



Dear Parents:

It is with great pleasure that we welcome you and your children to Sienna Lutheran Academy! We are appreciative of the confidence you have shown in allowing us to teach and train your children. We eagerly look forward to partnering with you in educating and enlightening the next generation of young Christian leaders.

The administration, teachers, and staff of SLA value excellence in education and we hold ourselves accountable for a thorough education of the whole child – mind, body, and spirit. Every aspect of our school conveys dedication to excellence: a challenging curriculum; a safe, structured, nurturing learning environment; a desirable student-to-teacher ratio; and new facilities, just to name a few.

We trust that this handbook will help you to better understand our program of quality Christian education at SLA. We encourage you to carefully read and discuss it with your children and welcome the opportunity to answer any questions you might have.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Vasold".

Steve Vasold
Principal

A Christian Academy Dedicated to Excellence

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A Tradition of Excellence

The Wisconsin Evangelical Lutheran Synod (WELS) has a rich tradition of academic excellence in its Pre-School through Grade 12 school system. The WELS has operated *highly regarded schools across the United States, the Caribbean, and elsewhere in the world for over 150 years*. Currently, WELS churches and associations operate 396 early childhood centers, 345 elementary schools, and 26 high schools across the nation.

Sienna Lutheran Academy of Missouri City is a *part of the fourth largest private school system in America*.

The Wisconsin Synod has provided excellent instructors to these schools by training its own teachers since 1884. It is gratifying to report that, on average, students attending WELS schools annually tend to *outperform their peers by a considerable margin on national achievement tests*. We humbly thank God for His blessings upon our schools.

In fall of 2012, Sienna Lutheran Academy moved from its former location in Houston. It brought with it an experienced school that has been in operation since 1971. SLA is proud to continue this rich tradition of academic excellence in the Sienna community!

Statement of Non-Discrimination

Sienna Lutheran Academy prohibits harassment and/or discrimination against a student on the basis of gender, race, color, disability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school.

Philosophy and Mission Statement

Sienna Lutheran Academy's philosophy can be summarized with three words:
FAITH, FAMILY, FUTURE.

FAITH

FAITH ...wisdom...confidence...perseverance...joy...strength of character – such are the inner qualities gleaned from an education that touches not only the mind, but also the heart. SLA is dedicated to enlightening the hearts of its children.

Our commitment, parents, is to assist you in your God-given responsibility to “...bring up children in the training and instruction of the Lord.” (Ephesians 6:4) Christian education is Christ-centered education. The Savior and His love for us are at the heart of all we think, do, and say. Parents and teachers alike have confidence in the Lord's command and promise which says, “Train a child in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6)

Sienna Lutheran Academy is a place where children learn to fold their hands and bow their heads and talk to God. It's a place where the Bible serves as the framework for absolute guidance and truth. It's a place where love for God and His Word are instilled and nurtured in our precious children. It's a place to learn Bible stories and apply them to everyday life. It's a place to mold and shape the hearts and minds of

impressionable children for a life of faith. In short, SLA is a place where children grow in their relationship with the Lord on their journey toward Christian maturity.

FAMILY

Our school is a *FAMILY*. The loving interaction between students and students, staff and students, school and families, supports the goal of raising our children together. A goal that is centered on the love of Christ and the Christian values the adults of tomorrow will take with them. In cooperation with our parents, SLA will provide the knowledge and experience students need to become responsible and caring family members who will be productive citizens and leaders in the technological society of the 21st Century.

FUTURE

It is the educational and spiritual *FUTURE* of the children that we hold in the highest of importance. We look to equip the children for the future so that they may become strong Christian leaders in society. Sienna Lutheran Academy is dedicated to providing excellence in education for all its students. Our highly qualified teachers are committed to achieving this excellence by maintaining high academic standards, a safe, disciplined, nurturing environment, and pro-active home-school communication.

SLA offers a comprehensive and varied curriculum, with all subjects being taught from a distinctively Christian perspective. This challenging curriculum is designed with flexibility to meet the needs of each student as it encourages exploration, critical thinking, problem solving, and sound study habits. The ultimate goal is to cultivate and maximize each student's unique talents and abilities so that he/she will be well equipped to serve as a valuable member of today's society.

At SLA each child's individual interests are encouraged and rewarded. Our instructors tailor their teaching to challenge each student, not to a class average. The diverse learning environment at SLA affords its students the opportunity to grow as scholars, musicians, artists, athletes, leaders, citizens – and most certainly as Christians – all to God's glory.

Our well-rounded curriculum will fully prepare the students for high school and position them to excel in higher education. We also look to the future life and relationship with their Savior. We have the confidence that our future will be reuniting with our Lord in Heaven for eternity.

Mission Statement

Sienna Lutheran Academy exists to *enlighten* and *enrich* its students by providing *excellence* in Christ-centered education.

Mission

Sienna Lutheran Academy will continuously integrate the wisdom of God's Word with the best instructional methods to yield a comprehensive education that enlightens and enriches its students as they grow in mind, body, and spirit. All of SLA's faculty will also continue to grow professionally and strive to provide the students of our congregation and community with a challenging, developmentally-appropriate and balanced curriculum in which all subjects are centered on the timeless truths of the Word of God. Sienna Lutheran Academy is dedicated to offering an education that equips for life and endures for eternity.

Vision Statements

The vision of Sienna Lutheran Academy is to:

- offer students a comprehensive Christian education so that they may be “wise for salvation through faith in Christ Jesus.” (2 Timothy 3:15)
- offer students a comprehensive academic foundation that equips its students to excel in high school and beyond.
- maintain a close working relationship with Christ the Lord Lutheran Church as they carry out their individual, yet united, ministries.
- let its Christian light shine as a permanent fixture in and around the community it serves.
- provide a safe environment and physical buildings and grounds that meet its needs and allow for mission and vision to be carried out.

Objective Statement

Sienna Lutheran Academy will shape students who are responsible to God, to their families, to the community, and to themselves. Our students will become empowered learners prepared to meet and excel in life when confronted with challenges while remaining true to their Christian faith.

Curriculum

The curriculum at Sienna Lutheran seeks to enrich the mind and enlighten the heart through the timeless truths of God’s Word. SLA’s curricular framework is balanced and comprehensive. Its design promotes cognitive growth in all of its objectives, activities, strategies, and resources. The curriculum takes into account the wide range of learning styles of its students, offering flexibility to remediate the struggling student while at the same time enrich the gifted learner. The Sienna Lutheran student will be fully equipped with the tools needed to succeed in and out of the classroom.

Religion

The key component in SLA’s religion curriculum is the Christ-Light series, which presents both Old and New Testament Bible stories in an exciting, colorful, and memorable way. Each lesson has a key truth that is meaningfully discussed and applied to the children’s lives. This comprehensive curriculum gives students a strongly rooted foundation in God’s Word, equipping them to live as children of God. Memorization skills are enhanced as students commit to memory Bible passages. Every Wednesday morning the students gather for a brief children’s devotion in the chapel. Parents and friends are invited to join the students for this devotion. The 7th and 8th grade students will take a two-year doctrine course, with our pastors, which examine the teachings of God’s Word.

Language Arts

A clear understanding of the English language is imperative for success in all areas of the curriculum and everyday life. Sienna Lutheran's language arts curriculum accomplishes this through its integration of reading, phonics programs, writing, spelling, grammar, and oral expression in a sequential and developmentally appropriate order.

- ∴ **READING** – Students develop a love for reading through phonics-based instruction that incorporates thematic units of high quality literature, poetry, short stories, and plays. The curriculum emphasizes listening and comprehension skills, while developing the ability to read critically. It provides opportunities for independent reading that assess the learner's reading comprehension and progress, while stimulating and rewarding the reader.
- ∴ **WRITING** – Students are taught to be proficient writers in a step-by-step composition process that includes phrases, sentences, paragraphs, reports, letters, poetry, journals, and short stories. Grammar is taught and stressed in all writing lessons. Students are encouraged to exercise their free expression in creative writing class.
- ∴ **SPELLING** – The spelling component of the curriculum develops the sound/spelling connection in language, provides dictation practice, and incorporates and reviews vocabulary words in weekly units.
- ∴ **ORAL EXPRESSION** – Students develop public speaking skills through experiences in show-and-tell, oral reports, and class presentations.

Mathematics

A thorough mathematics curriculum is critical for success in our ever-changing world. The traditional math approach at SLA gives students a firm foundation in computation, math concepts, problem solving strategies, and data interpretation. This foundation is constructed through daily instruction and review in a cumulative manner. Ample time is provided to grant individual assistance until the concepts are mastered. The math program is experiential in nature and employs manipulative and real life situations to build mathematical knowledge. Students in the middle school who demonstrate above-average aptitude in mathematics will be placed into an accelerated math program.

Technology

The development and use of modern technology continues to evolve and shape our lives. In order to gain proficiency in this technological age, computer education at SLA begins in first grade. Students are given the opportunity to develop familiarity with the physical structure of computers and with operating various computer programs to supplement cognitive growth. The classrooms have computer equipment, numerous educational software titles, and high-speed Internet access that are utilized in a variety of contexts and disciplines. Educational software programs are incorporated into the curriculum as a way of enriching the overall academic program. Use of the computer is regularly incorporated into the curriculum as a way of enriching the overall academic progress.

Science

The science curriculum at Sienna Lutheran leads children to a greater appreciation of the awe-inspiring world in which they live. By means of textbook investigation, hands-on experimentation, special group projects, and technology-aided presentations, students discover various aspects of physical, earth, and life science. Special emphasis will be placed on developing skills such as observing, comparing, hypothesizing, predicting, measuring, testing, and interpreting.

Social Studies

The scope of study in SLA's social studies curriculum includes exposure to a variety of social science disciplines: world cultures, values and customs, history, geography, sociology, current events, economics, and civics. Instruction and activities in these areas are structured to help young students develop skills such as critical thinking, decision-making, cause-and-effect relationships, and reading charts, maps, and graphs. This curriculum aspires to give students the necessary tools to be active, well-adjusted citizens and leaders in today's world.

Music

SLA's music program contains the integrated components of music theory, voice development, and music appreciation. Basic elements such as notation, rhythm, and music terminology prepare the children to read music and explore musical instruments. Vocal skills are developed through pitch exploration, ear training, and daily classroom singing. Students are introduced to famous composers and some of their works. In an effort to showcase the musical talents and accomplishments of our young musicians, several public performances are planned throughout the year. Individual piano and instrumental lessons are offered through various teachers. Future plans include the formation of a SLA band.

Art

Concepts such as line, shape, form, color, pattern, design, and composition are developed in an art curriculum that allows children to express their creativity and discover their talents. Young artists learn to value not only the product, but also the process. The children also enjoy exposure to well-known artists, their unique styles, and classical works. Other goals include development of fine motor skills, improvement of hand-eye coordination, and experiences in collaborative learning. School Art Fairs will allow the children to receive recognition for their favorite "masterpieces."

Physical Education

The goals of SLA's physical education program include: instruction in the rules, skills, and strategies of team and individual sports; physical fitness and cardiovascular development; practical experiences in leadership, teamwork, and sportsmanship; and development of a positive self-image in a safe, structured environment. Expectations include participation in all games and activities, respect for peers and instructors, proper care of equipment, and cooperation.

The P.E. program is designed to enable each child to achieve success while developing an interest in life-long physical activity. Participation in P.E. for students with medical problems or physical limitations will be modified as needed.

Extra-curricular Activities

SLA Children's Choir

Children will be able to further their musical interests through membership in the SLA Children's Choir. The children will be able to participate in such services as graduation, the Christmas Eve Service, and periodically throughout the year on Sunday mornings. Students in grades four through eight have the opportunity to participate in the extra-curricular group called the Sienna Singers.

Drama Program

Students in all grades have the opportunity to stage their talents with the production of plays and musicals at the end of the year. Whether it is acting, singing, dancing, or working behind the scenes, the young performers will reap many benefits from their involvement in theater while at the same time delighting appreciative audiences.

Athletics

In our athletic program, our coaches encourage students to develop personal commitment, teamwork, and good sportsmanship. Sienna Lutheran offers organized after-school athletic programs including soccer, basketball, volleyball and track to help young, aspiring athletes learn the rules and develop their skills. Active participation in athletics strengthens friendships, enhances teambuilding skills, improves coordination and strength, and promotes physical well-being. The children ultimately learn to view sports competition as both fun and rewarding. Dates and times are released seasonally. As SLA grows and expands, the athletic program will also grow, thereby offering additional sports in years to come.

Faculty

The dedication, professionalism, and training of any school's faculty are determining factors in assessing the degree of excellence of that educational institution. In order to facilitate the exceptional academic quality for which SLA was established, SLA's teachers possess at minimum a Bachelor of Science in Education degree. All traditional four or five-year graduates from Martin Luther College are WELS synodically certified. Additionally, in order to ensure staff expertise in a broad sphere of disciplines, teachers are encouraged to earn advanced specialist degrees in areas of interest, attend professional development seminars and workshops or seek enrollment in a post graduate program at an accredited university.

Learning Environment

Respect and seriousness of purpose characterize the classroom environment at the Academy. The SLA code of conduct promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. This learning atmosphere is relaxed but orderly – a place where instruction can take place and the joy of academic accomplishment can be experienced. Classrooms that are quiet and conducive to learning are the norm. Students are asked to raise their hands and wait for the teacher to call on them before

giving an answer. As a mark of respect, students will be taught how to greet adults properly. They will learn to look classroom guests in the eye and give a proper response. In maintaining structured, disciplined classrooms, the teachers provide an educational setting where children can focus more readily, apply themselves better, and realize greater success in their quest to learn. Student/teacher ratio in each classroom will be set so that effective classroom instruction and appropriate supervision will be maintained. Each classroom size is less than the maximum allowed by the state of Texas.

Discipline

In keeping with SLA's mission to develop Christian character and instill self-discipline, faculty and staff members strive to clearly communicate all school rules and classroom guidelines regarding student conduct. These rules and guidelines are shared with the parents at the start of the school year. Conformity to these rules is expected at all times, whether in the classroom, on the playground, or elsewhere on the school campus. Students are expected to follow these rules out of love for God, respect for their teachers, and consideration for their fellow students.

The staff assumes the role of parent when the children are left under their care each day. The Principal and teachers use their discretion whenever discipline is deemed necessary. Parents can rest assured that all discipline is carried out in the spirit of Christian love by teachers who genuinely care about each child. Discipline comes from the word "disciple" – to teach. Discipline is our way of teaching children to make proper choices. Discipline, then, is viewed not as punishment, but loving correction. No form of physical, corporal, or emotionally abusive disciplinary measures are used at any time.

Discipline is administered for the following unacceptable behaviors and may lead to suspension and or other disciplinary action:

- Being disrespectful, rude, disobedient to school personnel
- Using inappropriate, vulgar, or obscene language
- Stealing or possessing items not belonging to you
- Violation of dress code
- Failing to complete assigned school work
- Tardiness (4 or more per quarter)
- Cheating/plagiarizing on tests or homework
- Harassment of fellow students
- Vandalizing/defacing school property (parents will be financially liable)
- Leaving class/school without permission
- Attitude and examples, which are detrimental to the welfare of other students
- Gambling
- Possession of water pistols, toy guns, knives, radios, electronic games, iPods, CD players, pagers, cell phones, etc. Any electronic equipment brought onto campus by students is subject to confiscation. We encourage students to keep cell phones at home and use the school phones when a call needs to be made. If cell phones are brought to school, they are to be left in the student's school bag and kept on silent. Cell phones may be used after school with the permission of a staff member.

Disciplinary Procedures

In the event that a student fails to observe the rules and guidelines of Sienna Lutheran, a discipline process is initiated as follows:

1. The infraction is brought to the student's attention.
2. The incident is documented by the teacher.
3. By means of personal counseling, the teacher and student work together to achieve resolution. This may result temporarily in extra duties or the loss of privileges for the student. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child.
4. Parents may receive a phone call, hand-written note, or e-mail message from the teacher indicating concern for the student's behavior and inviting parental involvement.
5. Ongoing infractions may result in student conferences with the principal.
6. Ongoing or aggravated infractions may result in student conferences with the principal.
7. A teacher or administrator may request a parent conference in which behavioral issues are identified and solutions are discussed.
8. A student can be placed on probation for repeated violations. The student will remain on probation status until the next marking period or one month – whichever is longer.
9. A student may be suspended for continued violations of school rules. The types and quantity of violations are taken into consideration. A suspension may be 1, 3, or 5 days and may be served at home or in the school as directed by the administration.
10. If a student persists in his/her lack of cooperation as indicated by an unwilling spirit, rebellious behavior, or unacceptable attitude, the parents will be asked to withdraw the child.

Parents with questions or concerns about disciplinary actions should address them to the principal. The principal will then decide on the proper course of action; whether that is through counseling, scheduling a meeting with the teacher, or referral to the Board of Education.

As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interests of the child.

Disciplinary procedures for unacceptable/inappropriate behavior by students may include, but are not limited to:

::: TEACHERS

- Warning/counseling
- Time Out
- Recess detention
- Contacting parent
- After school detention
- Extra assignments
- Referring students to administration

::: ADMINISTRATION

Students referred to school administration may be disciplined by:

- Warning/counseling
- Parent conferences

- Action taken will be commensurate with the offense and in accordance with the physical development of the student involved. Examples include, but are not limited to:
 - In-school suspension
 - Out-of-school suspension
 - Probation
 - Loss of privilege to take part in extra-curricular activities
 - Recommendation for Alternative School

After-School Detention

It is important for students to accept responsibility for their actions. The purpose of after school detention is to correct minor behavior problems. Detention notices are given to the students to take home to their parents. We realize that students may unwillingly misplace or forget to take the notice home, so we will make reasonable efforts in following up with a phone call.

In looking at a student's past behavior and facts of an incident, the Principal may assign a different penalty. The number days of detention will increase for repeated offenses. The Principal, after consultation with the teacher has the final decision for disciplinary action. School community services may be substituted for detention in some instances.

Detention will be assigned for the following infractions - as deemed necessary:

1. Habitual refusal or failure to do homework.
2. Habitual refusal or failure to do class work.
3. Infractions of the teacher's code of conduct and classroom policy.
4. Excessive tardiness
5. Failure to abide by school policies and procedures (dress code, etc.)

Disciplinary Probation

Under certain circumstances, a student's behavior may warrant a more severe disciplinary intervention. Probation is intended to serve as a formal and serious warning to the student and his parents. During the probationary period the student must be all the more intent upon improving his conduct. It is also a period during which a student violating school rules is subject to further disciplinary action. All decisions regarding probation are at the discretion of the Principal. At the discretion of the Principal, probationary status may include one or more sanctions such as restriction of participation in school activities and/or other privileges.

Conditions:

- A student can be placed on probation for repeated violations
- Student progress will be reviewed periodically
- Disciplinary probation can be started at any time during the school year
- Parent cooperation is expected in monitoring concerns
- Duration of the Probationary status will be a minimum of one marking period
- Both student and parents must meet school recommendations
- Student failure to improve conduct may result in a recommendation for alternative schooling.

Suspension and Expulsion Policy

In-School Suspension (ISS) –The Principal may institute an ISS for discipline purposes. The student will be placed in a physical setting where there will be appropriate supervision by a designated person. Any disruption by the student in this setting will result in the student being sent home.

Out-of School Suspension (OSS) – The Principal may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specified class or classes.

The following infractions shall result in suspension or expulsion:

- Fighting/assault. It takes two to fight and both will be disciplined.
- Possession of tobacco, tobacco products, drugs or alcohol (Note: A second offense may lead to expulsion).
- The possession or use of firearms, weapons, or explosives will be referred to the Board of Education for immediate expulsion and notification of the proper authorities.

Grievance Procedure

Sienna Lutheran Academy Administration and Teachers and school staff work very hard to maintain an environment that nurtures academic excellence for our students. Differences of opinions need not create a divisive relationship between school and home. For the sake of the children, there is a mutual benefit if these differences can be resolved through communication and understanding.

To work towards this common goal, the following procedure is recommended:

1. Maintaining a calm and respectful attitude that will set a tone where real listening can occur and understanding can emerge.
2. Parents or students with grievances or concerns regarding general school policies or procedures should set up a meeting with the Principal to discuss these items of concern. The Principal will then decide on the proper course of action; whether that is through counseling, scheduling a meeting with a teacher, or referral to the Board of Education. Concerns regarding your child's academic performance should be brought to his/her classroom teacher through a scheduled appointment.
3. If the matter is between the home and the Principal, a conference with the Principal is the appropriate starting point. If satisfaction is not accomplished, then the matter may then be referred to the Pastor and/or Board of Education of Sienna Lutheran Academy.

Home/School Communication

SLA desires to build a culture where parents and teachers join hands as partners in providing the finest education possible for the young people entrusted to their care. To that end, the staff of SLA is truly committed to maintaining open channels of communication with the parents and or guardians of our

students. The following list outlines some of the important avenues designed to promote efficient and effective home/school communication:

Parent-Teacher Conferences

Following the 1st and 3rd grading periods, parents are scheduled to meet with the teacher in a 20-minute conference. Discussion items include the child's academic progress, school disposition, and interaction with teacher and classmates.

Teacher Availability

If at any time during the school year parents have questions concerning their child's progress or behavior, they are encouraged to call the teacher and arrange a mutually convenient time to meet. This may be accomplished by stopping by or calling the school office or e-mailing the teacher. The teachers will make every effort to return your call or respond to your e-mail no later than the following day.

Classroom Visitation

As part of SLA's open-door policy, parents are welcome to visit their child's classroom and see education in action. Parents may participate in the classroom activities or just come and observe. Prior to the visit, arrangements should be made with the teacher for the best time to visit so that the teacher may prepare ways to involve the parent during the visit. Upon arrival at school, parents will sign in and obtain a guest pass from the school office.

Volunteering

Parents are welcome to volunteer at Sienna Lutheran Academy. Opportunities are plentiful. Whether it's one day a month or one day a year, please consider reading a story, assisting with a small group, helping with a project, singing a song, manning the computer, or just being an extra pair of hands. Your presence enhances your life, your child's life, and our educational program as well. If interested, please contact the school office for orientation. At all times we keep the safety of our students at the forefront of our minds. Therefore, all volunteers must participate in a volunteer orientation meeting as well as submit to a background check.

Weekly Teacher News

Each week a note is sent home to inform parents of curriculum units being introduced, projects students are working on, areas of school work where parents can assist their children, and/or upcoming events. Additionally, student work is saved and sent home at the time specified by your child's teacher, so that parents are aware of their child's overall performance. Parent comments or questions are always welcomed.

Student Weekly Progress Report

A weekly student progress report may be started after a conference with the parent has deemed it necessary to assist a student with areas of concerns. This progress report is not a report card. Its purpose is to inform the student and his parents of the student's scholastic progress, homework completion and quality, test results, and or conduct.

Admission Guidelines

- Our advanced curriculum is geared for average to above-average students.
- All students will be given an evaluation prior to being admitted.
- Enrollment is based on availability, past academic and behavior reports, and screening results.
- Students will be placed in the grade level that corresponds with their chronological age using September 1st as the cut-off date.
- Sienna Lutheran Academy practices a non-discrimination enrollment policy.

In order for a student to be admitted to the Academy, the following must take place:

- Parents submit the SLA Enrollment Application form with the application fee.
- The Principal arranges a meeting with the parents to explain SLA's educational program/student expectations.
- An appointment is made for a student screening. The child is evaluated in several readiness areas: language and communication development, willingness to learn, maturity, social skills, conduct, manual dexterity, and general academic knowledge.
- Previous progress reports, school records, standardized test results, and birth certificate are submitted by the parents for review.
- Results of these combined evaluations determine eligibility.
- An enrollment decision is made and communicated to the parents.

Upon acceptance, parents submit the supply fee, their child's updated immunization and health examination records, and sign the tuition contract. Because the Academy maintains high standards and expectations, re-enrollment in succeeding years is based on student achievement, attitude, and parental support.

Tuition and Fees

Sienna Lutheran Academy is a non-profit organization. It is not our intention or policy to realize financial gain from our institution. Our tuition fees are needed to maintain our facilities and offer the level of educational excellence (low student-teacher ratio, facility maintenance and equipment) that is part of our philosophy of education.

Specific information pertaining to registration, tuition, and other related fees and schedules are established yearly and included in the enrollment package.

General Guidelines are as follows:

- An application fee is paid at the time of enrollment to secure your child's placement.
- A registration fee is paid when the child is accepted. This fee covers books, classroom supplies, technology, field trips, etc.
- Three tuition payment plans are available: annually, bi-annually, or monthly. If the monthly payment plan is the preferred plan, we will set up a plan using FACTS Tuition Management to help in the payment process.
- The costs for extended care, hot lunch, uniforms, athletics, and transportation are not covered by the registration or tuition fees.
- All payments are non-refundable.

Arrival and Dismissal

- SLA's office hours are from 7:45 a.m. to 4:00 p.m.
- Classes begin promptly each day at 8:00 a.m. and conclude at 3:20 p.m.
- Parents are asked to use the designated parent drop-off/pick-up area in the front of school upon both arrival and dismissal each day.
- All parents, regardless of your child's grade level, must be out of the classroom building five minutes before the school day begins.
- Classroom doors open each morning at 7:30. Students who arrive before 7:30 a.m. are to report to Extended Care.
- At the end of the school day, under teacher supervision, students will be waiting to be picked up at designated areas between 3:20 p.m. and 3:40 p.m. Students who are not picked up by 3:40 p.m. will be escorted to Extended Care.
- To ensure their safety, children who walk to school should do so under adult supervision.
- SLA maintains a closed campus. Children may not leave the school grounds of their own volition at any time during the school day. School policy and the safety of our children dictate that the teachers know where the children are at all times.

Attendance

Regular school attendance is both a right and responsibility of the parent and student. SLA recognizes that consistent school attendance is essential for academic success and that all absences affect learning. Therefore a Comprehensive Student Attendance Policy has been developed to meet the following objectives:

- To raise student achievement and to close gaps in student performance.
- To identify attendance patterns in order to design attendance improvement efforts
- To know the whereabouts of every student for safety and other reasons
- To verify that individual students are complying with education laws relating to compulsory attendance.

A student must be in school for 90% of the school year to receive credit for the school year. The Board of Education reserves the right to investigate any case to determine extenuating circumstances that may allow for an exception to be made.

Half-Day Absence: (A) Students arriving at school after 9:15 a.m. without pre-approval by the principal at least one day in advance are charged with a half-day absence. (B) Students leaving school after 12:00 noon without pre-approval by the principal at least one day in advance are charged with a half-day absence.

Full-Day Absence: Students leaving school before 12:00 noon or arriving to school after 12:00 noon are charged with a full-day absence.

A parent or guardian is required to call the office by 9:15 when a student is absent (unless an advanced absence notice has been submitted).

Students must be in school the entire day to participate in extra-curricular activities. Exceptions are made for pre-approved scheduled appointments.

Reporting Absences

The school office must be notified by telephone no later than 9:15 a.m. if your child will be absent from school. When a student returns to school after an absence, he/she must bring a parent written note citing the reason for the absence.

Arriving Late

When a child arrives late to school in the morning, parents are asked to accompany the child to the office and sign him/her in. Children who arrive late will be escorted to their rooms by a staff member.

Leaving Early

Students leaving early must check out through the office. The office calls the student out of class when the parent arrives. Whenever possible, the school requests that every effort be made to schedule appointments during non-school hours or on days when school is not in session. Parents should seriously consider all of the educational, social, and psychological pros and cons of habitually removing their child(ren) from school early. Attendance of less than 4 ½ hours during a school day constitutes an absence.

Kinds of Absences

1. Excused Absences

- Personal illness: Students missing 3 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
- Illness in the immediate family requiring the student to be at home
- Death in the Family
- Scheduled Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment must be submitted to the school secretary.
- Quarantine
- Court appearance
- Observance of religious holiday
- Immunization
- School-sponsored event or activity previously approved
- Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal or designee. Parents must submit documentation related to the condition.

2. Unexcused Absences – Any absence that does not fall into one of the above excused absence categories will be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits the required documentation as specified above. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences may include:

- Absences due to personal services, local non-school events, programs or sporting activities.
- Absences due to older students providing day care services for siblings.
- Absences due to non-compliance with immunization requirements (unless lawfully exempted).

Students will be required to make up work after school for unexcused absences and a grade of “I” will be given for those assignments. Three or more unexcused absences per quarter will result in an in-school suspension. Five or more unexcused absences per quarter are considered “excessive” and will result in a one day out of school suspension.

3. Truancies – Absences without parent permission. Any student who has missed ten days or any segment of a day within a six-month period, or if a child has missed three days or more or any segment of a day within a four-week period is in violation of the truancy law of Texas.

Make-up Work

Teachers will allow students to make up and receive a grade for tests and assignments missed during excused absences. Students are to have one day to make up work for every day of excused absence. Students are required to make-up work for unexcused absences, truancies, or suspensions.

Parents can request make-up schoolwork for their child through the office on the second day of absence.

We appreciate the support of our parents and guardians in helping our students achieve this goal.

Tardiness

Students are expected to be on time and have transportation arrangements that will guarantee their punctuality.

- When tardy, students must report immediately upon arrival to the school office and be signed in by the adult guardian to receive a tardy pass.
- When a student in grades 3-8 is tardy 4 times in a quarter, it will result in a detention.
- When a student in grades 3-8 is tardy 6 times in a quarter, it will result in a parent meeting with the principal and a detention.
- When a student in grades 3-8 is tardy 9 times in a quarter, it will result in an in-school suspension.
- Students in Kindergarten – 2nd grade will receive a note home after the 4th tardy of the quarter. There will be a parent meeting with the principal for the 6th and 9th tardy of the quarter.

Dress Code

It is important that all children come to school neat, clean, and well groomed. As Christians, we recognize that our bodies are temples of the Holy Spirit and what we wear is a reflection of who we are. The following guidelines have been established to promote a Christ-centered atmosphere at Sienna Lutheran Academy.

The SLA uniform apparel listed below is manufactured by Parker School Uniforms. All polos, shirts, sweatshirts, and fleece pullovers must be purchased directly from the Parker company. Pants, shorts, capris, skorts, and skirts may be purchased from Parker School Uniforms, or the school uniform sections of Target or Wal-Mart. The Parker store that carries our monogrammed items is located at 4630 Highway 6 South, Sugar Land, TX. It is located at the corner of Highway 6 and Dulles Ave. No cargo shorts/pants are allowed, and they must be the khaki, tan color. They may wear jackets and other sweatshirts when they go outside if the weather is cooler.

Monday, Tuesday, Thursday, and Friday Dress Code

Boys:

- SLA polo shirt or button-down shirt
- Khaki shorts or pants
- SLA sweatshirt or fleece pullover may be worn over polos and dress shirts

Girls:

- SLA polo shirt or button-down shirt
- Khaki shorts, pants, capris, skorts, or skirts
- SLA sweatshirt or fleece pullover may be worn over polos and dress shirts

Wednesday Dress Code

Boys:

- SLA button-down shirt
- Khaki shorts or pants

Girls:

- SLA button-down shirt
- Khaki shorts, pants, capri, skorts, or skirts

Hair

- Hair must be neat, clean, well-groomed, and kept out of the eyes.
- No extreme cuts, sculpted designs or colors different from natural hair color will be allowed.
- Boys' hair must be above the eyebrows, above the middle of the ears, and above the top collar of a shirt when combed straight down.
- Facial hair is not permitted.

Other

- No tattoos, decals, pencil or pen markings on the body will be allowed.
- Sunglasses, head coverings, caps, hats, chains, and pocket chains are not allowed.

- All pants must be worn at the waist.
- Brown or black belt must be worn when the bottoms have loops.
- Shirts and polos must be tucked in.
- Non-SLA monogrammed sweatshirts and jackets may be worn to and from school and outside for break time. They must be removed when class begins.
- Girls may wear white or navy blue leggings under their shorts, skirts, or skorts when the weather turns cold.

Earrings and Jewelry

- Girls may wear earrings. However, cartilage ear piercing, body piercing, and facial piercing are not allowed.
- Jewelry must not be worn in excess.
- Dangle or hoop earrings are not permitted.
- Boys are not allowed to wear earrings.

Shoes

- All students must wear footwear that will ensure safety on the playground. Athletic shoes or other shoes with laces or Velcro are permitted.
- Sandals, plastic shoes, and high heels are not allowed.
- Socks are required at all times and should be white, brown, or black.

Christian T-Shirt Days

- All students may wear a t-shirt with a Christian theme on designated days throughout the year.

Extended Care

Before School

Sienna Lutheran provides supervised care for students before school beginning at 7:00 a.m. Students may use this time to read, review assignments, watch a video, or eat a light breakfast (provided by the parents). Students are escorted to their respective classrooms at 7:30 a.m.

After School

The Sienna Lutheran Academy after school program operates from 3:40-6:00 p.m. and is designed to provide children of working parents, or those who have a late afternoon commitment with a safe, caring and enriching environment. Cost specifics are cited on the After School Program Handout.

The schedule provides opportunities for homework completion and/or other class projects, outdoor play, puzzles and board games, group activities, videos, and quiet time. Extended Care is available only on days when school is in session.

Field Trips

Field trips are planned during the school year to enrich experiences for the children and expand their educational horizons. Careful thought goes into planning each activity to ensure its educational value and the safety of the children. Examples include trips to theaters, farms, museums, the local library and other special events. These educational trips are planned as a supplement to our curriculum; therefore, all pupils are expected to attend such trips as part of the regular school day. Attendance is taken for field trips and recorded accordingly on report cards.

Parent volunteers are needed to assist with student supervision; consequently, all volunteers must adhere to all school policies and are under the direct authority of the classroom teacher. Students must travel to field trip location on transportation provided by Sienna Lutheran Academy or with their own parents. Trip information and permission slips are sent home to the parents prior to each trip.

Grading / Honor Roll

Assessing student progress is perhaps the most critical element of the teaching process. Accurate evaluation of learning directs and guides teaching. Teachers engage in daily on-going assessment of student's understanding and proficiency as the basis for choosing and moving into the next instructional sequence.

To communicate student progress to parents formally, teachers assess student performance during a span of specified time.

Weekly Progress Reports

Teachers can initiate the weekly progress report for students of concern or at risk. Parents may also request that a weekly progress report be implemented. This will help parents keep a pulse on their child's educational growth, effort, and conduct. The weekly progress report will be sent home each Friday. Part of the value of the progress report is that they help prevent any "surprises" at report card time. Parents are to ask the child for the progress report. Parents should contact the school office if they have not received the weekly progress report once it has been started.

Report Cards

Student progress is graded and officially recorded on the quarterly report card. The report card is sent home three days following the culmination of each grading period.

Grading

All grades are reported as letter grades except for Kindergarten and first grade. It is not enough to compare performance among students. Consideration is given to achievement in relationship to ability. Students should be rewarded if they are performing at a level that is commensurate with or above their expected range of achievement.

Daily preparation of homework and class participation is also taken into account. Demonstrated understanding of the assignment and careful thought should be part of written work. Test results are also weighed into the student grade.

Kindergarten – 1st Grade

1	2	3	4	5	*
Beginning-----	Developing-----		Proficient		Not yet assessed

Grades 2 – 8

A	100-95	4.00	B-	86-85	2.67	D+	76-74	1.33	
A-	94-93	3.67	C+	84-82	2.33	D	73-72	1.00	
B+	92-90	3.33	C	81-79	2.00	D-	71-70	0.67	
B	89-87	3.00	C-	78-77	1.67	F	69 or below		
							I	Incomplete Work	

Honor Roll

As a way of recognizing superior academic effort, achievement, and excellence, SLA maintains an Honor and High Honor Roll. Honor Roll is based on the grades obtained in the core academic subjects and are weighted accordingly. Honor Roll commendation also serves as an excellent means of motivating students to do their very best at all times. The following criteria are used for Honor Roll distinction:

GRADE LEVELS – 4th-8th
HIGH HONOR ROLL – 3.76 to 4.0 GPA
HONOR ROLL – 3.5 to 3.75 GPA

Standardized Testing

Each fall standardized achievement tests are administered to the students in grades 2 and up. These tests compare our students with national averages using percentiles and grade placement equivalents. They are useful in evaluating strengths and areas requiring further development in the curriculum. This serves to foster change and improvement. To a degree, achievement tests can be helpful in measuring each child's academic progress over the past year.

Health and Safety

“Emergencies present themselves without announcement.”

First Aid and CPR Certification

No one can know when CPR will be needed, but it's a skill that can be the difference between life and death. All SLA faculty and staff are CPR and First Aid Certified and meet American Red Cross and American Heart Association recommendations. Knowledge obtained through these courses permits SLA faculty and staff to be ready to handle emergencies due to sudden illness or injury to students.

Immunizations and Health Forms

SLA requires that all students have the necessary forms on file by the first day of class. Students cannot begin classes at Sienna Lutheran without a current, completed physical exam form and proper documentation of up-to-date immunizations. Forms are available from your doctor. Physical exams are valid for two years. An emergency card, filled out at registration time, is also required of each student.

Emergencies

Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (i.e., unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parents. In case of an accident or illness where immediate emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parents to arrange transportation home. Likewise, if a child shows symptoms of illness during the day, the child will be isolated and the parents will be called.

Parents, please remember that the school must be able to reach you at all times. If neither parent can be reached at home, work, or cell, the emergency contacts listed on the child's emergency card will be phoned and asked to pick up the child.

Minor Accidents

All minor accidents – cuts, scratches, bumps, and bites are given First Aid treatment and recorded on the Incident/Accident Report. Administration is informed and parents and/or emergency contact person is notified of injury.

Serious Injury

If your child suffers a serious injury, procedures as outlined in the Safety and Emergency Management Plan will be initiated. The school will call 911 followed by the parents; provide First Aid until help arrives; and determine who will accompany the injured student to the hospital. An Incident/Accident Report form will be completed describing the nature and extent of the injury.

All Head Injuries Will Be Reported To Parents.

Medication

Medication which is prescribed by a physician may be administered to the student if failure to take such medication during the school day jeopardizes a student's health.

An Authorization to Administer Oral Medication form shall be completed by the parent or legal guardian before any prescription medication is administered by an authorized person. Any change in dosage or directions will require completion of a new authorization by the parent. A physician's signature will be required if the prescription date is more than 12 days old.

Safety and Emergency Management Plan

A Sienna Lutheran Academy Safety and Emergency Management Plan has been formulated in the event of an external threat to its students, teachers, staff and/or physical plant. This multi-hazard evacuation plan

shall encompass, but not be limited to, evacuations for fires, hurricanes, tornadoes, and other hazardous storms or disasters in which serious bodily injury might occur, hostage siege, terrorist activities, and bomb threats, etc. The Safety and Emergency Management Plan shall be reviewed annually and updated as needed.

The Safety and Emergency Management guide will assist teachers, school administrators and others in preparing for, responding to, and recovering from emergency incidents on school grounds.

Severe Weather

Whenever possible the designated person will inform faculty and staff of weather warnings. A severe weather warning is made when the weather service announces a severe weather watch for the area.

Unless otherwise notified by Sienna Lutheran Academy or the media, SLA will follow the Fort Bend ISD's announcement regarding school closures and openings.

Emergency Evacuation Drills and Reporting

In compliance with state regulations, evacuation drills are performed once a month. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

Homework

Homework is a valuable part of the educational experience - an extension and enrichment of the material taught in the classroom. It is the link between one lesson and the next. The benefits of homework can be summarized as follows. Homework:

- Reinforces skills taught previously in the classroom
- Prepares students for new information
- Promotes creative thinking and independent research
- Communicates with parents the ongoing classroom learning
- Instills a sense of responsibility and personal accountability
- Helps to develop productive study habits and self-discipline

Parents should help their child set aside a quiet place and regular time for study each evening. Additionally, parents are encouraged to monitor their child's homework. Scheduling a quiet reading time and limiting television viewing will also help to improve overall school performance.

Parents who find that their child consistently has no homework, spends an inordinate amount of time on homework assignments, or is experiencing difficulty, should feel free to contact his/her teacher.

Lunch and Snacks

Lunch

Students may bring a lunch from home or buy the catered meal in the cafeteria. The catered meal menu is posted and available to families at the beginning of the month. Parents wishing to purchase the catered meals must pay for them a month in advance. If a lunch is brought from home, the parents and students are responsible for the proper care of that food.

Parents who bring lunch for their child, must do so before the child's scheduled lunch time and drop it off in the kitchen. It is preferred that lunches are sent with the child to school rather than at the time of your child's lunch period. Soda is not allowed.

Snack Break

At the start of each morning recess, the children will have a short snack break. Parents are encouraged to send along nutritious, low-sugar light snacks. Students in Extended Care may also bring along snacks to eat before or after school. Soda is not allowed.

Parties

Many of the parents like to bring refreshments on their child's birthday. This may be done with prior approval from the classroom teacher. Because of time constraints, birthday celebrations at school should be kept short and simple and cannot be spontaneous. A good time to do this is right after the lunch period, if possible or when suggested by the teacher. Additionally, if invitations for parties are handed out at school, everyone in the class must be invited.

Telephone

Children are not allowed to use the office phone except in cases of emergency or unforeseen circumstances, and only with the permission of a teacher. Cell phones tend to serve as a disruption and should be left at home. In the event a student's cell phone is seen or rings during the school day, it will be confiscated and given to the parents. If it happens twice it will be confiscated and given to the principal. If it happens a third time, the cell phone will be confiscated and held indefinitely by the principal until a parent/teacher/principal meeting can take place, at which time a decision about the cell phone and student will be made.

Tutoring

Students who have been absent, need remedial help, or seek enrichment activities are provided individualized and group tutoring assistance during the school day by their teacher and classroom paraeducator.

After-school tutoring for middle school students who need additional help – as determined by the teacher- is also available Monday, Tuesday and Thursday and Friday until 3:45 p.m. There is no charge for this service.

Paid tutoring for students desiring additional help is available after 3:45 p.m. Appointments and payment arrangements can be made directly with the teacher. To prevent feelings of favoritism, teachers cannot tutor their own students for payment.