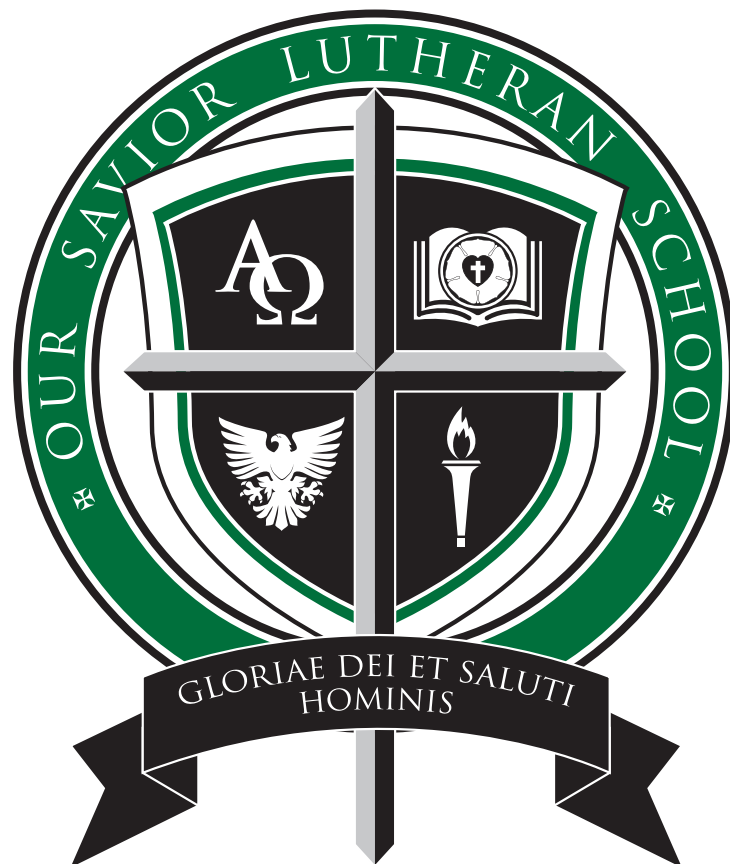


# **OUR SAVIOR LUTHERAN SCHOOL**

## **PARENT HANDBOOK**



**Serving Families for Jesus Christ**

## CHRISTIAN BEHAVIOR PLEDGE

We agree to do our part in preventing bullying at our school. We believe it is the equal right of everyone to enjoy our school and to have the confidence that it is a place where all will feel safe, secure, and accepted regardless of color, race, gender, age, popularity, God-given abilities, intelligence, religion, and nationality.

Bullying is a repeated behavior of pushing, shoving, hitting, spitting, as well as name calling, teasing, picking on, making fun of, laughing at, or deliberately excluding someone from any school activity. (Please review pages 2 and 3 of our Anti-Bullying Policy) Bullying causes pain and stress to victims. Bullying is not Christ-like nor acceptable behavior for His people.

*As parents/guardians, we pledge to:*

1. Keep ourselves and our children informed and aware of the anti-bullying policies and procedures of the school.
2. Work in partnership with the school to encourage positive behavior, valuing differences, and sensitivity to our brothers and sisters in Christ.
3. Discuss regularly with our children their feelings about school, friendships, and relationships.
4. Inform school/church staff of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert the teaching staff and administration when a pattern of negative behavior towards a child(ren) has occurred.
6. Understand that there are always two sides to every story and depend on the administration and staff to investigate fully any reports.

*As a Student, I pledge to:*

1. Learn about and fully understand my school's Anti-Bullying Policy.
2. Demonstrate the love of Jesus Christ, my Savior to my fellow students, parents, and school staff.
3. Talk with my parents about my feelings about school, friendships, and classmates.
4. Tell my parents or teachers or principal when I believe bullying is taking place.

By signing below, we, the parents and student, agree to stand by the above pledges and to do our part in preventing bullying at Our Savior Lutheran School.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Printed Name

Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

Date \_\_\_\_\_

Our Savior Lutheran School  
Our Savior Lutheran Church  
Our Savior Lutheran School Fax Number  
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## **STATEMENT OF PHILOSOPHY**

Our Savior Lutheran Church has established its parish school as a necessary result of our faith in Jesus Christ as Savior and Lord. We fully agree with Dr. Martin Luther who affirmed: "I am much afraid that schools will prove to be the great gates of hell unless they diligently labor in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise no one to place his child where the Scriptures do not reign paramount. Every institution in which men are not increasingly occupied with the Word of God must be corrupt."

We believe that Jesus Christ is of crucial importance for every part of our lives. Since "The fear of the Lord is the beginning of wisdom." (Proverbs 9:10), any perception of reality which is not centered in Christ and His cross is fatally flawed. Any attempt at education which does not consistently reflect a Christian world view is inaccurate and inadequate. We seek the integration of faith and learning so that our students may come to recognize that all truth, in every subject, is God's truth. We renounce the false separation between secular and sacred truth. The facts of science and mathematics, the order of grammar and syntax, the beauty of literature, art and music, the great characters and events of history, all belong to and flow from the God who created and preserves the universe, and who directs the course of all things.

We acknowledge the prophetic and apostolic Scriptures of the Old and New Testaments as the verbally inspired and inerrant Word of God. We are firmly convinced that the confessional writings of the Lutheran Church, contained in the Book of Concord, and the historic doctrinal position of the Lutheran Church-Missouri Synod offer faithful testimony to the truth of Scripture. All teaching within our congregation and its school must be consistent with this doctrinal standard. All those who serve the Lord as pastors and teachers in this congregation and its school must be willing to personally confess these doctrines as their own and publicly pledge their unconditional allegiance to them.

Our school exists to assist and support the parents of our congregation in rearing their children in "the nurture and admonition of the Lord." (Ephesians 6:4) and to reach out in the name of Christ to the families of our community with the precious Gospel of salvation. The school exists as a mission arm of the church with the deliberate goal of bringing people into the family of believers and active participation in the life of the congregation. Thus the school program must remain an integral part of the overall program of the parish, coordinating its activities and involving its faculty and students in other church functions whenever possible.

We believe that each and every one of our students is a precious child of God, whom the Lord loves and for whom the Lord Jesus died on the cross. We are therefore resolved to encourage, challenge, and stimulate each of our students to make the best possible use of the physical, intellectual, aesthetic, social, and spiritual talents and abilities which God has given them. Nothing less than excellence is acceptable in our ministry of Christian education. Each student must be offered every opportunity to excel in spiritual growth, academic studies, athletic competition, artistic performance, and social development in a manner appropriate to their age and individual ability level. This commitment to excellence requires the maintenance of high academic standards and expectations and the consistent application of a firm, Biblically based system of discipline.

As a result of this Biblical theological position, Our Savior educates in the classical tradition. This means that Our Savior employs time-honored and proven techniques and methods used by educators for millennia. Our Savior looks to a proven tradition of excellence in education inherited from the great Western cultures of antiquity and refined and preserved through the ages.

It also means that Our Savior places the highest value on the *content* of our curriculum, not simply the method of teaching. We seek to present the good, true, and beautiful to our students in every aspect of our curriculum and inspire a life long appreciation for the same. The great works of Western literature are used to teach reading and writing. History comes alive as our students are immersed in the history of the Bible, the Greeks, Rome, the Middle Ages, the Renaissance, the age of discovery, the United States, and Texas. History is integrated and aligned with the curriculums in literature, art, music, and other classes. Not only do students study the history of an era, but also its literature, art, and music. Art becomes more than simply a craft class and includes study of the history of art and its masterworks. Music is an integral aspect of the curriculum including choir, band, and music appreciation. This systematic approach allows knowledge to build on itself and join together in a connected whole.

Finally, our commitment to the classical tradition means that Our Savior is committed to the goal of excellence in education with a rigorous academic and spiritual course of study. We seek to train our students to master mathematics and the language arts *and* to know Jesus Christ as their Lord and Savior. Educating the whole person, mind and soul is what classical education was, *and is*, all about.



## **MISSION STATEMENT FOR OUR SAVIOR LUTHERAN CHURCH & SCHOOL**

**Serving Families for Jesus Christ.**

### **OBJECTIVES OF OUR SAVIOR LUTHERAN SCHOOL**

The vision of Our Savior Lutheran School is identical to that of Our Savior Lutheran Church. That is: *to promote the Gospel of Jesus Christ to all the children of the congregation and the community so that they may grow to love their Savior and accept Him as the only means of salvation. Also, that the faith instilled by the Holy Spirit may become a functional faith during their stay here on earth.*

Our Savior seeks to fulfill its mission by establishing a school to provide a quality Christian education, striving:

1. To teach children the way of salvation through Jesus Christ as it is found in the Bible, Deut.6: 6-7, and set forth in the Lutheran Confessions.
2. To make application of God's Word to the child's daily life to prepare him for intelligent and devoted church membership.
3. To strengthen and support parenthood and home life - the very base of human society.
4. To use daily Christian relationships as one of the most powerful factors in building character and training in Christian living:
  - (a) To promote Christian citizenship
  - (b) To maintain friendly relations with our neighbors
  - (c) To witness to our faith
  - (d) To seek to win un-churched individuals for Christ
  - (e) To cooperate with the leaders of our community
5. To develop a Christian world view through which one will examine his culture and civilization.

### **ACADEMICS**

#### ***ACADEMIC PROBATION***

A student will be placed on Academic Probation only at the end of each quarter if **his/her overall grade average for that quarter is below 76%, or if the student is failing 2 core subjects. Parents will be notified by a letter accompanying the report card. The following guidelines will be followed to correct the probation:**

1. **Meeting with parents and student to determine course of action.**
  - a. **Tutoring**
  - b. **Extra-curricular ineligibility**
  - c. **Other academic or school limitations.**
2. **If after the quarter of academic probation the overall average is still below 76%, or if the student is still failing 2 core subjects, the following steps will be followed:**
  - a. **Meeting with the parents, teacher, and principal.**
  - b. **Further adjustments and probation OR possibility of dismissal or retention.**

Academic probation will not carry over into the next school year.

## **ATHLETIC and MUSICAL/DRAMA ELIGIBILITY POLICY**

### **ATHLETICS**

In keeping with the guidelines established by the Houston Lutheran Athletic Conference and the Houston Area

Principal's Conference, Our Savior Lutheran School has established the following eligibility standards: Extra-curricular eligibility will be reviewed twice every grading period. A student will be considered **ineligible**, starting the day of the report, for extracurricular involvement if he/she receives any failing grade on any mid-quarter grade report or any report card. The student will remain ineligible until the next grade report. Ineligible students may participate in tryouts for sports which will fall in subsequent eligibility periods.

**Absence:** A student is off the team if he or she misses any combination of three (3) games or practices without a valid excuse (one tournament counts as one miss). This excuse must be in writing from the parent or doctor. (Ex. doctor's excuse, death in family).

**Dress:** A student will wear his/her P.E. uniform and white socks to all athletic practices, or appropriate attire for other types of extracurricular activities. A student dressed improperly will not be allowed to practice, BUT must still attend the practice session. Changes may be allowed by coaches for outdoor sports.

**Tardiness:** Students should be ready to practice at 3:30 P.M.

### **Parent's**

**Consent:** A physical form, signed by a physician, and the parent, **MUST BE ON FILE** with the Athletic Director before a student will be allowed to try out in any sport or cheerleading activities.

### **MUSICAL/DRAMA AND BAND/CHOIR TRIP ELIGIBILITY**

For Musical/Drama involvement or for band/choir trips, a student will be considered **ineligible** if he/she receives any failing grade on any mid-quarter grade report or any report card starting the day of the academic report. The student will remain ineligible until the next grade report. Ineligible students may participate in tryouts for musical/dramas which will fall in subsequent eligibility periods, but there is no guarantee that a part earned can be reserved.

### **GRADING SCALE**

All grades, except in Pre-Kindergarten and Kindergarten, and grades 1-2 in P.E. and art, will be in the form of percentages. The following grading scale will be used in reporting grades:

- A = 93% - 100%
- B = 85% - 92%
- C = 76% - 84%
- D = 70% - 75%

In Preschool, Pre-kindergarten and Kindergarten, E (Excellent), S (Satisfactory), and N (Needs Improvement) are used for reporting to parents.

### **HOMEWORK COMPLETION POLICY**

It is essential that students develop a responsibility for completing their homework. The homework completion policy has been developed to assist parents in reaffirming the importance of completing homework in a timely manner.

The Homework Completion Policy for grades 1-4 will be as follows:

- a. Student work assigned will be completed by the due date.
- b. If the student does not have his/her work by the due date, the work will be turned in on the next school day. A 10% deduction will be taken off the final homework grade. **If homework is not turned in the next day, a grade of 0 will be recorded.**
- c. **Parents will be notified through RenWeb that homework has not been completed.**
- d. **After the third late assignment**, the work will be graded in the form it is turned in.

The Homework Completion Policy for grades 5-8 will be as follows:

- a. Student work assigned will be completed by the due date.
- b. **If a student does not have their homework on a due date, the late work will be turned in on the next school day. A 30% deduction will be taken off the homework grade. If homework is not turned in the next day, a grade of 0 will be recorded.**
- c. **Parents will be notified through RenWeb that homework has not been completed.**

Incomplete assignments will not involve the assertive discipline steps.

### ***HOMEWORK - SCHOOL WORK***

**Students are normally given sufficient opportunity to complete most of their assignments during designated study time.** Those who take advantage of this time will benefit from the teacher's assistance if a problem should arise. You can help by urging your child to do work at school and checking for neatness and accuracy. This will encourage students to be diligent during study time, and not create unnecessary disturbances. Students in the upper grades will be required to do more work outside of class than students in the lower grades.

### ***LIBRARY***

The school Library is open when school is in attendance. Miss Drees will be in charge of library services and volunteers. A library time will be scheduled for each class. Any misconduct will be handled through the school discipline policy.

1. The Library will be scheduled to be open periodically throughout the week.
2. **PK – Grade 2 students** may check out one book at a time. **Grades 3 – 8 students may check out 2 books.** A book may be rechecked once. After that it must be returned to allow someone else the opportunity to read it.
3. Grades PK through - K may check out books for a period of one week. Grades 1-8 may check out books for a period of two weeks.
4. Reference books are available for the student's use but they may not leave the library. Teachers may check these books out for a period of one week.
5. If a book is lost or damaged, the person who checked it out is responsible for paying for its replacement or its damage.
6. A fine of 5 cents per school day will be charged for each book that is overdue.
7. A library notice shall be sent home with the student who owes money for a fine, a lost book, or a damaged book. A corresponding record of these fines shall be kept in the library. Please return the library notice with the money to better ensure that this record remains accurate.

### ***PHYSICAL EDUCATION***

It is the philosophy of the school that the pupil's body is a temple of God. Through a well-directed program of physical education, the pupil will learn an awareness of this fact and consequently can develop to the fullest as an individual member of his/her family, school, community, and church. In order to facilitate this learning, certain rules and discipline must be followed by the pupils.

Physical education classes are regularly scheduled for grades PS through 8. All children must participate in these activities unless a written excuse from the parents or doctor is presented to the teacher. Should a child become sick on the day of the activity and desire not to participate, the teacher may excuse the child provided the child then

brings an excuse from home at the time of the next class period. Failure to do so results in an unexcused absence on the day of the non-participation. Each unexcused absence will result in automatically lowering the student's P.E. grade. In the event of a prolonged illness or injury, the child must have a release from the doctor stating that he or she may resume participation. **It would be good practice that every child have a physical checkup prior to the beginning of school and if limitations to activity are necessary, it is the parent's responsibility to notify the school in writing.**

**As a general rule all students will have two pairs of gym shoes. One older pair for outside gym class and a new pair for inside gym participation.**

#### **Physical education guidelines for students in grades 5 - 8:**

1. **CLOTHING** The physical education uniform shall be purchased from the school which consists of shorts and top. The student will also need 2 pair of gym shoes (1 pair for indoor use ONLY), socks, and a towel. Deodorant MUST be in a non-breakable container ONLY. No glass of any kind is permitted in the locker rooms.
2. Students may wear tennis shoes that have been worn to school as outdoor gym shoes, but one pair needs to be marked for indoor use ONLY. If a student wants to change to a new pair, the new ones must be marked "for gym use only."
3. Gym clothes MAY NOT be worn home after class. A student may wear them home if the student stays for sports practice.
4. Parents will be contacted if gym clothes are excessively forgotten.
5. Bathroom needs shall be taken care of BEFORE class begins.
6. The student will have 5 minutes to be ready for class, otherwise the student is tardy.
7. It is understood that all students shall dress for P.E. class unless the student has a written excuse from the doctor. If the situation arises where the student asks to be excused from P.E. due to not feeling well, a note must be brought from home the following school day (P.E. clothes must still be shown to the teacher). Failure to follow these rules shall result in a 5% loss for each unexcused absence of the student's daily grade. Not dressing out for P.E. is an unexcused. (Three tardies are equal to one unexcused absence.)
8. A STUDENT MUST WEAR HIS/HER OWN P.E. CLOTHING WITH HIS/HER OWN NAME ON IT IN **BOLD PRINT**.
9. All P.E. lockers should be locked before, during, and after class for the student's protection. No one else should know the student's lock combination. Valuables should NEVER be kept in the student's locker. No one will be allowed to return to the locker room after class begins. All students in gym class will be issued locks and lockers. Locks will be issued the first day of class and **NO personal locks will be allowed**. In the event the student loses the lock, a new lock will be issued and a charge of \$5.00 will be assessed.
10. Showers are available for those who wish to practice good personal hygiene. Soap will be provided.
11. The student's grade is based on:
  - A. Skill Tests
  - B. Written Tests
  - C. Participation
  - D. Dress Out Requirements
12. At the end of the class period, those students who are ready to go to the next class shall sit in the gym until class is excused. **The locker room shall be in order before the class is dismissed.**

**A STUDENT WHO DOES NOT PARTICIPATE IN PHYSICAL EDUCATION WILL NOT BE ALLOWED TO PARTICIPATE IN AFTER SCHOOL PRACTICES OR GAMES.**

All pupils must dress out in the above type gym uniform, regardless of religious denomination or belief.

#### ***PROMOTION AND RETENTION POLICY***

##### **Pre- Kindergarten and Kindergarten**

Promotion depends upon the results of the Dial 3 Developmental Indicator Test in Pre-Kindergarten or the Children's Progress Academic Assessment (CPAA) in Kindergarten, the developmental readiness of the student, report cards and the judgment of the teacher in consultation with the parent.

## Grades 1 - 8

The following are the requirements a student must complete in order for promotion:

1. **CORE SUBJECTS: RELIGION, MATH, ENGLISH, LATIN (Grades 3-8), LITERATURE, SOCIAL STUDIES/HISTORY, and SCIENCE MUST HAVE A YEARLY AVERAGE IN EACH SUBJECT OF 70%.**
2. **A STUDENT MUST PASS ALL CORE SUBJECTS FOR 2 QUARTERS WITH AT LEAST A 70% IN ANY TWO QUARTERS.**

**If a student fails 1 core subject listed above, he/she must attend summer school and pass the subject which was not passed.**

**If a student fails 2 core subjects listed above, he/she will fail the school year and not be promoted. No summer school will be allowed to make up two failing core subjects.**

### **Requirements to participate in Graduation Exercises:**

**If a student has failed only 1 core subject, and has registered for summer school at Our Savior for that core subject, the student will be allowed to participate in graduation exercises, but will receive the actual diploma after the completion of summer school.**

**The following GRADED subjects are figured into a student's average for academic probation, but are not required for promotion. These subjects must be passed in order for a student to remain eligible for extracurricular activities. These subjects are: Art, Band, Choir, Logic, Music, P.E., & Spelling.**

### ***TESTING PROGRAM***

To better know students in terms of strengths and weaknesses, ability, and achievements, there is a regular program of standardized testing. In Pre-kindergarten - 2nd grade the Children's Progress Academic Assessment (CPAA), is given up to 4 times a year. Its a 20-30 minute assessment taken on a computer which provides immediate results for monitoring during the early critical years of learning. Third - eighth grade take the Comprehensive Testing Program (CTP) in the spring. The results are shared with parents as soon as they are available.

## **ADMISSIONS**

### ***ADMISSIONS POLICIES & PROCEDURES***

#### **NONDISCRIMINATORY POLICY:**

All families are invited to enroll their children, whether or not they are members of Our Savior Lutheran Church. Our Savior Lutheran School admits students of any race, color, national and ethnic origin which entitles them to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission's policies, scholarship programs, athletic, and other school administered programs.

#### **ENROLLMENT POLICIES:**

1. All students must register for admission each year.
2. For new students in Preschool 3 or Pre-Kindergarten, parents must submit the registration fee, a completed application, copy of the child's birth certificate, completed Recommendation Form, and copy of the child's complete Immunization Records.
3. For new students in grades K-8, parents must submit the registration fee, completed application, completed Recommendation Form, copy of the child's birth certificate, copy of the child's complete Immunization Records, copy of child's most recent Report Cards (grades 1-8 only), and a copy of child's most recent Standardized Tests (grades 1-8 only). **If a student has been expelled from a previous school, he/she will not be eligible for admission.** If composite test scores are below grade level, a student will be accepted only on a nine week probationary period. If composite scores are 18 months below grade level, a grade level drop may be required to enter Our Savior and further testing may be needed.

It is not the policy of Our Savior Lutheran School to accept a student who has a poor department record at his previous school. At the discretion of the Board of Parochial Education and the Principal, such a student may not be accepted or may be accepted on probation.

4. New students of grades K-8 are given an entrance exam for admission into the school. Kindergarten students are given a Kindergarten readiness test. Students in grades 1-8 are given an abbreviated version of the Iowa Basic Skills Test to include vocabulary, reading and math components. Admissions testing will be scheduled with the Admissions Director. Testing for Kindergarten takes 30 minutes, and 1<sup>st</sup> grade takes 45 minutes to 1 hour. 2<sup>nd</sup> 8<sup>th</sup> grades should allow 2 2.5 hours.
5. The acceptance of any child for enrollment is subject to the approval by the Board of Parochial Education.
6. The registration fee must accompany a student's online registration. **No refunds or transfers of the registration fee will be made. The Registration Fee will be refunded if the Board of Parochial Education declines to accept a student for enrollment.**
7. State law requires that a certificate of immunization must be provided for the child's records before the beginning of each year. This may be obtained from your doctor or a health clinic.

#### **HEALTH REQUIREMENTS**

Students entering Our Savior Lutheran School for the first time must have the following required inoculations up to date: DPT, Polio, MMR, Hepatitis A & B, Hib, and Varicella. **All new students and all students in grades PK, K, 1, 3, 5, and 7 are required by the Texas Health Department to have hearing and vision screening tests. Also, spinal screening is required for students in grades 6 and 8. Hearing and vision screening are provided at OSL for a nominal cost to the parents. All immunizations must be current by September 1, in order for the student to continue to attending classes.**

#### **8. AGE REQUIREMENTS:**

Preschool 3: All children who have reached their **3rd birthday on or before September 1st, are toilet trained**, and are of normal ability are admitted to Preschool 3 classes.

Pre-Kindergarten: All children who have reached their **4th birthday on or before September 1**, and are of normal ability are admitted to Pre-Kindergarten.

Kindergarten: All children who have reached their **5th birthday on or before September 1** and are of normal ability are admitted to Kindergarten.

First Grade: All children who have reached their **6th birthday on or before September 1** and are of normal ability are admitted to first grade.

**Under age children will not be admitted to Our Savior Lutheran School unless they had been previously attending a state accredited school. Proof of date of birth and that they were attending a state approved school must be presented at the first registration. Those students transferring from other schools should bring their most recent report card, achievement and or standardized test scores, and immunization records when they register.**

9. **New students applying for admittance to Our Savior Lutheran School will not be accepted if they have failed any of the subjects listed as core subjects at Our Savior.**

#### **10. Probation (ALL New Students):**

Any new student enrolled will enter on probationary basis. The student will be on probation for a nine-week period from the date of first class attendance. At the end of nine weeks, the principal and teacher will review the student's academic achievement (must be passing all subjects) and school conduct and will recommend to the Board of Parochial Education whether the student be allowed to continue at Our Savior or whether he/she be referred to another school.

11. **Enrollment Priorities:**

If space is available from the first day of school through the re-enrollment date for the next school year, new enrollments will be accepted according to the following priority:

- a. Children in membership of Our Savior Lutheran Church
- b. Students currently enrolled in Our Savior Lutheran School or thier sublings
- c. Sister Lutheran Church Missouri Synod congregations
- d. Other Lutheran congregations
- e. Un-churched
- f. Children of parents who hold membership in other church denominations

During the period not covered by the above dates, admission will be on a “first-come” basis.

## ADMINISTRATION

### **ADMINISTRATION**

The administration of Our Savior Lutheran School rests primarily with the voting membership of Our Savior Lutheran Church of the Lutheran Church-Missouri Synod. The congregation executes its authority through an elected Board of Parochial Education. The Principal is the chief administrator of the school, who works with the Pastor and the staff. He is directly responsible to the Board of Parochial Education, who in turn is accountable to the Voter’s Assembly of Our Savior Lutheran Church. Our Savior Lutheran School is the CHURCH at work.

### **ACCREDITATION**

Our Savior Lutheran School is fully accredited by the State of Texas through the Texas District of the Lutheran Church-Missouri Synod accrediting agency and also holds National Lutheran School Accreditation (NLSA) and the Consortium for Classical and Lutheran Education (CCLE). Children from Our Savior Lutheran School are entitled to enroll in the public schools without reservation and are able to adjust readily to new school environments.

### **CLASS SIZE**

It is a priority of Our Savior Lutheran Church and School that all children have the opportunity to succeed in school. It is also the responsibility of Our Savior Lutheran Church and School to be good stewards of the resources God has given us in terms of time, personnel, and money. Class size at Our Savior Lutheran School is based on the two premises of student success and stewardship.

The current policy for class size in grades 1-4 is a maximum of 26 students, and grades 5-8 will have a maximum of 30 students. Classes may exceed these limits only upon approval of the Board of Parochial Education. (Board of Parochial Education, February, 2006) No full-day class will be over 30 students unless by permission of the Board of Parochial Education. At the present time pre-school maximum class size is 12 students, pre-kindergarten size is a maximum of 15 students, and kindergarten classes have a maximum class size of 17.

### **DAMAGES**

Each student will reimburse the school for the loss as well as for any willful or careless damage to textbooks within the rental system of the school. **Children are required to keep textbooks covered.** **STUDENTS MUST KEEP ALL HARD COVER BOOKS COVERED AT ALL TIMES.** Students can use paper bags or commercially prepared covers, or cloth - **NO STICKY-BACKED BOOK COVERS.**

School and church property, including furniture, equipment, and athletic uniforms and supplies will not be defaced, marred or damaged in any manner. Violators will be billed for the amount of the damage or for the replacement cost.

### **ENDOWMENTS**

Parents and friends of Our Savior Lutheran School from time to time desire to make additional financial gifts, as well as give towards specific items for the school. These thoughtful and welcomed gifts are much appreciated. It is through these generous gifts that we have been able to maintain our high level of education. Our Savior Lutheran School is a charitable organization holding a 501 (c) (3) tax exempt status.

## ***FACULTY***

Teachers at Our Savior Lutheran School are trained in elementary/secondary education or degreed in a core subject area. Our goal is to employ graduates of synodical teacher colleges, who are Christian teaching ministers, called by the Lord's Church to assist parents in the responsibility of teaching children God's Word. Our helpers and assistants also care about our children, helping them to reach their God-given potential.

## ***FIELD TRIP SUPERVISION***

The following guidelines are in place for school sponsored field trips:

1. Adult supervision on field trips should consist of the following. The minimum adult-student ratio:
  - a. PS One adult for every 3 students.
  - b. PK One adult for every 3 students.
  - c. K-4 One adult for every 10 students.
  - d. 5-8 One adult for every 15 students, depending on the trip.
2. Teachers do need help on field trips with maintaining safety, as well as good and proper Christian conduct. We therefore urge adults supervising students on field trips to use their authority to help provide such conduct and safety.
3. Students will be assigned to an adult supervisor.
4. Adults will be assigned throughout the bus for adequate supervision
5. Adults who are on field trips to supervise students should **not** bring other children along, as this adds an unnecessary burden.
6. Volunteer supervisors must have a completed background check on file with the school.

**ANY DEVIATION FROM THE ABOVE GUIDELINES MUST BE APPROVED BY THE PRINCIPAL.**

## ***GUIDANCE***

The best guidance we at Our Savior Lutheran School can provide results when a teacher has loving concern, personal interest, and the use of God's Word. These three items are the basis of our guidance efforts. The Teachers, Pastors, and Principal are ready to help you and your child with any concern you may have. Please let us help you if you need assistance with any problem. The school office does have information available for family assistance in different areas.

## ***SCHOOL CLOSING***

In the event of severe weather which might prompt the possibility of school closings, all parents will be notified via email and facebook.

## ***THE LUTHERAN SCHOOL SYSTEM***

Lutheran Schools in the United States were established as early as the first colonies, long before the Lutheran Church-Missouri Synod was organized. The elementary schools of the Lutheran Church-Missouri Synod date back to the decade between 1830 and 1840, when a number of Lutheran congregations were organized in Midwestern states and established schools for their children.

Today, the Lutheran Church-Missouri Synod school system is the largest protestant school system in the United States. With over 2,300 schools and over 240,000 students across the United States, the Lutheran school system is the "church" in ministry.



## **REPORT TO PARENTS**

Report cards will be available in Kindergarten - Grade 8 at the end of each quarter on the dates listed on the school calendar. At the mid-point of each quarter, mid-quarter grades will be issued in grades 1-8. All reports are to be signed by a parent or guardian and **returned to the classroom teacher usually by the next school day**. Parents are encouraged to discuss the progress of their child(ren) with teacher(s) at any time that is mutually convenient.

At the end of the first quarter, Parent/Teacher consultations will be scheduled. We hope all parents would take this opportunity, or anytime during the school year, to discuss their child's progress with the teacher.

## **SCHOOL ATTENDANCE**

Prompt and consistent attendance in school is an asset to a student's academic life. Therefore, in order to emphasize the importance of this, the following attendance policy has been adopted by the Board of Education:

1. In accordance with state requirements, 18 or more absences per year may result in retention in that grade.
2. A child will be counted tardy if he/she is not seated in their respective classroom when the 8:00 A.M. bell rings.

**MORNING:** (Late to school – K-Grade 8)

**Before the 5th tardy, parents will be notified that the student is reaching the 5 tardy limit per quarter. The 5th & 6th tardies in the quarter will result in a lunch detention for grades K-8. The 7th tardy results in an after school detention. The 8th tardy will result in an in-house suspension. Continued flagrant unconcern by the parent and child could result in further discipline or expulsion from the school.**

3. If the student arrives after 9:30 A.M., he/she will be counted 1/2 day absent. This includes K-Grade 8.
4. Leaving school (early dismissals) before the dismissal time of 3:15 (in a full-day class) without a doctor or dentist appointment will be recorded as an "early dismissal" if the student leaves after 2:15 p.m., or will be recorded as 1/2 day absent if the student leaves before 2:15 p.m.
5. A combination of three tardies/"early dismissals" will constitute one absence when determining retention or attendance awards.
6. **EXCUSED ABSENCE POLICY.** All absences due to illness must be excused in writing. **This excuse must be brought in and given to the teacher or school office within two (2) days after the child returns to school.** High school shadow days will be an excused absence if a written note is provided.
7. Doctor's and dentist's appointments will not count as a half-day absence, tardy or early dismissal if a signed note is brought from the attending professional and the student has attended school the balance of that day. The attendance of a funeral service for a member of the immediate family will also apply under this policy with a signed note from the parent.
8. On the day a child is absent, the school office will attempt to call the family of each student to verify the absence. **Parents must call the school office when their child is absent. REMEMBER A WRITTEN EXCUSE IS REQUIRED FROM THE PARENT.**
9. ***All*** work missed because of absences must be accounted for by the students. Initiative for doing makeup work lies with the student and is regulated by the teacher. A reasonable rule that teachers will follow is to allow a student a day to make up work for each day the student was absent. Of course, long absences, such as major illnesses, hospitalization, etc., will be taken into account.
10. **UNEXCUSED ABSENCE POLICY.** Unexcused absences are absences that are not due to illness, such as being out of town. Students may have no more than 5 unexcused absences per semester. After 5 unexcused absences, the student will not be able to receive credit for work that was assigned/completed on the day(s) of the absence, and that work may not be requested ahead of time for completion.

11. **LATE TO CLASS**: A student (grades 5-8) will be counted late to class if he/she is not in the respective classroom when any tardy bell rings. **Unexcused tardies to class will be an automatic next step on the assertive discipline plan.**

12. **School Hours**:

Kindergarten - Grade 8

8:00 A.M. - 3:15 P.M.

PreSchool & Pre-Kindergarten

9:00 A.M. - 2:00 P.M.

## **AWARDS**

### **ACADEMIC AWARD POLICY**

8th grade valedictorian, salutatorian, and honor students are selected each year based on their total GPA for the following:

All 4 quarters of 6th grade including all classes and any extra credit that was earned.

All 4 quarters of 7th grade including all classes and any extra credit that was earned.

The first 3 quarters of 8th grade including all classes and any extra credit that was earned.

### **ACADEMIC ACHIEVEMENT**

Academic awards are given at the end of each year only to students **in grades 3-8** to recognize them for their efforts in maintaining a good academic average. To receive this award, students in grades 3-8 must attain at least a 93% average for the year. **TO QUALIFY FOR THE YEARLY ACADEMIC AWARD, A STUDENT CANNOT HAVE ANY GRADES LOWER THAN A 76% IN THE COLUMN LISTED FOR THE YEARLY AVERAGES FOR SUBJECTS.**

This and all other academic awards will be handed out at the Awards Assembly on the last day of school.

### **NATIONAL JUNIOR HONOR SOCIETY**

Our Savior Lutheran School is a member of the **National Junior Honor Society**. Membership is a privilege not a right. Students in grades 6 (second semester), 7 and 8 are eligible for membership. If a student transfers from another school and was a member in the National Junior Honor Society, his/her membership will transfer also. If a student transfers into Our Savior, and is not a member of the "Society", he/she must wait a semester in order to be considered. **Students may be considered for membership by getting a form from the sponsor. Membership is based on scholarship, character, leadership, citizenship, and service.** There are criteria on the information form that lists what is needed for consideration for membership.

Criteria to be considered for nomination to the National Junior Honor Society:

1. The student will complete the information form for the National Junior Honor Society.
2. A student may have no more than 3 detentions the previous quarter when being considered.
3. The student will need 4 recommendations (from someone who is not a relative or current teacher), one for each service area.
4. The student must have at least a 93% average for the previous semester.

Once accepted into the National Junior Honor Society, the member will comply with the following guidelines:

1. The member will complete 25 service hours per year (June 1 through the week before school is out). A student becoming a member of the NJHS at second semester will be required to complete 12 hours of service. (If 8<sup>th</sup> grade students do not complete their service hours by the week before graduation, the student will not

receive recognition at graduation as a member of the NJHS.) *Service is defined as personal time given to help another person(s) or organization in a positive beneficial manner.* A form from the sponsor will be completed for the hours of service.

2. The member must maintain at least an 85% average without a D or F on an academic report to parents.
3. A member will not be allowed more than three detentions per quarter. The parent or guardian will be notified in writing with each detention.
4. When the student receives his second detention in the quarter, the student will be placed on probation for two weeks and suspended from all NJHS meetings, activities, functions, and no credit received for community service during this time will be accepted. If the member receives another detention during the two-week

period, he will be dismissed from the NJHS for the remaining time at OSL. (A student will complete the two-week probationary period even if the probationary period is carried into the new quarter) After the two-week probationary period, the student will go back to the status of only having one detention. If after the two-week probationary period the new quarter has started, the member will start at zero detentions as with each new quarter. A member will only be allowed two probationary periods per year. If a member receives his third detention after having two probationary periods in one school year, he will be dismissed from the NJHS.

5. The member will attend all National Junior Society Meetings. If the member misses 2 meetings without a note from the parent or guardian, the member will not attend the next Society activity.
6. In severe discipline cases, the member may be removed from the National Junior Society without a probationary period.
7. A member who has been dismissed from the NJHS can request a hearing before the Faculty Counsel. The Committee will consist of five teachers.

### ***ATHLETIC PARTICIPATION AWARDS***

Each year Our Savior Lutheran School will give certificates to all students who have participated (**have finished the season including all tournaments**) in after school athletics during the school year. These certificates and all other athletic awards will be given after each sport season.

Along with certificates, awards are given for Outstanding Sportsmanship and Outstanding Athlete (boy and girl). To qualify for these awards, a student must be above average in all 3 varsity sports in which he/she has participated.

An all "Eagle" team is also selected. To be eligible for this award, a student must be outstanding in at least 2 varsity sports.

**IN ORDER TO OBTAIN AN ATHLETIC AWARD OR CERTIFICATE, A STUDENT MUST HAVE FINISHED THE SEASON IN GOOD STANDING.**

### ***FAITHFUL ATTENDANCE AWARDS***

**CHURCH AND SUNDAY SCHOOL** - Faithful church and Sunday School attendance awards will be given to those students who have missed no more than one Church and one Sunday School during the school year. Church and Sunday School attendance will be taken in the classroom each week.

**EVERY SUNDAY THAT OCCURS WITHIN THE ACADEMIC SCHOOL YEAR WILL COUNT TOWARDS THE FAITHFUL CHURCH AND SUNDAY SCHOOL AWARD.**

**DAILY ATTENDANCE** - In order to receive this award, a student may not be tardy more than three times (for any reason) and may have only one absence in the school year.

### ***HONOR ROLLS***

Our Savior Lutheran School recognizes students in grades 3-8 each quarter for high scholastic averages. The following "Honor Rolls" are listed below:

**Principal's Award Honor Roll**- students who maintain a 93% or above average in every class for one (1) quarter.

**Eagle Gold Star Honor Roll**- students who maintain at least an 93% average for one (1) quarter.

**TO QUALIFY FOR ANY OF THE HONOR ROLLS, A STUDENT CANNOT HAVE ANY GRADES LOWER THAN A 76%.**

## **EXTENDED CARE**

### ***EXTENDED CARE PROGRAM***

The Extended Care Program is for PS-8 students who attend Our Savior Lutheran School and who need to stay at OSL before or after classes. When OSL is not in session, the Extended Care Program is available to children ages 3-12.

Extended Care Hours WHEN SCHOOL IS **NOT** IN SESSION: 8:00 A.M. - 5:00 P.M.

Non-School Days (3-12 year olds): To be billed as per Extended Care Fee schedule. Summer Camp care is open to the public. No transportation is provided for the Summer Camp program. When a student needs to stay in Extended Care because of emergencies, the student will pay as per the Extended Care Fee schedule.

If a student who is enrolled in OSL during the school year stays in extended care during non-school days, the student will pay as per the Extended Care Fee schedule.

**LATE FEE:** When a student is not picked up from Extended Care by closing time, there is a late fee of \$1.00 per minute per child charged to their account. This applies to both Extended Care and Summer Camp programs.

**The Pre-School & Pre-Kindergarten Extended Care Program will operate under the following guidelines:**

1. Hours of operation will be from 7:00 A.M. - 8:45 A.M. and 2:15 P.M. - 6:00 P.M., Monday through Friday when school is in session.
2. Only those students who attend Our Savior Lutheran School will be eligible for the Extended Care Program. No transportation is provided for the Extended Care program.
3. Pre-School and Pre-Kindergarten students will be placed in Extended Care if they arrive before 8:45 A.M. and/or have not been picked up by 2:15 P.M. and will be charged accordingly.

**The Kindergarten - 8th Grade Extended Care Program will operate under the following guidelines:**

1. Hours of operation will be from 7:00 A.M. - 7:45 A.M. and 3:30 P.M. - 6:00 P.M., Monday through Friday when school is in session.
2. Only those students who attend Our Savior Lutheran School will be eligible for the Extended Care Program. No transportation is provided for the Extended Care program.
3. Any student arriving on the school grounds before 7:45 A.M. and remaining after 3:30 P.M. **will be required to go to the Extended Care area and parents will be charged accordingly.** This will also apply to students who remain at school longer than 15 minutes after the conclusion of an athletic event or practice or any other kind of activity.

**Any student not picked up by 2:15 p.m. from Preschool and Pre-K or by 3:30 p.m. from Kindergarten - 8th grade must be checked into Extended Care. There is a 15 minute grace period per child per week.**

## **DISCIPLINE**

### Discipline Has a Biblical Basis

Our Savior Lutheran School applies Law and Gospel to all aspects of life and learning. Students are taught the demands of God's Law and are comforted by the saving Gospel of Jesus Christ.

We believe that God has given to parents the responsibility of rearing the children entrusted to them. Children are not immune from the sinful nature they inherited. Accordingly, parents have the God-given authority and mandate to discipline their children. Indeed, the Bible teaches that discipline is essential to God-pleasing child-rearing:

"Discipline your son and he will give you peace; he will bring delight to your soul." Proverbs 29:17.

"The rod of correction imparts wisdom, but a child left to himself disgraces his mother." Proverbs 29:15

"He who spares the rod hates his son, but he who loves him is careful to discipline him." Proverbs 13:24

"My son, do not make light of the Lord's discipline and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he accepts as a son." Proverbs 3:11, 12

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained in it.” Hebrews 12:11

Just as discipline is necessary in the home, it is essential at school. The disruptive or rebellious behavior of one student is disruptive to the educational process for both the offender and the students in his or her class. Maintaining an orderly atmosphere in the school and classroom is critical to the learning process. Accordingly, during school hours, faculty members serve “in loco parentis” (in place of parents) and are delegated the authority to take appropriate disciplinary measures which will reinforce the character training begun at home and maintain a positive and productive educational environment. Our Savior Lutheran administers discipline in accordance with Biblical principles and the objectives and goals of this school.

### ***THE SCOPE OF THIS DISCIPLINE POLICY***

All students and school personnel are expected to abide by the guidelines set forth in this policy. This policy applies at school, at all official school or church functions, and during transit to and from such functions. **It further applies to any behavior outside these settings which, in the judgment of the Board of Parochial Education, is inconsistent with genuine Christian commitment or detrimental to the reputation of the school.**

### ***PARENT AND STUDENT RESPONSIBILITIES***

Parents are expected to understand and support the goals and procedures of this Discipline Policy and teach their children the importance of obedience to all legitimate God-given authority. Our faculty holds its service in loco parentis in high esteem, and parents are respectfully requested to honor that status in return.

To facilitate timely and regular communication, parents are requested to provide an email address that they regularly check and use as well as a daytime telephone number through which they may be reached (see Discipline Policy Agreement).

Concerns about a specific disciplinary action should first be discussed with the teacher directly. This follows the instruction in Matthew 18:15-17. Only after you have spoken to the teacher, should the parties speak to the Principal if no resolution is reached.

Students are responsible to understand, support, and obey all school rules and graciously submit to correction when it is given.

Both parents and/or guardians are expected to sign the Discipline Policy Agreement prior to the school session.

### ***ADMINISTRATION OF THE DISCIPLINE POLICY***

The faculty will be primarily responsible for handling day-to-day classroom discipline matters in accordance with the following procedures. As a result, as noted above, concerns about specific disciplinary actions should be addressed first with the teacher directly. We reserve the right to bypass any of these procedures or “lesser” punishments for severe disciplinary infractions.

#### **PRIMARY DISCIPLINE**

Normally, discipline will be administered by the faculty for primary student infractions under the following assertive discipline plan:

#### **Kindergarten:**

- Step One: Warning
- Step Two: Time-out
- Step Three: Teacher contacts parent to address problem
- Step Four: Teacher informs Principal of problem
- Step Five: Student sent to Principal

#### **Grades 1-4**

- Step One: Warning
- Step Two: Time-out
- Step Three: Lunch/Recess Detention and teacher contacts parent to address problem
- Step Four: Teacher conducts parent conference
- Step Five: Student sent to Principal

## **Grades 5-8**

- Step One: Warning
- Step Two: Lunch detention (3 in 3 weeks – requires contact with parents)
- Step Three: After school detention - teacher contacts parent prior to serving
- Step Four: Student sent to Principal

These steps will be followed for most discipline issues from day to day. However, severe infractions will warrant bypassing these steps and an immediate visit to the Principal's office.

A student sent to the Principal's office will be subject to appropriate discipline as determined by the Principal. Normally, a student's first visit will result in a one-day in-school suspension; a second visit will result in a two-day in-school suspension; a third visit will result in a three-day out-of-school suspension. However, the Principal may, in his discretion or in consultation with the Board of Parochial Education, determine that additional disciplinary steps are warranted. These may include, but are not limited to, campus community service, corporal punishment, placement on probationary status, or expulsion.

### **SECONDARY DISCIPLINE (Grades 5-8)**

In addition to the procedures addressing primary student infractions, a point system is applied for students committing secondary discipline infractions (i.e., minor infractions such as those listed below). Secondary infraction will result in a point for each infraction. Points will accumulate during each quarter. Once a student reaches ten points during a quarter, any further secondary infractions will be treated as primary infractions and the discipline hierarchy above will be applied.

**REWARDS** – Students who have no points deducted, one to four points deducted, or five to seven points deducted during a quarter will receive a "bonus reward".

### **CHRONIC DISCIPLINE PROCEDURES**

The purpose of these additional procedures is to prevent the accumulation of disciplinary problems that are becoming habitual and chronic.

Normally, discipline will be administered in accordance with the steps above. This is known as Level I discipline. However, if a student receives four lunch detentions in a semester, he or she will be moved to Level II for the remainder of the semester.

At Level II, the next three lunch detentions (#'s 5, 6, and 7) will result in automatic after-school detentions.

A student's eighth lunch detention escalates the student to Level III. This will result in a three-day out-of-school suspension and placement on probationary status. Upon returning from suspension, the student will be required to carry a discipline card for the remainder of the semester. The card must be turned into the Principal at the conclusion of each school day. Any warnings or detentions will be noted on the card. Further lunch detentions during Level III will require serious disciplinary actions, which may result in expulsion.

### **INFRACTION EXAMPLES**

The following list is provided as a helpful aid to teachers, students, and parents concerning acts that will result in some form of discipline at Our Savior. The lists are provided as a "rule of thumb." The lists are not mutually exclusive. A secondary infraction may be deemed to be a primary infraction depending on the circumstances and vice-versa. Obviously, the severity of the discipline applied will depend upon the seriousness, frequency, and circumstances of the conduct. In addition, it is impossible to provide an exhaustive list of such conduct.

### **SECONDARY INFRACTIONS**

Secondary infractions may include, but are not limited to, the following:

- ◆ Student unprepared for class;
- ◆ Student fails to return a required parent/guardian signature paper; or
- ◆ Textbook not covered.

## **PRIMARY INFRACTIONS**

Primary infractions may include, but are not limited to, the following:

- ◆ Disobedience;
- ◆ Tardy to school (unexcused);
- ◆ Tardy to class (unexcused);
- ◆ Rude or discourteous behavior;
- ◆ Disruption of class, chapels, assemblies or other school sponsored events;
- ◆ Violation of student and/or class rules;
- ◆ Dress code violations;
- ◆ Excessive roughhousing;
- ◆ Sexual innuendo;
- ◆ Sale of any non-school sponsored item during regular school hours;
- ◆ Wasting time in class/study halls;
- ◆ Public displays of affection (including hand holding);
- ◆ Unauthorized eating, drinking, or chewing gum on campus (chewing gum will result in an automatic lunch detention for grades 6-8);
- ◆ Entering off-limits areas;
- ◆ Littering;
- ◆ Misuse of phone or internet;
- ◆ Carelessness with school property; or
- ◆ Conduct detrimental to the reputation of the school

## **SEVERE INFRACTIONS**

The following are examples of conduct deemed to be severe disciplinary infractions that may result in the immediate bypass of normal discipline administration and the immediate application of serious penalties. The precise nature of these offenses can vary a great deal depending upon circumstances. The Principal will be informed of these cases and is not restricted to any definitive action at this level. However, the Principal will act firmly and appropriately and any of the Disciplinary Actions listed in this Policy or combination of actions may be imposed.

- ◆ Any behavior listed above deemed to be sufficiently severe or chronic;
- ◆ Willful disobedience, insubordination, or defiance;
- ◆ Disrespect to school or church personnel;
- ◆ Vandalism of school property or the property of others (restitution is required);
- ◆ Dishonesty (lying, cheating, or stealing);
- ◆ Malicious acts;
- ◆ Verbal abuse of another student;
- ◆ Life threatening language;
- ◆ Cursing, use of profanity or obscene gestures or behavior;
- ◆ Leaving school or campus without permission;
- ◆ Forgery;
- ◆ Throwing objects;
- ◆ Entering another's locker without permission;
- ◆ Fighting or any physical assault of another student or any school personnel;
- ◆ Sexual misconduct;
- ◆ Use or possession of tobacco products, alcohol, firearms, or controlled substances on campus, school transportation, or during any school related event;
- ◆ Possession or distribution of obscene or pornographic materials;
- ◆ Skipping class; or
- ◆ Violations of state or federal law.

## **DISCIPLINARY ACTIONS**

The following disciplinary actions may be applied for primary infractions (or secondary infractions if requisite points are met):

- ◆ Assertive Discipline Plan Steps:
  - Pre-Kindergarten Discipline Plan Steps – See page 24
  - Grade 1-4 Discipline Steps – See page 24
  - Grade 5-8 Discipline Steps – See page 24

- ◆ Restitution;
- ◆ In-house suspension; or
- ◆ Campus community service

The following disciplinary actions may be applied for severe infractions (or primary infractions deemed to be sufficiently severe):

- ◆ Any actions listed above with greater severity;
- ◆ Meeting with Principal;
- ◆ Meeting with Principal and parents;
- ◆ Meeting with Principal and Board of Parochial Education;
- ◆ Suspension (in-school or out-of-school);
- ◆ Probation;
- ◆ Corporal punishment; or
- ◆ Expulsion.

### **DEFINITIONS**

The following definitions are provided to define how certain disciplinary actions will be administered.

**Campus Community Service** – From time to time, the Principal or a faculty member may determine that community service is an appropriate action for a student’s infraction. For example, the service might include sweeping walks, cleaning the school grounds, or performing janitorial work in and around the campus. Campus Community Service will be administered in the same time frame as an after-school detention.

**Corporal Punishment** – Scripture commends corporal punishment to parents.

“The rod of correction imparts wisdom, but a child left to himself disgraces his mother.” Proverbs 29:15

“He who spares the rod hates his son, but he who loves him is careful to discipline him.” Proverbs 13:24

It will not be administered as the first response to discipline, but will be employed when appropriate according to the following guidelines:

- ◆ Parents will be informed prior to the discipline, if possible, or as soon as possible afterward;
- ◆ It will be administered as soon after the offense as practical;
- ◆ It will be administered only by the Principal;
- ◆ It will be administered with a paddle;
- ◆ It will be administered with restraint appropriate to the age of the child;
- ◆ It will be administered privately with one adult witness present;
  
- ◆ It will consist of no more than five applications to the clothed buttocks;
- ◆ No other striking of the student is permitted unless it is a form of corporal punishment applied to the buttocks of the student.

**Detention (lunch or recess)** – This detention will be held during the lunch period or during the recess period for grades 1 - 8. Students will be separated from other students to eat lunch and to remain in isolation for the lunch period. Students will not be allowed to talk or to do work during a detention. If a student talks or misbehaves during detention, another detention will be added. For grades 5-8, upon receiving a lunch detention, the detention will be served at the next lunch period. For grades 1-4, after the parent is notified, the detention will be served at the next lunch period. Failing to serve a lunch detention will result in serving two lunch detentions. Lunch detention will be supervised by one of the teaching staff. A lunch detention slip will be taken home and signed by at least one parent or guardian. The slip must be returned to school the next day.

**Detention (after school)** - An after school detention will be 45 minutes. After school detentions will be served from 3:30-4:15. Students will report to detention by 3:30. If a student is late to detention, another detention will be added. Detention will be supervised by one of the staff. Students serving detention will not be allowed to visit with one another or do any school work - all they will do is sit still and be quiet. Students may miss a portion of practice or game if they are involved in sports. Students will not be excused from detention because of a prior arrangement for extra curricular activities. Parents will be notified by the teacher on the day the infraction occurs. The detention will then be served after the parent has been notified. Another detention will be added for each one missed. If a student receives detentions from more than 1 teacher per day, detentions will be served on consecutive detention days.



**Expulsion** – Expulsion of a student occurs at the discretion of the Board of Parochial Education after consultation with the Principal.

**Probation** – Probation is a period of time during which the student's enrollment is in doubt. Probationary status is determined by the Principal at his discretion or by recommendation of the Board. The term of probationary status will last from the date a student is placed on probation to the end of the current academic year. Probationary status should be considered the student and his or her parent's final opportunity to correct the disciplinary problem at issue. Students on probationary status will be given no priority at reenrollment and will be accepted only if sufficient space is available. In addition, the Board of Parochial Education will review the reenrollment of any student on probationary status. Any such student will only be reenrolled if the student and his or her parents have demonstrated a willingness to correct the discipline problem at issue through a change in attitude and behavior.

**Suspension (in-school)** - The student will come to school, but he/she will report immediately to the school office and will be confined to an area for the school day. The student will not be allowed to participate in regular school activities.

The student will not be allowed to participate in an extracurricular activity or attend any school events on the days of suspension.

The students will be allowed to do school work which will be assigned by the regular classroom teacher. All work assignments for the student on that day are due from the classroom teacher to the school office by 8:00 A.M.

**Suspension (out-of-school)** - The student will spend a designated period of time at home with the loss of all school privileges. The student will not be allowed to participate in any extracurricular activities, nor attend any school events beginning on the day the out of school suspension decision was made and lasting through the end of the day (12:00 a.m.) in which the suspension was served. This also means that the student is not to be on school property until the suspension is complete.

All days a student is on Out-of-School suspension are counted as unexcused absences.

Teachers will complete an assignment sheet of all the work to be completed during the suspension period. This will be placed in the school office and is to be picked up by the parent when the suspension begins. All assignments must be handed in the morning that the child returns to class. If the assignments are not satisfactorily completed, an Incomplete will be given in that subject. Report cards and promotion will be withheld pending the satisfactory completion of the assignments.

## ***ANTI-BULLYING POLICY***

### **STATEMENT OF POSITION**

It is the mission of Our Savior Lutheran School to maintain a safe learning and work environment that is free from bullying. Students, parents, and staff are expected to conduct themselves in a proper, Christian manner, and demonstrate respect and love for each other. Bullying and any form of intimidation is unacceptable at Our Savior Lutheran School.

### **IS AN ANTI-BULLYING POLICY NECESSARY?**

You would think that a Christian school would not need to take a stance regarding a behavior that is an obvious refusal to obey God's clear command about how we should treat each other. Unfortunately, we live in a sinful world and in a society that is filled with rebellion against the Word of God. Children come to our school having heard and seen poor examples of "acceptable" societal behaviors from the world in which they live. They must come to Our Savior and learn what Christ commands us all to do to glorify Him and build up the body of Christ.

The other practical side of instituting an anti-bullying policy is awareness. If we are all aware of the way we should and should not behave, we will all be more sensitive to seeing and responding to unacceptable treatment of our brothers and sisters in Christ.

## **JESUS CHRIST, OUR PERFECT ROLE MODEL**

In many past student conferences the question is asked, “When did Jesus tease anyone?” or “When did Jesus hit anyone?” or “When did Jesus cause anyone to cry or feel embarrassed?” The answer to all of these questions is, never! If Jesus Christ is our Lord and Savior and our perfect example of how we should live and treat each other, why would we ever think that bullying in its many forms can be tolerated.

## **HOW IS BULLYING DEFINED**

Bullying occurs when a person or group is intimidated, frightened, excluded, hurt, or suffers a lack of self-esteem as a result of a pattern of behaviors directed at them by others. The following is a listing of behaviors that may fall within the boundaries of what constitutes bullying:

- \* Physical aggression – including hitting, punching, shoving, biting, hair pulling, scratching, spitting, rude gestures, inappropriate touching, or kicking
- \* Teasing or verbal abuse – including putdowns, insults, name calling, or racial/sexual remarks
- \* Unjustified exclusion from activities or friendship groups
- \* Gossiping or slandering
- \* The setting up of humiliating experiences
- \* Damaging a person’s property/possessions or taking them without permission
- \* Threatening gestures, actions, or words

## **POSSIBLE WARNING SIGNS THAT BULLYING HAS TAKEN PLACE**

We would expect that children would share with their parents, teachers, or principal that he or she has experienced or is experiencing intimidation repeatedly by another individual or group. Many students try to handle these situations on their own and many do not want to share embarrassing events. If this is the case, the following behaviors may begin to occur and would be indicators of some form of intervention:

- \* Sudden lack of interest in school or home activities
- \* An uncharacteristic drop in grades
- \* Withdraws from social activities or becomes more of a “loner”
- \* Injuries inconsistent with the explanation
- \* Often ill, unable to sleep, or sleeps too much
- \* Change in overall character
- \* Speaks out about peers in derogatory or demeaning terms
- \* Stops talking about daily activities

## **WHAT TO DO? RESPONSIBILITIES OF STUDENTS, PARENTS, AND SCHOOL PERSONNEL**

### **Students**

- \* Students being bullied should report it to staff, parents, or church personnel.
- \* Students that are aware of or have observed bullying activity should report it to any staff member, parents, or church personnel.
- \* Students should be willing to resolve bullying situations by: a willingness to share what Christians do and do not do, grant forgiveness if it is asked for, and make every effort to not repeat negative behavior.
- \* Sign and agree to abide by the “Christian Behavior Pledge.”

### **Parents**

- \* Parents are encouraged to take what their children say seriously and report the bullying concerns to the school. (It has been said many times, “We cannot resolve or intervene in a situation if we are not aware that it has been occurring.”)
- \* Parents need to accept that the whole story may be quite complex and to trust the school to resolve bullying matters in the fairest manner possible. There are always two sides of any story. Sometimes they conflict dramatically and sometimes they support a very clear description of the event.
- \* Parents need to sign and agree to support the “Christian Behavior Pledge.”

### **Staff**

- \* All staff and church personnel should take bullying reports seriously.
- \* Staff members shall maintain a written record of all bullying reports whether they are observed by the teacher or reported by a student or parent. This written record will provide an accurate chain of events for possible action.

- \* All staff should establish whether a reported incident is isolated or an ongoing pattern of behavior. In either case, any inappropriate words or behavior must be addressed.
- \* The principal must be made aware of any and all reports of bullying behavior.
- \* By virtue of their calling as Christian teachers and professionals they have already pledged themselves to the protection, care, and well-being of their students.

#### **SCRIPTURAL REFERENCES REGARDING PROPER CHRISTIAN BEHAVIOR**

- \* Matthew 7:12 "Therefore all things whatsoever ye would that men should do to you, do ye even so to them: for this is the law and the prophets."
- \* Romans 12:18 "If it be possible, as much as lieth in you, live peaceably with all men."
- \* All of James 3 (Please take time to read it)
- \* John 15:12 "This is my commandment, That ye love one another, as I have loved you."
- \* Colossians 3:13 "Forbearing one another, and forgiving one another, if any man have a quarrel against any; even as Christ forgave you, so also do ye."
- \* 1 Thessalonians 5:11 " Wherefore comfort yourselves together, and edify one another, even as also ye do."
- \* John 13:34-35 "A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another."

#### **CORRECTIVE, ADMINISTRATIVE PROCEDURES**

The procedures for addressing and correcting bullying behaviors are in harmony with the existing "Discipline Policy" of Our Savior Lutheran School. There are some more detailed steps that would be specific to bullying problems. However, the basic disciplinary procedure is the same as with all other behavioral issues.

##### **1st Reported Incident**

- \* Interview the student who believes they have been bullied.
- \* Interview students that may have witnessed the bullying incident.
- \* Investigate, talk to the accused student(s) and develop a strategy to change behavior(s). This would always be prefaced with "What would Jesus do and want us to do?"
- \* If the occasion warrants, the principal, the affected student and the accused student would meet and attempt to resolve the conflict.
- \* Request a written apology to the victim. This would be copied and kept on file. The original would be given to the bullied student.
- \* The principal must document the conference.
- \* If deemed necessary, detention from recess or after school may be applied.

##### **2nd Reported Incident**

- \* Interview all students that may be involved.
- \* Contact the parents of the student that has not learned his responsibilities as a Christian citizen.
- \* Issue a detention or suspension depending on the severity of the incident.

##### **3rd Reported Incident**

- \* Interviews to verify the incident.
- \* Student, parent(s), principal, and teacher(s) have a conference.
- \* Possible expulsion.

In keeping with the discipline policy found in our Parent Handbook, there may be times where this disciplinary procedure, due to the infraction, may not be followed step-by-step by the administration. An extreme breach of behavior may result in immediate suspension or expulsion, for example, fighting or punching with the intent to do severe bodily harm.

#### **RETALIATION**

The school will discipline or take appropriate action against anyone who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation

related to reported bullying incidents. Retaliation includes but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

### **CYBERBULLYING**

Cyberbullying is the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner. When these activities occur among students of Our Savior Lutheran School outside of school property or school functions, it will be the responsibility of the parent(s) to investigate and determine the proper course of action. The administrative staff of OSL will be available to provide counsel to the parents, however, it will ultimately be up to the parents to make the decisions and take appropriate action.

### **CONCLUSION**

We all need to follow the commands of our Lord and Savior Jesus Christ. Our world is a sin-filled environment, yet we must be His ambassadors and disciples. At Our Savior Lutheran School, we will make every effort to follow Him in word, thought, and deed. We must also model and communicate this to our students. We ask everyone to assist us with their prayers and support to make His school a place where Christ's name is proclaimed and glorified.

## **EXTRACURRICULAR ACTIVITIES**

### **AFTER SCHOOL ACTIVITIES**

Children who participate in games, practice, or other after school activities are the responsibility of the school until the time the activity is ended. **ALL STUDENTS** are to be picked up immediately following the practice or activity or otherwise be checked into Extended Care and billed accordingly. **Brothers and sisters who remain after school while others are in practice or games must go to Extended Care.** Children who remain as spectators must be with a parent.

## **FINANCES**

### **FINANCIAL POLICIES**

The cost of the Christian Education for a child at Our Savior Lutheran School exceeds the cost of the tuition; the difference is supplemented by the members of Our Savior Lutheran Church.

Each student must pay a registration fee at the time of online registration. **The Registration Fee is non-refundable and may not be used or transferred for any other charge. No refunds of the registration fee will be made unless the Board of Parochial Education declines to accept a student for enrollment.**

**Regarding Divorce:** OSL does not get involved in disputes between divorced parents regarding financial responsibility for their child(ren). By signing the financial agreement you agree to be financially responsible for the fees for your child, regardless of whether a divorce decree or other arrangement places that obligation on your former spouse.

### **TUITION: NON-MEMBERS**

All non-member families (families who are not members of Our Savior Lutheran Church) pay tuition and all other fees. Tuition and fees are not tax deductible. Tuition is payable in two different monthly payment plans: 10 payments or 12 payments. All tuition payments are made online by automatic withdrawal or an automatic charge to your credit card on either the 5th or the 15th of each month, whichever date you choose. All tuition payments are processed through FACTS Management.

The **TEN MONTH PAYMENT PLAN:** The first month's tuition will be withdrawn/charged on August 5th, 10th or 15th. The other nine payments will be processed the 10th or 15th of each month, September through May.

The **TWELVE MONTH PAYMENT PLAN:** The 12-month payment schedule begins the 5th, 10th or 15th of June and the balance of payments are processed on the 5th, 10th or 15th of each month through May.

**Whether on the 10 month plan or the 12 month plan, if payments are made after your scheduled date, a \$35 late charge will be assessed automatically.**

**If tuition payments are one month in arrears, the family shall be informed and the child will not be allowed to attend classes until the account is current.**

All 10 or 12 month tuition accounts and other school accounts are to be paid in full by the end of the school year. **Failure to do so will result in the holding of the final report card and all records.** If an account is not paid in full by June 15th, the delinquent family will be requested to present, **in person**, the particulars of their financial problem to the Board at the June meeting held on the last Tuesday of the month or its representative. The Board, in consultations with the Principal, will decide on a method of payment making up the deficit. If payment is not received, the students will not be enrolled for the succeeding school term and final report card and all records will continue to be held.

## **MEMBER PARENT CONTRIBUTIONS**

### **SUPPORT FOR THE TOTAL CONGREGATIONAL PROGRAM**

Our Savior Lutheran Church views the program of its Parish School as an integral component of the total ministry of the congregation. Accordingly, the Church does not require its members with children in the school to make direct tuition payments. The congregation does, however, expect that the contributions of its member parents will represent 10% of total family income (a Biblical Tithe) or, if the contribution is less than a Tithe that it at least equals the minimum level for non-member support established each school year by the Board of Parochial Education. **(According to current IRS policy that portion of a member's contribution to the church which represents the equivalent of school tuition, along with any school fees, are not tax deductible!)**

If 10% of your gross income is less than what the required non-member tuition would be, you must complete a FACTS application by June 15, prior to the next school year. This is done by choosing the Admissions link on the school's website and selecting Financial Aid from the drop down menu. Complete the application process and submit the required documents. Failure to do so will result in being placed on tuition. If you complete the application after June 15, payment of a \$300 fee will remove you from tuition.

Parents must be current on their contributions by August 1, of any new school year, or their child(ren) may not attend school. That includes any deficit from the previous year, and the first month of the new year (July). If a family cannot achieve that, they may meet with the administrator to make a plan for getting caught up after which time, the child(ren) may enter school. If after the plan has been put into place the family misses 3 consecutive months of the planned contribution, their child(ren) cannot return to school until the family's contributions are current.

In order for a parent to pay "Member Contribution rate", both the student and a parent or legal guardian must be members of Our Savior Lutheran Church. Members with children in the school are expected to attend church no less than 70% of the time. Attendance is checked on a quarterly basis. Members who fall under the 70% requirement have one quarter to correct the attendance record. Failure to do so will result in the member family being placed on tuition.

### **BOARD OF PAROCHIAL EDUCATION CONTRIBUTION MONITORING PROCEDURE**

The Board Of Parochial Education has been charged by Our Savior Lutheran Church with responsibility to monitor member parent contributions to ensure that faithful Christian stewardship is being practiced and that at least minimum support levels are maintained. This monitoring process is conducted in a manner concurrent with the School Year, that is, from July 1 through June 30. Thus the Board will review Quarterly Giving Statements 3, 4, 1, and 2 (*in that order*) to evaluate the level of member support. The Quarterly Giving Statement of member parents regularly includes notice of the minimum support requirement. The contributions of member parents are monitored monthly by the Board Of Parochial Education.

**June:** Members must submit income information through FACTS management to determine their tithe. This is done by selecting the Financial Aid tab under Admissions on the homepage of [www.oslschool.org](http://www.oslschool.org). Once that is completed, members will receive a letter that will indicate the amount of monthly contributions.

**September:** The Board of Parochial Education will review contributions of all member families. Those who are behind more than 10% will be contacted and informed of the deficit. The Board will meet on the last Tuesday of October for a second review. Families who are more than one month behind will be asked to keep their children at home until their contributions are current.

**December (at Board Meeting):** If parent reaches a 25% deficit by the 6<sup>th</sup> month (December), the parent will be placed on tuition status. The parent will have the opportunity to make arrangements to repay the deficit. If repayment is not made, the parent will be placed on tuition payments. While on tuition payments, if the parent is two months behind in payments, the student will not be allowed to attend classes until the account is current.  
(Board of Parochial Education May, 2003)

### ***SCHOLARSHIP ASSISTANCE***

In order to offer a quality Christian classical education to a maximum number of families, Our Savior Lutheran Church grants "Scholarship Assistance" through its Board of Parochial Education. The amount of assistance granted is limited to the amount specified for that purpose in the annual congregational budget. Requests for Scholarship Assistance must be submitted through FACTS Grant & Aid Assessment. Applications are to be submitted online at <https://online.factsmgt.com/signin/4551B>. The information will be forwarded to the principal. The Board of Parochial Education will only review scholarship applications at its regularly scheduled June board meeting.

## **FOOD SERVICES**

### ***HOT LUNCH PROGRAM***

Our school cafeteria provides hot lunches at a nominal cost to students. To successfully operate this program, we need a high percentage of student participation. It is our sincere hope that you will take advantage of this opportunity to provide your child with a nutritious meal.

### ***LUNCH/SNACK FINANCIAL ACCOUNTING SYSTEM:***

**Each family will have a lunch account in FACTS.** Parents will put money into the lunch account and as your child/children purchase lunch the account will be charged. **It is most important that a sufficient amount is in the account to cover lunches.** Account balances may be checked at any time allowing parents to add money when needed. **When the lunch account goes below \$20.00 FACTS will send a notice each day until sufficient funds have been added. If the lunch account goes below -\$10.00, the account will be charged \$5.50 for each lunch charged until a sufficient deposit has been made to the lunch account.**

The costs for the lunch program are as follows:

Grades K-8: **Milk or Drinks - 70 cents**  
**Lunch - \$4.75 per meal for 1st-8th grades and \$4.00 per meal for Kindergarten (this includes a drink). An additional entree is \$1.25 and MUST be ordered in the morning when lunch count is taken.**

**These prices are subject to change at any time.** A menu for each month is posted on our school's website. Hard copies are also available in the school office.

**Food Account Refunds:** If a parent does not ask for the balance of the money left in their food account, the money will be carried over into the student's lunch account for the next school year. **If a student owes money from other school accounts at the end of a school year, money will be deducted from the student's lunch account to pay for the deficit in other accounts. After money is deducted, any balance left in the lunch account will then be carried over to the next school year's account.**

**The snack and soda machines on campus may only be used by students after school.**

**The microwave is not for student use.**

### ***STUDENT FOOD DELIVERIES***

Students are not allowed to order food for delivery on campus. Parents may bring in lunches only for their own children.

## HEALTH AND SAFETY

### **MEDICAL POLICY**

#### **MEDICINE**

Our Savior Lutheran School will dispense medicine to students according to the policies and guidelines set below by the Board of Parochial Education.

The following guidelines have been established:

#### **FOR LONG TERM MEDICATION**

1. Written orders are to be submitted to the school from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school.
2. **A written request from a parent or guardian of the pupil 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 he or she can be reached.
3. Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The medication must be current.

#### **FOR SHORT TERM MEDICATION**

1. Medication must be brought to the school in a container 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.
2. Cough drops, cough lozenges, aspergum, and the like **must have a note from the parent to the teacher** allowing the child to have them during school time.

**All medication, whether short term or long term, will be kept in the school office or Early Childhood Center.**

**All medication that a child takes must be brought from home. THE SCHOOL WILL NOT HAVE ON HAND A SUPPLY OF ASPIRIN OR NON-ASPIRIN FOR STUDENTS.** Records are kept of all medicine administered by the school office.

#### **ILLNESS AND DISEASES (Contagious)**

**Under no circumstances should children with a fever be sent to school.** Children with an illness or contagious diseases should be kept at home until the doctor releases them to return to school. The school should be notified of the contagious disease.

### **TRANSPORTATION SAFETY**

As most parents will transport their children to and from school by car, it is very important to be safety minded in and around the school. Before 7:45 A.M., 1st-8th grade students will be dropped off in the cafeteria. Kindergarten, Pre-K and PS in the Early Childhood building. After 7:45 A.M., a student may be dropped off at the building in which his classroom is located. **PLEASE OBSERVE THE 10 m.p.h SPEED LIMIT ON CAMPUS AND DRIVE CAREFULLY.** *Included at the end of this handbook is a traffic pattern map which will help parents when dropping off students and picking them up.*

### **FIRE DRILL**

All students must:

Walk to their assigned places in single file when the fire alarm is heard.

Not push, shove, or TALK.

Pay careful attention to the fire bell signals.

## **TORNADO DRILL**

All students must:

Walk to their areas of safety in a single file when the tornado drill or warning is announced over the intercom.

**WARNING: This is a tornado warning. please go to your areas of safety.**

Not push, shove, or talk.

Pay careful attention to the teacher in the safe area for instructions.

## **LOCK-DOWN PROCEDURES**

A dangerous situation is on campus! Someone is on campus or a situation is happening on campus and we know it will put children/adults at risk. What to do: Lock the classroom door; close the window blinds; DO NOT let children out of the classroom or out of your sight. **Keep children out of sight!** Children should not be in an open/exposed area. Remember to lock classroom doors AND all exterior doors to all buildings.

## **BOMB THREAT**

### **EVACUATION PROCEDURE (in case of bomb threat or other emergency)**

An announcement will be heard over the school's intercom that there is a bomb threat.

**WARNING: This is a building evacuation, please go to your safe areas.** Students will exit each building following teachers' directions and will proceed to the soccer field. Students will wait there under teachers' supervision until further announcements are made via walkie-talkies. Students may be transported to Lutheran High North as a safe shelter.

## **DISASTER PROCEDURES**

Each teacher will either wait or exit each classroom/building as directions are given from the school office. If the students stay in the classrooms, lockdown procedures will be in effect. If teacher and students exit the classroom/buildings, they will be instructed to proceed to a safe shelter. Each classroom and building is equipped with first aid supplies.

## **VISITORS**

Any person visiting the campus during school hours will be instructed by the individual at the entrance in the gate house to first sign-in at the school office and receive a visitor's badge while on campus. Visitors will sign out at the school office at the end of their visit.

## **PARENT INVOLVEMENT**

### **CLASSROOM AND PARENT VISITS**

Home and school must cooperate if your child is to progress satisfactorily. Parents are urged to visit school so they may see their child in a typical school situation. Good understanding between parents and teachers is also thereby promoted.

**When visiting the school, the following WILL BE OBSERVED:**

**STOP BY THE SCHOOL OFFICE TO SIGN IN AND TO GET A VISITOR'S IDENTIFICATION PASS BEFORE GOING INTO THE SCHOOL BUILDINGS. PLEASE RETURN THE PASS TO THE SCHOOL OFFICE WHEN LEAVING THE SCHOOL GROUNDS.**

Here are some helpful hints when visiting the school or classroom:

1. It would be helpful to make arrangements with the classroom teacher before a classroom visitation takes place.



2. If you are a new parent, or not well acquainted with the teacher, introduce yourself.
3. Visit anytime during the day, but you might want to avoid visiting just before a program, party, or a holiday.
4. Quietly observe your child in the group.
5. If you have problems concerning your child, the teacher will arrange a conference at your convenience.

#### ***PARENT COMMUNICATIONS WITH THE SCHOOL***

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

#### ***PARENT - TEACHER - LEAGUE***

Our Savior Lutheran School Parent Teacher League (PTL) meets two times through the school year. The purposes and functions of this league are to provide educational opportunities for parents, support the school through fundraisers for school supplies and equipment, and improve communication between the parent and teacher.

#### ***ROOM MOTHERS or FATHERS***

Each teacher has several mothers or fathers to assist in special projects and activities, such as parties, class trips, and other events. A head room mother or father will be designated by the PTL. A meeting at the beginning of the school year will be held to list the duties of the room mothers.

#### ***SCHOOL PARTIES***

Classes may have several parties during the school year such as: Christmas (the last day before Christmas vacation), Valentine's Day, Easter and end of the school year. Room mothers or fathers are responsible for these and each child is asked to bring certain items of food to assist the room mothers or fathers. Room mothers or fathers are to check with the teacher to schedule these parties.

Children's birthdays may be celebrated during lunch if this is desired by the parent. Parents are to give the teacher and the school office or school kitchen advance notice. School policy does not permit the use of outside vendors for parties conducted on school property.

***Private birthday party invitations should NOT be handed out at school unless the whole class is invited.***

### **STUDENT LIFE**

#### ***APPOINTMENTS FOR STUDENTS DURING SCHOOL***

Your child's teacher must be notified in advance if he will be leaving school early for such things as doctor or dental appointments. Your child will be counted absent or tardy unless a signed note is brought from the doctor or dentist confirming the appointment and is in class the balance of that day. Please keep in mind that sometimes a teachers needs to vary a schedule in order to allow a child to leave early and not miss something of special importance. Parents, please remember you must come to the school office to pick up your child for appointments AND SIGN THEM OUT. When returning your child to school, please make sure you sign the child back in at the school office.

#### ***CHILDREN'S WORSHIP SERVICES***

On Mondays of each week, or church holidays, there is an all school chapel service for K-8 students at 8:20 A.M. Pre-School and Pre-Kindergarten will have chapel on Tuesdays at 9:20 A.M. in the gym. Chapel services will be conducted by the one of the Pastors of the congregation. The children learn from experience how to conduct

themselves during worship in the House of God. Efforts are made to have children take an active part in the service. The sermon endeavors to emphasize some practical lesson in Christianity that the children can apply to their daily lives. The children will be involved in the service with their hymn of the week, Bible verse of the week, and catechism recitations. The children's offering will be designated for missions, charitable institutions, and other church-related organizations. Parents are invited and encouraged to attend these services.

### **CURRICULUM**

The K through 8th grade curriculums at Our Savior Lutheran School includes the opportunity for worship and instruction in Lutheran Theology, the Language Arts (Reading, English, Listening, Spelling, Handwriting), Mathematics, Science, History, Music, Art, Band, Outdoor Education, Latin (Grades 3-8), Physical Education, and Health. Our curriculum meets the requirements of the Texas Education Association (Texas Essential Knowledge Skills). A program of interscholastic athletics is provided for both boys and girls in the 5th through 8th grades.

### **AREAS OF INSTRUCTION**

Religion: Bible study, teachings of the Lutheran Church Missouri-Synod, church history, worship and memory work.

Language Arts: Reading, English grammar, composition, spelling, handwriting (grades 6-8).

Mathematics: Arithmetic, the fundamental operations, drill-work, general mathematics, pre-algebra, algebra (if a student qualifies).

Social Studies: Geography, ancient to modern history, Texas history, and American history.

Science: Biological, life, and earth sciences, general science, health and safety.

Latin: Grades 3-5 will have Latin 4 days a week for the year; Grades 6-8 will have Latin 5 days a week for the year.

Logic: Grade 8 will have a Logic class which meets twice a week all year.

Computers: Drill and practice, computer literacy skills, touch typing, and multimedia projects. (See Technology and Internet Statement and Policies)

Physical Education: Monthly alternating physical lead-up skills and game experiences, and physical fitness testing, with a concentration on health-related fitness and skill development.

Music: General classroom music for grades Preschool-5, Children's choir for grades 2-4, and Youth Choir for grades 5-8.

School Electives for grades 5-8 will include: Art, Band, Choir

Outdoor Education: 6th grade spends 4 days at Camp Lone Star near LaGrange, Texas.

### **COMPUTER TECHNOLOGY INTEGRATION STATEMENT**

Our Savior Lutheran School follows the philosophy of integrating the use of the computer into the rest of the curriculum whenever possible. When integrating correctly, instructional software can be a valuable extension to classroom learning or critical practice for those who need it. We view technology curriculum as being integrated into all other aspects of the educational process.

The hardware, infrastructure, and training portions of our "technology plan" provide the foundation for the real use of technology. These items are necessary if technology is going to be integrated into the educational environment.

Adequate computer hardware is necessary to utilize the productivity and instructional software as well as to access electronic sources of information. An adequate computer network is necessary to allow broad communication, the sharing of data, and the efficient distribution of software. An Internet connection is necessary to expand the reach of our network and to provide access to a tremendous store of information and resources. Modems, routers, servers, and telephone line hook-ups provide the opportunity to extend the learning environment directly into the home and expand the availability of student instruction. Teachers should have input in the selection process for both hardware and software. The training component allows teachers and students utilization of the technology that is currently available and that will be available in the future. Expanded software selections both in the computer lab and in the classrooms will allow for the true integration to be put into practice.

A wide variety of high quality software can be utilized to meet classroom instructional goals. Teachers should have the opportunity to move beyond their present level of technology usage to the next level and beyond. As a result of integrating technology into the curriculum, we anticipate improved student achievement and the development of students who are proficient users of technology.

### **OUR SAVIOR LUTHERAN SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY**

Our Savior Lutheran School believes that technology will be an important aspect of every student's life. Opportunities should be presented to use these tools as a part of their education.

Our Savior Lutheran School's access to the Internet is made possible via a high-speed connection provided by Comcast.

Teachers and students will be encouraged to use the Internet for research, information, and other learning opportunities. Students accessing the Internet must comply with the Acceptable Use Policy. This policy and parent notification are used to provide the guidelines for and the monitoring of student activities involving computer technology.

Computer use is a privilege. Students maintain that privilege by complying with the computer use guidelines. Using a computer in an appropriate way allows student to retain the use of privileges of our school's computer network and continue his or her advancement into the world of technology. Inappropriate computer use is defined as, but not limited to:

- 1) attempting to gain unauthorized access to system files to corrupt them
- 2) using the system to engage in an illegal act
- 3) accessing material that is profane or obscene or discriminates towards other people
- 4) participating in chain letters
- 5) participating in illegal sales.
- 6) sending or receiving email
- 7) visiting music-related web sites
- 8) visiting and/or participation in social-networking web sites

These inappropriate use acts are not acceptable and will result in a cancellation of privileges.

The following points of technology etiquette should be adhered to:

1. Students' first names and/or last initial will identify any student work published on the Internet. Other personal information will not be published.
2. Photographs of students will only be published with parental consent and will not include any part of the student's name.
3. Students must maintain security of the user IDs and passwords. Sharing of user ID or password is prohibited. Students will be responsible for any action taken in relation to their user ID.
4. Students use of the Internet will be supervised by a teacher, teacher aide or assistant, or authorized parent volunteer. These adults will make decisions regarding inappropriate use and will mark in students records.
5. Students must use the computer to access only appropriate material. Accessing obscene or inappropriate

- material is prohibited; violators will be liable for consequences of such actions.
6. Students must respect copyright laws. Violating copyright laws is prohibited; this action is against the law.
  7. Privacy issues must be respected.

Consequences for violations of the Acceptable Use Policy may include, but are not limited to:

- a) parent notification
- b) withholding of computer use privileges
- c) in-school suspension
- d) out-of-school suspension
- e) expulsion

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use this gift wisely to glorify God and advance His kingdom. Our Savior Lutheran School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology.

## **OUR SAVIOR LUTHERAN SCHOOL INTERNET ACCEPTABLE USE POLICY**

### ***PARENT NOTIFICATION***

Our Savior Lutheran School is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world via the World Wide Web. The computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers. It will help student and teachers to communicate and collaborate with other individuals and groups around the world, and will significantly expand their available informational base. The Internet is a tool for life learning.

Families should be aware that some material accessible via the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. In addition, it is possible to purchase certain goods or services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. We as Christians need to guard against improper use and instead be witnesses and to share our faith by proper use of these resources.

While it is Our Savior's intent to make Internet access available in order to further educational goals and objectives, students may find ways to access other material as well. Even though Our Savior institutes technical methods or systems to regulate students' Internet access, those methods will not guarantee compliance with Our Savior's Technology Acceptable Use Policy which is published in the parent handbook. That notwithstanding, Our Savior believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Teachers at Our Savior will guide students to Christian standards in Internet usage. Parents and guardians may use the option of requesting for their children alternate activities not requiring Internet use.

The student and his or her guardian must sign the attached Internet Acceptable Use Agreement prior to using the Internet resource in the school. This document will be kept at Our Savior Lutheran School.

## INTERNET ACCEPTABLE USE AGREEMENT

### **STUDENT**

I understand and will abide by the Our Savior Lutheran School Internet Acceptable Use Policy and Technology Acceptable Use Policy. I further understand that any violation of the stated regulations is unethical and may constitute a criminal offense. Should I commit any violation, I know that my computer use may be limited or denied, Internet access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade \_\_\_\_\_

### **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the Internet Acceptable Use Policy and Technology Acceptable Use policy, and I give consent to my child's access to the Internet as follows:

\_\_\_\_\_ Full access. I give consent for my child to have full access to the Internet as defined and supervised by the teacher and the Internet Acceptable Use Policy.

\_\_\_\_\_ Limited access. I give consent for my child to only access those Internet materials specifically designated by the teacher.

\_\_\_\_\_ No access. I do not want my child to use the Internet for educational purposes.

Further, in consenting to Internet access for my child, I understand that my child's access to the Internet is designed for educational purposes. I entrust that Our Savior Lutheran School has taken precautions and safeguards to restrict access to controversial material. I also recognize it is impossible for Our Savior to restrict access to all controversial materials and I will not hold Our Savior Lutheran School responsible for materials acquired on the network. I certify that the information on this form is correct.

Parent Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Child's Name \_\_\_\_\_

\_\_\_\_\_ Please do not publish any photographs of my child on the Our Savior web site.

### **STUDENT RULES**

The following rules and policies have been established so that the daily life at Our Savior Lutheran School can flow in an orderly manner.

### **DRESS POLICY**

Our Savior Lutheran School assumes the responsibility of the general welfare of its students while at school. Since clothing and hair styles which are becoming to the student aids school discipline and contributes positively to the mental and emotional attitudes of the entire student body, each student is required to maintain a high standard of personal appearance. Therefore, all students will wear school uniforms purchased from Flynn O'Hara and will also be encouraged to develop grooming habits that will compliment his or her individual physical appearance and personality. To this end, it is necessary that the following dress policy will be followed by **ALL** students Kindergarten through 8th grade.

**Clothing and grooming not specifically covered by these regulations will be considered by the faculty and administration on an individual basis.**

P.E. clothes are NOT to be worn after school unless staying for a scheduled athletic practice. Students **MUST** change back into school clothes.

School attire will be worn by students and faculty to athletic events occurring immediately after the school day.

**The “Standard or Chapel” Uniform is worn on field trips.** Polo shirts may be worn in place of the “chapel” shirt on some occasions. Exceptions will be made for special events. These exceptions will be announced by the teacher on those specific times.

**ALL** OSL uniform jackets and other general items must be in good repair -- free of tears, holes, etc.

**Boys:**

1. Hair must be well groomed and cut so that the ear lobe is showing and the hair is off the collar and out of the eyes. *No rat tails or braids will be permitted.* **Hair will remain the student’s natural color.** Parents will be contacted to inform them of grooming violations. The student will be allowed two (2) days to be in conformity with the guidelines. After this time, the student will not be allowed to attend school until he is in conformity with the guidelines.
2. **School uniforms will be worn at all times. Any exceptions will be announced by the teacher or OSL. The “standard or chapel” uniform (Grades K-4: navy pants and white short sleeve oxford dress shirt; Grades 5-8: navy pants and white long-sleeve oxford dress shirt with tie) will be worn on all school chapel days.**
3. **Students may wear tennis shoes (including high tops), loafers, and closed-toe shoes. Cowboy boots may be worn with pants. No other shoes will be allowed above the ankle. (Crocs, Sandals, flip flops, moccasins, opened-toed shoes or roller shoes may not be worn.) Socks can be 1 or 2 colors of the uniform - black, green, navy and/or white.**
4. **All shirts will be buttoned and tucked inside pants.** Belts will be worn with pants and shorts. *This will be in force while students are in our care.*
5. Coats are not to be worn inside the classrooms during school time. **If a student needs to wear something as outerwear during school, ONLY uniform sweater, polar fleece jacket or OSL warm-up jacket will be worn.** OSL uniform approved jackets may be worn anytime. Friday t-shirts may be worn on Fridays.
6. **NO** caps or hats may be worn in school buildings.
7. **NO** earrings of any type may be worn.
8. Uniforms need to be kept in good repair, i.e. holes in pants, missing buttons, torn seams, etc.
9. If a student needs to wear a T-shirt under their uniform shirt, it can only be white and have no lettering on the T-shirt. The T-shirt sleeves may not extend beyond the uniform sleeve.
10. Body piercing is not allowed.
11. A student’s hair color will remain the student’s natural color, and not be altered.

**Upon receiving 3 referrals, students will serve a lunch detention for every infraction thereafter within the quarter.** (A copy of the Uniform/Grooming Referral is included on the next page). **Clothing and grooming not specifically covered by these regulations will be considered by the faculty and administration on an individual basis.**

**GIRLS:**

1. School uniforms will be worn at all times. Any exceptions will be announced by the teacher or OSL. The **“standard or chapel” uniform** (Grades K-4: Plaid jumper and white blouse w/Peter Pan collar; Grades 5-8: Plaid skirt and white oxford blouse) will be worn on all school chapel days.
2. **Shirts, blouses, or tops must be buttoned and tucked inside pants or skirts, unless they are designed to be worn outside.** Belts will be worn with pants and shorts. *This will be in force until 3:30 P.M. or at all after school sponsored activities.*
3. Students may wear tennis shoes (including high tops), loafers, and closed-toe shoes. Cowboy boots may be worn with pants. No other shoes will be allowed above the ankle. **(Crocs, Sandals, flip flops, moccasins, opened-toed shoes or roller shoes may not be worn.) Socks can be 1 or 2 colors of the uniform - black, green, navy and/or white. Full-length tights will be a solid color of the uniform - no leggings allowed.**
4. Make-up of all kinds is reserved for students in the 8th grade ONLY.
5. No skirt or shorts may be shorter than 2 inches above the floor while the girl is kneeling.
6. Coats are not to be worn inside the classrooms during school time. **If a student needs to wear something as outer wear during school, ONLY uniform sweater, polar fleece jacket or OSL warm-up jacket will be worn.** OSL uniform approved jackets may be worn anytime. Friday t-shirts may be worn on Fridays.
7. Girls may wear earrings only on their earlobes.
8. Uniforms need to be kept in good repair, i.e. holes in pants, missing buttons, torn seams, etc.
9. If a student needs to wear a T-shirt under their uniform shirt, it can only be white and have no lettering on the T-shirt. The T-shirt sleeves may not extend beyond the uniform sleeve.
10. Body piercing is not allowed.
11. A student's hair color will remain the student's natural color, and not be altered.

**Upon receiving 3 referrals, students will serve a lunch detention for every infraction thereafter within the quarter.** (A copy of the Uniform/Grooming Referral is included below). **Clothing and grooming not specifically covered by these regulations will be considered by the faculty and administration on an individual basis.**

# Our Savior Lutheran School

## Uniform / Grooming Referral

Date \_\_\_\_\_

Please be advised that \_\_\_\_\_ was in violation of our uniform /grooming policy for the reason(s) listed below. Upon receipt of 3 referrals, students will serve a lunch detention for every infraction thereafter within the quarter. Continued disregard for the school's uniform policy may result in more severe consequences.

Reason for referral \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Referral # \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Signature of Parent / Guardian to confirm receipt

\_\_\_\_\_

White Copy - Parent sign & return to school

Yellow Copy - Principal

Pink Copy - Teacher's File

### **SCHOOL BUS**

All students must:

1. Wear seat belt.
2. Be seated while the bus is in motion.
3. Not tamper with the bus or any of its equipment.
4. Never extend hands, arms, legs, or any part of the body out of the window.
5. **Not have any kind of food or drink on the bus.**
6. Never throw objects within the bus, nor are articles to be thrown out of the bus windows.
7. Talk in a normal tone of voice.

### **CLASSROOM**

All students must:

1. Go directly to his classroom when being dismissed from morning Extended Care or when arriving on campus.
2. Ask permission to leave the room.
3. **Be seated** while waiting for class to begin unless participating in a teacher directed activity.  
Not eat food or candy in the classroom, except in authorized activities.
4. Behave in a courteous and respectful manner.
5. Be on time.



6. Regard all materials or records on the teacher's desk and teacher's storage areas as off-limits and confidential.
7. Not enter other students' desks or lockers without permission.

### **CAFETERIA**

All students must:

1. Walk in and line up single file.
2. Talk in a normal, polite tone of voice without pushing or shoving.
3. Always go to the back of the line.
4. Sit in assigned areas.
5. Sit at a table when eating and use proper table manners.
6. Take trays and dinnerware to the dish washing area when finished eating (**form a single line at the tray return window**), and remain seated until you are excused after prayer.
7. Wait until dismissed by the person in charge.
8. **When dismissed from the table, line up at the designated place for your grade. Wait there for the supervising teacher to lead you out.**
9. Obtain permission to leave the cafeteria.
10. NOT take food or drinks out of the cafeteria.
11. All students finished eating when the total group is dismissed, will go outside, if it is not raining.

### **ASSEMBLIES AND CHAPEL**

All students must:

1. Walk to and from these events in an orderly manner.
2. Follow seating procedures as directed.
3. Sit properly and listen.
4. Behave in a courteous and respectful manner.

### **GYM**

All students must:

1. Not play in the gym without wearing gym shoes.
2. Not play in bare or stocking feet.

### **HALLWAYS and SIDEWALKS**

All students must:

1. Have a hall pass when leaving the classroom.
2. Keep to the right at all times.
3. Talk in a normal tone of voice.
4. Never push or shove.
5. Walk, not run or loiter.

### **PLAYGROUND RULES**

1. Playing along perimeter fences is prohibited.
2. Leave all plants, trees, and bushes alone.
3. Do not throw rocks, sticks, pine cones, etc.
4. All play structures are for climbing. DO NOT sit or stand on top of structures. DO NOT jump off the top of structures.
5. Go down slide one at a time, sitting.
6. Ask permission from a teacher before leaving the playground.
7. Games should be activities that will keep all players safe: NO shoving, pushing, wrestling, tackle football, etc.
8. Any toys or objects brought from home must first be approved by the classroom teacher for outside use.
9. No moving large rocks from the landscape.
10. No standing or playing on the wooden fences.
11. No jumping out of the swings.

### **PARKING LOT PLAY AREA**

1. Stay within the areas designated for play on a parking lot.
2. Look around and be aware of incoming and outgoing vehicles.
3. Avoid all parked vehicles.
4. All rules which apply for the playground area (Except for climbing structures) apply for the parking lot also.

### **DRUG POLICY AND DRUG TESTING POLICY**

Our Savior Lutheran School is a drug free school. That is to say that the use of illegal drugs by students of Our Savior Lutheran School is categorically prohibited. Our goal is to protect our students from the dangers of drug abuse in every way possible. In a society where even the youngest children are regularly exposed to the dangerous and destructive consequences of drug abuse, we are firmly resolved to maintain this school as a place of safe haven. Therefore, the possession, purchase, or distribution of illegal drugs on the school campus or during any school activity will result in immediate expulsion from the school without appeal or exception. Our Savior Lutheran School will fully comply with the requirements of the law in reporting these activities to the proper authorities.

In order to protect the students of our school community from exposure to illegal drugs the school administration reserves the right to conduct drug tests. This testing may occur as the result of "reasonable suspicion" that the student has been involved in the use of a controlled substance. Random drug testing of students in Grades 6-8 may also occur at any point in the school year at the discretion of the school administration. Refusal by the student to submit to a drug test shall result in expulsion from Our Savior Lutheran School without appeal or exception. If a parent chooses to challenge the result of the urinalysis test, a more definitive hair follicle test may be administered at the parent's expense.

In the event of a positive drug test result, in the absence of indication that the drug related activity took place on the school campus or during any school activity, the following disciplinary action will be implemented:

1. The student shall be immediately suspended from school and removed from the campus for a period of no less than two weeks.
2. At the end of that time, a second drug test will be administered at the parent's expense at a time scheduled by the Principal. If that test is also positive, the student shall be immediately expelled. If that test is negative, the student may, at the discretion of the Board of Parochial Education, be allowed to return to school.
3. Upon return the student shall be in the final level of the discipline hierarchy and shall be required to carry the Behavioral Card for nine weeks. The card will be turned in to the principal at the end of each day throughout that period. If the student receives three school detentions while carrying the Behavioral Card he shall be expelled. During this period, the student will not be allowed to participate in or attend any extra curricular activities.
4. The student shall be subject to regular and random drug testing at the parents' expense throughout the balance of the school year. Upon receiving a second positive drug test the student shall be expelled without exception or appeal.
5. The student and his parents shall be required to participate and complete a certified drug rehabilitation and counseling program and shall provide the school administration with documentation of that participation upon return to school.

### **LEAVING SCHOOL GROUNDS**

Pupils, who for good reason other than emergencies, need to leave the school grounds anytime of the day, MUST have permission from their parents **in writing**, as well as the permission of the respective classroom teacher. **Whenever such permission has been granted, full responsibility then rests with the pupil and parents. Before leaving the school, students must report to the school office to sign out. Students must also report to the office if they return to school during the same day and sign in. ANY PUPIL LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION WILL BE SUSPENDED.**

### **LOST AND FOUND**

All lost and found articles are to be placed in the lost and found box in the cafeteria. Students should check the lost and found for lost articles. Valuables should not be brought to school. **Appropriate lost and found items will be placed in the resale shop at the end of each month.**

### **NUISANCE ITEMS**

Comic books, matches, knives, squirt guns, skateboards (during school hours), stuffed animals, radios, cell phones, iWatches, sewing needles, ball cards, Pokemon cards, Yu-gi-oh cards, fidget spinners, liquid paper, and the like, are not to be brought to school. If any toys or similar items are needed for course work, the teacher will request them and give special permission for them to be brought to school. Purses and backpacks are not to be carried to class. **Cell phones are not to be brought to school.** Other nuisance items will be confiscated and are subject to permanent confiscation.

### **PICTURES AND YEARBOOK**

A picture of each student and class is taken each year. The family has the option of choosing from a variety of packages to buy, or may elect to purchase no pictures. These school pictures are used in our school yearbook, "The Eagle." Yearbooks, which are ordered by the students in the beginning of the school year, are usually handed out the last full day of school.

### **SCHOOL SUPPLIES**

A list of needed school supplies is available online at the end of school for the next school year. Please check periodically through the school year that your child still has an adequate amount of needed classroom supplies.

### **SCHOOL TELEPHONE**

Parents are asked to use good judgment in making calls to students. It is a convenience to be used in cases of emergency. However, cases arise when it is necessary for a message to be given to a student or a child needs to return a parent's call. Parents are requested not to have a child called to the telephone. **Children may not use the school's phone without permission from their teacher or supervising adult.**

### **CELL PHONE POLICY**

Students are not allowed to have cell phones at school when they are under school supervision. **The first time this rule is violated**, the phone will be confiscated and the student will serve a lunch detention. The phone will have to be retrieved by the parent/guardian. **The second time this rule is violated**, the phone will be confiscated and the student will serve a lunch and an after school detention. The parent/guardian will have to retrieve the phone. **The third time this rule is violated**, the student will serve a one day in-house suspension. **THERE WILL BE A \$25 FINE IMPOSED UPON THE FAMILY EVERY TIME THE CELL PHONE IS CONFISCATED. Continued disregard of the cell phone policy after an in-house suspension will result in expulsion from the school.** Students have access to phones both in the classroom and the school office and may use them with permission from their teacher or other staff members. Coaches carry cell phones with them to games. In the case of an emergency, or if a student has a need to call a parent, they will have access to a phone.