



LUTHER
MEMORIAL ACADEMY

47 Years of Excellence

2023-2024

Family Handbook

Dear LMA Families,

As principal of Luther Memorial Academy, it is my pleasure to welcome everyone back for another great year! The staff at LMA are all excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed and safe in our learning community. Additionally, we strive to make every year the best learning experience for all students through creating rigorous classroom activities and engaging learning opportunities. I hope this handbook assists with some of your questions as we begin the 2023-2024 school year. This is the year that we will focus on working as a TEAM because Together Everyone Achieves More! At any time if you have questions or concerns please feel free to contact us via phone or email.

Best,

Michelle Thom, *Principal*

OFFICE INFORMATION

School Phone Number: 814-454-0106

Office Hours: 8:00 am - 3:00 pm

Email: Michelle Thom, *Principal* mthom.lma@gmail.com

Amanda Fried, *Office Manager* afriedlma@outlook.com

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WEBSITE

<https://luthermemorialacademy.org>

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ABOUT LUTHER MEMORIAL ACADEMY

School Colors
Red and Blue

School Mascot
The Luther Lion



School Motto

Luther Memorial Academy is committed
to providing high-quality education
to our diverse student body.

School Song

*Our voices we're raising,
In song we are praising
To Luther Memorial
Our tribute we give.*

*Your truth and your honor,
We wear as a banner
Learning to serve well
As long as we live.*

*The ideals will be forever;
Your gifts will sustain us ever.
We will cherish each lesson
And memories so dear.*

*God's blessing is o'er us,
He e'er watches o'er us,
As forward we travel
The paths far and near.*

~ Written by Cheryl Lucht, Former Teacher

PREAMBLE AND PHILOSOPHY

Preamble

The purpose of the handbook is to provide information on the Luther Memorial Academy School Board policies and administrative procedures. It is not intended that this handbook constitutes a comprehensive list of all School Board policies or administrative procedures in any of the separate provisions.

Additional notice is hereby given that any provisions contained in this handbook can be changed at the sole discretion of the Luther Memorial Academy School Board.

Philosophy

Founded by Alice Engel and Reverend George Black in 1976, the mission of Luther Memorial Academy is to have our students grow, in wisdom (academically), in stature (physically), in favor with God (spiritually) and in favor with others (socially) to ensure they become a positive asset to our community and to themselves.

Luther Memorial Academy offers a superior academic education where students are surrounded by a Christian atmosphere. We encourage a child's special interests and abilities, and provide a courteous and respectful environment.

The total environment of both Luther Memorial Academy and Luther Memorial Church is to be of a caring and dedicated nature. The Academy is genuinely committed to the best possible education for all students.

Our teachers are concerned, caring, and certified. Religious Education requires learning and living the Christian faith. It is an integral part of the LMA school program, including a special weekly Chapel service.

SCHOOL RESPONSIBILITIES

Luther Memorial Academy is responsible for developing Students academically, physically, spiritually, and socially as stated in the Philosophy. LMA belongs to the Evangelical Lutheran Education Association (ELEA), a national association that provides information, benefits and in-service programs.

Our traditional **curriculum** includes reading, math, language arts, science, social studies, and health. We strive to supplement and enhance our classes through art, music, physical education, library, guidance, Spanish, and religion including a weekly chapel.

All people working at or with LMA are expected to show respectful behavior to everyone, including on field trips, buses, playground, and with visitors and volunteers. It is expected that all materials, furnishings, and property – personal and school issued – are treated responsibly and respectfully.

Arrival and Dismissal/Before & After School Programs

School Hours are from 8:15 am to 2:20 pm.

The entrance to our school parking lot is on 10th street; the 11th street access ways are exit only. For your child's safety, drive them up to the front door in the drop off line. Doors will open at 8:00 am. Students are to be in their seats at 8:15 am for the morning bell. Any student entering school after 8:15 am must be buzzed in by the office and will be marked tardy.

A Before School Program (BSP) is offered to students from 7:30 am to 8:00 am for a daily charge of \$3 per student. All students for BSP use ramp door to enter.

Each family will be issued a vehicle hang tag for dismissal. Be sure that the hangtag with the student's name on it is in your car window. After students are dismissed at the end of the day, they are not permitted to return to the classrooms. **All dismissal changes need to be reported to the office before 2:00 pm by the parent/guardian.** If the office is not contacted by this time, dismissal for that student will be the normal dismissal. Contacting your student directly by cell phone is not acceptable for the safe dismissal of the students. Additionally, do not line up for dismissal until after 2:00 pm. The line of cars blocking our parking lot is a safety issue for anyone exiting the parking lot.

There are two lines for dismissal:

- Students in **Kindergarten - 3rd grades** are dismissed out the playground door. Cars that are picking up will line up in the inside line (right/closest to the building).

- Students in **4th - 8th grades** are dismissed out the side door. Cars picking up these students line up in the outside line (left/farthest from the building). You will then exit straight out onto 11th street.
- If you have two or more students attending - one in K - 3rd and one in 4th - 8th - you will pick them both up at the playground door, therefore get in the inside line.

Students are dismissed to cars at 2:20 pm. Any student not picked up by 2:40 pm will report to the After School Program (ASP). ASP is available until 5:30 pm. The cost is \$4 per hour per student. The parent or adult picking up the student will call 814-392-8733 and wait at the door for the student. A family over one month behind in payments may result in exclusion and a late fee. If a child is picked up after 5:30 pm, a \$30 is charged.

Testing Program and Assessments

Standardized tests are administered in early October for eighth grade. Kindergarten and first grades are tested with DIBLES (Dynamic Indicators of Basic Early Learning) twice yearly. Second through seventh grades are assessed in the spring. The Northwest Tri-County Intermediate Unit (IU#5) provides a speech and hearing therapist, remediation and enrichment in math and reading, testing and evaluation programs, and home-school visitors.

Report Cards/Conferences

Report cards are given quarterly. At the end of any quarter, report cards may be held if library, text books, or Chromebooks are missing. Report cards are held in the 4th quarter for any outstanding balances. The first report card is shared with the parent/guardian at a **conference**, at the beginning of November. Conferences at other times may be requested by either the parent/guardian or teacher. As per School Board policy, notification of academic deficiency of grades “C” or lower are sent at mid-term.

Grading Scale

A+ 99-100	A 95-98	A- 93-94
B+ 91-92	B 87-90	B- 85-86
C+ 83-84	C 79-82	C- 77-78
D+ 75-76	D 72-74	D- 70-71

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

At LMA, we use Positive Behavioral Interventions and Supports (PBIS) which is an evidence-based framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. PBIS creates schools where all students succeed.

School-wide Expectations

We have clear school-wide behavior expectations set forth where students will be ROARing their way to success! The **R.O.A.R.** expectations are as follows:

- R**espect your community
- O**wn your behavior and education,
- A**lways staying safe, and make
- R**esponsible choices.

Students will be clearly taught our school-wide expectations in the classroom. In addition, each classroom teacher has a specific set of classroom rules and procedures that are to be followed.

At LMA, we reward students who are following behavior expectations. We have the following incentive programs are in place:

- **Lion Grams:** Students can earn Lion Grams for demonstrating positive behaviors and R.O.A.R. expectations. Lion Grams can be turned in for a variety of different prizes!
- **Pizza with the Principal:** Every month, one student per grade level is picked by the classroom teacher to join the principal for a pizza lunch and receive a reward certificate!

Teachers will use incentives for positive behavior expectations in their classroom, and will always remind students of appropriate behavior expectations before utilizing negative consequences for inappropriate or unsafe behavior.



Luther Memorial Academy

ROARING our WAY TO SUCCESS!



	Classroom	Restroom	Mealtime	Recess	Hallway	Buses
R Respect Your Community	Follow ALL teacher directions Touch only your belongings Eyes on speaker Voice Level 0-3 (set by teacher)	Flush toilet and leave stall clean Throw away any paper on the floor Voice Level 0	Listen to all adults on duty Talk to those seated close to you Make eye contact when speaking Voice Level 2	Use kind words Line up quickly when directed by teacher Return equipment promptly Up to Voice Level 4	Hold door for others Consider other nearby learning Smile or say hello to others in passing Voice Level 0	Greet the bus driver upon arrival Listen to the bus driver at all times Leave food in your backpack or at school Voice Level 2
O Own Your Behavior & Education	Ask for help when needed Set goals and reflect if you did your best Tell the whole truth	Be accountable for your actions Clean up after yourself	Raise your hand if you need help Throw away your own trash Leave a clean table, chair, and floor	Be trustworthy with your friends Take turns Say sorry when appropriate	Set a good example	Face forward Be honest about your actions
A Always Stay Safe	Keep your hands and feet to yourself Use hand sanitizer when necessary	Wash your hands with soap for 20 seconds Keep water in sink	Wash your hands or use sanitizer before eating Eat only your own food	Keep your hands and feet to yourself Walk on playground equipment	Keep your hands by your side Keep eyes open on the person walking in front of you	Keep your hands, feet, and belongings out of the aisle Remain seated at all times
R Make Responsible Choices	Enter room quietly and ready to learn Only have necessary materials out Complete all assignments	Use the restroom quickly and quietly Do your business and get back to your class	Get out of seat only with permission Eat food and drink in your designated space	If you see something unsafe, report it to an adult	Walk to and from your destination promptly	Gather all belongings before exiting

Four Levels of Discipline

Staff will utilize the four levels of discipline to identify, refer, and record violations.

Four Levels of Discipline

Incidentals Addressed Immediately	Minor Addressed by the Teacher	Major Referred to Administration <i>(Fill out paper form)</i>	Urgent Immediate Majors <i>(Call Office)</i>
Brief duration, does not interfere with instruction, age appropriate, correctable, self-correcting with consistency Off-task Running Yelling Talking/noise making Out of seat Work avoidance Missing homework Breaking ROAR expectations Gum/Candy Tattling Theft (low property value) Misusing chat feature <i>*If discussed with student and student repeatedly disregards teacher directions 3 times, it becomes a Minor</i>	Infrequent behaviors that run contrary to expectations, if not addressed will persist or worsen, may interrupt instruction/learning Aggressive behavior (yelling, pushing/kicking) Cheating (using another's work as their own) Class disruption (calling out, throwing objects, climbing on furniture, talking, noise making, repeated class disruptions) Dishonesty (lying, forgery, plagiarism) Disregard of rules/regulations (dress code violation, misuse of classroom/school property or supplies, leaving the classroom, improper use of restroom) Horseplay (play fighting) Insubordinate (disrupts flow of instruction) Nuisance items (non-school items) Personal communication device (cell phone out during the school day) Technology misuse (destruction or using non-approved websites) Theft (taking personal belongings) Unacceptable language <i>*After 3 repeated Minors (same behavior), 4th incident become a Major</i>	Moderate or chronic behavior that consistently disrupts instruction, is harmful to others, or creates severe property damage Aggressive behavior (pushing/kicking harm to others) False reports/accusations Graffiti Insubordinate (complete defiance of authority) Hitting (an injury occurred) Maltreatment of others (targets another person - student or staff) Threat (not urgent) Vandalism (minor monetary damage)	Requires immediate attention from administration Alcohol (possession/use) Assault (attempt to cause harm to students or staff) Bullying Controlled substance Cyberbullying Cheating (major assessments) Drug paraphernalia Electronic smoking device Fighting Fire alarm pull Sexual harassment Threat (fearful of well-being of others) Tobacco Vandalism (major monetary damage) Verbal abuse Weapon

When these expectations are not followed, students will receive progressive discipline. These consequences may include, but are not limited to: verbal and written warnings, individualized behavior charts, phone calls home, parent conferences, lunch detention, after school detention (cost to family \$10), Saturday detention (cost to family \$35), in-school suspension, and expulsion (upon School Board approval). Further action may be deemed necessary from administration and will be dealt with on an individual basis.

At LMA, we promote a Bully Free environment. Students are encouraged to report any of the following incidents: threats, slurs, unwelcome jokes, any act of retaliation, graphic comments about one's body, blocking a person's normal movements, unwanted touching, unwelcome sexual advances, or anything that would make a student feel uncomfortable about being in school. If your child reports any type of bullying to you, please notify the school administration and classroom teacher immediately so appropriate action can be taken. All correspondence will be kept confidential so your child feels safe and secure at our school.

TECHNOLOGY GUIDELINES

All technology belonging to Luther Memorial Academy and any personal technology brought from home will fall under these guidelines. This also includes the use of websites, email addresses and smart watches. All school technology is to be used in accordance with the **Technology Agreement**, which is signed and returned at the beginning of the school year.

- The office telephones are not for student use. Before leaving home, students should check for lunches, homework, and after school arrangements or changes.
- Cell phones should remain in book bags and silenced during school hours. All cell phones that are out without teacher permission will be confiscated, given to the school office, and a parent/guardian will be advised to pick them up.
- Students will not be permitted to turn phones on until after dismissal. No cell phone should be out while in the dismissal line, bus line, on field trips, during recess, or class walks.

- Permission to use cell phones or personal devices in the After School program will be determined by the After School Program staff.
- Students will be allowed to wear smart watches, but Wifi must be turned off during the instructional day. Students may not wear smartwatches during testing.
- Inappropriate use of websites (those not approved by classroom teachers), which may include YouTube, Twitter, Facebook, TikTok, Instagram, Whatsapp, Snapchat, Reddit, etc. will result in discipline.
- Misuse of technology during or after school hours that reflects a negative picture of the school, staff, administration, students, or families is not permitted and will result in discipline.
- Luther Memorial Academy is not responsible for lost, damaged, stolen, or misuse of any personal electronic device. Personal devices are the responsibility of the student.
- Parents/Guardian or other family member or friend should not contact the student on their devices during school hours or while attending the After School Program. The devices will be confiscated. Please contact the school office or the After School Program if you need to leave a message for your child.

STUDENT RESPONSIBILITIES

All students are expected to follow R.O.A.R expectations at all times. Furthermore, anything that is considered to be or could be used as a weapon is strictly forbidden. They will be confiscated, discarded, and appropriate punitive measures will be taken.

In deference to those with allergies and other conditions, colognes, perfumes, nail polish, hair sprays, and other substances are not permitted to be used in school.

Homework

Assigned homework is the student's responsibility to complete and return on time. Its purpose is:

- 1) to provide necessary repetition and practice
- 2) to reinforce concepts
- 3) to finish incomplete classwork
- 4) to provide independent work, and
- 5) to allow parent/guardian to monitor student's work.

Service Hours

All students are required to perform service hours each quarter. Kindergarten and 1st grade will complete 1 hour, 2nd and 3rd will complete 2 hours, 4th and 5th will complete 3 hours, and Middle School will complete 5 hours.

Dress Code

LMA requires clothing that reflects a modest and Christian school atmosphere. Neat, clean, properly-sized, and age appropriate clothing is expected. An exception is made for School Spirit days, while still adhering to the appropriate school expectations.

Unacceptable clothing includes tank tops, spaghetti straps, halter tops, crop tops; pajama, or lounge pants; short skirts (more than 2 inches above the knee) without leggings or tights, pants not worn at the waist. Clothing with suggestive, derogatory, or violent pictures or phrases is not permitted. Large tears and holes are unacceptable. Shorts that are no more than 2 inches above the knee are permitted as weather allows.

Shoes that fit well will be worn at all times. Closed toe, rubber soled shoes are required for gym classes and the playground. Sandals and flip-flops are not permitted.

Snow boots, snow pants, gloves, hats, scarves, and warm coats are required to play in the snow, labeled with the student's name.

Hats, hoods, and bandanas are not to be worn while in the building. Hair should be clean, neat, and should not hinder vision.

Unless otherwise instructed, attire for LMA Sunday and the Spring Programs should be formal dress, as would be worn for a church service. Shorts, t-shirts, jeans, and sneakers are generally not appropriate.

Lunch

Students are required to bring a packed lunch daily. Occasionally, the school will sponsor special lunches that will be announced ahead of time.

PARENT/GUARDIAN RESPONSIBILITIES

Luther Memorial Academy strives to have a close relationship with parents/guardians through the mutual 'co-operation' of Parents, Teachers, and Administration.

Provide a quiet, comfortable place for your student to complete homework and keep their things for school. Since school telephones are not for student use, remind your child to check for everything needed for the day before leaving home, including instructions for the end of the school day/dismissal. The office must be **notified in writing** about any changes in end-of-the-day transportation. Should plans change during the day, please contact the school office by 2:00 pm. Contacting your student by cell phone with a change in dismissal instead of the office is **not acceptable** for the safe dismissal of the students.

A general parent/teacher **conference** is scheduled in November, at which the parent receives the 1st Quarter report card. Additional conferences may also be scheduled at a mutually convenient time, as needed, by request of the parent or teacher. Drop-in conferences are not acceptable.

If entering the school, everyone must **sign in** at the office. Do not go to any classrooms unannounced. Additionally, please make sure your car is parked in a parking space when leaving it unattended.

All Students not picked up at dismissal must report to the After School Program. Their name is recorded with ASP staff, who will call parent/guardian contact for follow up.

Label all personal belongings.

In the event of **severe weather** or another emergency, check for a school email and with local media sources for delays or cancellations. If school is canceled the office will also be closed.

School-Parent Communications

A considerable amount of information is communicated to families from the main office through email. Please be sure you are signed up with our Office Manager, Amanda Fried, and are receiving messages from afriedlma@outlook.com.

The LMA Parent Facebook group and our Luther Memorial Academy Facebook page are other sources of news. Don't miss the photos and highlights of events happening at LMA and join us on Facebook.

The Parish Banner

Luther Memorial Church publishes The Parish Banner each month. This newsletter is emailed to families with information about events, announcements, calendars, and more.

Attendance

If your student is to be **absent**, call the school office **before 9:00 am** to report why and for how long. All absences require a written **excuse** within 3 days to be considered an excused absence. The excuse must contain the date, student name, reason for absence, and parent/guardian signature.

Scheduled appointments should be made during non-school hours or vacation days. A parent/guardian written or professional verification must be turned in for all absences, including appointments. After 10 excused and/or unexcused absences, only a professional appointment verification will be accepted as an excused absence.

Student attendance is **required** on LMA Sunday and at the Winter and Spring Programs.

Chronic **tardiness** (more than 4) will be a demerit and addressed by administration to help alleviate the situation. Severe weather and late buses will not be considered tardy.

Parents need not be concerned about homework if a student is absent for one day. If your student is to be out of school for an extended amount of time, for any reason, **notify** the school as early as possible so we may plan ahead. Under most circumstances, homework will be given to the student to complete while away. All

assignments should be turned in by the second day of the student's return to school unless otherwise instructed.

Family vacations require written advanced notice of two weeks and may not exceed 5 days. Teachers will prepare work to be completed and returned on the first day back to school. One trip per family per year, unless otherwise approved by administration. Unapproved trips are unexcused absences.

Immunizations Required before Entry

LMA relies on the Pennsylvania Department of Health which has issued these required immunizations for ALL school children in Kindergarten through 12th grade at any public, parochial, or private school in the Commonwealth.

- 4 doses of tetanus, diphtheria and acellular pertussis (one dose on or after the fourth birthday)*
- 4 doses of polio (fourth dose on or after fourth birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella (MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

**usually given as DTP or DTaP or DT or Td*

***A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least six months after the previous dose.*

The following exclusion guidelines are in accordance with REGULATIONS OF COMMUNICABLE AND NONCOMMUNICABLE DISEASES, Department of Health, the State of Pennsylvania.

- Chicken Pox: 6 days from last crop of vesicles
- Respiratory Streptococcal Infections including: Scarlet Fever: not less than 7 days from onset if no physician is in attendance or 24 hours from the institution of appropriate antimicrobial therapy and Tonsillitis: 24 hours from institution of appropriate therapy
- Acute Contagious Conjunctivitis (Pink Eye): 24 hours from institution of appropriate therapy
- Ringworm (all types): until judged non-infective by school nurse or child's doctor
- Pediculosis Capitis (head lice): from institution of appropriate therapy

LMA also relies on the Erie County Health Department guidelines relating to communicable diseases such as COVID-19, and the school will inform parents of protocols as needed.

Transportation

Many families find it convenient to carpool. Contact your school district to see if and how bus service is provided by your district.

Tuition

Families are required to enroll in the VANCO program for tuition payments. Payments are debited out of your bank account every month with the choice of payments made on the 1st or the 15th. Details are listed in the tuition agreement. Families opting to pay the annual amount in full by August 1st or to pay by the semester due August 1st and January 22nd are not required to enroll in the VANCO program.

Tuition Rates for 2023-2024 School Year

	Church Member	Non-Church Member
1 Student	<i>\$4,120.00</i>	\$4,220.00
2 Students	<i>\$7,940.00</i>	\$8,140.00
3 Students	<i>\$11,760.00</i>	\$12,060.00
4 Students	<i>\$15,580.00</i>	\$15,980.00

*ELP Members save \$50.00 per child per year on Tuition.

**Registration Fee - \$50.00 per child.

Report cards will be held if money is due at the end of any quarter for tuition, Before or After School Programs, or library books. Families that fall one month or more behind in tuition payments will be placed on a repayment plan. Failure to meet the agreed upon repayment schedule will result in student removal from Luther Memorial Academy at the end of the quarter.

Parent-Teacher League

Parents/guardians and teachers are encouraged to join the Parent-Teacher League (PTL). Several meetings are held throughout the school year and parent attendance is strongly encouraged. The PTL sponsors a membership drive, community events, ice cream socials, fundraisers, book fairs, Christmas fair, teacher appreciation, Kids for Kids program, school dances, the year-end Waldameer picnic, and much more.

Programs/Services Offered at LMA

Erie School District

Services from the ESD include a school nurse and dental and physical examinations.

Northwest Tri-County Intermediate Unit 5 Act 89 Math & Language Arts Program

Informed Parent Letter for Auxiliary Services

Dear Parent/Guardian:

Through the Act 89 Program, we have auxiliary math, language arts, and speech and language services available in your school. Certified Teachers are provided by NW Tri-County Intermediate Unit #5.

The purpose of this letter is to inform you that the Act 89 Teachers may be assisting in the classrooms to support and reinforce instruction delivered by the classroom Teacher. If you have objections to your child (children) receiving help in this way, please notify the School Office in writing.

Your child's Teacher will contact you if he/she believes your child would benefit from individualized instruction. If the classroom Teacher recommends your child for this individualized help, you will be sent an "Informed Parental Permission for Instruction" form. We need your signed consent before any individualized instruction begins. Thank you!

Sincerely,
Act 89 Staff

Evangelical Lutheran Education Association (ELEA)

Luther Memorial Academy belongs to this national group. We receive the information, benefits, and in-service programs available from them.

Title IX

Luther Memorial Academy adheres to the U.S. Department of Education’s Office for Civil Rights (OCR) which enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The U.S. Equal Employment Opportunity Commission (EEOC)

Luther Memorial Academy relies on the laws to protect employees and job applicants against employment discrimination when it involves: Unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.





LUTHER MEMORIAL ACADEMY

Staff Directory

Administrator Michelle Thom: mthom.lma@gmail.com
Office Manager Amanda Fried: afriedlma@outlook.com

Kindergarten Karen Socash: ksocash1@yahoo.com
1st Grade Katie Romba: katieromba@icloud.com
2nd Grade Beth Keller: bkeller@luthermemorialonline.org
3rd Grade Kim Evans: kevans@luthermemorialonline.org
4th Grade Kevin Ziroli: kziroli@roadrunner.com
5th Grade Rebecca McCormick: rwolford@gmail.com
6th Grade Becky Carey: bcarey@lmaerie.org
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Specials AJ Noyes: ajcnoyes@gmail.com

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