Attendance and punctuality is one feature of student academic success. Being on time shows consideration and respect for others in the classroom. It is also a marker of a child's self-discipline and organizational skills. Supporting parents in their instruction of their child's time awareness and readiness is our goal.

Late arrivals:

- Disrupt the flow of class instruction
- Distract other students
- Impede instruction or bring it to a halt
- Decrease the morale of the group as a whole
- Do not reflect the culture of love and support of excellent education

Consequences for tardiness:

- 3 unexcused tardies = 1 absence
- 3 unexcused absences due to 9 unexcused tardies = 1 after school detention
- Grades K-1 = a 15 minute after school detention
- Grades 2-4 = a 30 minute after school detention
- Grades 5-8 = a 60 minute after school detention

Appointments

Doctor, dentist, orthodontist, and other appointments should be scheduled outside the school day whenever possible. When it is necessary to miss school, students will need a note from their parents/guardians or doctor to return to class. Students are responsible for the work as if they were in class (see 'MAKE-UP Work/ABSENCES' section).

Authorization for Student Release

Parents/guardians are responsible for keeping their information on the school's "Authorization for Student Release" card current. This information must include any relevant custody orders. Anyone picking up a student will be asked to show a photo ID if the staff member in charge of the student does not know that person. Students will not be allowed to leave with anyone not authorized on the information card until the parent or guardian responsible has been notified and has given permission.

Children Leaving with Friends

Students going home with another student at the end of the school day must give a written permission note from their parent or guardian to the teacher and front office.

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 among the student's parent/guardian, the teacher, and the school office. Students leaving school early must be signed out at the school office. Please see the 'AUTHORIZATION FOR STUDENT RELEASE' section. **Early dismissals occurring before 11:30 a.m. will be counted as a full day absence.**

Emergency School Closing

If it is necessary to close the school because of inclement weather or other emergencies, the Head of School will notify the school community using RenWeb. Parent and guardian contact information must be up to date. There are times when Westlake does not follow the area public school closings.

Excuse Note for Physical Education ("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.**

Illness and Diseases (CONTAGIOUS)

Children with a fever, or those who have been 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. Parents/guardians must notify the school if a student has a contagious disease. The Texas Department of Health guidelines, in relation to communicable diseases, state that a student has fever if it is 100 degrees or greater. Any student who has a fever at school will be sent home. Westlake shall exclude from attendance any student having or suspected of having a communicable condition listed in the Texas Administrative Code until the readmission criteria for the condition are met.

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, school personnel will bring the student to the school office and notify his/her parents or guardians.

General Expectations of Student Behavior

Behavior Goals

- To encourage independence and responsibility
- To show constant respect for all persons regardless of age, position, race, sex, national 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 there are times when people err and, therefore, there are times when forgiveness needs to be asked for and when forgiveness needs to be given

Cafeteria Expectations

- No Running
- Use inside voices
- Stay seated at the table
- Do not share food
- Keep hands and feet to yourself
- Knees under the table while seated
- Pick up anything you drop

Chapel 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
- Visiting parents may sit with children in the parent section

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 yourself
- 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 (mulch) needs to stay where it is (no throwing, tossing, etc.)
- Equipment is to be used as intended
- 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

Specific Student Behavior Policies

Bullying, Cyber Bullying, Harassment and Threats

All forms of harassment including, but not limited to hazing, bullying or threats are unacceptable and against Westlake policy. These forms of behavior include, but are not limited to an individual intentionally using power or control over an individual, such as exclusion, dominance, control, intimidation and/or threats that subject the student to mental stress, shame, or humiliation that adversely affects the mental health or dignity of the student, including acts motivated by race, color, religion, national origin, sex, or disability and directed toward another student. Harassment also includes unwelcome and offensive slurs, jokes, or other oral, written, electronic, graphic or physical conduct that creates an intimidating, hostile, or offensive education environment. The school will not tolerate these behaviors in any form: physical, visual, electronic or written. Any violations will be referred to the discipline policy for further action.

Discrimination, Retaliation, and Harassment

Westlake Preparatory Lutheran Academy is committed to maintaining an environment which is free from all forms of intimidation, exploitation, and harassment. Accordingly, it is school policy that all members of the school community shall have the right to teach and learn in an environment free from any form of unlawful discrimination, retaliation, or harassment.

Prohibited Conduct

Discrimination, retaliation, and harassment by members of the School community against members of the School community based on actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service or affiliation, age, or any other characteristic that is protected by law is prohibited. Compliance with this policy is a term and condition of continued enrollment.

Cheating and Plagiarism

Cheating is dishonest and violates the mission and values of WPLA. Cheating can be defined to include seeking, accepting, giving, or using unauthorized assistance or unfair advantage on any assignment.

Plagiarism is taking words, phrases, or ideas from other people's writing and including those selections in one's own written work without giving proper credit. Changing a few words in a sentence from someone else does not avoid plagiarism. It is always assumed that all of a student's work at WPLA is the student's own unless proper credit is given to someone else. If there is any doubt whether an idea needs to be credited (i.e. cited), the teacher should be consulted. Plagiarism is a form of cheating and is, therefore, not acceptable practice.

Cheating is a serious offense. Why?

- 7th and 9th commandments – stealing and coveting are wrong.
- Cheating develops into a lifestyle that leads to problems.
- Cheating damages the education of a person that limits what a student can achieve.

Examples of cheating include, but are not limited to:

- Cheating or plagiarism on any work
- Looking on someone else's paper during a test or quiz
- Using someone else's homework as one's own
- Copying a homework assignment, workbook page, or map
- Giving or getting information about a test or quiz before or while taking it
- Collaborating with someone on an assignment or project that is intended as an individual assignment or project
- Copying sentences or parts of sentences from someone else's writing without giving proper credit
- Receiving more help on an at-home paper than the teacher's guidelines allow
- Using an online translation site

In the event that a teacher suspects that a student has violated this policy, the teacher will collect the work of the student or students involved. The teacher will report the cheating by notifying the principal. The student and the parent will be notified of the consequence from the principal. The school administrator will be responsible for handling the consequences on all offenses. The following consequences will occur:

Consequences

- A zero (0%) on that assignment
- A discipline notice and notify parents
- The student must still complete the assignments, but grade will remain a 0%.
- Student may not participate in any extracurricular activities until the assignment is complete.

Definitions

"Members of the School community" includes students, employees, Board members, guests, visitors, contractors, and volunteers.

"Discrimination" is any distinction, preference, advantage for, or detriment to an individual compared to others that is based on an individual's actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service or affiliation, age, or any other characteristic that is protected by law, that adversely affects a term or condition of an individual's employment, education, or participation in a School activity, or is used as the basis for or a factor in decisions affecting that individual's employment, education, or participation in a School activity.

"Harassment" is defined as targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort. Personal attacks or other actions to threaten intimidate or embarrass an individual, group or organization is prohibited.

"Discriminatory Harassment" is unwelcome conduct directed toward an individual based on the individual's actual or perceived race, color, citizenship or immigration status, sex, disability, pregnancy, national or ethnic origin, genetic information, military service or affiliation, age, or any other characteristic that is protected by law, that is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, or participation in a School activity. Examples of harassment may include, but are not limited to:

- Offensive or derogatory language directed at another person's accent, skin color, or need for workplace accommodation
- Threatening or intimidating conduct
- Offensive jokes, name-calling, slurs, or rumors
- Physical aggression or assault
- Sending, transmitting, publishing, displaying, posting, emailing, or participating in the viewing or exchange of discriminatory, harassing, or threatening messages
- Display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes

- Physical, verbal, or nonverbal conduct related to these characteristics that maliciously and substantially harms another person's physical or emotional health or safety; causes physical damage to the property of another person; or threatens to cause harm or bodily injury to another person

"Retaliatory Harassment" is intentional action taken by an individual or allied third party, absent legitimate nondiscriminatory reasons, that harms an individual as reprisal for filing a complaint or for participating in an investigation or complaint proceeding.

"Sexual Harassment" is a form of unlawful gender-based discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from the School's educational program or activities or employment benefits or opportunities. The unwelcome behavior may be based on power differentials (such as in quid pro quo harassment where submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment or academic decisions), the creation of a hostile environment, or retaliation. The School's policy on sexual misconduct may also apply when sexual harassment involves physical contact. Examples of sexual harassment may include, but are not limited to:

- Unwelcome sexual attention or other verbal or physical conduct of a sexual nature
- Unwelcome sexual advances, requests for sexual favors, or touching intimate body parts
- Coercing or forcing a sexual act on another
- Jokes or conversation of a sexual nature
- Sexually motivated conduct, communication, or contact
- Sending, transmitting, publishing, displaying, posting, emailing, or participating in the viewing or exchange of discriminatory, harassing, or threatening messages or images of a sexual nature
- Implied or overt threats of punitive action, as a result of rejection of sexual advances
- Conditioning a benefit on an individual's acceding to sexual advances
- Unwelcome sexually explicit messages, statements, or materials
- Attempting to coerce an unwilling person into an intimate, romantic, or sexual relationship
- Sexual violence
- Intimate partner violence
- Stalking, including cyberstalking
- Gender-based bullying

Enforcement

Westlake encourages the prompt reporting of any potential violations of this policy so that it can take appropriate steps to maintain an environment free of harassment and discrimination and ensure that its procedures are effective in promoting this goal. Early reporting and intervention is the most effective method of resolving actual or perceived incidents of sexual and other forms of harassment and discrimination.

Any student who believes he/she has experienced such conduct by anyone, including a Westlake employee, student, or by persons doing business with or for Westlake, should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the student is uncomfortable confronting the offender, the student must immediately report such conduct to the principal, a counselor, the Athletic Director, or Head of School. Staff members who receive complaints of sexual harassment from students where the conduct involved rises to the level of abuse are required to report these to Child Protective Services (CPS) as well as the appropriate Division Head.

When a complaint is made, the school will promptly undertake or direct an effective, thorough and objective investigation of the harassment or discrimination allegations.

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the School reserves the right to investigate fully every complaint and to notify a student's parent/guardian and appropriate authorities as the circumstances warrant. Westlake will not discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment.

Field Trips

All students attending a field trip will ride with their parent or with another adult with whom their parent has given written consent. Upon arriving at the location, students are to remain with the adult they are assigned to throughout the duration of the experience. Student conduct in travel and during field trips should be based on respect for the driver, the other passengers, and all people encountered on the trip. At all times students need to remember that their actions reflect on their school and are a witness to Christian principles. Parents that have volunteered to be a chaperone may not bring younger siblings on the field trip. This will allow the parent to focus on attending to the students in their field trip group.

Campus Restrictions

Students arriving in the morning before 7:45 a.m. are to check into the Before School Care room. At 7:45 a.m. 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 3:30 p.m. Students in PreK-3, PreK-4 not picked up by 3:20 will go to After School Care. Students in Grades 1-8 not picked up by 3:30 p.m. will go to the After School Care room. Students cannot be under the supervision of an older sibling in the building after school.

Abuse, Neglect, and Exploitation of Children

All Westlake employees have specific legal responsibilities to report suspected abuse, neglect, or exploitation of children. An employee's failure to report suspected abuse, neglect, or exploitation is a misdemeanor punishable by fine, jail time, or both.

Reports must be made for any type of suspected abuse or neglect and the obligation to report includes abuse or neglect that may occur in the future. Under state law, these responsibilities are triggered when an employee has reasonable cause to believe that either (1) a child has been adversely affected by abuse or neglect or (2) an adult was a victim of abuse or neglect as a child, and disclosure of the information is necessary to protect the health or safety of another child. Employees who suspect abuse, neglect, or exploitation shall follow the procedures described in the employee handbook. Employees will not contact a student's family regarding a disclosure by a student that he/she may have been a victim of abuse or neglect by any member of that student's family.

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 campus and should be disposed of properly.

Class Parties

The students at Westlake will participate in three planned parties per school year, which are the Christmas Party, Valentine's Day Party, and the Easter Party. The teacher will discuss the details (time of day, how long, what they want, etc) for the parties with the volunteer moms. All planning will be arranged through the classroom teacher.

Concerns/Questions

Parents should take concerns or questions about the classroom, students, or teacher directly and privately to that teacher. See the Complaint Resolution Procedure. It is most important, as a Christian example, that disputes do not become part of a community discussion. Matthew 18:15-20 is the guiding principle.

Disciplinary Action Plans

Westlake expects its students to act and behave in a manner, which is not only God pleasing, but also respects one's self and family. Our Heavenly Father provided his children with his law, not as a means of punishment, but instead to serve as a curb and referred to as God's S.O.S. (Shows Our Sins). It is this philosophy that is incorporated into the school's discipline plan. The actions and consequences that take place through the course of the 5-Step Discipline Plan will guide the student towards an acceptable manner of behavior.

God has provided his children with His law, to serve as a curb in helping guide us along the appropriate path of life. He has also given His children the Gospel, which just as the Law, serves as an S.O.S. (Shows Our Savior). The Gospel was put into place to remind us that God knows we are not perfect, and that when we come to Him He will forgive us of our wrong doings, and in essence "wipe our slate clean." The element of the gospel is also present in the 5-Step Discipline Plan. Each discipline plan is for the entire school year. One plan addresses PK3, PK4 & K and one plan addresses Grades 1 through 8. Students need to be mindful their behavior choices have consequences. Students whose behavior is not adjusted or changed may be subject to being placed on a Discipline Contract or removed from Westlake.

Disciplinary Action Plan (Grades PK3, PK4 & K)

- Individualized and consistent guidance for each child;
- Appropriate to the child's level of understanding; and directed toward teaching the child acceptable behavior and self-control.
- A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements;
 - Conference with parent, teacher and Head of School
 - Child may be sent home at the discretion of the Head of School

If any child exhibits disruptive, or aggressive behavior, the following steps will be taken on any one day:

- At the first instance the child will be removed from the conflict situation and the teacher will determine if the parents need to be informed of the incident. Some incidents are handled within the classroom and do not need further disciplinary action. At the teacher's discretion, the child may be removed from the classroom activity for a walk or taken to the office for a time away from class activities.
- Parents will be notified if a child had to be removed from the classroom.
- If the child continues to exhibit disruptive behavior, the child's parents will be called to take their child home for the remainder of the school day.

Safety for ALL students is a priority. All steps and measures are taken to ensure the safety of the child exhibiting the behavior as well as the children involved in the incident.

Biting/Malicious Intent/Assault

Biting is a serious issue in a large group situation. Teachers will handle a biting incident in the following manner:

1. A confidential log will be kept for all incidents which will include the time, date, place, and the names of the children involved in the incident.
2. The parents of the children involved will be informed of the first incident, and a parent/ teacher conference may be requested.
3. Upon the second incident, the child will be removed from the classroom until the parent is notified of the incident.
4. If a third incident occurs, the parent will be asked to pick up their child from school. If behavior continues, Westlake reserves the right to have the child removed either temporarily or permanently from the school.
5. If the child strikes, a teacher he/she will be sent home for the remainder of the day.

Disciplinary Action Plan (Grades 1 through 5)

- Individualized and consistent guidance for each child;
- Appropriate to the child's level of understanding; and directed toward teaching the child acceptable behavior and self-control.
- A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - Reminding a child of behavior expectations daily by using clear, positive statements;
 - Redirecting behavior using positive statements;
 - Conference with parent, teacher and Head of School
 - Child may be sent home at the discretion of the Head of School

Disruptive Behavior

If any child exhibits disruptive behavior, the following steps will be taken on any one-day:

- At the first instance, the student will be removed from the conflict situation and the teacher will determine if the parents need to be informed of the incident. Some incidents are handled within the classroom and do not need further disciplinary action. At the teacher's discretion, the student may be removed from the classroom activity. It is anticipated that most students will respond positively to high quality and differentiated structures and behavioral interventions applied by the general education teacher.
- If disruptive behavior continues, the teacher may remove the student from classroom to address situation in a private setting.
- If the student continues to exhibit disruptive behavior, the student's parents will be called and the Head of School may be notified for further disciplinary action.

Our goal is to provide the highest academic experience for all students. All steps and measures are taken to ensure the highest quality education to all.

Aggressive Behavior/Malicious Intent/Assault

Any aggressive behavior, malicious intent, and/or assault directed toward self, other student, or adult is considered a serious infraction. A confidential log will be kept for all incidents and include the time, date, place, and the names of the students involved in the incident.

The teacher may use discretion in determining the action(s) most appropriate to the setting and the behavior. These could include, but are not limited to, the following:

- Parental contact (phone call, email, request for parent-teacher conference).

- Removal of student from the setting in which the behavior took place.
- Student sent to the office or other neutral area for cool down or further disciplinary action.
- Parent may be asked to pick up student from school.
- If behavior continues, Westlake reserves the right to have the student removed either temporarily or permanently from the school.

Safety for ALL students is a priority. All steps and measures are taken to ensure the safety of the student exhibiting the behavior as well as all students.

Disciplinary Action Plan (Grades 6 through 8)

Step One: Consists of two documented infractions, which may cover a variety of rules violations. Each infraction will be written down and documented by citing the student, date, and infraction. Contact will be made with parents by a written or e-mailed discipline notice for each infraction. The 3rd infraction results in a visit with the Principal. Proper documentation will be completed and a possible guardian meeting will be scheduled.

Step Two: Upon the fourth violation, there will be a mandatory guardian meeting scheduled. The student will have to serve an after-school detention which must be scheduled before the student returns to the classroom.

Step Three: If the behavior continues the student will be required to serve an In-School suspension. The infraction(s) at this level will include a second guardian conference to address the behavioral needs of the student and the school community.

Step Four: Consequences for rules violations at this level will be in the form of an out of school suspension of one to three days. During any of these suspensions, academic responsibilities must be completed and turned in to each teacher. The highest possible grade a student can receive for these assignments is a 70%. Further violations will result in a conference with the guardians to determine further status for the student at Westlake.

Step Five: May result in expulsion or removal of the student from Westlake. This may be necessary due to the student's persistent unwillingness to comply with the school's procedures and guidelines or unwilling to display an acceptable manner of behavior.

Severely inappropriate behavior can accelerate the steps in the discipline plan. At any level, the administration may construct a discipline contract for the student that operates outside the plan.

Severe Clause

Behaviors of a severe nature may warrant a more severe punishment as determined by the Westlake administration on a case-to-case basis. Students whose infractions fall under the Severe Clause will report immediately to the Principal, and may be subject to suspension or expulsion as warranted by the student's behavior. Examples of offenses that will cause a student to be disciplined according to the Severe Clause procedure include but are not limited to:

- physical and / or verbal assault and fighting
- possession of alcohol or drugs
- possession of a weapon
- obscenity, profanity, vulgarity, indecency, or pornography
- smoking
- vandalism
- theft, stealing, or robbery
- cheating or plagiarism

- defiance or insubordination
- making any form of threat
- any conduct that disrupts the learning process.

A conference among the student, his or her parents/guardians, and the Westlake administration will occur before the student is allowed to return to classes. A discipline contract will be drafted at the time of the conference to outline expectations for student behavior and monitoring of the student's behavior.

Threats and 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 Head of School. They will serve an in-school suspension until a parent/guardian can meet with the Head of School.

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.

Discipline Contract

In addition to the Severe Clause, a School Discipline Contract may also be implemented when a student repeats unacceptable behavior patterns with no observable effort to change. A student gets to the contract stage after reasonable efforts at behavioral reports/consequences, parent conferences, and other avenues of offered help show no change in a student's conduct. If the contract does not effect a change in the student's behavior, the final level in the contract will result in expulsion.

Dress Code

It is expected that students will dress according to our dress code. 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 Head of School.

Electron Devices and Other Distractions

Devices such as cell phones, radios, MP3 players, electronic games, personal tablets, 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 thereafter the device will be put in the office and a parent must speak to the Head of School 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 and Weapons

No fireworks or prohibited weapons are allowed on school grounds. Prohibited weapons include but are not limited to firearms, handguns, ammunition, BB guns, pellet guns, paintball guns, tear gas guns, stun guns, knives, bombs or other explosive substances, slingshots, metal knuckles, or other dangerous or deadly device. Any student in possession of such items will be subject to expulsion and may 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 Head of School. The Head of School will determine if any further action is necessary.

Illegal Substances

Illegal drugs, prescription drugs, tobacco and illegal performance enhancement drugs or supplements - The Lutheran Education Association of Houston takes a "zero tolerance" position concerning illegal substance abuse. It is a crime for a minor to possess tobacco. LEAH will not tolerate those who introduce illegal substances into our school settings. Individuals found under the influence of illegal substances, in possession of illegal substances, or involved in the sale or transfer of illegal substances while on school property or while attending school functions will be immediately referred to the school administration. Parents will be immediately contacted and if necessary and appropriate, police will be notified. Individuals face possible suspension, expulsion, or criminal prosecution.

The school reserves the right to conduct random searches of lockers or vehicles as a general deterrent to the possession of illegal substances. Specific searches may also be made on an individual's person, locker or vehicle if there is a reasonable suspicion (i.e., reliable eyewitness reports) that an individual is in possession of these substances. All searches are conducted by members of the campus administration 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 an individual is under the influence of illegal substances and that individual denies any use, breath-scan and/or urinalysis tests may be utilized to determine use. Failure to cooperate in this testing will be treated as an admission of guilt.

Recognizing the threat use of illegal substances poses to the safety and health of both students and families, LEAH has a program of random drug testing of 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. Test results are confidential. The campus administration will only share them with the student and parents.

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 illegal substance 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 extra-curricular 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.

When a student tests positive (first time offense), the student and parents will be notified. To remain at LEAH, the student and family must agree to an illegal substance assessment by a state approved agency and enrollment in an educational or counseling program. Where fees for service are involved, parents must accept responsibility for payment. Additionally, the student is subject to appropriate disciplinary action with regard to student activities **and** periodic illegal substance testing for a probationary period of 12 months from the first testing. Should no additional positive tests be made during the 12-month period, the student will be removed from probation.

Should a student test positive a second time the student will be immediately suspended and face expulsion. 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 LEAH's zero-tolerance position is to be faithful to the mission of the school. In I 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 God with your body." Later, in I 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 which can harm them.

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.

Morals Clause

The School will not enroll or continue enrollment of students whose moral actions and/or professed beliefs are contrary to the teachings of the Lutheran Church Missouri Synod or disruptive to normal school operations.

Public Notoriety

Students are expected to represent the school in a positive manner even when they are not on school grounds or attending school functions. This includes postings on any electronic device or internet site (i.e. Twitter, YouTube, Facebook, Instagram, email, texting, voicemail, etc.). The administration will deal directly with any student who draws attention to the school in a negative manner. Negative actions, which cause notoriety, could result in a student disciplinary action up to and including expulsion.

Students and parents are expected to communicate positive messages about the school both internally and externally. Slander, gossip, rumors-either in person or on internet sites, will be addressed by the administration. Please directly ask the teacher or administrator about a rumor instead of passing it along to others.

Student Appearance and Dress Code

Students at Westlake Prep are expected to dress in a manner that exemplifies moderation and good taste. Westlake does 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.

The Dress Code Guidelines are:

1. 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 when appropriate.
2. Coats are not acceptable indoor wear. Students may want to keep a Parker sweater or a Westlake sweatshirt in their room all year.
3. Shoes must be closed toe and closed heel. Shoes with special effects, such as wheels, are not allowed and these effects will be confiscated if discovered. Students need a pair of tennis shoes for P.E.
4. The length of garments should be appropriate for a classroom setting. All jumpers, skorts, skirts, and shorts need to be "fingertip" length or longer.
5. Jewelry should be modest. No visible tattoos or body piercing, with the exception of earrings, are allowed.
6. Sock color should be appropriate for the outfit. Preferred colors are khaki, red, black, or white. Girls may wear knee high socks and leotard-type hose with skorts, jumpers and skirts.
7. 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.

	<u>Item</u>	<u>Color(s)</u>
<u>BOYS</u>	Shorts	Khaki
	Pants	Khaki
	Polo Shirt	Red, White, Black
	Dress Shirt	White
<u>GIRLS</u>	Shorts	Khaki
	Pants	Khaki
	Capri	Khaki
	Jumper	Plaid
	Skirts	Plaid, Khaki
	Skorts	Plaid, Khaki
	Blouse	White
	Polo Shirt	Red, White, Black
<u>OUTERWEAR</u>	Parker Cardigan	Red
	Parker Fleece	Red
	Nike Pullover	Black

All non-Parker Uniform outerwear worn to school and used for recess are to be stored in the student's cubby or locker during the day.

Lost and 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.

Photo and Media

Parents, guardians or volunteers who take photographs at school functions (e.g., school parties, field trips, school programs, etc.) must not post pictures of Westlake students on any website.

Social Media

Chat and Blog internet sites such as Facebook, Instagram and Twitter 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. Westlake strongly encourages parents and guardians to be aware of their students' home computer.

Computer and Technology Acceptable Use Policy

Westlake provides technology resources to its students and staff for educational and administrative purposes. Westlake promotes educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and staff.

Along with access to the Internet, computers, and networks all over the world comes the potential of accessing material that may not be considered to be of educational value. Westlake firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of Westlake. Ultimately, however, parent(s), and guardian(s) of minors are responsible for setting and conveying the standards that their child should follow. To that end, LEAH supports and respects each family's right to decide whether or not to permit a child to participate in Internet access.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Westlake. Computer users are expected to use the computers and networks in an ethical, responsible, and legal manner. The Acceptable Use Policy is intended to clarify those expectations as they apply to computer and network usage and is consistent with other Westlake policies.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and may be subject to criminal and civil penalties. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

1. Acceptable Use

- (a) The purpose of the internet is to facilitate communications in support of education and research by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of technology must be in support of and consistent with the educational objectives of Westlake. Access to the Internet is made possible through an appropriate provider to be designated by Westlake at its sole discretion. Westlake and all users of the Internet must comply with existing rules and Acceptable Use Policies.
- (b) Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.
- (c) Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
- (d) Unacceptable conduct includes, but is not limited to:
 - Using the network for any illegal activity
 - Transmitting material in violation of any federal, state, or local law or Westlake policy
 - Violating software copyright or other contracts
 - Using LEAH technology for financial or commercial or personal gain
 - Degrading or disrupting equipment or system performance
 - Vandalizing hardware
 - Vandalizing the data of another user
 - Wastefully using finite resources
 - Unauthorized use of LEAH resources, including hardware (ie. Digital camera, projector, etc.) and printers for reasons other than job related duties (LEAH business).

- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using someone else's username and password
- Placing of unlawful information on a system
- Using for political lobbying
- Intentionally accessing pornographic, inappropriate or unauthorized material either directly or by proxy
- Intentionally bypassing LEAH network systems and/or policies or using non-LEAH proxies
- Intentionally transmitting viruses or making any changes that may result in the loss of recipients' work
- Chain letters or any type of use that would cause congestion of the networks or otherwise interfere with the work of others
- Installing software onto computers without appropriate approval

2. Privilege

The use of the Internet on Westlake computers and devices is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules may result in cancellation of the privilege. Westlake under this agreement, is delegated the authority to determine appropriate use and may deny any users, the ability to access the system at any time based upon its determination of inappropriate use by the user.

3. Monitoring

Westlake reserves the right to review any material on user-accounts and to monitor fileserver space in order for the school to make determinations on whether specific uses of the network are inappropriate. The information networks are "public places" and user actions are visible to others on the network. Lutheran Education Association of Houston has the right to monitor network use to ensure that the network continues to function properly for all of its users. Anyone using electronic networks expressly consents to such monitoring. Monthly reports of Internet use are generated and shared with campus administrators. Prosecution and/or termination of user privileges may occur without warning.

4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- (a) Be polite. Do not get abusive in your messages to others.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities, which are prohibited under state or federal law.
- (c) Do not reveal your personal information, address or phone number to others.
- (d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the proper authorities and may result in the loss of privileges.
- (e) Do not use the network in a way that would disrupt the use of the network by other users.
- (f) All communications and information accessible via the network should be considered to be private property.

5. No Warranties

Westlake makes no warranties of any kind, whether expressed or implied, for the service it is providing. Westlake will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, miss-deliveries, or service interruptions caused by Westlake or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Westlake specifically disclaims responsibility for the accuracy or quality of information obtained through Internet connections.

6. Security

- (a) Security on any computer system or network is a high priority. Users must never allow others to use their password. Users should also protect their password to ensure system security and their security and their own privilege and ability to continue to use the system.
- (b) If you identify a security problem on the Internet, notify a teacher or administrator. Do not share the problem with other users.
- (c) Do not use another individual's account.
- (d) Attempts to log on to the Internet or Intranet as a system administrator or under another user's account may result in cancellation of user privileges.
- (e) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the network by Westlake.

7. Vandalism and Harassment

- (a) Vandalism is defined as any deliberate attempt to harm or destroy data or property of another user or LEAH, the Internet/Intranet, or other networks. This includes the creation of or the uploading of computer viruses to the Internet/Intranet or host site and destruction of hardware. Vandalism will result in cancellation of user privileges.
- (b) Harassment includes, but is not limited to, the sending of unwanted mail or messages. The Westlake policy regarding harassment applies to all use of technology or networks. Users of the LEAH Network are expected to respect the rights of others to have freedom from harassment or intimidation.
- (c) Vandalism and harassment will result in cancellation of user privileges and may result in additional discipline.

8. Procedures for Use

- (a) Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS.
- (b) All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities. All users agree to talk softly and work in ways that will not disturb other users.
- (c) 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 school computers are subject to fines to replace, repair, or reprogram the computers. Additional disciplinary action may be taken.

9. Controversial Material

Users may encounter material, which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is impossible to control effectively the content of data. It is the user's responsibility not to initiate access to such material. Westlake has in place software that limits access to specific Internet sites.

Users must understand that this software is not infallible and cannot block all controversial material. In the case that offensive or inappropriate material is encountered, report the address (URL) to a teacher or administrator.

10. Installing Software

Use of computer software is governed by copyright laws and network configurations. Care must be taken to avoid copyright violations and disruptions of the network related to incompatible or corrupted software; therefore, installation of any program or application onto any computer with access to the LEAH electronic network must be approved by the Technology department.

11. Publishing

Students may have the opportunity to participate in electronic publishing. When student work or images are published on school web pages, only the students' first name and last initial will be used. No personal or identifying information will be published on pages that are not password protected. Any information about LEAH students or activities, even hosted on outside servers, should follow LEAH web posting policies. Westlake respects the rights of parents and guardians to restrict their children from publishing on the Internet and will secure parent permission for the current school year. Parents will be required to sign a form if they choose to deny having student work, pictures, and/or student's name appear on the Internet/Intranet.

12. Distance Learning

Students may have the opportunity to participate in distance learning activities including virtual fieldtrip connections with entities such as zoos, museums, universities, and government agencies. Classes may also participate in point-to-point connections with other classrooms around the association and around the world or multi-point conferences connecting many classrooms. In a distance learning environment, the teacher and students' voice, physical presence and participation in classroom activities will be transmitted to other distance learning sites. These events may or may not be recorded.

13. One-to-One (1:1) Device Program

Westlake may provide an electronic device, such as an iPad or Macbook, for grade levels participating in a one to one program in order to enhance the education environment of students. Access is given as a privilege, not a right, and may be limited or denied by Westlake's administration, faculty and staff reserve the right to review and remove any student's files and data records used on the school technology system, which violate Westlake's Computer and Technology Acceptable Use Policy.

14. Penalties for Improper Use

- (a) Administrators will decide what constitutes inappropriate use of the network and their decision is final.
- (b) Any user violating these rules, applicable state and federal laws, or posted classroom rules are subject to loss of privileges and any other school disciplinary options.
- (c) In addition, any unauthorized access, attempted access, or use of any Westlake computing and/or network system may violate applicable state and federal laws.

15. Network Safety Policy

- (a) It shall be the responsibility of all LEAH staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act ("CIPA"), the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
- (b) Use of Internet and other telecommunication activities must be in support of education and research that is consistent with the educational goals, objectives, and policies of LEAH.
- (c) School administrators will decide what constitutes inappropriate use of the Internet direct electronic communication. Their decision is final.
- (d) In the classroom, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity; however, it is impossible to control all materials on a global network and users may encounter inappropriate information. Even with filtering, Westlake cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of LEAH.
- (e) Each school computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or to any material deemed harmful to minors as defined by CIPA and as determined by LEAH.
- (f) With access to computers and people all over the world, there may be some material or individual communications, which are not suitable for school-age children. LEAH views information gathered from the Internet in the same manner as other reference materials identified by the schools. Specifically, LEAH supports resources that will enhance the learning environment with directed guidance from the faculty and staff.

16. Digital Millennium Copyright Act (DMCA)

The Digital Millennium Copyright Act (DMCA) addresses copyright infringement liability for online service providers and identifies what service providers must do to limit that liability. In compliance with the DMCA, Westlake Preparatory Lutheran Academy School has implemented a policy of terminating usage accounts of repeat infringers, informing account holders of its no infringement policy, and respecting standard technical measures used by copyright owners to protect their works. Please see the DMCA Notification Guidelines on the school website.

Medication

All medication, whether prescription or over-the-counter, long-term or short-term, must be stored and dispensed in the front office. The only exception is that students with asthma 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.

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 student 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. Westlake reserves the right to require this information be on file with the school before a student is permitted to take medication during school time.
- Medication must be current and must be brought to school in the original container dispensed by a pharmacist.

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.
- Students must have a note from their parent or guardian before they may take cough drops, lozenges, aspirin, and similar medications during school time.
Westlake will not keep a supply of Aspirin on hand available to students.

Parent Involvement

Home and school must work together in partnership for the academic, social, and spiritual growth of students. In order to foster student independence, Westlake requests that parents and guardians say good-bye at the school entrance or classroom door no later than 7:55 a.m. Teachers will help students organize and put items away. Parents and guardians are urged to volunteer in the school whenever possible so they can experience a typical school day. Parents and guardians who want to visit during the school day or eat lunch with their child in the cafeteria must follow the guidelines listed below.

Visitor Policy and Procedures

Westlake welcomes parents, guardians, and other individuals to visit and participate in school activities and business. The support and cooperation received from visitors is essential to the safety and success of the school. Because the protection of our students, faculty and staff is of utmost importance, the school has established guidelines for campus visitors. These guidelines apply to our school buildings during normal school hours on normal school days. They do not apply to sporting events, special assemblies and similar activities. In special circumstances, the school may make discretionary changes to these guidelines to ensure a reasonable level of campus security.

A “visitor” is defined as any person who is not a Westlake student, school employee, Board member, or approved on-duty school volunteer. Parents, guardians, and other relatives of students are considered visitors for purposes of this policy.

- a. All visitors to campus, including all parents and guardians who are volunteering, must sign in at the school office immediately upon arrival.

- i. Parents who want to visit a classroom during the school day must make arrangements with the classroom teacher and Head of School first. Any arranged visit will be limited to twenty minutes.
 - ii. Visitors will not be allowed during testing times.
- b. Visitors who have submitted their information for a background check and have been cleared will sign in and receive a visitor's badge. All other visitors, including vendors or visitors doing maintenance or repair work on campus, will need to surrender their driver's license.
- c. Visitor badges are temporary and must be worn in a visible location while on campus. The badge must be returned to the school office upon sign-out.
- d. Visitors who are prospective students and who are shadowing a current Westlake student for either a morning or afternoon must make advance arrangements with the admissions office and Head of School. Any arranged visit will be limited to a half school day.
- e. School faculty and staff should direct visitors without a visitor badge to the appropriate location to sign-in.
- f. School faculty and staff are required to wear their Westlake name badges while on campus.

Parent Behavior

The best possible educational environment is only possible when the school, parents and student work together in the best interest of the student. Therefore, if the school determines in its sole discretion that a student's parent(s) or guardian(s) are not being supportive of the school or the student, the school may take actions up to and including student disenrollment as a result of the behavior of the parent or guardian.

Parent Communication with the School

If a question arises concerning the education of a student or a classroom procedure, parents/guardians must make an appointment to meet with the student's teacher within seven days. If concerns remain after meeting with the teacher, parents/guardians must make an appointment to meet with the teacher and the Head of School within seven days of the teacher meeting. Situations that deal with the administration of the school, questionable occurrences, or rumors, should be brought promptly to the attention of the Head of School. Westlake appreciates parents/guardians providing a positive learning experience for their child.

Parent-Teacher League (PTL)

Westlake Parent-Teacher League (PTL) meets on a regular basis. The purpose and functions of this organization are to provide educational and enrichment opportunities for students, support the school through fundraisers, and improve communication between the parent and the school.

Volunteers

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

Room Parents

Parents or guardians can volunteer to serve in this capacity through the PTL grade-level representative. Parents or guardians may assist in special projects, class activities, and school parties. A PTL Board Member may help with these activities if asked.

Enrollment, Re-Enrollment and Disenrollment

For a student to be enrolled at Westlake, a parent or guardian must sign an Enrollment Agreement guaranteeing that the entire tuition for the full academic year will be paid regardless of the absence, withdrawal, or dismissal of the student for any reason. Signing the enrollment agreement for an academic year constitutes acceptance of and agreement to abide by the rules, regulations, policies, and procedures of Westlake as stated in this Parent Student Handbook and any other official Westlake communication, including parent behavior and the obligations concerning payment of tuition and fees. Student accounts must be current for students to continue enrollment at Westlake and receive transcripts and report cards.

The continued enrollment of all students is subject to the student observing all school rules including but not limited to general behavior, academic performance, and attendance as determined by the school administration. Continued enrollment and re-enrollment in any subsequent years, is subject to the parent's/guardians' continued support of the mission of the school and the maintenance of effective and supportive relationship between the school and the parents/guardians.

A student shall be dis-enrolled from Westlake if his/her parent/guardian or designee of parent/guardian exhibits aggressive, abusive, or disrespectful behavior to staff members or students or otherwise disregards school policies or procedures. A student shall be dis-enrolled at the absolute and sole discretion of the Head of School. Westlake retains the right to dismiss the student(s) and family from the school, based on the behavior of the parent/designee or to not accept future re-enrollment of the family. A dis-enrolled student is not entitled to refund of any tuition or fees paid.

Complaint Resolution Procedure

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

- **STEP ONE: CONTACT THE TEACHER OR OTHER APPROPRIATE STAFF MEMBER** - 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, as soon as possible, but in any case, no later than seven days after the date of the incident. Over 95% of the concerns are resolved at this level.
- **STEP TWO: CONTACT THE PRINCIPAL/ATHLETIC DIRECTOR/ACADEMIC DEAN** - If a student's or parent's/guardian's concern is not resolved by conferring directly with the individual involved, a complaint must be made in writing within seven days of the inability to resolve at Step One. This step should be taken only when Step One has not resolved the concern.
- **STEP THREE: CONTACT THE HEAD OF SCHOOL** - The Head of School is in charge 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 Head of School's office. This step should be taken only when Steps One and Two have not resolved the concern, or when the concern involves the Principal/Athletic Director/Academic Dean. Complaints to the Head of School must be made in writing within ten days of the incident or inability to resolve at Step Two. All decisions by the Head of School are final.

Before and After-School Programs

Before School Program

The Before School Program is held each school day from 6:30 a.m. until 7:45 a.m. All students arriving at school earlier than 7:45 a.m., who are not involved in a teacher-supervised activity or with a parent, are required to go to the Before School Program. 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 \$6.25 an hour, rounded off to the nearest quarter hour.

Billing

The charges for the Before School Program 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 7:45 a.m.

After-School Program

The After-School program is available each school day from 3:05 p.m. until 6:00 p.m. On early dismissal days, it is available beginning fifteen minutes after dismissal. Parents 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 \$6.25 per hour, rounded to the nearest quarter hour. Since Program personnel have other responsibilities after 6:00 p.m. 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 p.m. for each child.

Billing

The charges for the After-School Program are included in a monthly invoice separate from invoices for enrollment charges or other fees.

Please Note: Parents/guardians or other authorized persons must personally pick up and sign out the child/children no later than 6:00 p.m. Students will be permitted to do homework, be involved in quiet games, and in supervised activities, which at times may include attending a WESTLAKE event during the program hours. They may choose to bring a nutritional snack. Westlake will determine whether the best interest of the children will be served by restricting the kinds of snacks students may bring. No gum is allowed.

The After-School phone number is (281-341-9910). The coordinators will check their messages frequently when they are unavailable to answer the extension.

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.

Drop Off and Pick Up Procedures

Before School Care Drop-Off (6:30 a.m. - 7:45 a.m.)

Students arriving for Before School Care are to be dropped off at the East side of the elementary building. They are to proceed directly to the library for check-in and supervision. Students in PK3 and PK4 are to be walked into Before School Care, if arriving before 7:45 a.m.

Morning Drop-Off (7:45 a.m. – 8:00 a.m.)

Students in PK3 and PK4 can be walked into class by a parent or guardian. If a parent/guardian chooses to come in with his or her child, the parent/guardian must park their car in a parking slot. There can be no unattended vehicles at the curbside. Students in grades Kindergarten through 8 are to be dropped-off in the car-line and should independently walk into class. Students are to go directly to their locker or cubby, then their classroom.

Students need to be in their seats and ready for starting the day by 8:00 a.m. Any student arriving after 8:00 a.m. must go to the school's front office for a tardy pass.

Car-Line Drop-Off Procedures

Please follow the color-coded arrows in the parking lot.

Follow RED If you:

- Need to get out of your car for any reason
- Have a PreK-3 or PreK-4 students
- Unbuckle you child,
- Help with backpacks,
- Open doors or the back hatch,
- Help students exit and enter their cars,
- Watch your child(ren) walk into the building and through the double doors

How does a Red Drop off and Pick-up safely?

- Park in the MS parking lot and walk the sidewalk to the elementary building for the safety of the children and all drivers.
- Drive in the main entrance and make a left.
- Then a sharp right
- Then a sharp left to move into the main flow
- Drive to the left of the drop off or pick up vehicles and carefully drive all the way to the MS parking area and park
- Be careful as the drop off vehicles will be turning into the cut through just past cone #1 for exit purposes.
- Once parked, unload all items, walk to the sidewalk, and make your way to the elementary building.
- At pick up If you have a kindergarten or older student that needs assistance of any kind, park in the MS parking lot and **wait until all students have been picked up from the line** and are on their way, then walk to the elementary tower to pick up your children.
- Do not take your child out of the after school wait line until the line is completed, as the teacher is taking care of their class and needs to watch and listen carefully to place the right child in the correct vehicle.
- Do not park in any other areas to walk other than the MS parking lot

Follow GREEN if your child can:

- Independently gather all of their things and enter or exit the car quickly on their own

How does a Green Drop off or Pick up Safely?

- This is the quick and easy drop off and pick up line
- Pull in the main entrance turn right and follow the drop-off/pick up line.
- Once you have dropped or pick up your child continue until you reach the first cut through, past cone #1
- Carefully turn left being aware of the other cars to your left who are heading to the MS parking place. If cautious, this will be an easy exit for you.
- Do not for any reason get out of your car as this is the easy load and go drop-off/pick up line for all families

Follow ORANGE if:

- You paid for a parking space at the GALA live auction
- You have the designated spots next to the gym
- Your child will be walked to your car for pick up
- Your child will walk into the school on their own, or you walk them to the entrance

How does a Orange Drop off or Pick up Safely?

- This is the premier parking place
- Pull in the main entrance
- Turn left
- Make a sharp right
- Make a sharp left
- Drive carefully next to the drop off line.
- Once you are past the first car at cone #1, you will find your parking spot on the right next to the gym. This is a tricky enter and exit place as the drive through line will continue.
- Please be alert for the drop off line exit.

If at any time, you are parking to walk your student in, park in the Middle School parking lot. If you have picked up your younger child(dren) and are waiting on an older student and do not want to enter the drive through line, then park in the Middle School parking lot and wait until all students have been picked up from the car line. Once the carline is completed, you may walk to the Elementary tower to pick them up.

Afternoon Pick-Up:

The back up on Bellaire continues to be dangerous, so in order to avoid anyone being hit from behind while waiting on Bellaire, the extended pick-up line continues. When you pull into the entrance, please stay to the right and pull all the way around to the back of the school. There are cones located all the way in the back next to the parking spots. When you get to that point, please make a u turn and then stay to the right and pull carefully to the front of the building and stop to pick up your child/children.

Non-Parent Pick-Up:

1. If your child is going to ride with someone other than a parent, grandparent, or the regularly scheduled custodian, the teacher must receive a note that morning, signed by the parent, dated, and stating who they will be riding with.
2. If you are in a carpool rotation, please let the teacher know who is in your carpool group and if possible the regular rotation. The teacher will refer to that group rotation on a daily basis. Should there be a change in the carpool group, let the teacher know the morning of the change with an updated list.
3. If there is an emergency or you have forgotten to write a note and your child is riding with someone other than a parent, grandparent, or the regularly scheduled custodian, then please call the office before 2:30 p.m. This will give the office staff time to relay the message to the teacher with time to spare.

Parking Lot Procedures

1. Early Childhood students, PreK-3 and PreK-4, get picked up at 3:05 p.m. by parents, grandparents, or regularly scheduled custodian at the gym door. Students from Early Childhood who have older brothers or sisters may wait for their older sibling and meet them by the gym door and they are picked up by the parent, grandparent, or regularly scheduled custodian in the pick-up line on the outside wall of the new building under the overhang.
2. Older students are dismissed at 3:20 p.m., pick up their younger brothers or sisters in the gym hallway, and will stand against the outside wall of the gym. The younger siblings stand by the older sibling's class and are placed in cars as the parent pulls up. If the older sibling is sick or out one day, the parent will still pick up their children at the regular spot of the new building.
3. Parents who pick up the younger children first and have older students to pick up:
 - a. Please park, pick up the younger child, and then pull into the pickup line for older students. Do not walk to the front of the school as this is a main concern of safety under the tower as cars are moving and teachers are trying to place the correct child into the correct car.
 - b. Park in the pick-up line, go and get your younger child, then quickly go back to your car to pick-up the older child, without holding up traffic.
4. If you are picking up a student from Kindergarten through grade 8, pull into the pick-up line and move along with the line.
5. Safety of our students is always our first priority. We ask that you do not leave your car to go and get your child from the outside wall or send a younger sibling along the wall to get their brother or sister. This is a problem as it is already congested and we want to make sure that no one is hurt or pushed into traffic. It is important that the homeroom teacher can see their students leave each day and be aware of how and with whom they exit.

We want this to be a safe procedure for our children and parents driving cars. If there is a need to meet with another parent, please park in the parking places along the street on the exit side, keep your children in the car and keep a close watch on them. It is imperative that children are not running around the outside of the office or parking lot areas as cars are entering and exiting. If you have a scheduled meeting with the teacher, please wait until the pick-up line is completed. Any unscheduled meetings with your child's teacher is left to the teacher's discretion as they may choose to schedule a conference for a convenient time for both.

Financial

Tuition and Fees

Tuition and fees will be drawn automatically from family accounts (bank or credit card) each month July through May. If a collection fails, FACTS will notify the family via email and will set up a second attempt 15 days later. After a second failed attempt, the family will be notified again by FACTS and a third attempt will be set up. LEAH will also notify the family after the second failed attempt and let them know that should a third attempt at collection fail their child will be withheld from class and all extra-curricular activities including sports. A late fee of \$25 will be assessed by LEAH on the second failed attempt plus the family is responsible for any/all fees that FACTS may assess for NSF's, etc. When a third attempt to collect has failed, the business office will notify the Head of School. LEAH will also notify the families that their children will be withheld from all classes and activities beginning the next school day and staying in effect until collection has been made. 100% of the billed tuition must be paid to allow a student to return for the next semester. Contact the business office with any questions or problems regarding your accounts; please allow LEAH the opportunity to assist you and work with you should extenuating circumstances occur.

Incidental Expenses

Incidental expenses such as athletic fees, child care, laptop charges, etc. will either be drafted or invoiced a minimum of 10 days after being posted into the FACTS system. LEAH will assess a late fee of \$25 to any account still carrying a balance due after the 25th of the month. NOTE: May child care and any end of school computer charges will be entered into the FACTS system and will be invoiced/drafted for payment in June.

**RECEIPT AND ACKNOWLEDGMENT OF WESTLAKE PREPARATORY LUTHERAN ACADEMY
PARENT-STUDENT HANDBOOK
2017-2018**

I have read the Westlake Preparatory Lutheran Academy Parent-Student Handbook, and I agree to abide by the rules and procedures detailed therein.

Student Name: _____ **Grade:** _____
(Please Print)

Signed: _____ **Date:** _____
(Student)

Signed: _____ **Date:** _____
(Parent)

Please return this form to Westlake by September 1st, 2017

Lutheran Education Association of Houston Technology Acceptable Use Policy

We , _____ , and _____
(Printed Parent Name) (Printed Student Name)

have read the Acceptable Use Policy, understand it, and agree to adhere to all procedures detailed within. We specifically understand and agree to the following terms and conditions:

- Device use that disrupts the educational environment is not permitted.
- Anything a student does on a LEAH device or on the LEAH network is not private and can be monitored by LEAH faculty and staff.
- Students shall abide by all rules and regulations of the system as changed or added from time to time by the administration
- Students shall address all concerns regarding the use of technology first to the supervising teacher and then to the school's administration.
- We assume responsibility for any damages to school equipment while my child is using it, including but not limited to paying for repairs or replacements
- We assume responsibility for any consequences that arise from my child's use of technology, including a child's cell phone, while at school.
- We assume responsibility for my child being polite to others and using appropriate language while online.
- I assume responsibility for all consequences for violations

In exchange for the opportunity for our child to use Westlake's networks, servers, computers, and other technology, we hereby RELEASE, INDEMNIFY, AND HOLD HARMLESS Westlake and its past and present agents, employees, volunteers, officers, board members, and representatives, as well as all related or affiliated parent or subsidiary entities, including but not limited to the Lutheran Education Association of Houston and the Lutheran Church—Missouri Synod (collectively referred to as "LEAH") from any liability, claim, loss, or expense (including reasonable attorneys' fees) in connection with our student's use of the internet or any technology at Westlake. We agree further to RELEASE, INDEMNIFY, AND HOLD HARMLESS LEAH from any liability, claim, loss, or expense (including reasonable attorneys' fees) brought on behalf of our child, including but not limited to any claims caused by any act, omission, or negligence of LEAH. We also agree to RELEASE, INDEMNIFY, AND HOLD HARMLESS LEAH from and against any liability, claim, loss, or expense (including reasonable attorneys' fees) incurred as a result of any claim, demand, or cause of action brought by a third party against LEAH because of any act committed by the undersigned or our child.

We understand that the Acceptable Use Policy may be revised to respond to the changing environment of web based computer technology, and we agree to any revised conditions of the Acceptable Use Policy.

We understand that a network user is expected to use good judgment and follow the Acceptable Use Policy printed in the Westlake Parent Student Handbook and in any other official Westlake communication. We further understand that any student who violates any provision of the Acceptable Use Policy will lose all network privileges on the school network and may be disciplined, as appropriate. We also understand that displaying work on the Internet makes the work available for viewing by any person around the world who has Internet access.

(Signature page follows)

Place a check mark in the appropriate boxes below to complete permission for his or her participation in activities involving the Lutheran Electronic Network.

May access the Internet	Yes	No
May have their picture displayed on the Internet (with first name and last initial only)	Yes	No
May have their work displayed on the Internet	Yes	No
May participate in distance learning activities	Yes	No
May have work displayed on the Intranet	Yes	No

Parent/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Name of School: _____

NOTE: If any boxes are left unchecked or if this form is not completed, it will be assumed that permission is granted. Parents/guardians must specifically check and sign this form to deny any access

LEAH Schools Acceptable Use Policy



TI-NSpire Calculator

With the use of technology, including the Internet, Intranet, hardware, and software, LEAH Schools is expanding learning access for students, staff, parents and the entire LEAH SCHOOLS community. With this opportunity comes the responsibility for appropriate use.

Electronic Network Use Guidelines

The operation of technology in the association relies heavily on the proper conduct of the users. Every user has the responsibility to respect and protect the right of every user in our community. LEAH SCHOOLS users are expected to act in a responsible, ethical and legal manner, by the missions and purposes of the networks they use on the Internet and with the laws of Texas and the United States.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

All network users are expected to use moral and ethical guidelines in making appropriate decisions regarding network use. Use of the association network is not a right, but a privilege and inappropriate use will result in cancellation of that privilege, disciplinary action, and prosecution. Before participation, a potential network user will receive information about the proper use and sign a user agreement. Administrators will decide what constitutes

inappropriate use and their decision is final. Violations will be dealt with by each campus Student Code of Conduct policy or employee handbook code of conduct, or local, state or federal law.

This unacceptable conduct includes, but is not limited to: (SEE ALSO, Student and Technology Handbooks)

- Vandalizing the calculator with pen, pencil, sharp objects, stickers, etc.
- Removing the identified number on the calculator
- Typing messages or drawing pictures that do not directly relate to the math lesson

Warranties – LEAH Schools and joint providers of the network make no warranties of any kind, whether expressed or implied, for the services provided. LEAH SCHOOLS will not be responsible for any damages suffered while using the system. These include, but are not limited to, loss of data, delays, non-deliveries, service interruptions caused by the system, or service interruptions caused by errors or omissions of the user. The Association expressly disclaims responsibility for the accuracy or quality of information obtained through Internet connections.

Vandalism - Vandalism is any deliberate attempt to harm or destroy data or property of another user or LEAH SCHOOLS, the Internet/Intranet, or other networks. Vandalism includes the creation of or the uploading of viruses to the device and destruction of hardware. Vandalism will result in cancellation of user privileges.

Harassment – Harassment is targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or another substantial discomfort. Personal attacks or other actions to threaten, intimidate or embarrass an individual, group or organization are prohibited. Users of the Association Network are expected to respect the rights of others to have freedom from harassment or intimidation.

Installing Software - Use of software is governed by copyright laws and network configurations. Care must be taken to avoid copyright violations and disruptions of the system related to incompatible or corrupted software; therefore, installation of any program or application onto any computer with access to the Association electronic network must be approved by the Technology Department.

Monitoring - The information networks are "public places, " and user actions are visible to others on the network. LEAH Schools has the right to monitor network use to ensure that the system continues to function properly for all of its users. Anyone using electronic systems expressly consents to such monitoring. Monthly reports of Internet use may be shared with campus administrators. Prosecution and termination of user privileges will occur without warning.

1:1 Device Program

The Association may provide an electronic device, such as an iPad, MacBook, or graphing calculator for grade levels participating in a one to one program to enhance the educational environment of our students. Access is given as a privilege, not a right, and may be limited or denied by each school. Each school's administration, faculty, and staff reserve the right to review and remove any student's files and data records used on the school technology system, which violates the Terms and Conditions below.

Terms and Conditions

I understand that...

- Device use that disrupts the educational environment is not permitted.
- Anything I do on a LEAH SCHOOLS device, or on the LEAH SCHOOLS network is not private and can be monitored by LEAH SCHOOLS faculty and staff.

I will...

- Abide by all rules and regulations of the system as changed or added from time to time by the administration (including the Technology Handbook)
- Address all concerns regarding the use of technology first to the supervising teacher and then to the schools' administration.

I assume responsibility for...

Westlake Academy is dedicated to providing academic excellence and spiritual growth that equips our students to become courageous leaders as they serve Jesus Christ in our changing world.

- Any damages to school equipment while I am using equipment, including paying for repairs. For fees, please refer to the Technology Handbook.
- Any consequences that arise from my use of technology, including my cell phone, while at school.
- My actions while using the graphing calculator. This means that I will be polite to others and use appropriate language.

Student Signature: _____ Parent Signature: _____ Date: _____