Scholar Family Handbook

2026-2027

OUR SAVIOR
LUTHERAN SCHOOL

Serving Families for Jesus Christ

Our Savior Lutheran School
713-290-8277 phone
346-537-2686 fax
www.oslschool.org

Our Savior Lutheran Church
713-290-9087 phone
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Staff Directory

NAME	POSITION
Administration	
Rev. Steven Cholak	School Chaplain, Assistant Pastor
Erik Morrissey	Principal
Lynette Cherington	EarlyChildhood Director, Assistant Principal
Jeanene Lunsford	Assistant Principal, Technology Director
Tammie Wright	SSC Director
Logic School	
Jimmy Eifert	History/Math
Stephani Payne	Latin/English Girls' Athletic Director
Joey Perry	Language Arts Language Arts
William Prestwood	Quadrivium
Slade Leicht	Quadrivium
Pastor Cholak	Religion
Jeff Armstrong	Religion
Upper Grammar School	
Bonnie Moore	Grade 5
Julie Straube	Grade 5
Jaina Lowery	Grade 4
Kristin Ripple	Grade 4
Beth Prestwood	Grade 3
Melissa Theis	Grade 3
Lower Grammar School	
Deborah Lazenby	Grade 2
Gillian Wagner-Main	Grade 2
Sarah Morrissey	Grade 1
Elizabeth Robison	Grade 1
Debbie Armstrong	Kindergarten
Kimberely Engel	Kindergarten
Nicole Spangler	Kindergarten
Early Childhood	
Amanda Crabtree	Pre-Kindergarten
Rosalie Chapman	Pre-Kindergarten
Sarah Rammelsberg	Pre-Kindergarten
Lesley McBride	Preschool
Ruth Rodriguez	Preschool
Chelsie Pigeon	Preschool

NAME	POSITION
Ancillary	
Cristina Farley	SSC Interventionist
Darlene Blasco	SSC Interventionist
Vinny Rodriguez	Band, Music
Megan Leamon	Art, Grades 1-8
Alec Kemnitz	Physical Education, Athletic Director
Richard Solis	Physical Education
Aislinn Bohot	Music, Orchestra 1-8
Support Personnel	
Whitney Ferrarese	Communications & Admissions
Lindsay Petree	School Accountant
Kayla Gill	Registrar
Diane White	School Manager
Trina Caudill	ECE Administrative Assistant
Daniel'e Bolen	ECE Administrative Assistant
Diana Foraker	School Chef
Destiny McNair	School Nurse
Ed Witt	Maintenance
Board of Parochial Education	
Andrew Adams	President
Guy Bender	Building Secretary
Mel Derong	Finance & Advancement
Roger Synnott	Security
Craig Valka	Policy & Governance
Adam White	Marketing & Enrollment
Steve Zorn	

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FOREWORD

About Our Savior Lutheran School

Our Savior Lutheran School is a fully accredited institution that serves families in the Houston area. Our faculty teach in self-contained classrooms in the Early Childhood and the Grammar years (Preschool through Grade 5). Logic School Faculty in Grades 6 through 8 teach in content areas. From the inception of Our Savior Lutheran Church in 1945, the school's ministry has been at the forefront. From its earliest church records, the aim was to start a Lutheran Christian day school, which quickly became a reality in 1946. The school first welcomed 33 scholars in its humble setting on North Shepherd Drive. The school and church boards worked tirelessly over the years to add additional facilities to ensure the school could continue growing. After years of ministry at the original property, the Lord provided a much larger property at the current Tidwell location. In 1997, the school moved to the new site. Again, the church felt strongly that the school was of primary importance, which meant building all the buildings before the church. After several years of holding church in the cafeteria, the new church was completed and dedicated in late June 2000. Our Savior Lutheran School continues to be of utmost importance to the church. The school board, administration, and church continue to seek ways to support and grow the school's mission.

Why Classical?

Liberal Arts + Catechesis = (Classical) Lutheran Education
Classical Lutheran education directs scholars toward citizenship in two kingdoms. This education embodies two indissoluble key elements: catechesis–to stay alive in the battle against the devil, the world, and our sinful nature–and the liberal arts–to be of some earthly good to our neighbor. A classical Lutheran education preaches truth to souls and cultivates minds. It is truly an education from conception to natural death and is an education for all people.

Catechesis
Catechesis properly equips scholars to live the life of faith as citizens of the heavenly kingdom. On this side of heaven, we are members of the church militant. We have been given weapons in this grave and vital battle: the Bible, the hymnal, the Catechisms, and the Confessions. We fight the good fight of faith, knowing the ultimate battle of life has already been won for us, for in these weapons, we hear the saving gospel of Christ crucified, risen, and ascended.

Liberal Arts
The Liberal Arts cultivate a love of the Truth learned in catechesis by educating scholars to think well. In other words, the Liberal Arts help scholars to distinguish God's voice from the devil's. The classical Liberal Arts are conceptualized as the Trivium (the three arts of language) and the Quadrivium (the four arts of numbers). The Trivium and Quadrivium shape scholars to be free-thinking, good stewards of God's creation, and help their earthly neighbors. The seven Liberal Arts also prepare scholars for the study of natural and moral philosophy and theology.

Arts of Language

The three arts of language aim to equip scholars to articulate and communicate truth. Scholars of the trivium learn to write well and speak effectively.

Grammar: Grammar is the foundation of language. It is the study of correct language basics and the "what" upon which everything else is built. We learn the language of the Church through our liturgy and hymnody. Memorizing facts testifies that there is Truth.

Logic: Logic teaches the appropriate analysis of language. It is the "why" used in analytical thinking, discernment, and argumentation. With Logic, the case is made for sense as opposed to nonsense.

Rhetoric: Rhetoric fosters the correct use of language. God has chosen language to accomplish His saving work in us. It only stands to reason, then, that proper use of language is a vital skill. Rhetoric is the "how" of the Trivium, as it teaches proper use of language that correctly signifies, identifies, and conceptualizes that which has come before, but in a new way.

Arts of Mathematics

Built on the Trivium, the Quadrivium aims to discern the order found in God's created world. Scholars of the four arts of mathematics learn to observe harmonies, ratios, and patterns in nature. Such observations instill a sense of wonder and appropriately shape the imagination.

Arithmetic: Arithmetic is the study of numbers. Scholars develop an appreciation for numbers, assimilate mathematics as a language and learn to think abstractly. Arithmetic is a necessary foundation for further study of the mathematical arts.

Geometry: Geometry teaches about numbers in space. Scholars apply the language of mathematics in two and three dimensions to form the right view of physical creation. Geometry promotes a healthy and active imagination that can visualize physical ratios, orders, and patterns.

Music: Music is the mathematical art of numbers in time. Music attunes the ear to hear organization, order, and harmony rooted in the language of mathematics. A well-tuned ear leads the mind to recognize euphony and resolve dissonance, cultivating an objective appreciation of beauty, goodness, and truth. As Martin Luther puts it, "Next to the Word of God, music deserves the highest praise. God gave the gift of language and song to man to proclaim the Word of God through Music."

Astronomy: Astronomy trains scholars to apply numbers in both time and space. Astronomy applies the language of mathematics on a celestial scale, revealing God's order in and care for things beyond human control, such as planetary orbits, lunar phases, and the cyclical seasons. Such lofty study certainly sparks reverent wonder, as the Psalmist remarks, "When I consider Thy heavens, the work of Thy fingers, the moon, and the stars, which Thou hast ordained; What is man, that Thou art mindful of him? and the son of man, that Thou visitest him? For Thou hast made him a little lower than the angels, and hast crowned him with glory and honor" (Psalm 8:3-5).

Why the use of technology in the classroom?

The goal of a classical Lutheran education is, in so few words, to educate children for life in this world and the next: catechesis to stay alive, liberal arts to be of some earthly good: the Liberal Arts plus catechesis for the benefit of Church and Society.

In Luther's day, the printing press aided the Reformers in disseminating Truth to the masses. Yet, the printing press was not the only tool. The context of the Reformation also included most people who were illiterate or

semi-literate. However, the printing press was still beneficial, providing written materials to readers and preachers.

Today, the Internet serves as a tool to disseminate Truth to the masses. Just as the printing press only indirectly benefited everyone due to illiteracy, so does the Internet benefit everyone, even if indirectly. Thanks to the Digital Age, we have direct access to resources never before accessible to the layman outside of brick-and-mortar archives. These resources allow teachers and scholars of all ages alike to read, mark, and inwardly digest original sources, rich literature, and the languages of the Church. Regardless of geography, scholars have access to unabashedly Lutheran education at all ages.

At Our Savior Lutheran School, we pursue the good, the true, and the beautiful because we value those things which endure. In keeping with this philosophy, we highly recommend that scholars use printed books and readings as much as possible. Our school supplies, through the annual commitment fee, necessary books or print copies of readings to enhance our classical curriculum. At the same time, we recognize the financial sacrifices that many families already make to provide an excellent education for their children. For this reason, we also offer options for using the web or other electronic copies of readings, most of which are available to the school free of charge.

Why Lutheran?

The way we teach and what we teach is influenced by three things:

> **Baptism:** Each teacher and scholar is a sinner in need of salvation, received through faith, granted by the Holy Spirit in the waters of Holy Baptism. As an excellent and gracious gift of our Triune God, each Christian should "regard their baptism as the daily garment they are to wear all the time (Large Catechism, Fourth Part, 84)." Doctor Luther teaches and confesses the glories of this dominical, saving mystery: "In baptism, therefore, every Christian has enough to study and practice all his life. Christians always have enough to do to believe firmly what baptism promises and brings–victory over death and the devil, forgiveness of sin, God's grace, the entire Christ, and the Holy Spirit with His gifts (Large Catechism, Fourth Part, 41-42)."
>
> **Vocation:** Teachers and scholars are called by God to love and serve their neighbor as a primary fruit of faith. "Because 'the kingdom of God is righteousness' [Romans 14:17] and life in the heart, therefore [genuine Christian] perfection means to grow in fear of God, in trust in the mercy promised in Christ, and in dedication to one's calling (Apology of the Augsburg Confession, Article XXVII, Monastic Vows, 27)." The vocation of teacher paired with the vocation of scholar–at least as these are received by saving faith–situates Christians in such a way that they look into the light of God's good Law and are led by the Holy Spirit to begin to love God, one another, and any neighbor placed in front of them by God. "All people, whatever their calling, should seek [genuine Christian] perfection, that is, growth in fear of God, in faith, in love for their neighbor, and in similar spiritual virtues (Apology of the Augsburg Confession, Article XXVII, Monastic Vows, 37)."

Catechesis: Through catechesis, teachers and scholars learn who they are–forgiven sinners–and how to live in the faith of their baptism as they love and serve their neighbor. As they repeat the truths of the faith, whether, in a concise or expansive way, they grow in their understanding of God's Word and Lutheran doctrine. Whether employing word or song, didactic or artistic means, such catechesis allows those practiced in its wisdom to "counsel, help, comfort, judge, and make doctrines, walks of life, spirits, legal matters, and everything else in the world (Large Catechism, Longer Preface of 1530, 17)."

The Lutheran School System

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

Today, the Lutheran Church-Missouri Synod school system is the largest protestant school system in the United States. With over 800 elementary LC-MS church-operated schools state-wide and 3 internationally and approximately 78,000 scholars across the United States, the Lutheran school system is the "church" in ministry. Additionally, 7 colleges and universities operate to serve post-secondary and graduate scholars across the nation.

SCHOOL LOGO

In the style of medieval coats of arms, the logo for Our Savior Lutheran School encapsulates what we believe and teach. It is in the shape of a shield, called an escutcheon. Everything contained on a coat of arms has significance—from the colors and patterns to the spatial arrangement. The shield is of course a defensive object in battle, an image that Martin Luther evoked for Christian warfare when he penned the hymn, "A mighty fortress is our God; a trusty shield and weapon."

The shield is outlined in black signifying our sinful nature and our need for a Savior. That outline is buffered by the color white signifying the saving work of Christ on the cross which redeems us poor sinners and serves as the basis for our daily work and vocations at Our Savior Lutheran School.

<u>The shield has three layers</u>

The first layer of green signifies the growing and nurturing of the young Christian that is done at Our Savior Lutheran School daily. In the Christian Church, the liturgical color for the season of Trinity is green. This time of the church year focuses on the Christian life and sanctification-the work of the Holy Spirit.

The second layer holds Martin Luther's rose which you see throughout our campus reminding you of Luther's intent for understanding the Christian faith through this seal. It backs the OSL eagle and is completed on the breast of the eagle, while still maintaining the greens and whites of the shield colors.

Here is how Luther himself explained its meaning:

> *First, there is a black cross in a heart that remains its natural color. This is to remind me that it is faith in the Crucified One that saves us. Anyone who believes from the heart will be justified (Romans 10:10). It is a black cross, which mortifies and causes pain, but it leaves the heart its natural color. It doesn't destroy nature, that is to say, it does not kill us but keeps us alive, for the just shall live by faith in the Crucified One (Romans 1:17). The heart should stand in the middle of a white rose. This is to show that faith gives joy, comfort, and peace—it puts the believer into a white, joyous rose. Faith does not give peace and joy like the world gives (John 14:27). This is why the rose must be white, not red. White is the color of the spirits and angels (cf. Matthew 28:3; John 20:12). This rose should stand in a sky-blue field, symbolizing that a joyful spirit and faith is a beginning of heavenly, future joy, which begins now, but is grasped in hope, not yet fully revealed. Around the field of blue is a golden ring to symbolize that blessedness in heaven lasts forever and has no end. Heavenly blessedness is exquisite, beyond all joy and better than any possessions, just as gold is the most valuable and precious metal.* (From: Letter from Martin Luther to Lazarus Spengler, July 8, 1530 [WA Br 5:445]; tr. P. T. McCain)

The third layer is the eagle which signifies the symbolic strength of God. Isaiah depicts God as an eagle when he wrote "but they who wait for the Lord shall renew their strength; they shall mount up with wings like eagles; they shall run and not be weary; they shall walk and not faint" (Isaiah 40:31). The eagle is further symbolized when Moses said of God "Like an eagle that stirs up its nest, that flutters over its young, spreading out its wings, catching them, bearing them on its pinions" (Deut. 32:11). The eagle can bear up the young eaglets on its pinions, which are the outer wings. This is basically what God did when He brought Israel out of captivity from Egypt and continued to bear her up in her wanderings in the wilderness.

The eagle is then covered with the heart from Luther's seal and is mounted with the symbol of the cross which reminds us of Christ's sacrifice and death upon that cross to redeem us, poor sinners.

USING THIS HANDBOOK

This handbook classifies the expectations and privileges of scholars and families served by Our Savior Lutheran School.

To wit:

The Vocation of Scholar

Learning is your job. Work hard, be diligent, do your best, and humbly receive correction as if you were serving the Lord.

Each day we strive, but fail to keep all of the Ten Commandments. You will have the opportunity, one way or another, to break all of the Ten Commandments during school. Knowing the Law and knowing we are gravely negligent in keeping the Law should have us constantly on our knees beseeching our Father in heaven for mercy. While our place should be on our knees (or perhaps moreso, our place should be in hell), in His infinite mercy, God sent His Son to the world to seek and to save us, the lost and condemned. We rise then and stand in the grace poured out on us on the cross. Yet, we do not use our freedom in that grace to indulge the sinful nature. As such, we strive for academic integrity in all we do and say in school. One of the most pointed areas of academic integrity would fall under the auspices of the Seventh Commandment. In your writing and interaction with one another in discussions, we certainly encourage you to use our readings and other materials from class or outside of class. We even encourage you to comment upon the work and words of others in your class.

What we expect from you, the scholar:

- We expect you to honor your teachers. Tell the truth even when it is painful.
- Your work is to be turned in on time every time.
- We expect you to conduct yourself in keeping with the Ten Commandments. Your conduct and speech reflect you, your family, and your school.

The Vocation of Parent

“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.” Eph. 6:4

“In this commandment belongs a further statement about all kinds of obedience to persons in authority who have to command and to govern. For all authority flows and is born from the authority of parents Where a father is unable alone to educate his rebellious and irritable child, he uses a schoolmaster to teach the child. If he is too weak, he gets the help of his friends and neighbors. If he departs this life, he delegates and confers his authority and government upon others who are appointed for the purpose… So all whom we call “masters” are in the place of parents and must get their power and authority to govern from them. So also men are all called fathers in the Scriptures, who in their government perform the functions of a father, and have a paternal heart toward their subordinates.” (Book of Concord, p. 401)

God has given the task of raising children to parents. This vocation encompasses all aspects of the child’s upbringing including his education. You are the overall authority, and thus responsible for your child’s education. Our Savior Lutheran School exists “for the purpose of assisting and supporting Christian parents in their God-given responsibilities of raising and rearing their children.” (The Lutheran Day School: Its Theological Foundation and Practice, pg. 33)

What we expect from you, the parent:

- Honor your child's teachers. They are aiding you in educating your child and they need your support in order to fulfill that vocation. Please be responsive to their communications.
- Be active in your child's education.
    - Read with your children.
    - Discuss lessons learned at school perhaps around the dinner table or in the car.
    - Review Learn-By-Heart with your children.
    - Read the Literature your child is reading for school.
    - Proofread papers and schoolwork that comes home.
- Be active in your child's character development supporting the school as we develop faithful, wise, and virtuous Christian members of their communities.

The Vocation of Teacher

"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."

Eph. 6:4

"In this commandment belongs a further statement about all kinds of obedience to persons in authority who have to command and to govern. For all authority flows and is born from the authority of parents. Where a father is unable alone to educate his [rebellious and irritable] child, he uses a schoolmaster to teach the child. If he is too weak, he gets the help of his friends and neighbors. If he departs this life, he delegates and confers his authority and government upon others who are appointed for the purpose." (Large Catechism, Ten Commandments, 141)

Communication within vocation

As Our Savior Lutheran School strives to serve families well, communication is of utmost importance. Parents and scholars are encouraged to communicate with teachers and principals within their vocations. If there is a question or concern about content or grades in a class or classroom management, teachers should be contacted first. The Principal may be copied on email communication, but the teacher should be the primary point of contact.

Statement Of Philosophy

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

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

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

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

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

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

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

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

2026-2027 THEME

"Walk in the Lord!"
"*Ambulate in Domino!*"
Colossians 2:6-7

Theme: Walk in the Lord!
From Colossians 2:6-7

Theme Verse: Colossians 2:6-7
"Therefore as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving."

"Sicut ergo accepistis Christum Iesum Dominum in ipso ambulate."

Theme Hymn: LSB 685 *Let Us Ever Walk with Jesus*

1. Let us ever walk with Jesus, Follow His example pure, Through a world that would deceive us And to sin our spirits lure. Onward in His footsteps treading, Pilgrims here, our home above, Full of faith and hope and love, Let us do the Father's bidding. Faithful Lord, with me abide; I shall follow where You guide.

2. Let us suffer here with Jesus And with patience bear our cross. Joy will follow all our sadness; Where He is, there is no loss. Though today we sow no laughter, We shall reap celestial joy; All discomforts that annoy Shall give way to mirth here after. Jesus, here I share Your woe; Help me there Your joy to know.

3. Let us gladly die with Jesus. Since by death He conquered death, He will free us from destruction, Give to us immortal breath. Let us mortify all passion that would lead us into sin; And the grave that shuts us in Shall but prove the gate to heaven. Jesus, here with You I die, There to live with You on high.

4. Let us also live with Jesus. Here has risen from the dead That to life we may awaken. Jesus, You are now our head. We are Your own living members; Where You live, there we shall be In Your presence constantly, Living there with You forever. Jesus, let me faithful be, Life eternal grant to me.

MISSION STATEMENT

Serving Families for Jesus Christ.

Objectives Of Our Savior Lutheran School

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

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

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

FORMING VIRTUOUS SCHOLARS

Christian virtues of **Faith, Hope and Love** are central to an anti-bullying policy because they provide the moral foundation for creating a safe, respectful and caring community.

Faith encourages individuals to recognise the dignity and worth of every person as created in the image of God. It calls members of the community to act with integrity, compassion and responsibility towards one another. Through faith, students and staff are encouraged to stand against bullying behaviour and promote justice and inclusion.

Hope inspires resilience and the belief that relationships can improve and conflicts can be resolved positively. An anti-bullying policy rooted in hope reassures those affected by bullying that they will be supported, listened to and protected. It also encourages positive change in behaviour and the possibility of reconciliation and personal growth.

Love, especially the Christian understanding of loving one's neighbour, is at the heart of respectful relationships. Love promotes kindness, empathy, forgiveness and care for others. It challenges behaviours that harm, exclude or intimidate and encourages a culture where everyone feels valued, accepted and safe.

Together, Faith, Hope and Love help build a community based on dignity, respect and compassion, making them essential principles within an effective anti-bullying policy.

CODE OF CONDUCT

Assemblies And Chapel

All scholars shall:

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

Cafeteria

All scholars shall:

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

Classroom

All scholars shall:

1. Go directly to his or her classroom when being dismissed from morning Extended Care or when arriving on campus.
2. Ask permission to leave the room.
3. Be seated while waiting for class to begin unless participating in a teacher-directed activity.
4. Not eat candy or drink energy drinks as part of their morning snack.
5. Behave in a courteous and respectful manner.
6. Be on time.
7. Regard all materials or records on the teacher's desk and the teacher's storage areas as off-limits and confidential.
8. Not enter other scholars' desks or lockers without permission

Gym

All scholars shall:

1. Wear gym shoes when playing in the gym.
2. Not play in bare or stocking feet in the gym or at recess.

Hallways And Sidewalks

All scholars shall:

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

Playground Rules

All scholars shall:

1. Not play along perimeter fences.
2. Leave all plants, trees, and bushes alone.
3. Not throw rocks, sticks, pine cones, etc.
4. Use play structures as intended, and shall not sit or stand on top of structures nor jump off the top of structures.
5. Go down the slide one at a time, sitting.
6. Ask permission from a teacher before leaving the playground.
7. Keep all players safe during games and activities, and shall not shove, push, wrestle, nor play tackle football, etc.
8. Not bring toys or objects from home unless approved by the classroom teacher for outside use.
9. Not move large rocks from the landscape.
10. Not stand nor play on the wooden fences.
11. Not jump off of the swings.

School Bus

All scholars shall:

12. Stay seated with the seatbelt in the assigned seat for the entire ride while the bus is moving.
13. Keep the aisle free of backpacks, instruments, and other belongings.
14. Keep hands, feet, and other objects to themselves.
15. Refrain from horseplay while loading and unloading the school bus.

16. Not throw objects in or out of the bus.
17. Respect the bus property and do their best to keep it looking good and clean.
18. Obey all directions from the bus driver and be respectful of his/her authority.
19. Speak and act kindly to all other scholars riding the bus.
20. Not yell on the bus; but speak in a quiet voice only.
21. Eat or drink anything on the bus.

ACADEMIC CALENDAR

2026-2027

FIRST SEMESTER

- FIRST QUARTER: *August 19, 2026 - October 21, 2026*
- SECOND QUARTER: *October 22, 2026 - January 14, 2027*

SECOND SEMESTER

- THIRD QUARTER: *January 15, 2027 - March 25, 2027*
- FOURTH QUARTER: *March 30, 2027 - May 28, 2027*

REGISTRATION & BILLING

Admissions Policies & Procedures

Age Requirements

Preschool 3: All children who have reached his/her 3rd birthday on or before September 1st, are toilet trained and are of typical ability are admitted to Preschool 3 classes. (Children may be eligible to join a Preschool 3 classroom in the 3rd quarter if his/her 3rd birthday is after September 1st, are toilet trained, and are of typical ability and will not be eligible for promotion to Pre-Kindergarten the following fall.)

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

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

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

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

Enrollment Policies:

1. Current scholars will be continuously enrolled annually through grade eight through Continuous Enrollment unless an Opt Out Form is submitted to the OSL Office of Admissions by January 15 of each year. An Annual Commitment Fee will be collected in two automatic payments on March 1 and April 1 of each year to secure a scholar's place and to confirm his/her enrollment for the following academic year. An abbreviated enrollment packet will be submitted to include any updates to agreement forms.
2. For new scholars in Preschool 3 or Pre-Kindergarten, parents/guardians must submit the commitment fee, a completed application, a copy of the child's birth certificate, a completed Recommendation Form, and a copy of the child's complete Immunization Records.
3. For new scholars in grades K-8, parents must submit the commitment fee, completed application, completed Recommendation Form, copy of the child's birth certificate, copy of the child's complete Immunization Records, copy of child's most recent Report Cards (grades 1-8 only), and a copy of child's most recent Standardized Tests (grades 1-8 only). If a scholar has been expelled from a previous school, he/she will not be eligible for admission. If composite test scores are below grade level, a grade level drop may be required to enter Our Savior and further testing may be needed. It is not the policy of Our Savior Lutheran School to accept a scholar who has a poor deportment record at his previous school. At the discretion of the Board of Parochial Education and the Principal, such a scholar may not be accepted or may be accepted on probation.
4. New scholars of grades K-8 are given an entrance exam for admission into the school. Kindergarten scholars are given a Kindergarten readiness test. Scholars in grades 1-8 are given a grade-level assessment to include vocabulary, reading, and math components. Admissions testing will be scheduled by the Office of Admissions. Testing for Kindergarten takes 30 minutes, and 1st grade takes 45 minutes to 1 hour. 2nd- 8th grades should allow 2-2.5 hours.

5. New scholars applying for admittance to Our Savior Lutheran School will not be accepted if they have failed any of the subjects listed as core subjects at Our Savior.
6. The commitment fee must accompany a scholar's online registration. No refunds or transfers of the Commitment Fee will be made. The Commitment Fee will be refunded if the Board of Parochial Education declines to accept a scholar for enrollment.
7. State law requires that a certificate of immunization must be provided for the child's records before the beginning of each year. This may be obtained from your doctor or a health clinic. If your child is exempt see the section on Exemptions under Health Requirements.
8. Family FACTS account and/or OSL Church Tithe must be current and up to date to re-enroll for the upcoming year.

Enrollment Priorities

We offer rolling admissions throughout the year, based on availability. New scholars will be accepted in the following priority:

1. Children in membership of Our Savior Lutheran Church
2. Scholars currently enrolled in Our Savior Lutheran School or their siblings
3. Sister Lutheran Church-Missouri Synod congregations
4. Other Lutheran congregations
5. Unchurched/children of parents who hold membership in other church denominations

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

Health Requirements

Scholars entering Our Savior Lutheran School must meet current immunization requirements per the State of Texas for grade/age level and have a completed immunization record on file or submit a signed and notarized immunization exemption. Parents and guardians are responsible to submit updated immunization records to the school nurse or school office as they are received. Immunization records are reviewed frequently during the school year and families will be notified if updates are required for state compliance. Records must remain current and non-compliance may impact if the scholar is permitted to attend classes.

All immunizations must be current by **September 1** in order for the scholar to continue attending classes.

Exemptions: Families who choose not to vaccinate their children must obtain an Affidavit from the State of Texas notifying of exemption status. This original document must be signed, notarized and submitted to the school office in a timely fashion upon request for the scholar to continue attending classes. The affidavit is valid for 2 years from the date it is signed.

Screenings

All new scholars and all scholars in grades PK, K, 1, 3, 5, and 7 are required by the Texas Health Department to have hearing and vision screening tests.

Spinal screening is required for scholars in grades 6 and 8.

Hearing, vision, & spinal screening are provided at OSL by a nurse or qualified individual for those required by law as part of annual tuition.

Parents or guardians will be notified if a screening indicates the need for a follow-up evaluation by a healthcare provider. Documentation of a follow-up may be required for the scholar's health record and should be provided to the school nurse or school office upon request.

Finances

Financial Policies

The cost of the Christian Education for a child at Our Savior Lutheran School exceeds the cost of the tuition; the members of Our Savior Lutheran Church supplement the difference. Each scholar must pay a registration fee at the time of online registration. ***The Registration Fee is non-refundable and may not be used or transferred for any other charge.*** **No refunds of the registration fee will be made unless the Board of Parochial Education declines to accept a scholar for enrollment.**

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

In an attempt to limit fees and additional billing, tuition includes but is not limited to:
PTL Family Membership, Hearing and Vision Screening as required by law, one yearbook per scholar, one set PE clothes (grades 5-8), Field Trip Fees, Field Trip t-shirt Preschool/PreK.

Scholarship Assistance

In order to offer a quality Christian classical education to a maximum number of families, Our Savior Lutheran Church grants "Financial Aid" through its Board of Parochial Education. The amount of assistance granted is limited to the amount specified for that purpose in the annual congregational budget. Requests for Financial Aid must be submitted through FACTS Grant & Aid Assessment. Applications are to be submitted through your FACTS Family Portal. Use this brochure for step-by-step instructions. The information will be forwarded to the principal. The Board of Parochial Education will review scholarship applications at its regularly scheduled March, April, May and June board meetings.

Tuition: Non-Members

Families who are not members of Our Savior Lutheran Church pay tuition and all other fees. All tuition payments are made online through FACTS Management by automatic withdrawal or charge on either the 5th, 10th or 15th of each month.

1. FULL CHECK PAYMENT: The entire amount of tuition is to be paid via check in the school office by July 1st. Contact the school accountant to adjust the payment plan.

2. FULL PAYMENT: The entire amount of tuition and fees is to be paid through FACTS Management within one month of selecting the Full Payment Option.

3. SEMI-ANNUAL PAYMENTS: The tuition payment is divided into two payments. The first payment is due on August 5th, 10th, or 15th, and the second payment is due on January 5th, 10th, or 15th.

4. TEN MONTHLY PAYMENTS: Tuition is paid over a 10-month period. The 10-month payment plan begins in August and ends in May. A full monthly payment may be paid on the 5th or 20th of each month. Bi-monthly payments can also be made and are due on the 5th and 20th of each month.

5. TWELVE MONTHLY PAYMENTS: Tuition is paid over a 12-month period from June to May on the 5th, 10th, or 15th.

> **If payments are made after your scheduled payment date, a $35 late charge will be assessed automatically.**
>
> **If tuition payments are one month in arrears, the family shall be informed and the child will not be allowed to attend classes until the account is current.**

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

Tuition: OSL Church Member

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

If 10% of your gross income is less than what the required non-member tuition would be, you must complete a FACTS application by June 15, prior to the next school year. Complete the application process on your FACTS family portal in the Grant & Aid section. and submit the required documents. Use this brochure for step-by-step instructions.
Failure to do so will result in being placed on tuition. If you complete the application after June 15th a $300 fee will be added to your tuition.

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

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

> **Board of Parochial Education Contribution Monitoring Procedure**

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

June: Members must submit income information through FACTS management to determine their tithe.Complete the application process on your FACTS family portal in the Grant & Aid section and submit the required documents. Use this brochure for step-by-step instructions. Once that is completed, members will receive a letter that will indicate the amount of monthly contributions.

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

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

Withdrawal Policy

Occasionally scholars must withdraw from Our Savior Lutheran School ("OSL") due to a family move or other reasons. In the unlikely event that your child would need to withdraw, we ask that you initiate a conversation with the OSL Office of Admissions, who will start the withdrawal process or guide you as to the next steps. Records will be released to the scholar's new school at the request and permission of their parents. However, all financial obligations to OSL must be met before any records will be released to the parents or the new school. To the extent possible, parents should notify OSL at least 30 days (about 4 and a half weeks) prior to a scholar's withdrawal from OSL.

In planning and developing a yearly budget for OSL, it is imperative that each parent/guardian understand the nature of the contract year. We enroll scholars for the full-year school term and design the yearly budget to conform to those enrollment expectations. Unplanned withdrawals can have a detrimental effect on a school's budget. Planned changes in enrollment are to be made at the end of the school term for both the benefit of the scholar as well as the benefit of OSL. This contract details those expectations.

The school reserves the right to call for the full payment of unpaid tuition balances if tuition payments are late or if parents have shown a history of tardiness in their tuition payments. Failure to pay tuition according to the agreed-upon plan will result in the discharge of those scholars from the school. Records will be released upon the balance of tuition paid and the request being in good order.

Ongoing enrollment at OSL is subject to the observance of all school rules, including general behavior, academic performance, and attendance determined by the school administration. Re-enrollment each year is subject to the parents'/guardians' continued support of the mission of OSL and the maintenance of an effective, supportive relationship between home and school.

A scholar can be involuntarily withdrawn from OSL if their parent/guardian/responsible party disregards policy/procedures and/or exhibits aggressive, abusive, or disrespectful behavior toward staff members or scholars. Involuntary withdrawals are at the discretion of the Principal or Assistant Principal. A scholar that was involuntarily withdrawn by OSL may not be entitled to a refund of tuition or fees that have already been paid.

When a scholar enrolls at OSL, parents sign and agree to the terms of this document you are reading, known as the OSL School's Scholar Withdrawal Agreement. **According to this contract, 75% of the balance of all remaining tuition for the academic year is due to OSL, if a family voluntarily withdraws at any time after the first day of the upcoming year. Any outstanding Incidental Billing must be paid in full. ***

Through God's grace, OSL aspires to provide educational services for the current and upcoming school years based on the parent's or financially responsible guardian's understanding and agreeing to the tuition amounts listed on OSL's website, along with these terms and conditions.

Payments made prior to the first day of the upcoming school year will not be refunded if a scholar withdraws. I understand all fees and pre-paid tuition payments are non-refundable.

I understand that after the scholar's first day of the academic year, if a scholar voluntarily withdraws from enrollment by OSL, I am financially responsible for a termination fee equal to 75% of the unpaid tuition balance for the remainder of the school year, as of the date of the scholar's withdrawal. *

I hereby pledge to pay my financial obligation to OSL on or before my selected due date(s). I understand there is a late fee of $35 for tuition payments made after the agreed-upon due date. I further understand that I may be asked to withdraw my child if the account becomes more than two months in arrears.

If I am considering withdrawing my child from OSL due to a dispute that has happened, I will bring any questions or criticism directly to my child's teacher, first, and, if need be, to the administration, so that it can be properly addressed.

**While exceptions may be considered on an individual basis for such things as the job loss of a school parent, family emergency, etc., ultimately that decision is up to OSL as to whether OSL will grant an exception to the rule about parents paying 75% of the remaining tuition balance. Tuition payments must be current for OSL to consider making an exception to this rule. A request for an exception must be made in writing, to the appropriate school administrative staff. Merely notifying a teacher is not considered official notification. A request for an exception is not a guarantee that an exception will be granted.*

Mediation/Arbitration Policy

Our Savior Lutheran School ("OSL") and I believe and agree that in accordance with Scripture passages such as **1 Corinthians 6:1-8**, disputes between Christians should be resolved outside of the civil court system. Therefore, I agree that if an OSL pastor, principal, or teacher cannot resolve the dispute, any claim or disagreement arising from or related to my child's/children's enrollment in or attendance at OSL shall be settled by mediation with an agreed-upon Christian mediator and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. (Complete text of the rules of procedure is available at http://www.iccpeace.com. I understand that agreeing to mediate and/or arbitrate such disputes is a binding waiver of my right to bring any lawsuits against OSL and/or their staff, teachers, pastors, administrators, board members, and committee members on behalf of myself or my child/children.

Continuous Enrollment

Through the FACTS website, kindergarten through grade 7 scholars will enroll in the first year that they attend OSL. After that, because of the addition of Continuous Enrollment, scholars will be automatically re-enrolled at OSL for future school years, **unless** you notify OSL by **January 15** that your scholar(s) will **not** return for the following school year. OSL parents will be notified by December 31 each year of the tuition amount, Annual Commitment Fee and any other applicable fees for the upcoming school year.

Tuition will continue to be automatically deducted from your FACTS account pursuant to whichever payment plan below that you choose:

1. **12-Payment Plan** – Tuition is pulled monthly in 12 equal installments from June to May.
2. **10-Payment Plan** – Tuition is pulled monthly in 10 equal installments from August to May.
3. **2-Payment Plan** – Tuition is pulled in 2 equal installments in August and January.
4. **1–Payment Plan – Tuition is pulled once, in full, before the school year starts.**

As to method of payment, you may choose either auto draft from a checking account or auto draft from a credit card. Please note that the Annual Commitment Fee of $625 will be split into two payments ($325 on March 1 and $300 on April 1) and will be deducted from your FACTS account on those dates.

While tuition covers most incidental fees, not all fees are included in tuition. These fees are billed through FACTS.

Incidental Billing & Automatic Payment Authorization

The following items are billed through FACTS as incidental charges and are **automatically processed using the payment method on file** as soon as the charge is invoiced. These charges are not included in regular tuition payments.

Incidental charges may include, but are not limited to:

- Annual Commitment Fees
- Extended Care
- Heights Bus Fees
- Additional P.E. Uniforms
- Field Day T-Shirts
- Athletic Participation Fees
- Sports Uniforms (if required)
- Sports Admissions Passes
- SSC/Donatus Fees
- Unpaid Lunch Balances
- Math-U-See Demme Learning Digital Support
- Band and Orchestra Fees
- Any other fees not included in tuition, books, or year-end lock fines

Families are responsible for maintaining a current and valid payment method in their FACTS account. Once an incidental charge is invoiced, payment will be automatically drafted from the payment method on file. Because incidental charges are processed automatically upon invoicing, late fees associated with unpaid incidental invoices may be avoided.

Band/Orchestra Commitment

Students who register for Band or Orchestra are committed to a minimum of one month's tuition, even if they withdraw from the program before the end of August.

To avoid September billing, written notice of withdrawal from Band or Orchestra must be submitted to the School Principal no later than **August 29**.
Once September billing has occurred, students are committed to the program for a minimum of one semester.
For Logic School music classes:

- Requests to change Band or Choir at the semester break must be submitted to the Band Director by **December 1**.
- Requests to discontinue Orchestra lessons at the semester break must be submitted to the Orchestra Director by **December 1**.

POLICIES

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

Academic Integrity

Our Savior Lutheran School ("OSL") expects scholars to do their own work and cite others when others are referenced. Scholars are not allowed to:

1. Copy from other scholars, whether that is written, electronically or verbally;
2. Use the internet to look up answers on tests or homework (unless specifically allowed by the teacher for that particular test or assignment);
3. Copy or plagiarize other people's work/words, unless the scholar properly cites the reference. OSL defines plagiarism as either copying verbatim someone else's work without citing it, or copying a high enough percentage that it is clear that it is not the scholar's own work.

If scholars are caught cheating or plagiarizing, the teacher will determine the nature and egregiousness of the offense. Scholars will receive a 0% on that assignment or test.

1. Egregious first offenses or subsequent offenses will result in automatically failing the subject for the grading period.
2. Multiple offenses may result in permanent expulsion from OSL.
3. The Academic Dishonesty Form will be filled out by the teacher. Copies will be sent to the scholar, parent, and principal. A copy of the completed form will be kept in the scholar's file by the principal.
4. Measures will be taken to address the spiritual care of the scholar as is fitting (e.g. meeting with the OSL pastor, teacher, principal, etc.).

Academic Probation

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

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

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

Athletic And Musical/Drama Eligibility

<u>Athletics</u>

In keeping with the guidelines established by the GHAC (Greater Houston Athletic Conference), Our Savior Lutheran School has established the following eligibility standards: Extra-curricular eligibility will be reviewed twice every grading period. A scholar will be considered **ineligible,** starting the day of the report, for extracurricular involvement if he/she receives any failing grade on any mid-quarter grade report or any report card. The scholar will remain ineligible until the next grade report. Ineligible scholars may participate in tryouts for sports that will fall in subsequent eligibility periods.

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

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

Tardiness: Scholars should be ready to practice at 3:30 P.M.
Parent's Consent: The Athletic Participation Form MUST BE ON FILE with the Athletic Director before a scholar will be allowed to try out for any sport or cheerleading activities.

Musical/Drama & Band/Choir Trip Eligibility

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

Promotion And Retention

Pre-Kindergarten and Kindergarten

Promotion depends upon the results of the Developmental Tasks for Kindergarten Readiness (DTKR3) in Kindergarten, the developmental readiness of the scholar, report cards, and the judgment of the teacher in consultation with the parent.

Grades 1 - 2

Promotion depends upon mastery of the material presented by the classroom teacher. Retention may be recommended due to extensive missed attendance records, classroom teacher, or by a parent. Retention will be addressed on an individual basis and retention will occur when the principal, current classroom teacher, and the parent are in agreement. The school reserves the right to make all decisions regarding enrollment and re-enrollment. The future classroom teacher will be consulted, if necessary.

Grades 3-8

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

1. Core Subjects: Religion, Math, English, Latin, Language Arts (Grades 7-8), Literature, History, and Science **must have a yearly average in each subject of 70%**.
2. A scholar must pass all core subjects for 2 quarters **with at least a 70% in any two quarters**.

If a scholar fails **1 core subject** listed above, he/she **must** attend summer school and pass the subject which was not passed. If a scholar fails **2 core subjects** listed above, he/she will fail the school year and **not be promoted**. No summer school will be allowed to make up two failing core subjects.

Requirements to participate in Graduation Exercises:

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

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

Schoolwork Completion

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

The Schoolwork Completion Policy for grades 3-5 will be as follows:

1. Scholar work assigned will be completed by the due date.
2. If the scholar does not have his/her work by the due date, the work will be turned in on the next school day. A 10% deduction will be taken off the final schoolwork grade. If schoolwork is not turned in, a grade of 0 will be recorded.
3. Parents will be notified through Ren Web that schoolwork has not been completed.
4. After the third late assignment, the work will be graded in the form it is turned in.

The Schoolwork Completion Policy for grades 6-8 will be as follows:

1. Scholar work assigned will be completed by the due date.
2. If a scholar does not have their schoolwork on a due date, the late work will be turned in on the next school day. A 30% deduction will be taken off the homework grade. If schoolwork is not turned in, a grade of 0 will be recorded.
3. Parents will be notified through FACTS that school work has not been completed.

Incomplete assignments will not involve assertive discipline steps.

Morals Clause

Our Savior Lutheran School will not enroll or continue the enrollment of scholars whose moral actions are contrary to the teachings of the Lutheran Church-Missouri Synod or disruptive to normal operations. Lifestyle choices not in agreement with scriptural guidelines may be determined inappropriate and subject to administrative intervention.

Nondiscrimination

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

Technology Acceptable Use

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

Scholars will be permitted to use the Internet for research, information, and other learning opportunities when instructed by a teacher and deemed appropriate. Scholars accessing the Internet must comply with the Acceptable

Use Policy. This policy and parent notification are used to provide guidelines for the monitoring of scholar activities involving computer technology.

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

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

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

The following points of technology etiquette should be adhered to:

1. Scholars' first names and/or last initials will identify any scholar work published on the Internet. Other personal information will not be published.
2. Scholars must maintain the security of the user IDs and passwords. Sharing of user ID or password is prohibited. Scholars will be responsible for any action taken in relation to their user ID.
3. Scholars' use of the Internet will be supervised by a teacher, teacher aide or assistant, or authorized parent volunteer. These adults will make decisions regarding inappropriate use and will mark them in scholars' records.
4. Scholars must use the computer/tablet to access only appropriate material. Accessing obscene or inappropriate material is prohibited; violators will be liable for the consequences of such actions.
5. Scholars must respect copyright laws. Violating copyright laws is prohibited; this action is against the law.
6. Privacy issues must be respected.

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

1. Parent notification
2. Withholding of computer/tablet use privileges
3. In-school suspension
4. Out-of-school suspension
5. Expulsion

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

Internet Acceptable Use

Our Savior Lutheran School has internet access available for its students. Families should be aware that some material accessible on the Internet may contain items that are illegal, defamatory, inaccurate, or potentially

harmful. In addition, it is possible to purchase certain goods or services via the Internet, which could result in unwanted financial obligations for which a scholar's parent or guardian would be liable. As Christians, we need to guard against improper use and instead be witnesses, sharing our faith through the proper use of these resources.

Our contracted I.T. company, NeoRhino, has safeguards in place to restrict access to certain Internet sites that reduce network performance or are known or found to be compromised by malware or potentially contain dangerous content. Our Savior Lutheran School will use internet filters to block high-risk content and deny access to any unwanted material or malware in support of the Acceptable Use Policy.

All software used to access the Internet must be part of Our Savior Lutheran School's standard software suite or approved by the I.T. department. Such software must incorporate all vendor-provided security patches.

Users accessing the Internet through a computer connected to Our Savior Lutheran School's network must do so through an approved Internet firewall or other security device. All software used to access the Internet shall be configured to use a proxy or other means of managing or controlling. Bypassing Our Savior Lutheran School's network security by accessing the Internet directly is strictly prohibited. Please note that if a scholar is found using the Internet or OSL computers in an improper way, this may result in punishment or disciplinary actions for the scholar at the discretion of OSL's staff.

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

Cellular Devices

Scholars are not allowed to have devices with cellular capabilities (e.g. phones, watches, etc.) at school when they are under school supervision.

The first time this rule is violated, the device will be confiscated, and the scholar will serve a lunch detention. The device will have to be retrieved by the parent/guardian.
The second time this rule is violated, the device will be confiscated, and the scholar will serve lunch and an after-school detention. The parent/guardian will have to retrieve the device.
The third time this rule is violated, the scholar will serve a one-day in-house suspension.
THERE WILL BE A $25 FINE IMPOSED UPON THE FAMILY EVERY TIME THE DEVICE IS CONFISCATED. Continued disregard of the cellular use policy after an in-house suspension will result in expulsion from the school.

Scholars can access devices in the classroom and school office and may use them with permission from their teacher or other staff members. Coaches carry cellular devices with them to games. In the case of an emergency, or if a scholar has a need to call a parent, they will have access to a phone.

> **PLEASE NOTE:** If a scholar is to have a phone at school due to divorce custody arrangements or a similar circumstance, the phone must be brought to the school office before the scholar goes to class that morning or given directly to the child's homeroom teacher upon arrival to class. The phone must be retrieved in the school office or from the teacher when that scholar is picked up that day. If the school office is closed when the parent arrives the phone is to be picked up at the Extended Care desk in the Early Childhood building.

Drone Activity Policy (adopted 9/29/2026, BOPE)

If an unauthorized drone is seen over or near campus flying in a suspicious or dangerous manner, OSL staff and security will:

- Calmly move scholars indoors or under cover
- Contact law enforcement right away
- Carefully document the drone's details and activity
- Report the incident to the Federal Aviation Administration (FAA)

Use of Drones on OSL Campus

No one may launch, land, or operate a drone from OSL property without written authorization from the Principal, Senior Pastor, or President of the Congregation. Drone operations authorized by OSL must comply with FAA rules, insurance requirements, student-privacy safeguards, and an approved flight plan. If unauthorized drone use takes place, OSL's Drone Response Protocol will be followed by OSL staff and security.

Drug And Drug Testing

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

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

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

1. The scholar shall be immediately suspended from school and removed from the campus for a period of no less than two weeks.
2. At the end of that time, a second drug test will be administered at the parent's expense at a time scheduled by the Principal. If that test is also positive, the scholar shall be immediately expelled. If that test is negative, the scholar may, at the discretion of the Board of Parochial Education, be allowed to return to school.
3. Upon return, the scholar shall be in the final level of the discipline hierarchy and shall be required to carry the Behavioral Card for nine weeks. The card will be turned in to the principal at the end of each day throughout that period. If the scholar receives three school detentions while carrying the Behavioral Card he shall be expelled. During this period, the scholar will not be allowed to participate in or attend any extracurricular activities.

4. The scholar shall be subject to regular and random drug testing at the parents' expense throughout the balance of the school year. Upon receiving a second positive drug test the scholar shall be expelled without exception or appeal.
5. The scholar and his parents shall be required to participate in and complete a certified drug rehabilitation and counseling program and shall provide the school administration with documentation of that participation upon return to school.

Visitors

Any person visiting the campus during school hours will be instructed by the individual at the entrance in the gatehouse to first check-in at the school office and receive a visitor's badge while on campus. All visitors who plan to remain on campus must provide an ID to be used with the Raptor Security System. Visitors will sign out at the school office at the end of their visit by returning the visitor badge.

Parents are welcome to visit their child's classroom for school parties, to have lunch with their child, or to assist the teacher with special projects. *Parents should avoid visiting the classroom during instructional time to avoid distractions.* If a parent wishes to observe, please set up an appointment with your child's teacher. All visitors to the school during normal operating hours must sign in at the main administrative office. Visitors may not be left unattended with scholars and must always wear a visitor's badge. Visitors may be asked to leave campus if the visit becomes disruptive or a distraction for teachers or scholars.

When visiting the school, the following WILL BE OBSERVED:

1. Stop by the school office first.
2. Get a visitor's identification badge. (Your Photo ID will be scanned if it is your first visit to campus.)
3. Return the pass to the school office when leaving the school grounds.

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

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

Reunification Procedures

Circumstances may occur at the school that requires parents to pick up their scholars in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school.

The Standard Response Protocol is a method that makes this process more predictable and less chaotic for all involved. The PikMyKid app will be used for the reunification process.

What If A Parent Can't Pick Up Their Student?

When a parent can't immediately go to the reunification site, scholars will only be released to individuals previously identified as a scholar's emergency contact. Otherwise, OSL will hold scholars until parents can pick up their child(ren).

Reunification Cards

For parents, there are a couple of steps.

1. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised.
2. Parents should park where indicated and not abandon vehicles.
3. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their scholar's last name.
4. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.
5. In the case of multiple scholars being reunified, a separate card for each scholar needs to be completed.
6. BRING ID TO CHECK-IN
7. During check-in, identification and custody rights are confirmed. The card is separated and the bottom half is given back to the parent.
8. From the "Check In" area parents are directed to the "Reunification" area.
9. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the scholar or scholars.
10. Parents should be aware that in some cases, they may be invited into the building for further information. Because a reunification is not a typical end-of-school day event, a reunification may occur at a different location than the school a scholar attends. If this location is another school, then those scholars may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. OSL may use its parent alert message system. A reunification parent alert message may look something like this: "OSL has closed, please pick up your child at 3:25 at the main entrance. Bring your ID."

Parent/Guardian Expectations

If a parent or guardian is notified that reunification is needed, there are some expectations that parents or guardians should be aware of:

1. Bring identification. This will streamline things during reunification.
2. Be patient. Reunification is a process that protects both the safety of the scholar and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

Anti-Bullying Policy

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

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

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

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

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

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

Possible Warning Signs that Bullying Has Taken Place
We would expect that children would share with their parents, teachers, or principal that he or she has experienced or is experiencing intimidation repeatedly by another individual or group. Many students try to handle these

situations on their own and many do not want to share embarrassing events. If this is the case, the following behaviors may begin to occur and would be indicators of some form of intervention:

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

What to Do? Responsibilities of Scholars, Parents, and school personnel

- Scholars being bullied should report it to staff, parents, or church personnel.
- Scholars that are aware of or have observed bullying activity should report it to any staff member, parents, or church personnel.
- Scholars should be willing to resolve bullying situations by a willingness to share what Christians do and do not do, grant forgiveness if it is asked for, and make every effort to not repeat negative behavior.

Parents/Guardians

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

Staff

- All staff and church personnel should take bullying reports seriously.
- Staff members shall maintain a written record of all bullying reports whether they are observed by the teacher or reported by a student or parent. This written record will provide an accurate chain of events for possible action.
- All staff should establish whether a reported incident is isolated or an ongoing pattern of behavior. In either case, any inappropriate words or behavior must be addressed.
- The principal must be made aware of any and all reports of bullying behavior.
- By virtue of their calling as Christian teachers and professionals, they have already pledged themselves to the protection, care, and well-being of their students.

Scriptural References Regarding Proper Christian Behavior

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

- John 13:34-35 “A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another.”

Corrective, Administrative Procedures

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

1st Reported Incident

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

2nd Reported Incident

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

3rd Reported Incident

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

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

Retaliation

The school will discipline or take appropriate action against anyone who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation related to reported bullying incidents. Retaliation includes but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Cyberbullying

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

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

Absence Policies

An absence means the scholar is not physically on campus.

Internally, we distinguish between excused and unexcused absences. The reason for each absence is documented to maintain accurate attendance records and to provide supporting information in cases of excessive absences, which may be considered when evaluating a student's promotion or retention.

Excused Absences

All absences due to illness must be excused in writing. Parents must complete the online Absence Form when their child is absent. The online form will serve as written notice from the parent. No additional phone call or email is needed. If no notice is received on the day of the absence an email or call will be made to verify the absence.

1. High school shadow days will be not be counted as an absence if a written note is provided (maximum of 3 excused per year).
2. Doctor and dentist appointments will not count as a half-day absence, tardy or early dismissal if a signed note is brought from the attending professional and the scholar has attended school the balance of that day. You may also upload this note to the online absence form.
3. The attendance of a funeral service for a member of the immediate family will also apply under this policy with a signed note from the parent.

All work missed because of absences must be accounted for by the scholars. The initiative for doing makeup work lies with the scholar and is regulated by the teacher. A reasonable rule that teachers will follow is to allow a scholar a day to make up work for each day the scholar was absent. Of course, long absences, such as major illnesses, hospitalization, etc., will be considered.

Unexcused Absences

Unexcused absences are absences that are not due to illness, such as being out of town.

Late To School

A scholar will be counted late to school if he/she is not in the respective classroom when the arrival tardy bell rings. Scholars who arrive late must check in at the school office to sign in and notify the teacher prior to entering the classroom.

Scholars who are tardy to class after a passing period will follow the assertive discipline plan.

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

SCHOOL PROGRAMS

Support Services Center

The Support Services Center provides services to OSL scholars outside the realm of the traditional classroom. These services are designed to enhance or remediate a scholar's academic progress and to work together with the benchmarking process as a response to intervention. Scholars with diagnosed learning differences may seek this program **once documentation has been provided** to the school. A meeting is required to discuss the scholar's needs and to establish the level of support required as well as a plan for implementation both in the classroom and coordinated with the Student Success Center services. This program has a tier-level plan that requires an **additional annual fee** for the higher levels of support. Due to the services provided through the SSC to its scholars, no outside tutoring services other than occupational therapy, physical therapy or speech-language therapy will be permitted during school hours.

Testing Program

To better know scholars in terms of strengths and weaknesses, ability, and achievements, there is a regular program of standardized testing. In Grades 3 - 8, CLT Testing is given once a year in the Spring Semester. The results are shared with parents as soon as they are available. Each scholar is formally assessed annually and informally assessed on an ongoing basis under the direction of the special education teacher.

Extended Care

Extended Care Program

The Extended Care Program is for PS-8 scholars who attend Our Savior Lutheran School and who need to stay at OSL before or after classes.

During Extended Care hours, playgrounds in use by our Extended Care program are NOT open to the public.

Late Fee: When a scholar is not picked up from Extended Care by closing time, there is a late fee of $1.00 per minute per child charged to their account.

The Extended Care Program will operate under the following guidelines:

1. Hours of operation will be from 7:15 am - 7:40 am and from 3:30 - 6:00 pm., Monday through Friday when school is in session.
2. Only those scholars who attend Our Savior Lutheran School will be eligible for the Extended Care Program. No transportation is provided for the Extended Care program.
3. Any scholar not picked up and remaining on the school grounds after 3:30 P.M. **will be required to go to the Extended Care area and parents will be charged accordingly.** This will also apply to scholars who remain at school longer than 15 minutes after the conclusion of an athletic event or practice or any other kind of activity.

The scholar who is in sports and has late practice is **not** charged for Extended Care before practice (i.e. practice begins at 4:45 and the scholar stays after school in Extended Care until practice begins).

Students not with a parent or designated adult who are waiting on an extracurricular after school activity to begin will be checked into Extended Care and charged accordingly.

The scholar who has early practice and is still here 15 minutes after the practice ends (i.e. practice ends at 5:00 and has not been picked up by 5:15), **must** check into Extended Care and will be charged accordingly.

On any/all game days, scholars who are in Extended Care before or after their game will be charged Extended Care.

Siblings who are in Extended Care during sister's/brother's practice/game will be charged Extended Care.

Heights Bus Service

Our Savior offers a bus service to and from the Heights before and after school. The bus will meet at Hope Lutheran Church each morning and afternoon. Information on this service will be sent out via email each year and resource information will be in your family portal. This service is billed through FACTS by semester. Registration is required in order for scholars to ride the bus. Bus riders must complete an agreement and follow the expectations below.

School Bus

All scholars shall:

1. Stay seated with the seatbelt in the assigned seat for the entire ride while the bus is moving.
2. Keep the aisle free of backpacks, instruments, and other belongings.
3. Keep hands, feet, and other objects to themselves.
4. Refrain from horseplay while loading and unloading the school bus.
5. Not throw objects in or out of the bus.
6. Respect the bus property and do their best to keep it looking good and clean.
7. Obey all directions from the bus driver and be respectful of his/her authority.
8. Speak and act kindly to all other scholars riding the bus.
9. Not yell on the bus; but speak in a quiet voice only.
10. Eat or drink anything on the bus.

Extracurricular Activities

After-School Activities

ALL SCHOLARS are to be picked up immediately following the extracurricular activity or otherwise be checked into Extended Care and billed accordingly. **Siblings who remain after school while others are in practice or games must go to Extended Care.** Children who remain as spectators must be with a parent.

Food Services

Lunch Program

Parents may order school snacks or lunches for their children by using the Parent Portal in FACTS. Orders must be submitted by 6am each day. Parents may choose to send a lunch and/or snack from home, as well. In rare circumstances when a child comes to school without a lunch, he/she will receive a lunch prepared by *our school's kitchen* if other plans had not been made previously. The teacher will inform the school office, so they may charge the parent for that day's lunch and let the school kitchen know to prepare lunch.

The microwave is not for scholar use.

Snack/Soda Machines

The snack and soda machines on campus may only be used by scholars after school unless in possession of a special pass. The school office does not make change for the vending machines.

Scholar Food Deliveries

Parents/Guardians and scholars are not allowed to order food for delivery on campus. Parents may bring in lunches for their own children only or for the entire class. If lunch is planned to be provided for a class, notification must be made to the office and the homeroom teacher a minimum of **7 days in advance** to allow for communication with other families to make adjustments in the FACTS system for lunch orders. If advanced notice was not given, the paid lunch orders will still be given to those individual children. **Food deliveries to scholars by outside companies (e.g. Uber Eats, Door Dash etc.) are prohibited.** All deliveries must be made by a family member or a designated adult to avoid unnecessary access by outside personnel to our campus. Please note that no napkins, plates, plastic utensils, cups, drinks or distribution of food and drink will be provided by school staff.

SCHOLAR LIFE

Accreditation

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

Administration

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

Appointments For Scholars During School

Your child's teacher must be notified in advance if he will be leaving school early for such things as doctor's or dental appointments. Your child will be counted absent or tardy unless a **signed note** is brought from the doctor or dentist confirming the appointment and is in class the balance of that day. Please keep in mind that sometimes a teacher needs to vary a schedule in order to allow a child to leave early and not miss something of special importance. Parents, please remember you must come to the school office to pick up your child for appointments **AND SIGN THEM OUT.** When returning your child to school, please make sure you sign the child back in at the school office. **Please note that we will not be able to accommodate scholars being excused from class after 2:45 pm. Scholars will be dismissed in the dismissal line. Exceptions are made for school functions, such as athletic events.**

Areas Of Instruction

***Indicates Core Subjects**

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

*Language Arts: Reading Instruction, Literature Studies, English Grammar, classical composition (progymnasmata), spelling, handwriting, Logic (grades 7-8; one semester).

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

*History: Geography, ancient to modern history, Texas history, and American history.

*Science: Biology, Chemistry, and Earth sciences, general science, health, and safety.

*Latin: Grade 2 will have Latin 1 day per week for the year, Grades 3-5 will have Latin 4 days a week for the year; Grades 6-8 will have Latin 5 days a week for the year.

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

Music: General classroom music and choir.

Art: General classroom art for grades Preschool-8

Band/Orchestra is an elective.

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

Texas History: 7th grade spends 3 days exploring Austin and San Antonio.

U.S. History: 8th grade spends 4 days exploring the U.S. Capital.

Attendance

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

1. In accordance with state requirements, 18 or more absences per year may result in retention in that grade.
2. A child will be counted as tardy if he/she is not seated in their respective classroom when the 8:00 A.M. bell rings. Before the 5th tardy, parents will be notified that the scholar is reaching the 5th tardy limit per quarter. The 5th & 6th tardies in the quarter will result in lunch detention for grades K-8. ***The 7th tardy and any subsequent tardies will result in lunch detention and a $25 fine.***
3. After the 10th absence and each subsequent absence, a notice will be sent reminding parents of the risk of retention.
4. If the scholar arrives after 9:30 A.M., he/she will be counted as 1/2 day absence. This includes K-Grade 8.
5. Leaving school (early dismissals) before the dismissal time of 3:15 (in a full-day class) without a doctor or dentist appointment will be recorded as an "early dismissal" if the scholar leaves after 2:15 p.m., or will be recorded as 1/2 day absent if the scholar leaves before 2:15 p.m.
6. A combination of three tardies/early dismissals will constitute one absence when determining retention.

Class Size

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

The current policy for class size in grades 1-5 is a maximum of 20 scholars, and grades 6-8 will have a maximum of 20 scholars. Classes may exceed these limits only upon approval of the Board of Parochial Education. At the present time, pre-school maximum class size is 12 scholars, pre-kindergarten size is a maximum of 12 scholars, and kindergarten classes have a maximum class size of 13.

Chapel Worship Services

All-school chapel service is held at 8:15 a.m. each Wednesday and other times periodically throughout the year. Chapel services will be conducted by one of the pastors of the congregation. The children learn from experience how to conduct themselves during worship in the House of God. Efforts are made to have children take an active part in the service. The sermon endeavors to emphasize some practical lessons in Christianity that the children can apply to their daily lives. The children sing the hymn of the week and recite the Bible verse of the week and the Small Catechism of the week. An offering is collected each week designated for missions, charitable institutions, and other church-related organizations. Parents are invited and encouraged to attend these services. Matins is held in the gymnasium with OSL scholars in Kindergarten through eighth grade on non-chapel days at 8:05 a.m. Early Childhood Chapel is held in the cafeteria with our School Chaplain at 8:45 a.m. on Tuesdays.

Curriculum

The Kindergarten through 8th-grade curriculum at Our Savior Lutheran School includes the opportunity for worship and instruction in Lutheran Theology, Language Arts (Literature, Poetry, English Grammar, Listening, Logic, Spelling, Handwriting), Mathematics, Science, History, Music, Art, Band, Outdoor Education, Latin (Grades 2-8), Keyboarding (Grade 5), and Physical Education. Our curriculum meets or exceeds the requirements of the Texas Education Association (Texas Essential Knowledge Skills) and the Consortium for Classical Lutheran Education. A program of interscholastic athletics is provided for both boys and girls in the 5th through 8th grades.

Damages

Each scholar will reimburse the school for the loss as well as for any willful or careless damage to textbooks within the rental system of the school.

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

Faculty

Teachers at Our Savior Lutheran School are trained and possess at the minimum an appropriate bachelor's degree. Our goal is to employ graduates of LCMS synodical teacher colleges, who are Christian teaching ministers, called by the Lord's Church to assist parents in the responsibility of teaching children God's Word. Our helpers and assistants also care about our children, helping them to reach their God-given potential. All teachers are either certified and/or working towards teacher certification through the Consortium for Classical Lutheran Education (CCLE), our school's accrediting body.

Field Trip Supervision

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

1. Adult supervision on field trips should consist of the following. The minimum adult-scholar ratio:
    a. PS One adult for every 2 scholars.
    b. PK One adult for every 2 scholars.
    c. K-2 One adult for every 2 - 4 scholars.
    d. 3-5 - One adult for every 4 - 8 scholars
    e. 6-8 One adult for every 10-12 scholars, depending on the trip.
2. Teachers do need help on field trips with maintaining safety, as well as good and proper Christian conduct. We, therefore, urge adults supervising scholars on field trips to use their authority to help provide such conduct and safety.
3. Scholars will be assigned to a chaperone.
4. Due to the size of our double grades, all chaperones must meet the class at the field trip site. Parents will not ride the bus.
5. Adults who are on field trips to supervise scholars should **not** bring other children along, as this adds an unnecessary burden.
6. Volunteer supervisors must have a completed background check on file with the school.

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

Guidance

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

Leaving School Grounds

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

Library

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

1. The Library will be scheduled to be open periodically throughout the week.
2. **PK – Grade 2 scholars** may check out one book at a time. **For grades 3 – 8 scholars may check out 2 books.** A book may be rechecked once. After that, it must be returned to allow someone else the opportunity to read it.
3. Grades PK through - K may check out books for a period of one week. Grades 1-8 may check out books for a period of two weeks.
4. Reference books are available for the scholar's use but they may not leave the library. Teachers may check these books out for a period of one week.
5. If a book is lost or damaged, the person who checked it out is responsible for paying for its replacement or its damage.
6. A fine of 5 cents per school day will be charged for each book that is overdue. No books may be checked out if there is an unpaid fine of 50 cents or more.
7. A library notice shall be sent home with the scholar who owes money for a fine, a lost book, or a damaged book. A corresponding record of these fines shall be kept in the library. Please return the library notice with the money to better ensure that this record remains accurate.

Lost And Found

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

Nuisance Items

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

Pictures And Yearbook

A picture of each scholar and class is taken each year. The family has the option of choosing from a variety of packages to buy or may elect to purchase no pictures. These school pictures are used in our school yearbook, "The Eagle." Yearbooks are handed out on the last full day of school. Each scholar receives a yearbook as part of their tuition.

Physical Education

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

Physical education classes are regularly scheduled for grades PS through 8. All children must participate in these activities unless a written excuse from the parents or doctor is presented to the teacher. Should a child become sick on the day of the activity and desire not to participate, the teacher may excuse the child provided the child then brings an excuse from home at the time of the next class period. Failure to do so results in an unexcused absence on the day of the non-participation. Each unexcused absence will result in automatically lowering the

scholar's P.E. grade. In the event of a prolonged illness or injury, the child must have a release from the doctor stating that he or she may resume participation. **It would be good practice that every child has a physical checkup prior to the beginning of school and if limitations to activity are necessary, it is the parent's responsibility to notify the school in writing.**

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

Physical education guidelines for scholars in grades 5 - 8:

Clothing

1. The physical education uniform shall be purchased from the school/school store which consists of shorts and a top. The scholar will also need 2 pairs of gym shoes (1 pair for indoor use ONLY), and socks.
2. Scholars may wear tennis shoes that have been worn to school as outdoor gym shoes.
3. Parents will be contacted if gym clothes are excessively forgotten.
4. The scholar will have 5 minutes to be ready for class, otherwise, the scholar is tardy.
5. It is understood that all scholars shall dress for P.E. class unless the scholar has a written excuse from the doctor. If the situation arises where the scholar asks to be excused from P.E. due to not feeling well, a note must be brought from home the following school day (P.E. clothes must still be shown to the teacher). Failure to follow these rules shall result in a 5% loss for each unexcused absence of the scholar's daily grade. Not dressing out for P.E. is an unexcused absence. (Three tardies are equal to one unexcused absence.)
6. All P.E. lockers should be locked before, during, and after class for the scholar's protection. All scholars in gym class will be issued locks and lockers. **No personal locks will be allowed**. In the event the scholar loses the lock, a new lock will be issued and a charge of $20.00 will be assessed.
7. The scholar's grade is based on:
   A. Skill Tests
   B. Written Tests
   C. Participation
   D. Dress Out Requirements

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

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

Potty trained policy

Children should arrive in underwear and wear the underwear during the entire school day. This includes naptime. Pull-ups and plastic pants are not considered underwear. While there are designated times when each person in the class takes a turn using the potty, children must be able to recognize when they need to use the restroom and tell their teacher.

Children must be able to use the potty independently. This includes aiming, wiping, and flushing. Children must be able to pull down and pull up their clothing items independently. Teachers will most certainly help with buttons, snaps, zippers, etc.; however, the goal is to foster independence and self-confidence. That said, we ask that you consider this when choosing clothing for your child to wear to school.

We recognize that sometimes an accident will happen because someone has waited too long to head to the potty. However, children should be able to recognize when an accident has occurred and alert the teacher. A potty-trained child does not play in or sit in the remnants of an accident.

Probationary Period (All New Scholars)

Any new scholar enrolled will enter on a probationary basis. The scholar will be in a probationary nine-week period from the date of first-class attendance. The homeroom teacher will report on the scholar's successful academic achievement up to mid-September, when parents may be called in for a conference if the scholar is on close academic watch. At the end of nine weeks, in mid-October, the principal and teacher will review the scholar's academic achievement (must be passing all subjects) and school conduct and will recommend to the Board of Parochial Education whether the scholar be allowed to continue at Our Savior or whether he/she will be referred to another school.

School Supplies

A list of needed school supplies is available online at the end of school for the next school year. Families may elect to purchase supplies from the pre-packaged supply option provided by the school or may purchase items on their own. Please check periodically throughout the school year that your child still has an adequate amount of needed classroom supplies.

School Telephone

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

Schoolwork

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

Grading Scale

All grades in grades 3-8, the following grading scale will be used in reporting grades:

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

Preschool and Pre-kindergarten have skills-based reports, and grades Kindergarten, 1-2 have standards-based reports.

Skills-based scale:

E - Excellent - exceeding expectations
S - Satisfactory - meets expectations,
I - Improvement has been shown - continued time, effort and practice needed
N - Needs to improve

Standards-based scale:

4 - Excellent- exceeding expectations
3 - Satisfactory - meets expectations
2 - Improvement has been shown - continued time, effort, and practice needed
1- Needs to improve

A dash mark indicates that the skill has not been approached in class.

Uniform Dress

Dress Policy

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

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

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

The Standard or Chapel Uniform is worn on field trips. Green polo shirts may be worn in place of the chapel shirt on some occasions. Exceptions will be made for special events. These exceptions will be announced by the teacher at those specific times. **ALL** OSL uniform jackets and other general items must be in good repair -- free of tears, holes, etc.

Boys and Girls:

1. School uniforms will be worn at all times. Any exceptions will be announced by the teacher or OSL administration. Uniforms will be referred to as the "standard uniform or chapel uniform." Refer to the lists in the following section for apparel requirements.
2. Uniform clothing must be purchased at Flynn O'Hara as listed on the apparel requirements lists following this section. Resale items are available on campus.
3. Uniforms need to be kept in good repair. No holes, rips, no missing buttons, no torn seams, etc.
4. All shirts, blouses, or tops must be buttoned and tucked inside pants or skirts unless they are designed to be worn outside. Belts will be worn with pants and shorts as outlined below.
    - Kinder-1 *may* wear a belt with trousers with belt loops.
    - For Grades 2-8 belts must be worn with trousers and shorts with belt loops.
5. Uniforms may be slightly altered for fit but may not be changed in style. **No skirt may be shorter than 2 inches above the knee when standing.**
6. If a scholar needs to wear a T-shirt under their uniform shirt, it can only be white and have no lettering on the T-shirt. The T-shirt sleeves may not extend beyond the uniform sleeve.
7. A scholar's hair color will remain the scholar's natural color, and not be altered. Hair must be well groomed and out of the eyes.
    - Boys: Hair must be groomed and cut so that the ear lobe is showing and the hair is off the collar and out of the eyes.
    - Girls: Costume, non-uniform colored headbands and hair ribbons may not be worn.
8. NO caps or hats may be worn in school buildings.
9. Body piercing is not allowed.
    - Boys: NO earrings of any type may be worn.
    - Girls: May wear earrings only on their earlobes.
10. GIRLS: Make-up of all kinds is reserved for scholars in the 8th grade ONLY.
11. **Hoodies are not allowed to be worn as outerwear.**

12. School jackets and sweaters must be worn when outerwear is needed. Heavier non-school coats will be permitted for cold weather outdoor play.
13. Parents will be contacted to inform them of grooming violations. Conformity must be achieved within the determined time given by the administration. After this time, the scholar will not be allowed to attend school until he or she is in conformity with the guidelines.

Apparel Requirements

Standard Uniform K-8

On non-chapel days scholars must wear the standard school uniform. The standard uniform may be a combination of the approved uniform pieces for each gender/grade combination as listed on the Flynn O'Hara website.

- Chapel Uniform may be worn on non-chapel days if desired.
- All uniforms must be free of holes, rips, or tears. Uniforms not in good repair may not be worn.
- Old logos will never retire, and uniforms may be worn until no longer in good repair.

Standard Uniform Tops

Flynn O'Hara Green* or Blue Polo Shirt with school logo
- short or long sleeve, regular or performance fabric

*Green polos are required for some school events or activities

Flynn O'Hara Short Sleeve Jersey Knit Dress (K-2 girls only)

Standard Uniform Bottoms

- Flynn O'Hara Khaki or Navy Shorts, Pants, or Skorts (as permitted by grade and gender)
- Girls must wear solid navy or black modesty shorts with skirts
- Skirts must measure 2 inches or less from the knee when standing
- Belts required for any shorts or pants with belt loops (grades 2-8)
- K-1 may select elastic pull-on shorts and pants – no belt required

Socks

- Socks must be a solid color of the uniform and must rise above the shoe (white, grey, navy, black)
- Girls may wear solid white, grey, navy, or hunter-green opaque tights (with feet) with skirts.

Shoes

- Solid white or solid black tennis shoes (any brand) or Solid black and white tennis shoes (any brand)
- Shoelaces must match the tennis shoes
- Tan/Brown/Black leather/leather like boat shoe or loafer (any brand)
- Approved chapel uniform shoes may be worn on standard uniform days. (See chapel uniform requirements /below)

Sweaters/Jackets*

- Flynn O'Hara green V-neck pullover or cardigan with school logo
- Flynn O'Hara green fleece jacket with school logo
- Flynn O'Hara navy soft shell jacket with embroidered logo
- Flynn O'Hara green ¼ zip pullover with school logo (grades 6-8 only)
- OSL athletic jackets sold by the Booster Club may be worn

*non-school jackets may be worn for outside play and activities **during extreme cold weather only**

Chapel Uniform K-8 (by grade and gender)

K-4 Girls Chapel Uniform

- Flynn O'Hara Plaid Drop Waist Jumper (Length: must be 2 inches or less from the knee when standing)
- Flynn O'Hara White Peter Pan Blouse
- Solid black or navy modesty shorts
- Solid white ankle or knee socks or solid white opaque tights with feet
- Blue & white saddle tennis shoes OR Black Mary Janes

K-4 Boys Chapel Uniform

- Flynn O'Hara navy twill pants (K-1 only may select elastic pull-on pants)
- Flynn O'Hara short sleeve white oxford with school logo
- Black or brown belt (K-1 not required with elastic pull-on pants)
- Solid navy, black, or grey socks – must rise above the shoe
- Tan/Brown Merrell Jungle Moc (or similar brand) OR Tan/Brown Sperry style boat shoe (or similar brand boat shoe), dark/brown or black leather or leather-like loafers or oxford style dress shoes

5-8 Girls Chapel Uniform

- Flynn O'Hara Plaid Elastic Waist Skirt (Length: must be 2 inches or less from the knee when standing)
- Solid black or navy modesty shorts (must not be longer than the skirt)
- Flynn O'Hara ¾ Sleeve Fitted Blouse with school logo (does not have to be tucked in)
- Solid white ankle or knee sock OR solid white opaque tights with feet
- Tan/Brown Sperry style boat shoe (or similar brand boat shoe), dark brown or black leather or leather-like loafers

5-8 Boys Chapel Uniform

- Flynn O'Hara Navy Twill Pants
- Flynn O'Hara long sleeve white oxford with school logo
- Flynn O'Hara green and grey striped tie
- Black or Brown Belt
- Solid navy, black, or grey socks – must rise above the shoe
- Tan/Brown Sperry style boat shoe (or similar brand boat shoe), dark/brown or black leather or leather-like loafers or oxford style dress shoes

Uniform Violation Consequences

Upon receiving 3 uniform violations in grades 1-8, scholars will receive a lunch detention. Each additional violation within the semester will also result in a lunch detention. These violations will be counted toward the assertive discipline policy. Parents will be contacted to inform them of grooming violations through FACTS.

Awards

Academic Achievement

Academic awards are given at the end of each year only to scholars **in grades 3-8** to recognize them for their efforts in maintaining a good academic average.

To receive the **Eagle Academic Achievement Award**, scholars in Grades 3-8 must have achieved Eagle Honor Roll each quarter.

TO QUALIFY FOR THE YEARLY EAGLE ACADEMIC ACHIEVEMENT AWARD, A SCHOLAR *CANNOT* HAVE ANY GRADES LOWER THAN A 76% IN THE COLUMN LISTED FOR THE YEARLY AVERAGES FOR SUBJECTS.

Academic Award Policy

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

1. All 4 quarters of 6th grade including all classes.
2. All 4 quarters of 7th grade including all classes.
3. The first 3 quarters of 8th grade including all classes.

Honor Roll

Our Savior Lutheran School recognizes scholars in grades 3-8 each quarter for high scholastic averages.

Eagle Honor Roll- scholars who maintain at least a 95% average for one (1) quarter in core classes.

TO QUALIFY FOR THE HONOR ROLL, A SCHOLAR ***CANNOT*** HAVE ANY GRADES LOWER THAN A 76% in any classes**.**

Lutheran Junior Honor Association

Our Savior Lutheran School is a member of the Lutheran Junior Honor Association.

Eligibility:

1. Candidates eligible for selection to this chapter must be in the second semester of Logic School.
2. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Our Savior Lutheran School.
3. Candidates eligible for selection to the chapter shall have a minimum cumulative average of 95% in core classes.
4. Candidates eligible for selections will have no more than three lunch detentions or seven warnings per quarter.
5. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

Once accepted into the Lutheran Junior Honor Association, the member will comply with the following guidelines:

1. The member will complete 16 service hours per year (June 1 through the week before school is out). A scholar becoming a member of the LJHA in the second semester will be required to complete 8 hours of service. (If 8th-grade scholars do not complete their service hours by the week before graduation, the scholar will not receive recognition at graduation as a member of the

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

2. The member must maintain at least an 93% average without an F on an academic report to parents.
3. Offenders of the school conduct code will receive a written warning notification in FACTS. A member will not be allowed more than three detentions per quarter. A conference may be requested by either party (faculty council or scholar/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.
4. Members are expected to attend all chapter meetings.
5. In severe discipline cases, the member may be removed from the Lutheran Junior Society without a probationary period.
6. A member who has been dismissed from the LJHA can request a hearing before the faculty council which consists of five teachers.

Athletic Participation Awards

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

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

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

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

Daily Attendance

In order to receive this award, a scholar may not be tardy more than <u>three times</u> (for any reason) and may have only <u>one</u> absence in the school year.

Discipline

Discipline Has a Biblical Basis

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

We believe that God has given to parents the responsibility of rearing the children entrusted to them. Children are not immune from the sinful nature they inherited. Accordingly, parents have the God-given authority and mandate to discipline their children. Indeed, the Bible teaches that discipline is essential to God-pleasing child-rearing: "Discipline your son and he will give you peace; he will bring delight to your soul." Proverbs 29:17.

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

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

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

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

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

The Scope Of This Discipline Policy

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

Administration Of The Discipline Policy

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

Parent And Scholar Responsibilities

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

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

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

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

Enrollment in Our Savior Lutheran School indicates that both the scholar and parents/guardians commit to upholding the Discipline Policy.

Early Childhood Discipline

Philosophy

We believe children are created in the image of God and are called to live in loving relationship with Him and with others. Early childhood is a formative season in which children learn what it means to love their neighbor, exercise self-control, show kindness, and participate in a classroom community and the school at large.

Purpose

Because young children are still developing social, emotional, language, and self-regulation skills, they at times may display undesirable behaviors that may cause physical or emotional harm. Our role is not merely to correct behavior, but to help form virtuous children who love rightly the good, true, and beautiful through consistent guidance, clear boundaries, and natural age-appropriate consequences.

We seek to model and teach Christ-like behaviors such as kindness, gentleness, self-control, forgiveness, respect, and care for others while maintaining a safe and nurturing environment for every child.

Commitment

We believe children learn best through loving guidance, consistent boundaries, and strong partnerships between home and school. We are committed to extending grace while maintaining clear expectations, helping each child grow in virtue, self-control, and love for others.

Behavioral Expectations

Children are expected to:

- Keep their hands, feet, teeth, and objects to themselves.
- Use words, gestures, or teacher assistance to communicate needs and feelings.
- Follow classroom rules.
- Treat peers, teachers, and school property with kindness and respect.
- Demonstrate behaviors that reflect care for others and contribute positively to the classroom community.

Teachers will actively model, teach, and reinforce these expectations throughout the school day, recognizing that children develop these skills at different rates and require ongoing practice and support.

School Response to Challenging Behavior

When a child engages in unsafe or disruptive behavior, staff will:

1. Intervene immediately to ensure safety.
2. Care for and support any child who has been harmed.
3. Help the child understand the impact of the behavior in a developmentally appropriate manner.
4. Teach and practice appropriate replacement behaviors.
5. Document significant incidents when necessary.
6. Communicate with parents regarding serious or recurring concerns.
7. Send the child to an administrator for additional help and guidance.

Our goal is always restoration, growth, and skill development, along with natural and age-appropriate consequences.

Intervention and Support Process

When behaviors become frequent, severe, or significantly disruptive, the administration may implement additional supports, including:

- Parent Communication: Parents will be notified when concerning behaviors become ongoing or when a serious incident occurs. Communication may include phone calls, emails, meetings, or incident reports from either the child's teacher or the administration.
- Parent Conference: A conference may be requested by the child's teacher or the administration to discuss concerns, identify contributing factors, and develop consistent strategies between home and school.
- Behavior Support Plan: When appropriate, the administration and teacher, along with the parents, may implement an individualized support plan to strengthen social-emotional, communication, and self-regulation skills.

Outside Evaluation or Professional Support

If a child continues to experience significant difficulty despite school-based interventions, parents may be asked to seek additional support from qualified professionals, including:

- Speech-language pathologists
- Occupational therapists
- Educational psychologists
- Developmental specialists
- Behavioral or mental health professionals

The purpose of these recommendations is to better understand the child's needs and provide appropriate support for success both at school and at home.

Serious Safety Concerns

Certain behaviors require immediate intervention because they pose a significant risk of harm to the child or others. Examples may include:

- Repeated biting
- Spitting on another person
- Deliberately poking another person in the eye
- Aggressive physical attacks
- Throwing objects with intent to injure
- Repeated inappropriate language
- Any behavior that creates a substantial safety risk

Depending on the severity, frequency, and circumstances of the incident, the administration may require one or more of the following:

- Immediate parent pickup
- Removal from the classroom for the remainder of the day
- A parent conference before returning to class
- A probationary period with specific behavioral goals
- Temporary leave from school
- Termination of enrollment

The administration reserves the right to determine when a behavior constitutes a significant safety concern.

Temporary Leave from School

If a child is unable to participate safely in the classroom despite reasonable interventions and support, the administration may determine that a temporary leave of absence is in the best interest of both the child and the classroom community.

The administration may require:

- A temporary leave from attendance
- Documentation of outside evaluation or support services
- A re-entry meeting before the child's return

These measures are intended to provide the child with the support necessary for future success in a classroom learning environment.

Enrollment Review

The safety and well-being of all children and staff remain our highest priority. Continued enrollment may be reviewed when serious or ongoing behaviors significantly disrupt the learning environment or place others at risk. Continued enrollment may be in jeopardy, and decisions will be made thoughtfully and prayerfully, with consideration for the child's developmental needs, the effectiveness of interventions, and the welfare of the broader school community.

Primary Discipline

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

Kindergarten:

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

Grades 1-4

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

Grades 5-8

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

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

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

Secondary Discipline (Grades 5-8)

In addition to the procedures addressing primary scholar infractions, a point system is applied for scholars committing secondary discipline infractions (i.e., minor infractions such as those listed below). The secondary

infraction will result in a point for each infraction. Points will accumulate during each quarter. Once a scholar reaches ten points during a quarter, any further secondary infractions will be treated as primary infractions and the discipline hierarchy above will be applied.

Chronic Discipline Procedures

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

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

At Level II, the next three lunch detentions (#'s 5, 6, and 7) will result in automatic after-school detentions.
A scholar's eighth lunch detention escalates the scholar to Level III. This will result in a three-day out-of-school suspension and placement on probationary status. Further lunch detentions during Level III will require serious disciplinary actions, which may result in expulsion.

Infraction Examples

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

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

- Scholar unprepared for class;
- Scholar fails to return a required parent/guardian signature paper

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

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

Severe Infractions

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

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

Disciplinary Actions

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

- Assertive Discipline Plan Steps:
    - Grade 1-4 Discipline Steps – See previous
    - Grade 5-8 Discipline Steps – See previous
- Restitution;
- In-house suspension; or
- Campus community service

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

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

Definitions

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

Campus Community Service

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

Detention (lunch)

This detention will be held during the lunch/recess period for grades 1 - 8. Scholars will be separated from other scholars to eat lunch and remain in isolation for the lunch period. Scholars will not be allowed to talk or to do work during detention. If a scholar talks or misbehaves during detention, another detention will be added. For grades 5-8, upon receiving lunch detention, the detention will be served at the next lunch period. For grades 1-4, after the parent is notified, the detention will be served at the next lunch period. Failing to serve lunch detention will result in serving two lunch detentions. Lunch detention will be supervised by one of the teaching staff. A lunch detention notice will be emailed to the parent via FACTS.

Detention (after school)

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

Expulsion

Expulsion of a scholar occurs at the discretion of the Board of Parochial Education after consultation with the Principal.

Probation

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

Suspension (in-school)

The scholar will come to school, but he/she will report immediately to the school office and will be confined to an area for the school day. The scholar will not be allowed to participate in regular school

activities. The scholar will not be allowed to participate in an extracurricular activity or attend any school events on the days of suspension.
The scholars will be allowed to do school work which will be assigned by the regular classroom teacher. All work assignments for the scholar on that day are due from the classroom teacher to the school office by 8:00 A.M.

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

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

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

Health And Safety

Medicine

Our Savior Lutheran School will dispense medicine to scholars according to the policies and guidelines set below by the Board of Parochial Education. The following guidelines have been established:

For long Term Medication

1. Written orders are to be submitted to the school from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school.
2. **A written request from a parent or guardian of the scholar to the school**, together with a letter from the physician indicating the necessity for the medication during the day, the type of disease or illness involved, the benefits of the medication, the side effects, and an emergency number where he or she can be reached.
3. Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The medication must be current.

For short-term Medication

1. Medication must be brought to the school in a container appropriately labeled detailing the name of the scholar, the name of the drug, the dosage, and the time interval in which the medication is to be taken.
2. Cough drops, cough lozenges, asper gum, and the like **must have a note from the parent to the teacher** allowing the child to have them during school time.

All medication, whether short-term or long-term, will be kept in the school office or Early Childhood Center in locked and/or secured areas out of the reach of children. Refrigerated medication is stored in a designated refrigerator separate from food.

Scholars may not keep any type of medication on their person or in their personal belongings. All medication must be turned in to the school office and be administered by school personnel according to the written plan provided by the parent or submitted in the FACTS Family Portal Medical Forms.

All medication must be brought from home. OSL does not keep a consistently stocked Medicine drawer.
Records are kept of all medicine administered by the school office in the student's FACTS profile under Medical Events. This system records the student's full name, type of medication or treatment administered, date/time/amount of medication administered, and the name of the staff member providing care. Parents are sent an email notification when medication is administered.

Illness And Diseases (Contagious)

Under no circumstances should children with a fever be sent to school. Children with an illness or contagious disease (e.g. influenza, COVID-19, strep throat, conjunctivitis, etc.) should be kept at home until the doctor releases them to return to school. The school should be notified of the contagious disease.
Children may not attend school or will be sent home from school for the following reasons:

1. Oral or ear temperature of 100 or higher
2. Vomiting within a 24-hour period
3. Diarrhea within a 24-hour period
4. Lice, rashes, or other skin irritations which require medical attention

Scholars may NOT return to school until they are symptom-free without medication for at least 24 hours.
If a scholar becomes ill at school, he/she will be kept in the school office, ECE front lobby, or the Director's office until parents are able to pick up the child.
Please notify the school immediately when your child becomes ill with any communicable disease.

Allergies

Allergies must be brought to the attention of the school office. Parents should keep updated medical information in the scholar's FACTS profile. EPI pens and other allergy protocols must be clearly outlined on an allergy action plan provided by a medical professional. The plan must contain a photo of the child, specific allergens, possible symptoms, action steps, and treatment plan, and doctor signature. Each child will have a clearly labeled storage container with a student photo and name for medications and supplies used for allergy treatment that is easily accessible in the school office or other area (as needed or required). Faculty and staff will be provided with information about scholars who may require allergy treatment.

Lice

If lice is detected while at school, the scholar will need to be picked up to receive treatment. Once treatment is provided, the scholar may return the following day if there is no active infestation. Scholars must report to the school office prior to returning to class for a lice check. A general notice of lice detection will be emailed to those who may have been in close contact to limit the spread. Administration personnel may perform lice checks on any scholar should it be deemed necessary.

School Closing

In the event of severe weather which may require school to be closed, all parents will be notified via FACTS notification - Parent Alert (text), school website, email, and social media.

Transportation Safety

As most parents will transport their children to and from school by car, it is very important to be safety-minded in and around the school. Before 7:40 A.M., scholars will be dropped off in the designated area for morning extended care. After 7:40 A.M., a scholar must be dropped off at the designated drop off zones for arrival while adhering to proper traffic flow procedures. Scholars must have adult supervision and remain in the carline until 7:40 am. Scholars may not be waiting outside the building before 7:40 am. During afternoon car line dismissal, cars must follow traffic flow procedures and line up in assigned car lines. **PLEASE OBSERVE THE 10 m.p.h SPEED LIMIT ON CAMPUS AND DRIVE CAREFULLY.**

Parent Involvement

Birthday Recognitions

At OSL, we value birthdays as an opportunity to recognize the specialness of each child to God and our community. We provide the opportunity for the child to lead the pledge of allegiance at morning devotions, and we welcome parents to help recognize their child's birthday/half birthday providing a special treat for the child and their classmates at lunch time. While it is not forbidden to provide lunch for the whole class, advanced notice is necessary. The teacher, parents of the class, and front office must be notified at least 7 days in advance of providing a whole class lunch. It is the responsibility of the parent to bring the food and serve it. For the safety of our community, the school office will not accept food deliveries during the school day. *Party decorations, goodie bags, etc. are not acceptable at school. Please reserve this for your party outside of school.*

Private birthday party invitations should only be handed out at school if the whole class is invited.

Classroom And Parent Visits

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

Class Parties

Classes may have parties during the school year such as Christmas (the last day before Christmas vacation), Valentine's Day, Easter (the Tuesday after Easter), and the end of the school year. Room parents are responsible for these and each child is asked to bring certain items of food to assist the room parents. The room parent will coordinate with the teacher to schedule the party and reach out to parent volunteers to help with the party as needed. Christmas parties will not include a gift exchange between the children as we encourage our families to participate in the toy drive.

Parent Communications With The School

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

Parent Teacher League

As a Parent of a scholar at Our Savior Lutheran School, you are automatically a valued member of the Parent-Teacher League. The purpose of the PTL is to foster communication and fellowship between teachers and parents, support the teachers by providing volunteers and supplies for their classroom, raise funds for the improvement of our educational environment, and provide educational opportunities for parents. There is an all-member meeting held each semester and an information session held in the second semester for those interested in becoming board members.

Reports to Parents

Report cards will be available in Kindergarten - Grade 8 at the end of each quarter on the dates listed on the school calendar. At the midpoint of each quarter, mid-quarter grades will be issued in grades 3-8. Grades K-2 will receive periodic updates from the teacher related to progress. Parents are encouraged to discuss the progress of their scholar with the teacher(s) at any time that is mutually convenient. At the end of the first quarter, a required parents/teacher conference will be scheduled for scholars in grades K-8th.

Parents of our early childhood students (Preschool/PreK) are asked to participate in two conferences during the school year. Before the parent/teacher conference, you will be asked to sign up for a time to meet with your child's teacher. You may request additional parent/teacher conferences if the need arises.

Room Parents

Each teacher has several mothers or fathers to assist in special projects and activities, such as parties, class trips, and other events. A head room parent will be designated by the PTL. A meeting at the beginning of the school year will be held to list the duties of the room parent. All room parents who intend to work in direct contact with the scholars or support the classroom with direct involvement with the scholars must have a criminal background check on file.

Visitor Registration

OSL front office personnel monitor all visitors. All visitors to the school will be required to provide the front office with their driver's license in order to be registered as a visitor. This system will provide all employees with knowledge that this visitor has permission to be in the area around children. A badge will be worn showing the name, the time arrived, and the purpose of the visit. People who regularly volunteer will be issued a visitor's identification badge. This will allow us to better monitor who is in the building at all times. All adults who have direct contact with scholars must submit to a criminal background check, including a sex offender search. Teachers must verify with the office if volunteers are permitted in their classrooms.

MINISTRY SUPPORT

Eagle Fund & Endowments

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

The Our Savior Lutheran School's Annual Eagle Fund campaign aims to replace funding no longer available due to the decision not to accept any government funding, such as Title funds and government grants. Through this campaign, we seek to ensure that our school continues to provide high-quality Christian education to all our scholars, regardless of their financial circumstances.

SCHOLAR DEPORTMENT COMMITMENT

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

Bullying is a repeated behavior of pushing, shoving, hitting, and spitting, as well as name-calling, teasing, picking on, making fun of, laughing at, or deliberately excluding someone from any school activity. Bullying causes pain and stress to victims. Bullying is not Christ-like nor acceptable behavior for His people. Policy: 2026-2027 Scholar Family Handbook

As parents/guardians, we pledge to:

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

As a Scholar, I pledge to:

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

Enrollment in Our Savior Lutheran School indicates that both the scholar and parents/guardians commit to upholding the pledges above as well as abiding by the policies and procedures outlined in this handbook.

Parents understand that a positive and constructive working relationship between parents and OSL is essential and that OSL shall have the right to discontinue enrollment if OSL concludes, at its discretion, that a parent's actions make such a positive and constructive relationship impossible or otherwise seriously interferes with the accomplishment of the OSL mission.