

# OUR SAVIOR LUTHERAN SCHOOL



PARENT HANDBOOK  
2020 - 2021

**Dear Parents and Students,**

**Welcome to Our Savior Lutheran School. OSLS is a place where we daily have opportunities to practice our faith and share God's love. It is our goal that each child entrusted to our care has an opportunity to develop their God given talents and skills to the highest level possible, in a loving and caring environment.**

**This can only happen when the school and home are in partnership. It is our desire to communicate regularly with parents, helping them understand the progress their child is making at school academically, socially, emotionally, physically, and spiritually. It is our expectation that you, as the parent, will also look to take advantage of our Sycamore program to keep track of your child's progress in the grades achieved, and other programs that track the AR/AM points, and even your family hot lunch account balance. As always, we encourage you to communicate with your child's teacher or the office, if you have questions.**

**Our theme for this year is "Take a Stand / Be an Example" based on 1 Timothy 4:12 where St. Paul writes to his young apprentice Timothy, "Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity."**

**Regardless of the perception others may have had about his young age, Paul calls Timothy to set an example within every area of his life. Show greater maturity and consistency in your life that all could follow, both young and old.**

**What a gift of advice these words are for all of us at Our Savior Lutheran School. From preschool thru adults, we are called by God to set an example for others. We, as Timothy can stand firmly on the Gospel of Jesus Christ.**

**As we progress thru this 2020-2021 school year we look at the areas Paul spoke to Timothy about.**

- **Speech**: May our words be pleasing and acceptable to God and be of encouragement and gratitude.
- **Conduct**: It's not just what you say, but how you live. Our actions need to speak loudly of our faith.

- **Love:** Our words and actions need to be out of love and not anger. Whatever we do, we do out of love for God and our neighbor, not for reward or accolades.
- **Faith:** We are to live a life of faith in God and not in the world. Our confidence and trust needs to be in Christ and not in man.
- **Purity:** This is not just an external purity, but one that can only be achieved through the blood of Jesus purifying us and the Holy Spirit working in us to conquer the sinful impulses we have.

May God bless our school year as we strive to use the blessings He has given us to our full potential. May He guide us to be true examples of our faith and stand firm in our love for Jesus.

In Christ,  
Wesley J. Wrucke, Principal

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**OUR SAVIOR LUTHERAN SCHOOL**  
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**TABLE OF CONTENTS**

A Parental Pledge	4	Library	16
Accelerated Math	17	Lost and Found	31
Accelerated Reading	17	Non-Discriminatory Policy	7
Athletic Eligibility Guidelines	28-29	Objectives in Education	5
Attendance/Tardy	12-13	Online Grades	19
Birthday Book Club	16	Online Assignment Book	19
Child Abuse Reporting Policy	16	Opportunities for Growth	6
Classroom Parties	31	Our Athletic Program	27-28
Computer/Technology Policy, Usage	17-19	Our Music Program	29
Co-Tenant Policy	27	Our School History	6
Daily Schedule	9-10	Panther Tale	31
Damage Policy/Grievances	26	Parent Teacher League	7
Discipline Policy	21-23	Promotion Policy	19-20
Dispensation of Medicine	15-16	Report Cards and Grading Scale	19
Dress Down Guidelines	30	School Activities	35-36
Educational Program	7	School Closing Procedure	14
Emergency and Health Records	15	Statement of Mission and Purpose	4
Enrollment/Entrance Requirements	8-9	Student Delivery and Pick Up	10-11

Extended Child Care	10	Student Photographs	17
Extra-Curricular Eligibility Guidelines	28	School Security	11
Faculty	7	Suggestions for Relating to Teachers	32
Field Trips	13	Tardy Policy	12-13
Financial (Registration, Tuition)	7-8	Telephone/Personal Items	16
From The Principal	2	Uniform Dress Code	30-31
Guidance Programs	17	Visiting the Classroom	31
Harassment Policy	24-26	Why A Christian School?	4
Headlice Policy	14	Your Child's Success in School	33
Homework	21	Zero Tolerance Policy	26
Honor Roll	21		
Hot Lunch Program	14		
Incomplete Homework & Behavior	21-22		

## **WHY A CHRISTIAN SCHOOL?**

...in order to carry out the command of Jesus “*teach them to observe all things whatever I have commanded you...*”, the members of Our Savior Lutheran Church establish and maintain this school. These members believe that the school is an essential part of carrying out God’s command regarding the Christian training of children. They also want to assure themselves and their children of the blessings God has promised to those who give their children a Christian education.

## **OUR SAVIOR LUTHERAN SCHOOL STATEMENT OF MISSION AND PURPOSE**

### **MISSION STATEMENT**

**Building A Christian Foundation Today...Teaching  
Toward Tomorrow**

The primary Mission and Purpose of Our Savior Lutheran School is to promote the Christian faith and to fulfill the Great Commission stated in Matthew 28: 19-20:

*“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, **teaching** them to observe all things that I have commanded you.”*

As the school’s primary purpose is to “make disciples” of all people, it must not only teach students about the church and having faith, but it must also teach them to be the Church and live their faith. In order to accomplish this purpose, congregational members, parents, students, clergy, teachers, and staff must work in an active combination of time, talents and treasure in order to equip each person to be a responsible member of the body of Christ.

Consequently, the benefits of Christian education at Our Savior Lutheran School are a continuous, self-sustaining process of training disciples so that:

1. Children are provided with a comprehensive education program that enables them to develop their talents, faith, and skill to promote service, citizenship, and Christian living.
2. The congregation, parents, teachers, and students will expect from themselves and each other only the highest standards of quality of work and performance while working together to understand and further God’s will.
3. Students may be nurtured in the Word, and in faith, that they may know and accept Jesus Christ and grow into responsible, mature Christian believers.
4. Children may recognize themselves as persons of worth, created by God in His image, and who, by the grace of God, may lead a life of service to Him.
5. The congregation and school together minister to each family by encouraging Christian service, worship, fellowship, and growth.
6. The entire family unit is strengthened and nourished through Christian education and training provided by all members of Our Savior Lutheran Congregation.
7. Each student, teacher, and family member becomes a life-long witness to the miracle of salvation reaching into the community with this vital message.

## **A PARENTAL PLEDGE**



Recognizing the value of a Christian education, as a member of the Our Savior Lutheran School Family, I agree to comply with the following expectations:

1. Because a genuine Christian education is comprehended in proper and regular attendance at divine services and Sunday School, I will strive regularly attend church and Sunday School with my child at my church.
2. Because a child learns from his/her parents over and above the training offered at Our Savior Lutheran School, I shall strive to set an example of Christian living and develop a “Culture of Excellence.”
3. Because a vital part of the educational program of Our Savior Lutheran School is religious instruction, I agree that my child shall take part in all of the religious services of the school as well as its religious instruction periods.
4. Because a part of child training includes learning proper conduct, I agree to cooperate with the faculty in the administration of Christian discipline.
5. Because a large financial outlay is required to operate the school, I agree to assist in the support of the school through the regular payment of tuition.

## OUR OBJECTIVES IN EDUCATION

### 1. RELIGIOUS

- A. To form a Christian community of students, faculty, parents, school board, and other persons related to the school, based on the teaching of the Holy Bible and the confessions of the Lutheran Church-Missouri Synod:
  - 1. By enabling students to develop Christian values.
  - 2. By emphasizing daily prayer, confession and forgiveness.
  - 3. By teaching the proper distinction between God's Law and Gospel and its importance to our daily walk with God.
  - 4. By demonstrating the importance of the fellowship of a Christian congregation and regular worship.
- B. To offer quality religious education, encompassing studies of God's Word, church history, service, and worship, which challenge our students to an informed faith and to an active participation in both the traditional and current development of our Lutheran Church and faith.

### 11. ACADEMIC

- A. To offer an excellent academic program, conducted to help each student find satisfaction in reaching his/her own potential for spiritual, intellectual, cultural, social, emotional and physical development:
  - 1. By providing an academic program directed by highly qualified teachers.
  - 2. By providing a developmentally appropriate curriculum and the necessary educational equipment.
  - 3. By offering opportunities for the development of cultural awareness through field trips, humanities programs, community speakers, and fine arts experiences.
  - 4. By offering opportunities for development of physical fitness and motor skills.
- B. To encourage high academic and behavioral expectations and a sense of accountability:
  - 1. By striving to have a consistent approach in all areas.
  - 2. By encouraging and supporting students to do their best at all times.
  - 3. By administering appropriate achievement and other testing on a regular basis.

### 111. PERSONAL GROWTH AND CHANGE

- A. To encourage a development of personal responsibility, initiative, leadership, and respect for authority in church, school, family, and civic life:
  - 1. By assisting students to think logically, critically, and independently in relation to Christian values.
  - 2. By maintaining and justly enforcing school regulations that conform to the school's philosophy.
  - 3. By evaluating regularly all aspects of the school's program and performance.
- B. To offer "active education" combining appreciation of varied global cultures and awareness of global needs, and to promote an atmosphere open to community response and change:
  - 1. By involving parents and parishioners in day-to-day operations, whenever possible.
  - 2. By involving local people in the goals and activities of the school.
  - 3. By integrating people of varied backgrounds, ages, and abilities to improve understanding and caring within the community.

## RELATIONSHIP OF OUR SAVIOR LUTHERAN SCHOOL TO OUR SAVIOR LUTHERAN CHURCH

Our Savior Lutheran School is established as a part of the ministry and discipleship of Our Savior Lutheran Church. It is owned and operated by the congregation through its ordinary parish structure and organization:

Congregational Assembly	The congregation establishes the school budget, issues calls to faculty, and retains final authority over Our Savior Lutheran School.
Church Council	Administers and co-ordinates the congregation between congregational meetings.
Department of Day School Education	Responsible for developing the policies and supervising the activities of the school.

## **OUR SCHOOL HISTORY AND THE LUTHERAN EDUCATIONAL SYSTEM**

Lutheran education has had a long and rich history in Louisville. Its constitution, over the years, has been the result of the area's Lutheran congregations working together. Lutheran day schools have been operating in Louisville for over 135 years. Concordia Lutheran Church was the forerunner by establishing its school in 1883. Later, both Redeemer Lutheran Church and Pilgrim Lutheran Church started their own schools.

After a number of school mergers to meet the changing community needs, Martin Luther School was established in 1952, and moved to Gardiner Lane, next to Pilgrim Lutheran Church in 1957. Martin Luther School was operated by the Lutheran Education Association formed by five area Lutheran churches including Our Savior Lutheran Church. Martin Luther School closed in 1990. Our Savior Lutheran School is continuing to provide quality Christian education in Louisville.

Our Savior Lutheran School is but one of more than 1,200 Early Childhood Centers, 800 Lutheran elementary schools and 130 high schools operated in North America and internationally by the Lutheran Church-Missouri Synod.

## **OPPORTUNITIES FOR GROWTH**

### **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

Since the religious instruction and program of Our Savior Lutheran School are an integral part of congregational life, it is extremely necessary that all students attend divine services regularly and faithfully. Parents are strongly urged to attend divine services each Sunday at their respective church with their children. If you do not have a regular church home, we invite you to join with us at Our Savior on Sunday mornings.

Sunday School and Bible classes are provided for various age levels on Sunday mornings. All are invited and are welcome to attend unless they are members of other parishes or congregations.

All classroom teachers keep a record of the children's church and Sunday School attendance. This is recorded on the regular grade report to remind parents of their child's worship record.

### **CHAPEL SERVICES**

A student chapel service is held in the church sanctuary each Wednesday morning at 8:45 a.m. unless otherwise indicated. The service may be led by a pastor, faculty member, a classroom or combination of classrooms, or a visiting group/organization. Parents are invited and encouraged to attend and worship with their children. The offering at each service is designated for a special mission project.

### **CLASSROOM BUDDIES**

The "Classroom Buddies" program of Our Savior Lutheran School is designed to promote school unity by matching older and younger students in both worship and special activity settings. These students attend chapel together as well as participate in scheduled activities. The goals of this program are:

1. The children will develop a bond to students outside of their immediate classrooms.
2. The student body will develop a more caring, Christ-like attitude.
3. Older students will have an opportunity to serve in responsible leadership roles.
4. The students will develop a better understanding of worship.

### **ADULT INFORMATION CLASS**

Our Savior Lutheran Church and School is a teaching extension of the Christian family. We realize that parents who are not members of a Lutheran church may wish to learn more about the teachings of our church as we work together with the goal that our students may grow in their Christian faith and life. Our school also strongly encourages parents to worship regularly with their students in a bible-based church that proclaims clearly and practices the Gospel of Jesus Christ. If you do not have a church home, we would be honored to have you worship with us. An Adult Information Class is offered by our church for those who would like to learn more about the Christian faith as taught by the Lutheran Church. Completion of this class makes you eligible for membership at Our Savior Lutheran Church. Participants, however, are under no obligation to join the church. Please contact the church office (426-1130) to find out when these classes will be held.

## **“LOVE FOR LEARNING” VOLUNTEER PROGRAM**

“Love For Learning” volunteers augment the staff of professional teachers at Our Savior Lutheran School. They are committed volunteers whose aims are:

- to build up children spiritually, academically, and emotionally;
- to provide areas of service and involvement for those who desire to serve others;
- to provide instructional programs and activities not otherwise possible;
- to provide a nurturing family atmosphere in the school.

You can assist in Our Savior’s ministry to children by volunteering your time during the school year in many different areas. All regularly scheduled volunteers (i.e. lunchroom, library, athletics, etc...) must pass a police background check prior to working with children in our school.



### **PARENT – TEACHER LEAGUE (PTL)**

The Parent Teacher League (PTL) of Our Savior Lutheran School is a not-for-profit auxiliary organization whose purpose is to support the ministry and programs of the school. Its main objective is to unite members of this organization in Christian, educational, and social activities, and to assist in the spiritual and material endeavors, for the welfare of the school, congregation, and community.

Membership is open to all parents, grandparents, and guardians who have children in the school, as well as to the pastors of the congregation, teachers, and staff members of Our Savior Lutheran School.

The executive board meets monthly. The executive board is composed of the president, vice-president (president-elect in charge of programs), secretary, treasurer, staff representative, fundraising chairperson, head room parent, the principal, and any standing committee chairpersons.

## **THE EDUCATIONAL PROGRAM**

### **ACCREDITATION**

Our Savior Lutheran School is fully accredited by the National Lutheran School Accreditation Commission and the Kentucky Non-Public School Commission. Our preschool childcare and before and after school extended care for K-8 is licensed by the Kentucky Cabinet for Health and Family Services.

### **FACULTY**

All members of the faculty are Christian teachers with degrees in education whose primary concern is the growth of the whole child by developing a healthy attitude towards learning, a positive relationship with others, a good self concept as a child of God, and a continual growing in God’s grace.

### **NON-DISCRIMINATORY POLICY**

Our Savior Lutheran School admits students of any race, color, gender, or national/ethnic origin 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, gender, or national/ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

### **FINANCIAL (REGISTRATION, TUITION)**

Our Savior Lutheran School assesses a non-refundable registration fee due at the time of application. Registration and tuition rates are available upon request at the school office. For grades K-8 a Family Plan is also available whereby when more than one child attends per family, the tuition is reduced per child thereafter.

## **TUITION - MEMBER**

Our Savior Lutheran School, an educational ministry of Our Savior Lutheran Church, has been established primarily to serve the children of Our Savior Lutheran Church and is supported by the members of Our Savior Lutheran Church through their regular weekly offerings. In addition, a substantial portion of our operating costs are covered by tuition assessments to all active members enrolled in Our Savior Lutheran School. **While members are charged a reduced tuition rate for enrollment in the school, they are expected to contribute generously to the church through their weekly tithes and offerings.**

**As a member of Our Savior Lutheran Church, you have a responsibility to attend worship faithfully. An active member (at least one parent/guardian) of Our Savior Lutheran Church faithfully attends worship 26 or more Sundays per year, their children are enrolled in Sunday School, and are baptized. Attendance will be computed through day school records, church attendance records, and offering envelopes. If these attendance requirements are not met by member families, they will not be eligible for active member tuition rates.**

## **TUITION – COMMUNITY**

Children whose parents are not members of Our Savior Lutheran Church, who do not attend or intend to become members of Our Savior Lutheran Church, will be accepted into Our Savior Lutheran School on a space-available basis only. They will be expected to submit to our policies and practices and will pay community tuition fees.

Families who join Our Savior Lutheran Church after the school year starts, will receive the active member rate for tuition for the remainder of the school year. Computing of the active member tuition will begin the following semester after becoming a member at Our Savior Lutheran Church.

## **TUITION PAYMENT PLANS**

Families may choose from two options to pay their tuition:

1. Payment in full:
  - a. Prior to June 15, a 5% discount will be given.
  - b. Payment in full can be made between June 16 – August 15, but without discount.
2. Automatic monthly withdrawals beginning June 1 or 15 or the month after enrollment begins.

Proper paperwork must be completed in the school office.

The School Board considers on a case-by-case basis all other special payment option requests. Individuals will be asked to attend a school board meeting to make such requests in person. The school board reserves the right to approve, deny, or alter such requests and may choose to require an additional fee up to \$250.00 for such special payment arrangements.

Should a student leave for any reason during the school year, parents are responsible for tuition according to the following:

- 50% of tuition through November 30<sup>th</sup>
- 100% of tuition if notified on or after December 1st

**All fees must be paid by the end of the school term. Report cards, graduation diplomas, and/or transcripts will not be issued until all fees are paid in full.**

## **ENROLLMENT / ENTRANCE REQUIREMENTS**

In 1990, Our Savior Lutheran School was established primarily to serve the children of Our Savior Lutheran Church. While members are charged a reduced tuition for enrollment in the school, they are expected to contribute generously to Our Savior Lutheran Church through their weekly tithes and offerings.

Children whose parents are not members of Our Savior Lutheran Church will be accepted into Our Savior Lutheran School on a space-available basis only. They will be expected to submit to our policies and practices and will pay appropriate tuition fees.

If the parent is not a member of another church and plans to enroll in the adult information or confirmation class for the purpose of becoming a member, and the children are actively involved in the Sunday School program and regularly attend worship services, full community tuition will be charged until the next semester after the parent(s) becomes a member of Our Savior Lutheran Church.

In accordance with Kentucky state law, children entering Kindergarten must be five (5) years of age on or before August 1 of the year in which they are enrolled. Children entering Grade 1 must be six (6) years of age on or before August 1 of the year in which they are enrolled. To conform to the pattern set by these requirements, our policy is that children entering our 4 Year Old Preschool must be four (4) years of age on or before August 1 of the year in which they are enrolled. Children entering the our 3 Year Old Preschool must be three (3) years of age on or before August 1 of the year in which they are enrolled. The same birth date requirements apply to Preschool aged child care as well.

**Applications for admission/enrollment for Preschool – Grade 8 are accepted in the following order:**

1. Children currently enrolled in Preschool – Grade 8 of Our Savior Lutheran School
2. New students who are siblings of students who are currently enrolled
3. New students who are members of Our Savior Lutheran Church
4. Students who are members of sister parishes of the Lutheran Church – Missouri Synod
5. Students from the general public

**Steps to be taken for admission to Our Savior Lutheran School are as follows:**

1. Contact the school office personally, by telephone or e-mail to receive informational materials, an application form, fee list, and other related literature.
2. Return the application form together with the appropriate registration fee, which is non-refundable.
- \*\*3. The application form must be accompanied by a copy of the child’s most recent grade report and a copy of his/her most recent standardized achievement test scores.
- \*\*4. Upon receipt of the application form, deposit, grade report, and achievement test scores, the parent and the child are interviewed by the principal.
5. Note: Students entering our Preschool program, Preschool Childcare, Kindergarten and Grade 1 must present a copy of their birth certificate to show proof of age.
- \*\*6. Note: During the summer an academic assessment test is given to each Grade 1-8 child new to our school. This test is approximately an hour in length and focuses on the area of reading and mathematics. This test helps us more adequately meet each child’s needs.
- \*\* Only for students enrolling in Grades 1 – 8

Because children with behavioral problems and/or moderate to severe learning disabilities may not be adequately served at Our Savior Lutheran School, we reserve the right to deny admission in these situations.

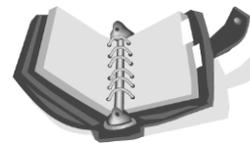
**CLASSROOM ENROLLMENT LIMITS**

In accordance with Kentucky state guidelines, classrooms are limited in enrollment to 24 students in Kindergarten – Grade 8. In addition, our 3-year-old preschool class is limited to 15 students with an aide on any given day, and our 4-year-old preschool class to 24 students with 2 aides on any given day. Exceptions may be made only with mutual agreement of the classroom teacher, principal, and the Department of Day School Education.

**DAILY SCHEDULE (K-8)**

- 7:00-8:00 a.m. All students who arrive before 8:00 a.m. must be enrolled in the “Before School Program”. Unless there is bad weather, no students will be allowed in the building before 8:00 a.m. except to go to the “Before School Program” or because a teacher requested their presence in their classroom.
- 8:00 a.m. Doors open. Students will be supervised in the gymnasium until 8:15 a.m. *Families needing supervision prior to 8:00 a.m. are encouraged to use the Before School Program.*

- 8:15 a.m. Students are dismissed to their classrooms.
- 8:30 a.m. Classes begin. Students not in their respective classrooms and ready to begin work are considered tardy.
- 3:15 p.m. School dismissal.
- 3:30-6:00 p.m. Extended Care Facilities open.



### **EXTENDED CHILD CARE**

Our Savior Lutheran School offers an on-site after school child care program for students in Preschool – Grade 8. The program offers a safe, supervised environment that relieves the pressure a child would otherwise experience at home alone. Professionally trained staff ensures quality programming that offers such activities as structured games, arts, and crafts, homework time, activity centers, and outside activities. A snack is provided in the afternoon. The program is licensed by the State of Kentucky Cabinet for Health and Family Services.

The K-8 program runs from 3:30 p.m. until 6:00 p.m. daily, Monday through Friday, and 12:00 p.m. – 6:00 p.m. on early dismissal days.

Cost is determined based upon the number of days needed and service provided.

K-8 registration forms are available through the school office.

Our Savior Lutheran School also operates the before school program for Grades K – 8. The program runs from 7:00 a.m. to 8:00 a.m. Participation is available on a daily or occasional basis. The fee is \$ 3.00 per day per child. For additional information, contact the school office.

### **STUDENT DELIVERY AND PICK-UP**

Safety is of utmost importance when students are being dropped off or picked up on the school property.

For security measures, all drivers who will be picking up children at Our Savior will be assigned a “car pool number.” These are coordinated through the school office at the beginning of the year. All potential drivers of a group will be assigned the same number, so that the students have only one number to remember. Drivers will be given a large number on heavy stock paper that should be placed on the dashboard, or passenger window of the car when picking up students. If someone is picking up your child/children that is not listed on the car pool information sheet, please notify the school office or the classroom teacher. That driver should also be given the car pool number.

Drivers should enter the driveway of the school property at the church side (West side) of the building, proceed around the back of the building to the circle drive, and then exit the school side (East side).

### **At no time should drivers ENTER on the school side of the property / first entrance. Drop off and pick up is ONE-WAY.**

Students may be dropped off in the morning at the circle drive after 8:00 a.m. Students are supervised in the gym until 8:15 a.m. They may then go to their rooms. All students should arrive before the 8:30 a.m. bell, and be in their seats, ready to work. (See tardiness policy as listed on page 18 under the daily schedule -- Classes begin.)

If at any time during the day, a parent needs to pick up a student for an appointment, they should park in the parking lot near the rear GYM entrance and report to the office where their child will be paged. **The circle drive must remain clear as a fire lane in case of an emergency.**

Preschool students who have older siblings enrolled will also dismiss from Preschool Childcare when their carpool number is called. We expect an older sibling will go to the Preschool Childcare Room to escort the preschooler to the carpool line.

Parents of Preschool students who do **not** have an older sibling enrolled **must** personally sign out their child from the preschool room. To avoid traffic problems, we suggest if at all possible not arriving between 3:00 -3:30 when carpool is operating.

At 3:15 p.m., students will remain in their classrooms. A teacher will be stationed on the sidewalk at the turn into the circle drive. That teacher will have a microphone connected to the intercom system, and will announce the numbers as

the cars pull into the circle drive. Students will proceed out the East doors where they will proceed to their respective vehicle. All students will be dismissed by the intercom.

***Parents and visitors must check in at the school office. Parents should not pick up students at their classrooms. Parents who need to pick up students other than through the carpool line must sign them out in the office.*** If parents need to conduct business in the school office after school, they also should park in the lot near the rear GYM entrance.

For safety reasons, the playground is off limits to all students (whether accompanied by an adult or not) during carpool time (3:15 – 3:30 p.m.).

### **PICKING UP CHILDREN AFTER 3:30 P.M.**

All students should be picked up by 3:30 p.m. unless they are remaining after school for a school-supervised activity, or are participating in the After School Care Program. If you know that your student(s) will not be picked up by 3:30 p.m. on a regular or even semi-regular basis, you should enroll them in the After School Care Program.

At 3:30 p.m. all students remaining K-8 will be dismissed to the fellowship hall. Parents arriving after 3:30 p.m. will need to park their cars and go to the fellowship hall to pick up their child(ren), and sign the appropriate form indicating the departure time. At 3:45 p.m. all remaining children will be recognized as After School Care Program participants and be billed accordingly.

**Late fee charges will be assessed \$1.00 for every minute late from 3:30pm - 3:45pm.**

**Preschoolers not picked up by 11:40 will be assessed \$1.00 for every minute in the late room.**

For example, if you are five minutes late, it will cost \$5.00. If you are ten minutes late, it will cost \$10.00. Compassion will be displayed whenever possible. Acts of God and other circumstances will be taken into consideration. Parents will receive a statement of a “Late Pick Up Invoice” indicating the date and time of pick-up along with the amount owed. Payment is the same for one family/carpool regardless of the number of children. Parents will be billed weekly or monthly. As with any fee or tuition, failure to keep current will mean withholding report cards until all accounts are current.

### **SCHOOL SECURITY/ KEY CARDS**

For security purposes, all school doors remained locked during the school day except from 8:00 – 8:30 a.m. and 3:00 – 3:30 p.m. Those desiring access to the building should ring the doorbell and school office personnel will “buzz” them in.

Those families using before and after school care for Preschoolers – 8<sup>th</sup> graders, will be given two (2) electronic security key cards which activate the doors. Key cards are available through the school office. A \$25.00 fine will be assessed for cards not returned at the end of the school year. Key cards are for adult use only. Students should not be given key cards.

Report cards and other records will be withheld at the end of the year until key cards have been returned or the fine paid. If key cards are returned after paying the lost card fine, \$20.00 (not \$25.00) will be refunded.

### **STUDENT SAFETY**

Our Savior Lutheran School regularly practices fire, tornado and intruder drills. In case of an emergency during school hours, students will be under the school’s care and supervision until released to the parent. As telephone lines must be kept open for emergency use, please do not call the school unless absolutely necessary. Parents are responsible for keeping emergency care information current.

### **ATTENDANCE – EXCUSED/UNEXCUSED ABSENCES**

(Revised by the Department of Day School Education 6-17-03)

Regular attendance is a vital factor in a student’s academic progress. Responsibility for such attendance rests with the parents. Children should be kept home only for valid reasons such as illness, contagious diseases, bereavement, or necessary legal appointments. **OTHER ABSENCES ARE VIOLATIONS OF THE KENTUCKY EDUCATION, CIVIL, AND CRIMINAL CODES.**

Excessive absence for any reason is alarming and in such cases the school.

1. Will send a letter of concern when a student has missed **10** days of school.
2. Will place a student on probation when he/she has been absent **15** school days.
3. May not elect to promote a student absent more than **20** days during the school year.

Vacations or extended weekends during the school year should be avoided if at all possible.

**Parents are required to telephone the school office if their child will be absent. Calls are to be made prior to 8:30 a.m. When a child has been absent the parents are to provide upon the child's return a signed note indicating the date of the absence and explaining the reason to the classroom teacher. Please send a note similar to the example shown below.**

Date \_\_\_\_\_  
\_\_\_\_\_ was absent from school on \_\_\_\_\_ (date)  
(Name of Pupil) because \_\_\_\_\_

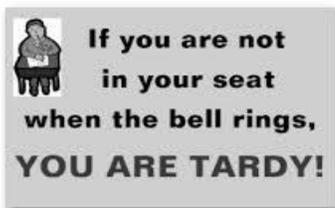
\_\_\_\_\_  
(Signature of Parent/Guardian)

If the student was absent due to a contagious or infectious disease (i.e. pink eye, ring worm), a written permission slip must be given from the doctor before the student reenters the classroom. **Students need to be fever and symptom free for 24 hours before returning to school.**

If parents fail to submit the written notice, the school may deny readmission to the classroom. If the written note explaining the reason for any absence is not received or is unacceptable, the absence will be considered **unexcused**. An unexcused absence will result in a failing grade for the work missed during that absence. **All students who are absent for more than three (3) consecutive days due to illness must have a note from the doctor before returning to school.**

All homework missed during an excused absence must be completed in the time equal to the number of days absent. One day absent will give the pupil an additional day to make up work. Five days absent will give five additional days, etc. Daily assignments will be available for pick up in the school office at 3:30 p.m. each day. The teacher will try to accommodate an earlier requested pick up time if possible. **A student must be in school the entire day of after-school functions in order to participate in them.**

### **TARDY**



Kentucky State Law **159.150** states: "Any child who has been absent from school without valid excuse for more than three (3) days, or **tardy** on more than three (3) days, is a truant. Any child who has been reported as a truant more than three (3) times is a habitual truant. Being absent for less than all of a school day shall be regarded as being "tardy". Students in Kindergarten-Grade 8 that are not in their respective classrooms and ready to begin the day by 8:25 a.m., with the exception of students with a pre-approved medical excuse, **will not be allowed to enter their classroom without a parent checking them in at the school office.**

A tardy is considered **excused** if there is a written note from the parent, doctor, orthodontist, etc., explaining the reason for being late, or a personal parental appearance at the school office. **If the parent does not come into the school with their child, children may not be allowed to interrupt their class.** Instead, they will remain in the office for the period in which they are tardy. This will be considered an **unexcused tardy**. If students in (K-8 only) receive an unexcused tardy, the work cannot be made up.

All tardies, excused and unexcused, with the exception of medical and/or dental excuses, will be recorded on the report card as a tardy. Three tardies, with the exception of medical and/or dental excuses, will make a child ineligible for recognition for perfect school attendance.

NOTE: The Department of Day School Education of Our Savior Lutheran School, in accordance with the Kentucky School Association, adopted a "Tardy Policy" in October of 1991 which states that three (3) tardies, excused or unexcused, in the same quarter will be counted as an absence.

## WHAT'S A TARDY???

A student is tardy when they are not in their classroom in their seat when the bell rings at 8:30 a.m.

- The tardy sign is made visible at approximately 8:25 a.m. because it is unlikely that a student can:
- Get from their car into the building
- Get down the hall
- Hang up their coat
- Get their homework out of their backpack and turned into the proper place
- Get into their seat, all in two minutes.

On occasion when students enter the building before the bell rings, we may encourage them to quickly move to their classroom in the hope that they can accomplish the above within the time left.

Regardless of whether or not the tardy is excused, it will still be counted and reported on the quarterly report card.

If a student has more than three UNEXCUSED tardies we are required by law to turn them into the authorities as a truant.

**AVOIDING TARDIES** – If you discover that you are consistently running late for traffic or any other consistent reason, we suggest you begin your journey to school 5 or 10 minutes earlier than you have been. That is why we have the doors open beginning at 8:00 a.m. with no additional charge.

Please feel free to contact the principal if you have any questions or if additional information is needed.

## ABSENCE FOR REASONS OTHER THAN ILLNESS

(Adopted by the Department of Day School Education 6-17-03)

We urge all students to attend school regularly and refrain from being absent from school for non-illness reasons. Prolonged and/or frequent absence is detrimental to a child's learning and progress. Except in emergency situations, doctor, dentist, and orthodontist appointments should be scheduled for after school hours if at all possible. When such absences are necessary, **notification must be given to the student's teacher and the office prior to the absence.**

**Missing more than 2 ½ hours of the school day will result in being marked one half day absent.**

Parents are encouraged not to schedule either day trips or vacations during the school year. **If such absences are necessary, notification must be given to the student's teacher and the office prior to the absence.** Failure to follow this procedure will result in an unexcused absence for the student. An unexcused absence will result in a failing grade for the work missed during that absence.

## FIELD TRIPS

Attendance at off-campus field trips and activities are part of the instruction program and student participation is expected. Parents/guardians are required to sign permission slips for each trip taken. No student may participate in an off-campus activity without written permission on an authorized permission form. **Due to safety issues, siblings are not allowed to accompany parents who attend the field trip with their child.**

## HOT LUNCH PROGRAM



**LUNCH** – A hot lunch program is offered Monday through Friday. The program starts the first full day of school. There is one main entrée each day, but the students may choose a sandwich or chef's salad instead of the main entrée. The cost of the lunches are set each school year and one milk is included with each lunch. Lunch money is placed in the family lunch account and can be added to at any time. You may track your family (not individual) balance on Sycamore.

Email notices will be sent when your balance drops below \$5.00. Ala Carte and milk purchases also are taken from this account. Make sure you have enough in your account to cover these costs as well as the cost of lunches. Please note that a milk is included with a hot lunch. Extra milk and snack time milk are separate costs.

There will be a \$10.00 lunchroom fee **per family**. This fee will help cover our cost of napkins, plastic sporks, and condiments that ALL children use even if they bring their lunch.

Hot Lunches for students in grade PS - 8 are \$3.75.

**Students whose lunch balance has reached \$0, will be given 3 additional lunches maximum. These lunches will consist of either a meat or PB & J sandwich and a milk.**

### **SCHOOL CLOSING PROCEDURE**

In case of inclement weather or other emergencies, the principal is responsible for declaring that school will be closed for the day. The principal will notify all major TV networks (WHAS, WLKY, WAVE, and FOX) of this decision. Parents should tune in to one of those networks for information. OSLS **DOES NOT FOLLOW JCPS OR USE DELAY STARTS.** However, parents are encouraged to use their own judgment and always put safety ahead of arriving at school on time. **It is strongly encouraged that all families sign up for a text alert from Reach Alert System and media stations like WDRB. As soon as a closing is posted, you will receive a text, usually faster than it is scrolled on the TV.**

### **HEAD LICE INFESTATION POLICY**

If a child is found to have head lice, the child will be sent home. Students who have been close contacts will also be examined. This examination will include all students in the infested child's classroom, as well as any siblings or other known close contacts within the school setting.

Any student found to have head lice or nits will be excluded from school and will not be allowed to return to school until the child is re-examined and found to be nit-free, or has a physician's release. (First occurrence only).

When an active case of head lice is found, all families in the affected class room will be notified, and information on identification, treatment, and prevention will be sent home with all children in the classroom. In the event that a family finds evidence of head lice, they should not bring their child to school until the child has been treated and found to be free of lice and nits. (The rationale for this policy is that it is easier to control the spread of head lice if an infested child is not brought to school in the first place, and so that treatment can be started sooner than if the child were brought to school, checked and then sent home). The identity of any child suspected or found to have head lice will be made known only to the teacher, school office manager, principal, and other appropriate school or church personnel.

During an outbreak of head lice, classroom precautions may need to be observed. If imposed, these will be continued until each child in the classroom has been determined to be lice/nit free.

Our Savior Lutheran School follows a **NO NIT POLICY**. This means that all the lice and the eggs (nits) must be removed prior to returning the child to school. The rationale for this policy is as follows:

### **EMERGENCY RECORDS**

An Emergency Card is kept on file for each student enrolled in Our Savior Lutheran School. This form lists the student's name, address, and telephone number as well as other phone numbers to contact should we not be able to reach you at home. This card also lists the names of persons authorized to pick up your child from school. **IT IS ESSENTIAL THAT NAMES AND TELEPHONE NUMBERS AND E-MAIL ADDRESSES BE KEPT CURRENT AND THAT YOU NOTIFY THE OFFICE SHOULD YOUR HOME OR WORK TELEPHONE NUMBER CHANGE.**

If your child has a condition that could require emergency medical care during school hours, you must fill out a "Medical Condition Information Sheet" so that the office will know how to handle specific situations that may arise with your child. These forms will be sent to everyone at the beginning of the school year, and additional forms are available in the school office.

### **HEALTH RECORDS REGULATIONS**

**Our Savior Lutheran School complies with all medical requirements as specified by Kentucky State Law. To attend school the following proofs of compliance are required before the start of the school year.**

#### **KINDERGARTEN THROUGH 5<sup>TH</sup> GRADE**

- Kentucky Immunization Certificate indicating 2 Doses of MMR
- Kentucky TB Test Certificate (Must be a Mantoux Test)
- Kentucky Kindergarten Physical \*\*
- Official Birth Certificate \*
- Kentucky Eye Examination—(for 5 & 6 yr olds) Only 1 time
- Dental Examination for all Kindergartners

#### **6<sup>TH</sup> THROUGH 8<sup>TH</sup> GRADES**

- Kentucky Immunization Certificate indicating 2 doses of MMR
- Kentucky TB Test Certificate
- Kentucky Sixth Grade Physical \*\*\*
- Official Birth Certificate \*

Sports physicals are required for students in grades 5-8 participating in extra curricular sports.

\*The Birth Certificate must be from the Department for Vital Statistics. A copy is acceptable. Only 1 needs to be on file.

\*\*This must be completed and dated **no earlier** than **March 1**, of the Kindergarten year.

\*\*\*This must be completed **no earlier** than **September 1**, of the **Fifth Grade** year.

*In order to be valid, all forms must be complete and must be dated and signed. TB tests must not be read by a child's parent unless that parent is specifically certified to read a TB test.*

### **DISPENSATION OF MEDICINE TO STUDENTS**

Students are NOT permitted to be in possession of either prescription or non-prescription medication with the exception of an asthma inhaler or Epi pen for students in grades 4-8. A prescription medication form is still needed for students who have asthma inhalers and Epi pens.

**PRESCRIPTION MEDICATION** – Prescription medication may be dispensed by the office personnel and/or faculty members only when all of the following conditions are met:

1. The medicine is prescribed by a physician. ( Name of physician on label )
2. The medicine comes in the original prescription container with the doctor's instructions regarding dosage and time. (Name of recipient clearly noted on label)
3. The Dispensation of Medicine form (available in the school office) from the parent giving permission to dispense medicine is completely filled out. (Note is to be placed in the student's permanent file)

Our Savior will not give prescription medication to anyone but the person whose name appears on the original prescription container.

### **DISPENSATION OF MEDICINE TO STUDENTS, CONT.**

**NON-PRESCRIPTION MEDICATION** – Non-prescription medications such as cough medicine, Advil, Tylenol & aspirin **must** be dispensed by school personnel. Medication **MUST** be brought to school in its original container with the Dispensation of Medicine form (available in the school office) signed by a parent or guardian. Our Savior will not give non-prescription medications intended for one child to another child without clear written instructions from a parent allowing this.

**New permission forms must be filled out at the beginning of each school year for both prescription and non-prescription medications. Forms are available in the school office.**

### **CHILD ABUSE REPORTING POLICY**

In accordance with state laws, Our Savior Lutheran School observes the following policy for reporting suspected cases of child abuse or neglect:

1. Any school personnel suspecting child abuse, neglect or dependency is required by Kentucky Law to report any such suspicion to the local Department for Social Services. [KRS 620.030]
2. Failure to report suspected cases of child abuse, neglect, or dependency can result in criminal charges. This is a class B misdemeanor which carries a penalty of possible fine and/or imprisonment.
3. Both civil and criminal immunity from prosecution is given to any person making a report of child abuse to legal authorities, as long as that person is acting in good faith. [KRS 620.050]
4. The school does not have the authority to conduct an internal investigation in lieu of the official investigation. [KRS 630.040(3)]

Prior to making a report of suspected child abuse, any suspicions will be thoroughly documented following specific and clearly stated guidelines.

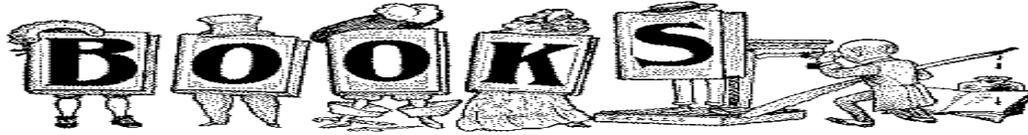
### **TELEPHONE & CELL PHONES**

The school telephone number is 502-426-0864. Children may be called to the telephone **ONLY** in an emergency. The office will forward necessary messages to the children. Children are permitted use of the telephone during and after school hours only with a teacher's permission. Children may only use the phone in the school office. **Cell phones should be turned off and kept in the child's locker and/or backpack from 7:00 a.m. to 6:00 p.m.** If it is necessary that a call needs to be placed (especially after school) please ask permission from a teacher or staff person BEFORE making a call. If a cell phone is confiscated the principal will keep it until a parent picks it up.

Smart watches are NOT allowed to be worn but may also be kept in lockers/backpacks during the time children are at school (including before and after school care).

### **PERSONAL ITEMS**

Students are expected to keep their desks/lockers and books in good order. Any comic books, water pistols, matches, knives, radios, iPods, gum, and other distractions that are brought to school will be confiscated. Other personal items, considered nuisance items, which are brought to school stand the risk of being taken away from the student. If this occurs, these items will be returned to the student on the last day of the school term or will be released to the parent(s) personally upon request.



### **LIBRARY**

The school maintains a library for the use of our students. Each grade has an assigned time during which students may check out books.

Preschool students are permitted to check out one (1) book per week. If the book is not returned, the student will not be permitted to check out a new book. Kindergarten students are permitted to check out two (2) books per week. If either book becomes a month overdue, the student will not be permitted to check out any new books. Grade 1-8 students are permitted to check out two (2) books for two (2) weeks. If the books are not returned, the student will not be permitted to check out any new books.

Any student with an overdue book will be denied borrowing privileges until the book is returned. If, after a reasonable time, a book is not returned, the parents will receive a letter asking for the book or its replacement cost. Final transcripts or report cards will not be issued to a student with an outstanding library fine. Since Our Savior Lutheran School does not employ a librarian, students in grades 3-8 may only return their books during times when a library volunteer is present.

### **BIRTHDAY BOOK CLUB**

Students are encouraged to become a member of the "Birthday Book Club" by donating a book to the school library. A bookplate will be placed in the book with the child's name. Forms are available in the school office. The donation amount is \$ 15.00.

### **ACCELERATED READING PROGRAM (AR)**

This is a computer facilitated reading program designed to encourage students to read more and better quality books, and to practice reading skills. The student reads an Accelerated Reader Book at his/her own pace and reading level. Parents may give assistance at home. The student then takes a test on the computer. Reading points are awarded based on the book's reading level, length, and the number of correct answers. A program of rewards will recognize the student's achievement for meeting their individualized reading goal. As the student's reading skills improve, he/she is more able to focus on the book itself, and develop a true love of reading that will continue through adult life.

### **ACCELERATED MATH (AM)**

This computer generated program offers regular practice in computation skills for all students in grades 1-8. Problems presented to students are based on their specific skill levels and past performance. Special recognition is given to students in the program who demonstrate exceptional growth and accuracy.

### **GUIDANCE PROGRAM**

Each child in Kindergarten through grade 8 is given an annual achievement test to determine his/her progress, as well as scholastic strengths or weaknesses. In some instances, when a child is experiencing special difficulties, he/she may be referred to his/her local public school district special services for possible assessment and referral. In cases where significant behavioral and/or learning disability are discovered, Our Savior may request parents find a more appropriate and effective learning environment for the child.

Counseling services may be available to students and their immediate families through Peace for Life Counseling Services. This service and the cost associated will be worked out between the family and the provider. Students cannot receive counseling without prior written permission from their parents. A Student Counseling Request Form is available from the principal.

## **STUDENT PHOTOGRAPHS**

Both candid and formal photos are used in the classroom, and on the church and school web site, as well as in the local media and for marketing brochures. If parents/guardians do not want their child(ren) to be photographed or do not want the photos used in the classroom or outside the school, the administrator should be notified in writing. Students are only identified by first name and grade (if at all) in photos used outside the school and on websites.

## **COMPUTER USE/INTERNET POLICY AND CONSENT FORM** **TECHNOLOGY RESOURCE RESPONSIBLE USE POLICY**



### **Applicability**

This regulation applies to all users of Our Savior Lutheran School computer systems and to all faculty, staff, and students when representing Our Savior Lutheran School, regardless of the computer system used. Student use of the Internet in Our Savior Lutheran School will be by parent permission only.

### **Definitions**

- A. Computing resources include servers, microcomputers, networks, software, data, computer lab, and computer-related supplies.
- B. Acceptable Use Policy (AUP) is a contract that sets the rules for Internet use in schools.
- C. Core System is a mission-critical application or system that is protected from general public access.
- D. Information Systems include, but are not limited to: hardware, software, communication lines and devices, servers, terminals, printers, CD-ROM devices, tape drives and servers, and personal computers.
- E. Internet Access includes all methodologies used to connect to Internet servers and users around the world and all methods for providing access regardless of funding or facilitating sources.
- F. Internet Services include access to external systems and information sources using the Internet, access to and hosting of World Wide Web (WWW) services and information, and use of Internet tools such as FTP, gopher, Telnet, chat, e-mail, etc.
- G. System wide Information includes any information (data, statistics, publications, etc.) that pertains to the entire school division or that involves more than one department.
- H. Users include all professional and support staff members, students, volunteers, parents or other individuals when they are using Our Savior Lutheran School information systems.
- I. Web Page is a page of information located on a web server and accessible through the Internet. The page can contain a mixture of graphics and text and can include hyperlinks to other such pages.

### **Responsible Use**

- A. Internet Access is established solely for educational purposes. The use of computer systems for personal use unrelated to the mission of Our Savior Lutheran School or for private gain is prohibited.
- B. E-mail Access, if provided, shall comply with all Our Savior Lutheran School policies and regulations including, but not limited to: privacy, standards of conduct, and the use of Our Savior Lutheran School equipment. All web mail programs are forbidden within the Our Savior Lutheran School computer system.
- C. Internet access accounts and e-mail accounts, issued by Our Savior Lutheran School, will be monitored. However, owners of the school-division issued accounts are responsible for all activities under their accounts. Outbound access to the Internet shall be in accordance with applicable Our Savior Lutheran School rules and regulations. Monitoring and management of acceptable use by students, parents, volunteers and other staff is the responsibility of the principal or teacher.
- D. Users of accounts (Internet and e-mail) issued by the school division are prohibited from using passwords or accounts other than their own.
- E. Copyrighted software and materials shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a preauthorized licensing agreement. Our Savior Lutheran School will not tolerate infringement or violation of United States or International copyright laws or restrictions.

- F. All system wide information to be published on the Internet must be reviewed prior to being placed on the web server.
- G. Photographs of students in approved school activities may be included in Internet / Intranet documents (including web pages) provided the student's last name is not placed on the web pages, and only if the parent has not prohibited it.
- H. The establishment of web pages on the Internet must have an educational purpose that is related to an Our Savior Lutheran School assignment, project, job, function, or activity.
  - a. Copyrighted material shall not be placed on any part of a web page without full compliance with the terms of the copyright.
  - b. Student home addresses or phone numbers shall not be posted. Student names shall not be published if the parent has withheld consent. Student names shall only be published in the following format: "First name, last initial".
  - c. Information may not be posted on the Internet if it: Violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by School Board.

### **Unacceptable Use**

- A. Any use of the Internet for commercial purposes or political lobbying is prohibited.
- B. Any use of the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, including the intentional introduction of viruses, and/or the corruption of systems, files, or resources.
- C. Any use of the Internet for purposes in conflict with approved school board policies and procedures is prohibited. Our Savior Lutheran School Board prohibits the illegal copying of documents, software, and other materials.
- D. Great care is taken to insure the right of privacy of users; however, all students, educators, and parents have the responsibility to take appropriate action when becoming aware of unacceptable usage.

### **Guidelines and Responsibilities for Internet Access and Accounts**

- A. Access to the Internet is considered a privilege and is permitted to the extent that available resources allow. Our Savior Lutheran School information systems are operated for the mutual benefit of all users. The use of the Our Savior Lutheran School Network is a privilege, not a right. Users should not do, or attempt to do anything that might disrupt the operation of the network or equipment, and/or interfere with the learning of other students or work of other Our Savior Lutheran School employees.
- B. All Our Savior Lutheran School personnel are eligible for Internet access through individual school accounts as they become available. Our Savior Lutheran School students are eligible for Internet access through a school account managed by school personnel.
- C. From time to time, Our Savior Lutheran School will make decisions on whether specific uses of the Internet are consistent with this policy. Our Savior Lutheran School shall remain the final authority on use of the Internet and the issuance of user accounts.
- D. Principal, technology coordinator, and teachers are responsible for the accuracy and appropriateness of materials posted on school or departmental web pages and for ensuring that the material is consistent with official information posted by Our Savior Lutheran School Board.
- E. Users are responsible for complying with Our Savior Lutheran School rules, regulations, and "acceptable use policies."
- F. Violation of the acceptable use policy guidelines and responsibilities by a staff member may result in disciplinary action.
- G. Misuse of the Internet by students may result in the student being referred to the principal and the School Board for disciplinary action.

### **Violation Consequences – Students/Staff**

- A. Student/staff access to any sites that are rated as objectionable or not useful educationally will receive a warning.
- B. Should a second incident occur, the student/staff will lose Internet privileges for the remainder of the semester. A letter indicating that the privileges have been lost will be issued.

- C. A third violation (after reinstatement) will result in students/staff losing their Internet privileges for the remainder of the school year.
- D. Any student/staff who is involved in "hacking" or attempting to violate the Our Savior Lutheran School systems security will be referred to the appropriate committee for further action.

## **REPORTING TO PARENTS**

**REPORT CARDS** are issued at the end of each grading period during the school year.

**ONLINE GRADES:** In lieu of sending home written student reports every three weeks, parents will be given a password to use to access their child's grades whenever they wish. Teachers will make every effort to post grades weekly. All grades will be current a minimum of every two weeks throughout a given quarter. We encourage parents to regularly access and review their child's progress during the school year. Those families without internet access may request a written progress report every three weeks during a quarter.

**ONLINE ASSIGNMENT BOOK:** Some teachers will post on their own webpage daily or send emails on weekly assignments. These will be updated each week or more often as the teacher has time. These tools **SHOULD NOT** take the place of the student responsibility to keep their own daily written assignment book current. In fact, teachers may still request and expect students to have their assignment books signed nightly or weekly by parents. Parents and students would be best served if only the parent used the online assignment books to verify their child is accurately keeping a record of work assigned in school.

**PARENT – TEACHER CONFERENCES** are scheduled for the end of the first grading period of the school term. However, conferences may be requested by either the teacher or the parent whenever necessary.

### **GRADING SCALE**

(+ ) Above Average	A = 92 – 100%	D = 65 – 73%
(√) Average	B = 83 – 91%	F = Below 65%
(- ) Below Average	C = 74 – 82%	I = Incomplete

## **PROMOTION POLICY**

(Reviewed 6/16)

Our Savior Lutheran School believes it is a detriment to a child to promote him/her to the next grade level when he/she is unable to produce at the current grade level or has not achieved the knowledge or skills necessary to be successful at the next grade level. The following policy is adopted with the expectation that those students who meet this criteria will have the skills, knowledge, and ability to be successful at the next grade level.

### **Special Learning Needs:**

The Department of Day School Education (DDSE) is aware that special learning needs may interfere with a child's ability to achieve at the level desired. In those special cases that are documented through appropriate assessment means, it may be to the student's benefit to attend a school more equipped to meet those needs.

### **Varying Criteria Based on Grade Level:**

Expectations for success change as students grow older. Further, Additional information becomes available to teachers and parents as well. Therefore, the criteria for promotion is different for Kindergarten, Grades 1-4, Grades 5-8.

In all cases, retaining a child in a given grade is a very serious matter. Faculty, principal, parents, and other professionals (where helpful) should counsel together before this decision is finally made. The final decision regarding promotion or retention shall rest with the principal.

### **Kindergarten Promotion Criteria:**

If, after consultation with the student's parents, the teacher, and other educational professionals (as needed) and sharing documented concerns, the principal determines that the child is socially and/or academically unprepared, nor demonstrates readiness for Grade 1, the principal may require retention in Kindergarten. The principal may also deny admittance for the next school year if he/she is convinced Our Savior Lutheran School lacks the resources and personnel to adequately meet the student's needs.

### **Grade 1-4 Promotion Criteria:**

To be promoted to the next grade level, the student must meet the following criteria:

1. He/she must have a passing average for the year in each of the following subjects: Math, Reading, Phonics, English, Spelling, Religion and Memory Work. (Note: Religion and Memory Work are combined into ONE grade.)
2. He/she must have a passing average (either determined by % or grade point) in all other subjects combined.
3. Attribute level is also taken under consideration for promotion.

#### **Grade 5-8 Promotion Criteria:**

To be promoted to the next grade level, the student must meet the following criteria:

1. He/she must have a passing average for the year in each of the following subjects: Language Arts, Reading, English, Spelling, Math, Science, Social Studies, Religion and Memory Work. (Note: Religion and Memory Work are combined into ONE grade.)
2. He/she must have a passing average (either determined by % or grade point) in all other subjects combined.
3. Attribute level is also taken under consideration for promotion.

#### **Summer Study Options:**

Our Savior Lutheran School DDSE believes that in rare cases additional course work done in the summer may be beneficial to a student and could result in the attainment of the missing knowledge or skills necessary to be successful. It is up to the principal in consultation with the teacher and parents to determine if a specialized summer study program could be implemented for a student. The principal and teacher will write a specific plan and requirements for successful completion. Each situation is to be dealt with individually. The principal's ruling is final.

#### **Communicating with Parents:**

1. At the end of **the second and third quarter** teachers shall communicate to the principal the names of those students whose academic or study skills growth is lacking.
  - a. Should the teacher and/or the principal suspect learning disabilities, parents should be informed of what action might be taken to identify such disabilities.
2. At the end of the **first semester** the teacher shall communicate with the parents of students at risk of being retained explaining the situation and reasons for the concern. This communication shall also prescribe the necessary steps for the student to make improvements that will result in promotion.
  - a. Should the teacher and/or the principal suspect learning disabilities, parents should again be informed of what action might be taken to identify such disabilities if no previous action has occurred.
3. At the end of the third quarter the teacher shall once again inform the parents in writing of the likelihood of the student being retained and strongly encourage careful monitoring of student progress during the rest of the school year.
4. If a student is still at risk of retention by May 1 of the school year, one final communication should be sent to the parent indicating the likelihood of that occurring.
5. In the event a student is retained, the principal will attach a letter to the final report card attesting to the fact and the reasons the action was taken.

### **HONOR ROLL**

Students in grades 5 through 8 will be recognized on a quarterly Honor Roll. The Principal's List will be based on a 3.75 grade point average or better. The Honor Roll will be based on a 3.25 – 3.74 grade point average. The Honor Roll will be published shortly after the end of each grading period. These awards recognize students for academic work in all curriculum areas. In grades 6 through 8, Music, Spanish, P.E., Art, Choir and Computers are given half credit. In grade 5, Music, Choir, Computer, Art and P.E. are given half credit.

Any student receiving a "D" or an "F" or an "I" in any subject will not qualify for the Honor Roll. Students are recognized for academic achievement following each grading period.

### **HOMEWORK**

All homework is explained to each class by the teacher and is to be completed at home by the student. Excessive or non-existent homework over a period of time may indicate a problem whereby parents should contact the teacher. (See also: Online Assignment Book p.19)



## **INCOMPLETE HOMEWORK AND NEGATIVE BEHAVIOR**

### **GRADES 6-8**

#### **LATE OR MISSING HOMEWORK**

A blue “**Homework**” slip will be issued to students for missing or late assignments. In addition, the student will attend study hall during recess. If he/she completes the assignment by the following school day and turns it in with this signed “**Homework**” attached, no reduction in grade will occur.

If the homework and the slip are not turned in on the first school day after the assignment is due, the assignment is graded as a zero.

When nine “**Homework**” or blue slips are issued, a detention will be earned. “**Homework**” or blue slips are deleted at the end of each quarter.

In order to encourage responsible behavior, a violet “**Commendable Student Behavior**” slip can be earned each week a student does not earn more than one Homework Reminder or have two checks on the Blue Sheet and has not earned a “**Parent Notification Memo**” (see below). If a student earns three violet “**Commendable Student Behavior**” slips per month, the student will earn a non-uniform day.

#### **INAPPROPRIATE BEHAVIOR**

The goldenrod “**Parent Notification Memo**” deals with behavior choices and is to be taken seriously. This could include disrespectful behavior, disrupting the classroom environment, unethical duplication of homework, inappropriate language, or any other inappropriate behavior. The goldenrod slip serves as an immediate warning or caution. A student who earns three goldenrod slips will receive a detention. “**Parent Notification Memos**” are accumulative through the entire school year.

### **DISCIPLINE POLICY**

(Reviewed 6/16)

#### **PHILOSOPHY**

Our Savior Lutheran School recognizes the important relationship between Christian discipline and school discipline. Christian discipline is based on Christ’s unconditional acceptance of us in love and forgiveness. Even as disciples of Jesus followed Him, so young disciples at Our Savior are urged to follow Christ, to live in Him and serve Him. Discipline policies, therefore, are based on the Scriptural understanding of discipleship.

Our Savior also recognizes the importance of knowing children – their physical, emotional, social and spiritual needs, their behavior patterns and their age level characteristics. Discipline policies and procedures are, therefore, also based on reliable research and studies regarding human development and personality.

A primary task of the school is to create a stimulating learning climate for all students. The responsibility for maintaining such an environment belongs to all members of the school community: administrator, teachers, parents, students, and pastors. Discipline includes methods and techniques for establishing and maintaining order. These are designed to develop in the individual a sense of Christian responsibility, a sense of direction, self-discipline and means of self-determination which accommodate the needs and rights of others, and demonstrate Christian love for others. In a healthy school environment most students feel comfortable, are usually happy, achieve at a satisfactory level and meet behavioral expectations willingly. Children also need attention and want freedom. The climate at Our Savior is characterized by dealing with individuals in love and forgiveness. These factors tend to impact positively on children’s behavior.

Ultimately, parents are responsible for the discipline of their children and will be included in the discipline procedure of Our Savior.

#### **CODE OF CONDUCT**

1. Students are to exhibit respect at all times for teachers, and all those in authority in their school situation. Talking back, foul or abusive/disrespectful language or gestures are not permitted.
2. Students are expected to recognize the dignity and importance of each person by respecting all. Ways of demonstrating respect may include:
  - Respect for the feelings of others.

- Respect for the rights of others.
- Respect for others' property.
- Use of appropriate language.

Pushing and shoving in line, cheating, stealing, verbal abuse, and unacceptable physical contact such as fighting, scuffling, tripping, shoving, karate kicks, etc. are not acceptable.

3. Students are expected to properly care for all school property, their own and that of others. Students and parents are financially accountable for repair or replacement of any damaged property.
4. Students are to conduct themselves in a quiet manner in the school building. During school hours, there is to be no talking in the hallways so as not to disturb classes in session. The children are to enter and leave school in a safe and orderly manner by the front school doors.
5. The scheduled lunch period is not only for rest and relaxation, but for maintaining and developing proper table manners and acceptable social behavior in the lunchroom. Students are expected to remain seated in the lunchroom. Quiet conversation is acceptable. Rude behavior, such as yelling, shouting, food throwing, or destroying another's lunch will not be tolerated.
6. Weekly worship opportunities at school are an important part of spiritual growth. Students are to exhibit respect at all times on the way to, from, and during all Chapel services. Students are expected to grow in their understanding and expression of spiritual and moral values through worship participation, prayer, singing, and helping those around them.
7. Students are to conduct themselves as responsible Christian citizens at all times. Each student is a personal representative of Our Savior Lutheran School, and is expected to produce a positive image both at school and in public, including all athletic events, PTL events, and field trips.

### **EFFECTIVE DISCIPLINARY ACTION**

An effective disciplinary action must be enforced. The goal is that the student understands what he/she has done, and the consequences of the act. Each fall, students will work together with teachers to establish classroom rules and goals for positive growth in behavior and academics.

Disciplinary action must be applied as soon as possible after the act, but with careful deliberation by the teacher. Teachers at Our Savior Lutheran School are expected to maintain a positive learning environment for the children, but must, when necessary, call a student to task for violation in the area of discipline. The school principal, the pastors, and the Department of Day School Education are available for consultation to the teaching staff and parents.

The goal of Christian discipline is self-discipline. The student needs to be brought to a point in his or her life where behavior is freely chosen and the consequence accepted. The child that chooses actions which violate the rights of others in the school community must be dealt with in Christian justice.

In guiding the student's habits of virtue and in Christian attitude, a positive approach is emphasized. Nevertheless, there are moments that the teacher is confronted with real disciplinary problems. In order to support the teacher and to offer direction to all concerned, the following steps are used in correcting unacceptable behaviors:

### **DISCIPLINARY ACTIONS AND PROCEDURES**

As stated in the previous section, students and teachers work together to develop the rules and classroom procedures that will result in a positive learning environment for all. Initially, the teacher will handle disciplinary actions for infractions within the classroom. These actions might include requiring students to miss part or all of their recess time; notes and/or phone calls home to parents; specific work to do within the classroom; staying after school or coming early to school; and the like. It is expected that teachers will be in communication with parents when student behaviors are consistently inappropriate and that discussions between the parent and teacher will focus on improving the situation.

When such teacher/parent communication has not resolved the problem, or when student behavior is of a more serious nature, additional disciplinary actions may be taken. These include: a) detention; b) in school suspension; c) at home suspension; or d) expulsion from the student body. The principal may choose to move to a higher level of discipline, suspension or expulsion, in situations where a student is a major distraction and/or disruption of the learning environment, physically harms others or puts others in danger, or commits an act such as stealing, physically

damaging the property of the school or others, verbally harassing another, being in possession of weapons or drugs, or generally refusing to comply with directives from adults in charge.

## **DETENTION**

Before school detentions will be scheduled for those students whose behavior warrants a higher level of disciplinary action. A student may be assigned to detention for failure to comply with designated school and classroom rules, failure to do assigned work, or for inappropriate behavior at school activities (such as basketball games, PTL events, etc.) or on field trips. In fact, a higher level of responsibility is expected from students attending school activities and field trips.

### **GENERAL DETENTION PROCEDURES:**

- a. The student is notified by the teacher that he/she will receive a detention and the reason the detention is assigned.
- b. The student will immediately take the detention notification form to the principal who will:
  1. Review with the student the inappropriate activity and alternative appropriate activities that would be acceptable in the future; and
  2. Assign a date and time for the detention to be served;
  3. Sign the detention slip.
- c. The student is expected to take the form home to be signed by at least one parent/guardian and returned the morning of the next school day. Failure to return the slip by 8:30 am the following morning will result in the parents being contacted by the principal.
- d. The student is expected to report to detention on the date and at the time assigned. Failure to report may result in additional detentions and/or in school suspension.
- e. If a student receives a detention, the principal may require parents to come in and discuss specific expectations for improved behavior.
- f. Additional penalties such as ineligibility for extra-curricular activities may also be included with a detention.
- g. If a **fifth** detention is received, the principal may choose to use a higher level disciplinary action such as in school suspension or at home suspension.
- h. After a **sixth** detention, in school suspension, at home suspension, and/or expulsion will be the disciplinary action taken. Further, students may be placed on academic or behavioral probation.

### **ACADEMIC OR BEHAVIORAL PROBATION:**

Students who receive a sixth detention are at risk of being placed on academic or behavioral probation. Such probation can result in expulsion if a student's production or behavior does not improve. When on probation, only three more detention notices will be allowed. The first notice will result in an in-school suspension on a date determined by the principal. The second notice will result in a one day out of school suspension. The third notice results in a three day out-of-school suspension.

An additional notice after the three day suspension will result in automatic expulsion from the student body.

### **SUSPENSION:**

In all cases of suspension (in school or at home), the parents will receive written notice from the principal stating the cause of the action, the date(s) the suspension will occur, and the ramifications of additional inappropriate student behavior. The DDSE Director will be informed by the principal of all suspensions. All school work missed during a suspension must be made up within the same time frame as is used for illness or it will be graded as a "0%".

### **EXPULSION:**

In some cases student behavior is deemed such that continuing enrollment in the school population will either consistently disrupt the classroom and/or school environment or put others in danger of physical or mental harm. Also, a lack of academic production, such as consistent failure to turn in homework, indicates the student is not able to meet our academic expectations. Our Savior Lutheran School reserves the right to dismiss such students from the student body. Such expulsions can only be acted upon by the Department of Day School Education and only after clearly reviewing the facts as they are presented by the principal and others close to the situation.

## **STUDENT DUE PROCESS RIGHTS FOR SUSPENSION AND/OR EXPULSION:**

1. Suspensions and Expulsions may be appealed in writing to the Department of Day School Education (DDSE) within 10 calendar days from the date on the written notification. The DDSE will set a date and time to hear the appeal and make a decision as to its merits. Should the DDSE find in favor of the appeal, the suspension or expulsion will be removed from the student's permanent record.
2. Students have a right to have witnesses present on their behalf as well as the right to confront witnesses against them.

## **HARASSMENT POLICY**

(Reviewed 6/16)

1. **POLICY** is to ban sexual harassment and to set procedures for handling sexual harassment complaints, and implementing remedial measures when necessary.

### 11. **DEFINITIONS**\*\*For this policy only, the following definitions apply:

- A. "Sexual harassment" is defined as any unwelcome sexual advance, any unwelcome physical contact of a sexual nature, any request for sexual favor, or any other verbal, nonverbal, or physical conduct of a sexual nature when:
  1. Acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's status;
  2. Acceptance or rejection of such conduct by an individual is used as a basis for enrollment, rating, grading, or advancement;
  3. Such conduct has the purpose or effect of substantially interfering with an individual's academic progress or performance, or creating an intimidating, hostile, or offensive academic environment.

Any such behavior by an adult towards a student or a student towards an adult or another student, is always considered to be unwelcome.

### **Sexual harassment includes, but is not limited to the following:**

1. Graphic or suggestive comments or gestures of a sexual nature about an individual's dress or body.
  2. Deliberate unwelcome touching, stroking, patting, or brushing against a person in an inappropriate or offensive manner.
  3. Sexually oriented verbal abuse or "kidding". Verbal abuse or "kidding" is defined as including, but is not limited to, commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless sexually-oriented comments, innuendoes, gestures, or actions that offend others.
  4. Creating sexually - oriented graffiti, particularly when directed toward an identified individual.
  5. Unwelcome hugging or kissing.
  6. Snapping or pulling on elasticized bands on undergarments, pants, shorts, skirts, etc.
  7. A deliberate, repeated display of offensive sexually graphic materials.
  8. Repeated demands or requests for dates or sexual favors after the individual has said "no".
- B. "Staff member" includes teachers, administrators, pastors, secretaries, Extended Care Program personnel, custodians, hot lunch and playground supervisors, and any other person employed by the congregation or school.
  - C. "School activities" include classes, recess and break time, before and after school time that the student is under the supervision of the school, extra and co-curricular activities sponsored by the school, and PTL-sponsored activities, regardless of when or where any of these occur.
  - D. "Policy administrator" is the principal, unless the complaint involves the principal. If so, the "policy administrator" is the Chairman of the Department of Day School.
  - E. If either the "complainant" or the "alleged harasser" is a student, the student's parent(s) are included.

### 111. **PROCEDURES**

- A. Our Savior Lutheran School will not tolerate sexual harassment by or of staff members, volunteers working for school activities, students involved in any school activities, and/or anyone authorized to be on church or school premises.

- B. Staff members may not use their positions to sexually harass students, parents of school students, school volunteers, or other staff members during or outside of school activities.
- C. Students or staff who believe they have been subjected to sexual harassment or parents/guardians who believe that a student has been subjected to sexual harassment should report the incident(s) to the policy administrator.
- D. To the extent possible, complaints will be treated in a confidential manner, provided that the ability of the school or policy administrator to investigate or take corrective action is not adversely affected. Although every reasonable effort will be made to avoid unnecessary disclosure of information, confidentiality will not be promised or guaranteed to any person.
- E. The policy administrator shall conduct a prompt, thorough, and objective investigation into the complaint. Both the complainant and the alleged harasser shall have the right to present witnesses and other evidence, as deemed appropriate by policy administrator.
- F. The policy administrator shall notify both the complainant and the alleged harasser when the investigation has been completed. The policy administrator shall also notify the complainant and the alleged harasser of the findings of the investigation.
- G. If the policy administrator finds that there has been inappropriate conduct, he shall determine the disciplinary consequences of such harassment according to Church and Department of Day School policy. Disciplinary consequences will include referral to law enforcement officials where appropriate, and disciplinary action up to and including termination of employment, or expulsion from school.
- H. Any individual who retaliates against any person who reports alleged sexual harassment or who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any individual who knowingly and intentionally makes a false complaint or statement concerning an allegation of sexual harassment, to include providing testimony which is known to be false, will also be disciplined. Anyone who believes that retaliatory actions have occurred should report immediately to the policy administrator.
- I. Both the complainant and the alleged harasser shall have the right of appeal. Notice of intent to appeal must be presented in writing to the Chairman of the Department of Day School within thirty (30) days of the notification that the investigation was completed. The appeal must be presented at a regular or special meeting of the Department of Day School within seventy-five (75) days of notification that the investigation was completed.
- J. Discussion of sexual harassment will be included at an age appropriate level in the proper context.

#### **IV. CONTROL**

The Principal and/or the Board of Christian Day School are responsible for the implementation and control of this policy.

#### **CO-TENANT POLICY**

A student enrolled in Our Savior Lutheran School is a co-tenant of the school. This means that while the student is here, he/she may rent or use the school property and it is to be called "his"; however, it actually belongs to the school and this statement allows/gives the authority or legal rights for the teachers, staff, and/or administration to search any student's property, room, desk, and lockers without permission of the student and/or parent of same.

#### **ZERO TOLERANCE POLICY**

(Reviewed 6/16)

Students are not to have in their possession any alcohol or tobacco-related products (i.e. cigarettes, snuff, lighters, matches). Violation of this rule will result in suspension. Students are not to take, be in possession, sell, or distribute a controlled substance or something that looks like a controlled substance with the exception of prescribed medicine administered in the school office (refer to Dispensation of Medicine to Students). Students are also not to be in possession of anything designed primarily to be used to take, store, or distribute a controlled substance. Violation of this rule will result in immediate suspension with recommendation for expulsion. Students are not to be in possession of any type of weapon. Violation of this rule will result in immediate suspension with recommendation for expulsion.

## **DAMAGE POLICY**

Students who deface, mark, engrave, damage, or lose school or church equipment, supplies, books, etc. will be assessed a fine that will cover the repair or replacement of the damaged or lost materials. Assessment fees must be paid by the end of each semester or student grades will not be released.

## **GRIEVANCES**

(Reviewed 6/16)

It is recognized that misunderstandings may develop between parents and staff members concerning their child's education. It is always better to attempt to resolve these misunderstandings at the earliest possible opportunity. In many cases, a brief conversation between the parents and teacher is all that is necessary. However, misunderstandings occasionally develop which are more serious. If this should occur, the following procedures outlined in Matthew 18:15 are to be followed.

1. Speak to the teacher directly involved. A meeting should be set up within 48 hours of the problem by the parent or teacher. The meeting shall be private with only the parent and appropriate staff members present. Please do not discuss this with other parents. This often results in a simple problem becoming an irreparable situation.
2. Because the Christian strives to lead his life, including his relationships with other persons, according to God's Word, all communication among parents, staff and children should be made in the spirit of Christian love. In order to promote this principle, parents and staff members shall begin their initial meetings by jointly praying for wisdom, Christian love, and the guidance of the Holy Spirit in the attempt to resolve the misunderstanding. In addition, parents and staff members are encouraged to jointly or separately pray for these blessings during the entire resolution process.
3. If the misunderstanding has not been resolved between the teacher and parent, speak to the principal.
4. If the misunderstanding still has not been resolved, the following order to procure Christian resolution shall be followed: 1. Department of Day School Education Chairperson. 2. Department of Day School Education.

**The action of the Department of Day School Education is final.** We pray that our love for Christ and our fellow Christians will guide us in resolving all misunderstandings that may develop and that we, as parents, staff members, and a congregation, will be better able to jointly fulfill the welcomed obligation of raising our children in the nurture and admonition of the Lord. If at any time spiritual guidance is needed, the Pastor is available.

## **OUR ATHLETIC PROGRAM**

### **PHILOSOPHY**

The primary Mission and Purpose of Our Savior Lutheran School is to promote the Christian faith and to fulfill the Great Commission as stated in Matthew 28: 19-20: "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you."

As the school's primary purpose is to "make disciples" of all people, it must not only teach students about the church and having faith, but it must also teach them to be the church and live their faith. In order to accomplish this purpose, congregational members, parents, students, clergy, teachers, coaches and staff must work in an active combination of time, talents, and treasure in order to equip each person to be a responsible member of the body of Christ.

It is the aim of the athletic program of Our Savior Lutheran School to facilitate this philosophy through sports activities. Through a student's participation in interscholastic sports, it is hoped that he/she will further develop spiritually, mentally, emotionally, physically and socially. Students will be encouraged to be the best they can be by doing the best they can do to the glory of God.

### **\*ATHLETIC OFFERINGS**

<u>Season</u>	<u>Girls</u>	<u>Boys</u>	<u>Coed</u>
Fall	Volleyball Grades 5-8		Archery Grades 4-8
Winter	Basketball Grades 5-8	Basketball Grades 5-8	Soccer Grades 5-8



**\*All team offerings each school year are dependent upon the number of participants and availability of coaches. Therefore, the sports offered for each grade may change from year to year.**

## **THE PARENTAL ROLE IN THE DEVELOPMENT OF THE STUDENT ATHLETE**

The parents of a student are usually the determining factor in their child becoming an athlete. Because we encourage all of our children to be Christians first, students second and athletes third, the responsibilities of the parents are a vital role in the child becoming a total and complete student athlete at Our Savior Lutheran School. Some of these responsibilities are listed below:

1. Teach by example a Christian attitude towards all. The school can only support and encourage the basics a taught at home.
2. Assist the child to establish proper priorities with respect to church, family, peers, study and play.
3. Encourage and participate in the development of the student athlete's abilities.
4. Support the student athlete's commitment to groups and teams.
5. Develop within each student athlete foresight which enables him/her to accept responsibility for both their own actions and the actions of the group of which they are a part.
6. Instill in the student athlete good health habits toward sleep, food, exercise, and discourage the use of cigarettes, liquor and drugs.
7. Make a commitment to help the athletes by attending sports events, selling at concession stands, assisting in clean-up, and encouraging coaches.
8. Enthusiastically support teams at athletic events without being zealous or critical of coaches and officials.
9. The parent must exemplify everything that he/she wants the student athlete to be and must participate in both the home and school activities if the student athletic program is to be successful.
10. If a parent needs to voice a concern, they should always direct their grievance in the following order:  
1) Coach 2) Athletic Director 3) Principal 4) Pastor 5) Chairman of the DDSE.



## **ATHLETIC GUIDELINES**

### **1. BEHAVIOR**

Students attending or participating in extra-curricular activities sponsored by the school are expected to behave in an acceptable manner. Failure to do so may warrant disciplinary action by the school.

### **2. DRESS**

Students involved in athletics are considered to be representatives of Our Savior Lutheran School. With this in mind, it is important for them to portray a positive image through the way they dress.

### **3. ATTENDANCE**

Students not in attendance at school for a full day will not be allowed to participate in extra-curricular activities on the day of their absence. This includes both practices and games.

## **Extra – Curricular Eligibility Guidelines**

### **Eligibility Guidelines**

#### **Grades 5-8**

1. Students must meet eligibility guidelines to participate in the following school activities:
  - a. All extracurricular sports
  - b. All intramural sports
  - c. Spring musical production
  - d. Christmas program – IF after school practices are required
  - e. S.A.L.T.
  - f. Any after school clubs such as yearbook, handbells, etc.

2. Ineligibility means students may not attend practices, meetings or dress in team uniform
3. Students must have a passing grade and no incompletes in ALL subjects at each three-week progress check or at the end of the quarter to be eligible to participate
4. Students who are ineligible for two consecutive progress report checks in a season are ineligible for the remainder of the season. (See yearlong activity #6.)
5. All students will be deemed eligible the beginning of a new activity or sports season
6. Activities that require yearlong participation (such as handbells, S.A.L.T., archery, clubs, etc.) will follow all the above with exception of #5. Students with two consecutive ineligibilities will be reevaluated at the beginning of a new quarter. At that time a conference will be held with the teacher, parents and child to discuss
7. Continued eligibility for a student with a diagnosed learning disability will be determined at a conference with the student, parent, teacher and principal.

### Eligibility Procedures

1. The Wednesday before the official interim report cutoff date the principal will compile a list of the ineligible students and give it to the homeroom teacher of each student. The teacher will be asked to meet with the child and tell him/her they have one week to improve their status from ineligible to eligible. The teacher will also share the specific subject(s) that are the problem and need attention.
2. On the Wednesday before actual cutoff date (which is usually a Friday), the principal will check again to see which students are still ineligible in one or more subject areas. These students will be informed by the principal who will advise the child they have until Friday to improve or be declared ineligible.
3. Once the grade has been raised to passing, the student may participate once again.

### Grades 1-4

When a child is deemed failing in any class, a conference will be held with the teacher, parent, and if age appropriate, the student, to discuss the further participation in the extracurricular activity. Both the parent and teacher will discuss continued eligibility at this age, however, the parent will hold the final decision about eligibility. It is hoped that through this conference, both teacher and parent will be able to develop a plan to aid the child's academic deficiencies while allowing the student an opportunity to explore extracurricular experiences.

### OUR MUSIC PROGRAM



### MUSIC INSTRUCTION:

Music classes are provided to all students at Our Savior Lutheran School. Students receive a wide variety of musical experiences including reading skills, listening, movement, singing, improvisation and instrument playing.

### CHOIRS:

All students at Our Savior Lutheran School have the opportunity to be involved in a choral group. Their purpose is to learn songs and liturgy used in worship, acquire listening and singing skills, develop God-given talents, and provide music for church and chapel services, concerts and musicals. We encourage all families to attend choir performances at Our Savior Lutheran Church to support our music program.

THE CHERUB CHOIR is made up of the Preschool students. They perform in both the Christmas and Spring Sing programs and at our National Lutheran Schools Week service.

THE ALLELUIA CHOIR consists of all students in Kindergarten and Grade 1. They perform in church approximately twice each quarter and prepare special music or a musical at Christmas and for Spring Sing.

**THE HOSANNA CHOIR** is made up of all students in Grades 2 - 5. They perform in the church approximately three times each quarter and prepare special music or a musical at Christmas and for Spring Sing. They occasionally sing for special functions.

**THE JUBILATE CHOIR** consists of students in Grades 6, 7, and 8 who wish to continue participating in choir as an elective. This choir performs in church approximately twice each quarter and prepares special music or a musical at Christmas and for Spring Sing and graduation.

**HANDBELL CHOIRS:** Students in Grades 4-8 are eligible to play handbells at Our Savior Lutheran School. Some music skills are necessary. We have a group for beginning fourth and fifth graders, and an advanced group for grades six through eight. Practice sessions are held every week directly after the regular school day. Ringers are to purchase their own gloves and assist with the care of the equipment. Performances will be approximately once per quarter, with special performances for chapel services and the Christmas and Spring concerts.

## **UNIFORM DRESS CODE**

At Our Savior Lutheran the uniform is a reflection of our attitude. Our dress code is designed to encourage modesty within a community that values character and compassion.

### **General Uniform Guidelines**

- Shirts ALWAYS tucked in
- Slacks/shorts with loops require a belt.
- Socks need to be visible above the shoes.
- Slacks / shorts CANNOT BE “cargo” or “jean” style.
- Shoes should be either leather or athletic with non-marking soles and closed toe. No boots or Crocs.
- Girls may wear non-visible modesty shorts under their jumper or skirt.
- “Spirit Wear” cannot be worn in place of school uniform items.
- All hair styles need to be neat, clean, out of their eyes, and natural color.
- Facial hair on young men is not permitted.
- Embroidered tops are available online at [lousportinggoods.com](http://lousportinggoods.com)

### **Uniform Items**

**Shorts:** Khaki or Navy, 1” above the knee

**Slacks:** Khaki or Navy

**Belts:** Brown, or Black

**Turtleneck:** Navy, Maroon, White

**Polo Shirt:** Navy, Maroon, White, long or short sleeved (embroidered available)

**Shirt:** White long or short sleeved oxford cloth with button down collar - worn by boys

**Blouse:** White, long or short sleeved, round collar - worn by girls

**Sweatshirt:** Navy, Maroon or Gray embroidered with Our Savior Lutheran School Logo

**Sweater:** Navy, Maroon or White cardigan or crewneck pullover

**Skorts:** Khaki or Navy, no shorter than 1” above the knee - worn by girls grades K-8

**Tights/Leggings:** White, Gray, Navy or Black, full length no capri length

**Jumper:** Maroon & Gray Plaid, no shorter than 1” above the knee - worn by girls grades K - 4

**Skirt:** Maroon & Gray Plaid, no shorter than 1” above the knee - worn by girls grades 5 - 8

**Socks:** White, Gray, Navy or Black - solid color only

## **NON-UNIFORM DAY GUIDELINES:**

On special non-uniform days, students may dress according to the guidelines of the day as announced by the principal. Students not participating must be in regular school uniform attire

- All shirts/blouses are to have sleeves
- Bottoms will be Solid color, full length **BLUE** jeans (with no holes or fraying) OR Uniform Shorts ONLY.
- No leggings or sweatpants

## **SPIRIT DAY GUIDELINES**

The **FIRST MONDAY** of each month will be “Spirit Day”. Students may wear school spirit wear tops purchased **ONLY** online from Louisville Sporting Goods at [lousportinggoods.com](http://lousportinggoods.com) with the appropriate bottoms (see above). These items will be identified as “SPIRIT WEAR” on the website and orders could take up to 14 days to turn around.

## **UNIFORM VIOLATIONS**

If your child is in violation of the uniform code, the parent/guardian will be notified in writing. After the third written notice, the parent/guardian will be notified by phone and requested to bring appropriate clothing if necessary. The student will not be readmitted to class until he/she is properly attired. A 4<sup>th</sup> or subsequent uniform violation may result in a detention being served by the student.

## **LOST AND FOUND**

Each year there is an accumulation of lost-and-found items which are turned into the office. Much of this can be prevented by labeling garments and supplies. Students are discouraged from bringing personal items (toys, games, soccer balls, etc.) as the school cannot be responsible for their loss or damage. **MONEY SHOULD BE BROUGHT TO SCHOOL ONLY WHEN NECESSARY.**

**After each grading period, lost-and-found items are placed on display in the lobby, and if not claimed, are donated to a local charity.**

## **VISITING THE CLASSROOM**

You are invited and encouraged to visit the classes after the first two weeks of school. During the year an invitation may be sent to you inviting you to visit your child’s classes. At other times, please make arrangements with the office in advance prior to visiting the classroom. There are times (e.g. during a testing session) when a visitor would distract the pupils. Parents are asked to consult with the teacher after 3:30 p.m., please. Children are not to bring younger brothers or sisters to spend the day with them in their classroom.

## **CLASSROOM PARTIES**

Room parents will be selected at the beginning of the school year. The room parents are responsible for supervising the class parties, including games and refreshments. **Room parents may not bring younger siblings when assisting with school activities.**

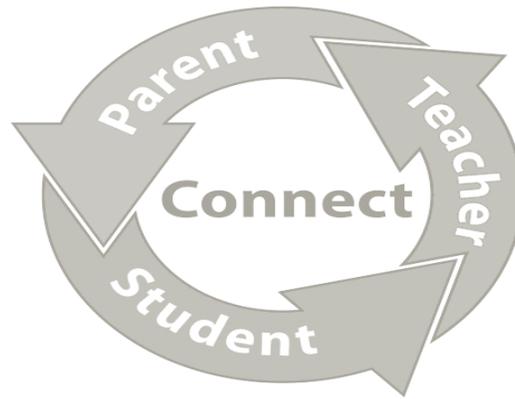
There will be class parties during the year, including a Harvest Party, Christmas, Valentine’s Day. Parties are held at the end of the day and last about 45 minutes.

Children’s birthdays may also be celebrated in the classroom by bringing a treat or snack for the class. Please keep the treat simple! Notify the teacher ahead of time if your child will be bringing a treat to class.

Party invitations are not to be passed out at school. This is to help alleviate hurt feelings if not all the children have been invited and also to ease confusion if a child is absent and does not receive the invitation in time.

## **PANTHER TALE**

“Panther Tale” is the title of the official school newsletter prepared by a volunteer. It is available online at our website at [www.oslslouisville.com](http://www.oslslouisville.com). There are also a few copies available outside school lobby on Friday each time it’s published. This means of communication is designed to keep our families informed of the schedule of activities and the various activities of the school throughout the year. Parents are urged to keep their e-mail addresses updated with the school office. Any announcements, articles, requests and other related information by our parents should be submitted to the office by 9:00 a.m. on Wednesday morning prior to publication. Any material for distribution to our students must receive prior approval from the school principal.



## **SUGGESTIONS FOR RELATING TO TEACHERS**

The strength of Our Savior Lutheran School lies in its families and the strong parent-teacher relationship we enjoy. This strength is to be guarded and nurtured so it will be a growing relationship resulting in great benefit to the student. This is something which can be uplifting and beautiful to experience for the parent, the teacher, and the student.

The seven suggestions which follow are defined through research. They come from responses to a particular question which was completed by Christian school personnel from different sections of the country. Of the seven, the first one listed was easily ranked as number one, while the other six were on an even par with one another.

1. **WHEN SOMETHING COMES UP, GO TO THE TEACHER FIRST.**

Over a period of a year, or a few years, something is bound to come up at School which will cause you to wonder and to question. When this occurs, go directly to the teacher and express your concern and your question to him or her. Experience indicates that about 90% of the matters which come up can be solved quickly at this level by following this simple procedure. Failure to follow this causes problems for everyone- teacher, parent, principal, and board.

If the matter is not resolved at the teacher level, it should be taken to the principal by the parent. If still unresolved, it should be taken to the Dept. of Day School Education. Each step is to be taken with prayer and with the right spirit with which Jesus faced problems. Any by-pass in following this chain of command is a serious breach. For example, to talk to other parents without going to a teacher first, or to go directly to a board member or the chairman without first going to the teacher and the principal, hurts the school. The Matthew 18 principle (please read) must be operative.

2. **RECOGNIZE THAT TEACHERS ARE PROFESSIONAL EDUCATORS.** Lutheran school teachers are professionals who are worthy of respect and confidence. They are often humble and usually understate their background and capabilities. Please feel free to call upon them when you need assistance or have questions regarding your child.
3. **VIEW EACH TEACHER AS AN INDIVIDUAL.** See the teachers as individuals, not just a group of employees. Teachers are human. They make mistakes. They have feelings. Be friendly.
4. **SUPPORT THE TEACHER WITH ENCOURAGEMENT AND HELP.** The Bible talks about encouraging one another in the Lord. Teachers need that, for their ministry is not easy. Assume the best on their behalf and give them the benefit of the doubt. They are not out to hurt or hinder your child.
5. **BE HONEST WITH THE TEACHER.** Discuss matters factually, thoroughly, and patiently. Do not withhold pertinent information.
6. **KEEP THE LINES OF COMMUNICATION OPEN.** Face-to-face contact is better than the telephone or a note. Communicate frequently, not just when there is a problem.
7. **DO NOT ACCEPT ALL THAT THE CHILD SAYS.** This is not to imply that your child is a liar. There is great wisdom in withholding your judgment in a matter until you listen to both sides. It is a serious mistake to prejudge the teacher. Always remember that Satan seeks to confuse the Lord's work at the school by getting people to jump to conclusions.

**Please take these suggestions to heart for they are sincere and they are valid. They will bring blessings to you, your children, and Our Savior Lutheran School!**