

PARENT HANDBOOK



**Our Savior Lutheran School
School Year 2020-2021 (Draft)**

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WELCOME

To Our Savior Lutheran School

Our Savior is a special place! Founded on biblical core values, and motivated by our mission, Our Savior Lutheran School exists to partner with you in the complete education of your child.

Our passion is to ensure a high quality Christ-centered education, for each child, which focuses on complete student learning. Our promise is to serve your student(s) by working closely with you in their best interests. We truly hope to get to know each of you and build a relationship of trust and mutual respect as we work together this coming year. Our goal, ultimately, is to offer your students the highest quality well-rounded educational experience that includes faith formation, academics, service, worship, social-emotional growth, and physical health.

Our success as partners will depend on our sharing a common vision, and common values. Please read through this handbook carefully. It outlines where we are going (the vision) and how we will work together along the way (the values). If you have questions about any part of this handbook, please don't hesitate to ask for clarification.

May God richly bless each of you as we walk together this year,

Julie Knight
Principal

PLEASE NOTE: Anything in this handbook can be modified at the discretion of the Principal should a situation dictate. Parents will be notified should any such changes be made.



Introduction

Our Savior Lutheran School is one of nearly 1,500 parochial schools operated by congregations and associations of the Lutheran Church Missouri Synod in the United States. The policies and activities of Our Savior Lutheran School are controlled and governed by Our Savior Lutheran Ministries.

Our Savior Lutheran School began with the conception of Our Savior Lutheran Preschool in 1965. In 1975, a full day school began with four students enrolled in kindergarten. The school has since grown to a complete educational program consisting of Preschool through 8th grade. In July 2008, OSLS received accreditation with WASC (Western Association of Schools and Colleges) and NLSA (National Lutheran Schools Accreditation). This academic year Our Savior is continuing the WASC and NLSA accreditation processes with a multiple day onsite visit, continued goal setting for Our Savior, and an outside review of our strengths and areas for improvement. We take this process very seriously as we view it as an opportunity for positive growth.

Our mission: *Inspiring tomorrow's leaders today!*

Our vision is to create a Christian school that cares for future generations and brings glory to our Creator. Our vision is to help young people realize their value and God's role in their lives.

God is our Heavenly Father. We are His children.

"...In repentance and rest is your salvation, in quietness and trust is your strength..." Isaiah 30:15

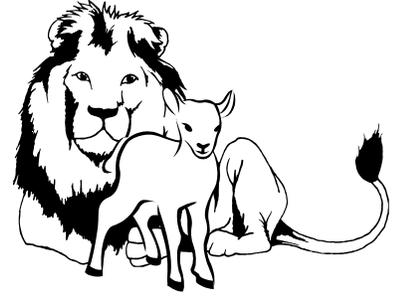
"Praise be to the God and Father of our Lord Jesus Christ! In His great mercy He has given us new birth into a living hope through the resurrection of Jesus Christ from the dead, and into an inheritance that can never perish, spoil or fade – kept in heaven for you, who through faith are shielded by God's power until the coming of the salvation that is ready to be revealed in the last time." 1 Peter 1:3-5

Our school mascot is the lion – symbolizing our King (our heavenly Father). We are the lambs who follow the King. We are the "Kids of the King." He offers us security and protection under His care.

Our school colors are blue and silver. Blue is the color of water, and water is the symbol of life. Through Christ, we are given eternal life with God in heaven.

Expected School-wide Learning Results

Graduates of Our Savior Lutheran School will be prepared to be Kids of the King who:



Walk like Jesus.

- Respect themselves and treat others with dignity.
- Share their faith through worship, fellowship, and community service.
- Are familiar with Scripture and know basic Christian theology.
- Seek God's goodness in His created world and in the diversity of peoples.
- Live according to a code of Christian conduct.

Are avid learners.

- Demonstrate proficiency in core academic subjects including mathematics, language, reading/literature, history, science, and religion.
- Know how to locate and assess information.
- Communicate effectively in both oral and written forms.
- Demonstrate basic competency in a foreign language.
- Use computers to assist their learning.
- Pursue areas of individual interest and continue to learn outside the classroom setting.

Develop important life skills.

- Know how to organize their work and manage their time.
- Practice specific study strategies.
- Function effectively within groups, both as leaders and as members.
- Learn healthy lifestyles and engage in regular physical activity.
- Acquire proven conflict resolution skills.

Enhance their lives with enriching activities.

- Familiarize themselves with the cultural contributions of great artists, musicians, writers and thinkers.
- Express themselves through art, music, and drama.
- Engage in extra-curricular activities such as student council, yearbook, choir, cheerleading and leadership.
- Demonstrate school spirit by attending sporting and social events, playing on sports teams, and participating in outreach projects.

ABSENCE

If a child is absent from school, you must notify the school office at 925-447-1246 option 7 before 8:00 am. If a child has been diagnosed as having a contagious disease, (e.g., chicken pox, strep, lice, etc.) please notify the office, so that precautions can be taken and notifications sent home. If your child is ill the night before or the morning of a school day, you are requested to keep the child home. If your child comes to school and the teacher believes the child is too sick to function in the class, the school reserves the right to send the child home. A call will be made and the child will need to be picked up from school. *A child must be fever free for 24 hours before returning to school.*

An excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this upon the occasion of the visit. Whenever possible, make appointments for before or after school hours. Frequent absences of this type are detrimental to the student's class work and should be kept to a minimum.

Students must be in attendance during the school day to be eligible for same day after school activities, including sports.

Whenever a child is absent from school with the knowledge and consent of the parent, the student will be required to make up all work assigned by the teacher, regardless of the reason for the absence. If the student is absent without the knowledge of the parent (truancy) the student will not be allowed to make up any missed work, and the work missed will be scored as zero.

Excessive Absence

If a student is absent more than ten (10) days in any trimester, or more than 20 days during the school year, there will be a parent/teacher Principal conference to determine if the student will receive the following consequences:

- No grade for any or all subjects in that trimester
- Promotion with special conditions,
- Retention

Leaving School Early for Appointment

If a child is to be picked up early, the parent or legal guardian must present himself/herself to the office and sign the child(ren) out. **Do not go to the classroom. The child will be called to the office and released in the parent's care.**

PLEASE NOTE: *Only the parents/legal guardians of the student, or adults identified in writing by the parent/legal guardians of the student will be permitted to take the child from the school.* The school assumes no liability in cases where students leave the premises in violation of the above policy.

Vacations and Family Trips

Whenever possible, trips and vacation should be taken during the summer and/or school breaks to avoid having a student miss class time and double homework upon the child's return. We ask that every effort be made to have your child in attendance during the scheduled standardized testing window. **If a student must be taken out of school for an extended period of time, a request is made in writing to the office, as well as the teacher, giving the dates of departure and return to school.** In addition, all school work and assignments missed during the student's

absence is to be made up after the child's return. A student will have one day for every missed day to make up all incomplete work. *Parents should not expect the teacher to have all assignments and work ready prior to the student's extended trip.*

Leaving School Grounds

At no time during school hours are students allowed to leave the school grounds, even during recess or lunch period, except by prior arrangement by a parent/ legal guardian. Any student who chooses to voluntarily leave campus will not be allowed to return that day. Parents will be notified ASAP; police may be called as well.

To ensure the safety of our students, any student leaving school at the end of a school day (full or half) unaccompanied by an adult must provide a note/email of parental consent PRIOR to the student leaving

school property. This would pertain to bike riders/walkers going home or elsewhere after school. Without written consent and in the interest of student safety OSLS will contact parents for verbal confirmation. If a parent cannot be reached, then the student will be placed in Extended Child Care and the hourly drop in rates will apply.

Tardy

Classrooms are open from 8:05 am to 8:15 am so that students may begin getting ready for their day. Students will be marked with an unexcused tardy after 8:15. After 8:20 am, a parent is to accompany the student to the office to sign them in for the day and receive an unexcused tardy slip. Any medical/dental appointments with official verification shall receive an excused tardy.

ADMISSION/RE-ENROLLMENT GUIDELINES

Admission Guidelines

The OSLS administration will normally accept students based on the following guidelines, however, reserves the right to accept students outside of the guidelines at their discretion:

1. Current student's enrollment at OSLS
2. Membership at Our Savior Lutheran Ministries
3. A sibling currently enrolled at OSLS
4. A student on a waiting list

All incoming students are academically assessed and will, upon satisfactory performance, be admitted within the preceding guidelines.

Transitional Kindergarten:

1. The applicant must be 5 by December 1 of the academic year that they are seeking admission.
2. The applicant must demonstrate age-appropriate, developmental maturity.

Kindergarten:

1. The applicant must be 5 by September 1 of the academic year that they are seeking admission.
2. The applicant must demonstrate age-appropriate, developmental maturity.
3. With internal evaluation, we may accept students with a by November 1 birthday.

Re-enrollment

The Re-enrollment period for families of students currently enrolled in OSLS preschool through grade 7 takes place in early January. Those students will have until the end of January to complete their on-line re-enrollment forms and pay appropriate fees to be given priority for the following school year.

ANIMALS

Animals are not allowed on school grounds during pick-ups, drop offs or any other school purposes in which children are present. The only exception is for medical and guide dogs. Pets may be brought for sharing or special activities only with prior approval from the Principal or teacher. For liability purposes, if an animal is brought on to the campus for sharing or special activities, they must be caged or on a leash (if animal is on a leash, the animal must be muzzled) at all times.

APPOINTMENTS

We appreciate your efforts to make doctor, dental, orthodontic, and any other appointments before or after school hours.

- If a student must visit a doctor, dentist, etc., during school time, a note should be sent to the homeroom teacher informing the teacher that the student will be leaving the school premises or arriving late.
- If arriving late, please call the attendance line 925-447-1246 option 7 by 8:00 am. *Before leaving the school grounds and again upon return, the student must be signed-out and signed-in at the school office by the parent or designated adult.*
- If a child is to be picked up early, the parent or legal guardian must present himself/herself to the office and sign the child(ren) out. **Do not go to the classroom. The child will then be called to the office and released to the parent's care.** A student cannot leave the school for appointments or illness without being picked up by a parent or designated adult.

ATHLETICS

We encourage all students to participate in our sports program which includes cheerleading, volleyball, basketball, and golf. There is a separate athletic fee for participation in these sports to cover specific sports related costs. The sports program seeks to supplement our academic program by encouraging improved physical skills, school spirit, teamwork, and sportsmanship. Because we feel that the athletics program is a positive supplement to our academic program, we encourage parent participation. The success of this program is directly dependent upon the parental support it receives. *We also ask parents to act appropriately, to encourage the students to play their very best and most importantly, play fair.*

Please feel free to contact the Athletic Director with your concerns, questions, or offers of support. Every student participant must always place academics first before all sports activities. Students must maintain a "C" 70% average or better with no "F's" or "D's" in any core classes. If grades fall below average the student will be placed on team probation. While on team probation the student may participate in practice but not in games.

Students must be in attendance during the school day to be eligible to participate in same day after school activities.

A sports handbook is available from the Athletic Director which gives complete guidelines followed for each sport.

ACADEMIC HONORS

Each trimester, students in Grades 6 – 8 have the opportunity to be placed on one of two honor rolls. The criteria for these awards are high and designed to inspire students to their best efforts.

Straight “A” Honor Roll

Students must receive an “A” grade in every subject.

“A” Average Honor Roll

Students must receive an “A” AVERAGE in their subjects with no grade being a C or lower.

Honor Students

Students who have earned an “A” AVERAGE every trimester since grade 6, will be considered an Honor Student at graduation, and recognized as such.

Valedictorian and Salutatorian

The top two graduating students in grade 8 will be awarded the honors of being the class valedictorian and salutation respectively. The students begin the opportunity to earn these prestigious awards beginning in grade 6. Students who earn these honors will be notified close to graduation to begin the preparations of their graduation addresses. In the event of a tie in grades, there will be co-valedictorians instead of valedictorian/salutation.

ATTENDANCE - Children are to be in school when it is in session.

School Hours

Classroom Doors Open	8:05 am - Grades TK-8
School Office Hours	8:00 am – 3:30 pm
School in Session:	
Transitional Kindergarten	8:15 am – 1:00 pm
Kindergarten	8:15 am – 3:00 pm
Grades 1-5	8:15 am – 3:00 pm
Grades 6-8	8:15 am – 3:15 pm

Noon Dismissal

All students will be released at 12:00 pm for noon dismissal days.

Before School/After School

All students in grades TK-8 are to arrive in their classrooms between 8:05-8:15 am. Parents are expected to wait with their child(ren) if they arrive prior to the “door open” time unless they are in ECC. *Students who arrive before their “door open” time will be taken to ECC and the normal ECC fees will apply.* Teachers are in staff devotions prior to 8:05 am, then on duty to supervise students from 8:05-8:15. As a result, no parent meetings or phone calls can take place.

Teachers are on duty to supervise students for 10 minutes after school ends, (for TK from 1:00-1:10 pm, for K-4 from 3:00-3:10 pm and for grades 6-8 from 3:15-3:25 pm). As a result, parent

meetings or phone calls cannot take place during these times. Parents are encouraged to set up a conference to meet with teachers rather than stopping by for an impromptu meeting.

Value of Attendance

School attendance is compulsory in the state of California and regular attendance is necessary for success in school. More than that, Christian education is a necessary part of your child's growth, and parents pay a great deal to have their children here. It is important then, that students take every opportunity to be in class each day. Learning takes place each and every day and cannot be simply recaptured by making work up at home. Being absent on a day not only means that the student misses out on education, but he/she also is not being a good steward of the blessings God permits him/her to have.

Why should the school be so concerned about attendance? Teaching students to be prompt, to be dependable, and to be present when expected are important ingredients to quality education. In order for children to experience success and passion towards their education, regular and punctual attendance is very important. All children are expected to be at school each day unless they are ill or a family emergency arises.

Attendance Requirement

Full attendance is important. After 20 absences in a year (12 absences for part-time Kindergarten), a conference may be held to determine if the student should be passed onto the next grade. The final decision is up to the principal.

1. Notification of Absence

- a. Parents or guardians are asked to call the school (925-447-1246 ext. 7) before 8:00 AM on the day of the absence. The school office will call home if we do not receive a call.
- b. For the purpose of recording absences, 30 minutes or more tardy in the morning or afternoon will be considered a partial day absence and any amount of time over a half - day will be recorded as one day absent.
- c. Throughout the duration of the school year, there are several days off of school. We ask that you do your best to schedule doctor appointments during an off day. To be excused from school for a doctor or dental appointment, please bring a note to the office within 24 hours of the appointment.
- d. Parents should notify both the teacher and the office of any pre-planned absences.

2. Excused Absence

- a. California Education Code 48205 defines an excused absence as being a day missed:
 - i. Due to illness
 - ii. Due to imposed quarantine
 - iii. For the purpose of having medical, dental, or optometric service (requires a note from the doctor or dentist)
 - iv. For the purpose of attending a funeral service
- b. Please pay careful attention to your child's absences: per California Education Code, 20 excused absences per year is considered excessive.

3. Unexcused Absence

- a. Any absences other than for the reasons listed above are considered unexcused absences.

4. Planned Absence

- a. We have attempted to provide ample holidays within the school calendar and request that parents help reinforce good attendance habits with their children.
- b. Should it become necessary for a student to miss school for planned family activities, a written request for absence should be submitted to the principal ***at least one week in advance***.

Parents need to realize that such an absence will affect their student's progress in school and their workload upon return. There are certain classroom activities and experiences that cannot be made up.

Tardy Policy

Be on time. It shows respect to the teacher and the rest of the class. A great deal of valuable interaction takes place immediately at the beginning of the day in setting the tone and goals for the day. Tardiness is disruptive and detrimental to the class. Students not seated by the 8:15 a.m. bell are considered tardy. When a student is tardy, he or she must obtain an "Excuse Slip" from the office, and parents may not escort a tardy student into the classroom. Students are required to make up any missed work. The teacher is under no compulsion to re-teach material due to tardiness.

Excused Tardy

The following are considered excused tardies:

- Medical or dental appointments (requires a note from the doctor or dentist)
- Traffic accidents (personal involvement) or major backups on the freeway or highway.
- Funeral
- In extreme cases, parents may be required to meet with the principal and/ or the superintendent, to explain the reason for tardiness and how the problem can be corrected.

Unexcused Tardy

If a student is late for school or class for a reason other than illness, a medical appointment, traffic accident or funeral, it is recorded as an unexcused tardy.

BICYCLES

Bicycles/skates/scooters/skateboards/etc. are to be walked while on the school grounds. Students who violate this rule will receive the appropriate disciplinary action as listed in the Discipline Policy. It is necessary that your child's bike have a lock. The school accepts no liability for bicycle damage or theft. All bike riders are to enter the school grounds by walking their bikes to the bike rack area located at the south end of building C. The State of California requires all students to wear an approved helmet. Students who violate this rule will have the same consequence as above.

CELL PHONE & OTHER ELECTRONIC DEVICES USAGE

Our Savior Lutheran School prohibits students from using cell phones and other non-approved electronic devices (i.e., iPods, ereaders, Kindle, Nook, etc.) during school hours, including lunch period, recess periods, and between classes. *Please note: this policy does allow students to have cell phones at school, but they must be turned off and checked in with the principal during the academic day.*

Reasons for prohibiting use include:

- Students calling home during the day (variety of reasons) and parents returning calls to the school office, but school office does not have a record of the reason for the call.

- Phones ringing during instruction/ study time
- The possibility of text messaging during tests
- Listening to music, books, etc. rather than listening to the teacher
- Generally, a distraction

Students who violate this rule will receive the appropriate disciplinary action as listed in the Discipline Policy.

CHANGE OF ADDRESS

Parents should notify the school of any address/phone/email changes as well as update the TADS account immediately regarding any changes to your contact information. This will help us in locating you in the event of an emergency.

CHILD ABUSE REPORTING AND OBLIGATIONS

In accordance with California State Law, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse or exploitation. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. In this very serious legal matter, the school **will not** contact parents in advance of making a report to legal authorities, which is the required protocol in suspicion of such serious crimes against a minor.

CODE OF CONDUCT FOR OSLS STUDENTS AND PARENTS

WITH GOD'S HELP WE WILL STRIVE TO:

- Devote ourselves in service to others
- Honor others above self
- Promote harmony and peace
- Accept others
- Not judge, but instead instruct and encourage
- Be patient, gentle, kind, compassionate and forgiving
- Encourage and build up others
- Be cordial and generous
- Pray for each other
- Practice self-control
- Tell the truth
- Confess when we have offended
- Give thanks for all things
- Respect each other and human life
- Obey and show deference to all adults in the school
- Not hurt each other with our bodies, words, signs or gestures
- Protect other's property and further their interests
- Protect the reputation, honor and character of everyone
- Not entice anything away from anyone

- Devote ourselves to God and His Word
- Promote an environment of trust
- Admit and grow from our mistakes

The staff and administration of Our Savior Lutheran reserve the right to amend or add to these standards at any time.

These Christian principles include the following:

1. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. It is recommended that appointments be made with the appropriate staff person for the communication of these concerns.
2. These expectations for students and parents/guardians include all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school administration reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

STUDENT CONDUCT

In the training of children, it is necessary that guidelines be set to establish the limits of acceptable behavior. We have a minimal number of rules, and we expect that they will be followed. There will be consequences when they are not. The classroom is teacher-directed. The atmosphere in which students learn the best is one which is respectful and cooperative. Each student is expected to familiarize himself with the rules of the school and the classroom and adhere to them.

In abiding by the rules, it is rarely the rules that are the problem, but the attitude of the student toward those rules. The attitude of a student is primarily the responsibility of the student and his/her parents. A supportive, conforming attitude on the part of parents transfers to the children. Students should understand that discipline is an act of love, and we at OSLS love students enough to discipline them. The teacher addresses minor infractions of the rules of the school or classroom. Parents will be informed, and the administration will be involved if an issue persists.

A. Discipline

Our Savior's Discipline Plan goal is designed to help create the relationships and respectful environments that are at the heart of great learning communities. We also strive to help students develop behaviors necessary for healthy social interaction, both present and future. We also wish to help students learn how their decisions affect the quality of their lives and the lives of others and finally help students develop responsibility and character. To that end our plan centers around the following principles and beliefs.

- The OSLSM staff is responsible for setting limits in the school, in a respectful and empathetic way.
- A school discipline plan must provide opportunities to do what is most effective and best for each unique situation, and for each unique child.
 - Consistency means that when there is a problem, it will be addressed; and that when there is misbehavior, it will be addressed.
 - Consistency does not mean that everyone will react in the same way.

- Children and adults work and learn best in a place where they feel physically and emotionally safe. Thus when there is misbehavior the following factors will be considered:
 - The precipitating events.
 - The child's intentions.
 - The personality and temperament of the child.
 - What actually happened?
 - The damage or hurt caused by the misbehavior or rule violation.

We recognize that the majority of our students are respectful, cooperative and interested in learning, however, when there is a need for discipline it will be applied utilizing the principles above. At Our Savior we use a “disciplinary citation” that will be placed in the student’s cumulative file. Three citations per semester may result in a suspension.

In the event of serious offenses, reports will be made to the appropriate legal authorities.

Three citations per semester may result in a suspension, and Exclusion from school activities. **In the event of serious offenses, reports will be made to the appropriate legal authorities.**

B. Suspension and Expulsion

This is rare, but suspension is the removal of a student from ongoing instruction for adjustment purposes. Expulsion is the permanent removal of a student from the school. Reasons for suspension and/or expulsion are as follows:

1. A student shall not be suspended from school or recommended for expulsion the principal of the school determines that pupil has:
 - Caused, attempted to cause, or threatened to cause physical injury to another person.
 - Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certified school employee, which is concurred by the principal or the principal’s designee.
 - Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.
 - Unlawfully offered, arranged or negotiated to sell any controlled substance, or an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance, or material and represented the liquid substance, or material as a controlled substance, alcoholic beverages, or intoxicant.
 - Committed or attempted to commit robbery or extortion.
 - Caused or attempted to cause damage to school property or private property.
 - Stole or attempted to steal school property or private property.
 - Knowingly received stolen property or private property.
 - Possessed or used tobacco or any products containing tobacco or nicotine.
 - Committed an obscene act or engaged in habitual profanity or vulgarity.
 - Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
 - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

- Engaged in sexual harassment such as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature which must be considered by a reasonable person of the same sex as the victim to be sufficiently severe or persuasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
2. These infractions are considered especially serious if accompanied by a casual or defiant attitude, or if the student repeatedly exhibits an attitude and behavior which are opposed to the philosophical, religious, and organizational standards of the school.
 3. The student is informed that he/she is subject to a suspension (up to five days). The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parents or legal guardian must include clear instructions regarding the due process procedure. The suspension will be recorded in the student's cumulative file.
 4. In-School Suspension--A student may be assigned to an in-school suspension program at the discretion of the principal. Students will work on class and/or behavioral assignments while being isolated from their peers.
 5. Expulsion--The student will be informed that he/she is subject to expulsion. The student's parent(s) or legal guardian is notified by telephone and/or letter from the office that the student is subject to expulsion. Notification to the parent(s) or legal guardian will include clear instructions regarding the due process procedure.
 6. The principal will recommend to the Senior Staff that the student be expelled.
 7. The expulsion does not become effective until the due process procedure has been completed.
 8. Records will be housed in the student's discipline file.

C. Bullying Policy

Bullying is unlawful and contrary to the beliefs of Our Savior Lutheran School. All contact between students, teachers, and other adult employees must be in keeping with respect for the individual students and be conducive to creating a consistent Christian educational environment. Students are encouraged to report to an administrator or counselor any conduct that is intimidating, hostile, offensive, or is inconsistent with a Christian learning environment. Any student found violating this policy will be subject to disciplinary action up to and including expulsion from school.

D. Student Off-Campus Behavior

Purpose and Expectations

The school is interested in and responsible for promoting godly understanding, discernment, and life-style that are consistent with the Kingdom of Christ. The school has obligations both to the individual student and to the school community. The school is interested in both preventing problems as well as helping those who may need help in dealing with problems.

OSLS students take upon themselves the responsibility of defending and promoting the ideals of the school by their actions and words both while at school and during out of school time. Participants are to behave at all times in a manner consistent with that expected of a Christian and to conduct their lives so as to bring honor and respect upon Jesus Christ, themselves and their school.

This policy is in force full-time for all students, both on and off campus, both during school hours and when school is not in session.

In cases where there is a serious behavior which is considered illegal (excluding minor traffic or similar offenses) or behavior which is opposed to the philosophical, religious, and organizational

standards of the school that will negatively affect the school community, the administration may take disciplinary action, even though the behavior was not at school or at a school sponsored activity.

School Response: Voluntary disclosure of violation of this policy by the student and/or the parents genuinely seeking to permanently correct this conduct will be dealt with on an individual basis by the administration.

COMMUNICATIONS – HOME / SCHOOL

In any school setting it is possible that misunderstandings or breakdowns in communication can occur. The administration, faculty, and staff generally use the following means of communication with parents.

- “Paw Prints” – School-wide newsletter sent out from school office each Friday which highlights events and activities of the school in general
- Classroom Newsletter – Newsletter sent out from the classroom which highlights events and activities happening within that classroom
- Parent-Teacher Conference
- Telephone call or email
- Special purpose letter/ teacher memo
- Injury Forms
- Progress Report (Mid-term Report)
- Report Card
- Student work and/or daily assignment book
- Disciplinary Citations
- Parent/Student Handbook
- Conference with the Principal - If the Principal is unable to resolve the concern of the parent to the parent’s satisfaction, the parent may request a meeting with the Pastor. The Pastor is their final recourse.

A. Conferences

The Principal is always kept informed of Parent-Teacher-Student Conferences.

Should there be a difficulty or problem...

- First, parents are expected to contact the teacher directly to request a telephone or personal conference with the teacher.
- Second, if resolution of the problem or concern is not reached at this conference, the Principal is advised of the situation and may be asked to facilitate a 2nd meeting by either the teacher or the parent.
- Thirdly and lastly, if resolution of the problem or concern is still not reached, the Pastor may be called to facilitate a 3rd meeting or meet with the parent, teacher and/or Principal individually.

Parents may request a conference with any teacher by sending a written note or by leaving a telephone message indicating the nature of the concern and giving several available times and dates for the conference to take place. Parents are asked to set up a conference to meet with teachers rather than stopping by for an impromptu meeting. Teachers are required to supervise students for 10 minutes before school begins and 10 minutes after school ends, so parent meetings must not take place during these times.

In like manner, parents are expected to reply to a teacher's request for a conference in a timely manner. This request may be in writing, over the telephone, on a Progress Report, or on an OSLS Disciplinary Notice. Immediate, effective communication fosters partnership between home and school and is one way of modeling similar home/school values to the students.

B. Use of Name

To protect individual families, the names and addresses of school families must not be used for any non-school purposes. To protect the school, no family may use the school name or logo without express written permission from the Principal.

C. Teacher (Staff) to Student Communication

All personal or school-related communication (electronic, text messaging, cell phone, internet, or otherwise) from teachers to students outside of normal school hours will only be done through contact with the parents.

TECHNOLOGY LAB

The technology lab is a valuable resource room for the students. Using current Microsoft programs and wireless laptop computers with filtered internet access, the curriculum "Future Kids" is taught. This course teaches the basics of Microsoft Word, Excel, Power Point, and Publisher. Elementary students in Grades TK-4 receive one session per week in the lab. Students in Grades 5-8 receive two sessions per week. Along with teaching the "Future Kids" curriculum, several other areas are covered, from coding to proper usage, safety, research tools, and how to identify a site's owner. The lab is also open for star reading test after school one day a week, along with the yearbook club meeting one day a week.

Promethean "SmartBoards" are available for use in Grades TK-8. Our Middle School students will be required to BYOD. The OSLS technology teacher serves as our school technology manager.

CONDUCT/SUPERVISION AT EVENTS

At extra-curricular activities and events on campus, outside of school hours, students must be under the supervision of their parents or designated guardian (e.g. sports games, "Trunk or Treat" and end-of-year picnic). If a student is not with the parent, the student will be checked into the Extended Child Care program, when ECC is available, and all fees will apply. This does not apply to chaperone events (e.g. middle school dances, outdoor education, field trips). It is the expectation of all students to behave appropriately, following school guidelines regardless of time of event on campus. **In addition, no alcoholic beverages may be brought onto the campus during school events.**

CURRICULUM

Our Savior has adopted the "Core Knowledge Sequence" as the basis for our curriculum with the addition of religion. During the Back-to-School night in early fall, teachers will discuss the curriculum that will be covered for the school year.

The spirit that characterizes Our Savior Lutheran School is grounded in the Lutheran faith, traditions and Christian values. Our Savior welcomes children of all faiths into the school family. Non-Lutheran students take the religion materials courses as content, not as belief, and are present at all faith-related school functions.

DISASTER/ EMERGENCY PLAN

The students, faculty and staff have been instructed and practice appropriate safety procedures in the event of a natural disaster or emergency situation (e.g., earthquake, fire, bomb threat, etc.) If evacuation of the building is necessary, and students must be relocated to a safer place (outside or a designated area), faculty members will be given assignments to ensure the health and safety of

all. **Children will be dismissed only to parents or a designated adult/ guardian that has been listed on the EMERGENCY FORM.**

For the smooth operation of a Disaster Plan, the school will be in constant communication with city agencies and authorities. There will be a designated “pick-up” area for parents where students will be released. **ABSOLUTELY NO CARS WILL BE PERMITTED ON THE SCHOOL PLAYGROUND WHEN THE DISASTER PLAN IS IN EFFECT.** Parents are asked to comply with all directives, signing of forms, and emergency procedures requested by the school staff.

Role of the Parents

In the event of a mild earthquake, students who walk or bike to school will be sent home at the dismissal time only if the surrounding area is safe. If the earthquake is severe, ALL children will be retained at school until a parent or designated person comes for the child. All children and faculty will be gathered in the open space on the school playground. (When deemed appropriate, “common sense” will be our guide.) Parents will be requested to “sign out” their child with the student’s homeroom teacher or the teacher’s designate. If the earthquake occurs outside of school hours, we will determine if we are open or closed. The television or radio will announce any closure regarding OSLS.

EXTENDED CHILD CARE (Before & After School Care)

This is a Christian extended child care program for students of Our Savior Lutheran School in TK-8. (Our Early Childhood Program also provides Extended Care for students of the preschool. Contact the Early Childhood Development Center for more information regarding that program.)

The hours are as follows:

- Before School 7:00am - 8:15 am
 - After School 1:00pm - 6:00 pm
 - Half-Day After School 12:00pm - 6:00 pm
 - Summer Hours 7:00am - 6:00 pm
-
- A snack will be provided for the afternoon session. On full/half-days, parents need to provide a lunch and drink.
 - All activities, curriculum, disciplinary actions and procedures shall be consistent with the beliefs, philosophies and policies of Our Savior Lutheran School.
 - A student may be placed under the supervision of the ECC program by any school staff member with the parent being billed for the following reasons:
 - A student arriving at school earlier than 10 minutes before “door open” time.
 - A student who is not picked up after school within 10 minutes of dismissal.
 - Parents or designated responsible party (as noted on emergency sheet) must sign their child in when dropping child off in morning and must sign their child out before a child can leave the ECC area.

Program Outline:

There are organized time periods that provide the following activities:

- Indoor/ outdoor recreation
- Homework time
- Snack time
- Organized games/ directed activities
- Art activities
- Weekly field trips (summer only as weather and safety permits)

Days Closed:

- Labor Day
- Thanksgiving & the day after
- Last Day of School before winter break – morning care available; closed after school
- Christmas Eve and Christmas Day
- New Year’s Eve and New Year’s Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Good Friday – morning care available; closed after school
- Easter Monday
- Memorial Day
- Last Day of School – morning care available; closed after school
- July 4

Enrollment Procedures:

Any student who is enrolled at Our Savior Lutheran School in Grades TK-8 is automatically enrolled in the ECC program. The program is of the “Drop-In” nature. No special arrangements are needed.

FIELD TRIPS

Educational field trips are privileges afforded to students. Permission forms must be filled out and returned to the teacher before a student is permitted to participate in planned educational field trips. Parents are expected to sign the permission form, which releases the school from liability. Students who fail to submit the required official form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms; however, faxes of the proper signed forms are acceptable.

No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. The teacher or Principal, with fair warning, can revoke the privilege of field trips as a part of disciplinary action. All in-school rules apply on all field trips.

Observance of the following guidelines for chaperones is mandatory:

- All chaperones attending field trips, whether driving or observing, must have completed an OSLM background check – Protect My Ministry.
- Drivers must be at least 21 (preferably over 25) years of age or older.
- Drivers must provide evidence of a valid, unrestricted driver’s license. A copy of the driver’s license should be on file in the office.

- The driver must also complete evidence of liability insurance on the vehicle used to be kept on file in the school office.

For the safety of the students the following must be observed: **If volunteer drivers do not adhere to all rules below, then they may not be able to drive on future field trips.**

- One seat belt must be provided for and used by each vehicle occupant.
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used.
- No one may ride in the bed of a pick-up truck.
- Motorcycles may not be used.
- No parent may take students to an “unscheduled stop” (e.g. gas station, Starbucks, a fast-food restaurant, “7-11”, etc.)
- Drivers are to refrain from using cell phones while driving.

Younger siblings (pre-school age) or non-OSLS students are not permitted to attend school sponsored field trips. Likewise, students cannot accompany a parent driver if they are in a different grade from the grade attending the field trip. The school holds no responsibility in case of injury or accident. Our school insurance covers only students of Our Savior Lutheran School.

FINANCIAL GIFTS

The Lord does provide abundantly for our needs. The ministry to the child has often been enriched by the gifts of alumni, parents, and grandparents. We encourage families to consider blessing others from the blessings that they have received by contributing to one of the funds described below.

- Scholarship Fund – This fund is distributed once annually to needy families who apply at the time of registration. Typically, these families consider Christian education their highest priority, but need the help of others to secure it.
- Classroom – Often classroom teachers have things that they feel would greatly benefit their classroom. Suggestions may be obtained from your child’s teacher.

All gifts are contributions to a non-profit organization and as such are tax deductible.

GRADING SCALE

As much as possible, the administration and faculty of Our Savior Lutheran School are seeking to measure total student performance: in class work, homework, evaluative testing performance, class participation, and where appropriate, work on special projects. Therefore, written grades will be given to keep students and parents aware of performance. We are concerned that students do their best. It is our desire that parents and teachers recognize the necessity for frequent and proper communication. Any matter involving a student’s work or behavior must be taken up with the teacher first. The grading scale is as follows:

Grades 3 – 8

98-100%	A+	78-79%	C+	50 – 59%	F
92-97%	A	72-77%	C		
90-91%	A-	70-71%	C-		
88-89%	B+	68-69%	D+		
82-87%	B	62-67%	D		
80-81%	B-	60-61%	D-		

Grades TK–2

E Excellent S Satisfactory (may be S+, S or S-) N Needs improvement

Grades TK–2

P Pass F Fail

Additionally, there is a space on the report cards to indicate a child's behavior and study habits.

HEALTH

Emergency Information

Parents are notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason, you must notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at OSLS confers upon the school the obligation to select emergency care providers in the absence of the ability to reach the parents and that no liability would attach to such a decision in the event that the parents cannot be reached.

Health Program

If your child has any health problems, which should/would restrict his/her physical exertion, you need to inform the school in writing. **A written doctor's excuse is required to excuse a student from the school's physical education program.**

If your child is ill the night before or the morning of a school day, you are requested to keep the child home. If your child comes to school and the teacher believes the child is too sick to function in the class, the school reserves the right to send the child home. A call will be made and the child will need to be picked up from school.

A child must be un-medicated (no acetaminophen or ibuprofen), fever-free for 24 hours before returning to school. If a child has a fever at night, they may not come to school the next day; if the fever does not return the following night, then they are welcome back the next day as long as they show no other symptoms of illness (i.e. vomiting, diarrhea, excessive sneezing or coughing).

If a child has been diagnosed as having a contagious disease, (e.g., chicken pox, strep throat, lice, etc.) please notify the office, so that classroom precautions can be taken and notification sent home.

Medical Records

Students who attended Our Savior Lutheran School last year only need to have forms kept current. If the student has received any immunizations during the summer, or there is any additional information that should be listed on the health form, please bring dates and/or information with you when you register your child(ren).

The State of California requires that each kindergarten student and any new student have a current and up-to-date California Immunization Record on file. The immunization form is available from your doctor or from the school office. Failure to provide the requested verification

of immunization could result in your child's suspension from school until the information is received. All seventh grade students are also required to have certain booster shots. Please check with your doctor to ensure that your child's shots are up-to-date.

Birth Certificates

All students must have a copy of their birth certificate on file.

Medication Policies/ Procedures

Following are the regulations on the administration of medication during school hours.

A. General Policy - No student shall be given any doctor prescribed medications during school hours except upon the written request from a parent. Medication forms specifically for this purpose are available in the school office.

B. Responsibility of the Parents / Guardians

1. Parents or guardians will assume full responsibility for supplying all medications.
2. Parents or guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy to the office (not the classroom). Note: Students may not have medications in their possession during school hours, including but not limited to acetaminophen, ibuprofen, cough drops, antibiotics, etc.). Prescription inhalers and epi-pens may be kept in a student's possession and/or in the office.

C. Responsibility of the Physician

1. A request form for each prescribed medication must be completed by the student's parent or guardian, and filed with the school office.
2. The container must be clearly labeled with the following information:
 - a. Student's full name
 - b. Physician's name
 - c. Physician's telephone number
 - d. Name of medication
 - e. Dosage, schedule and dose form
 - f. Date of expiration of prescription
3. Each medication is to be in a separate container labeled as above

D. Responsibility of School Personnel

1. Students taking medication will be assisted by authorized school personnel. This shall be done in accordance with the physician's instructions.
2. All medications administered by school personnel must be kept locked in a secure place under appropriate temperature conditions.
 - a. The dispensing of any "over-the-counter" (OTC) medications will be treated as a prescription drug in that:
 - It must have written authorization from the student's parent using the same medication forms used for prescription medications.
 - It will only be dispensed by authorized school personnel according to parent's direction provided it does not exceed recommended dosages by the manufacturer.
 - Parents or guardians will assume full responsibility for supplying all medications.

- Note that cough drops are to be treated as an OTC as well. They may be taken during school hours only with signed medication permission form, and then provided by parent to teacher to dispense.
- b. Injections - The school cannot and will not be responsible for medication to be injected by hypodermic syringe if medication is required (e.g. insulin). The child will be transferred to the nearest emergency facility for immediate care. The school cannot guarantee that a trained person would be on the premises at all times. We advocate only the necessary first-aid until the parent or medical emergency services can arrive.
- c. Severe allergic reaction/Epi-pens - There are a few children who immediately become anaphylactic. This happens within minutes and requires immediate treatment, even before emergency units could arrive. Because of this, pharmaceutical companies have developed an injectable, pronged device. This is much safer and could be administered by lay personnel. If the need should arise, the school secretary (or their designate) will administer this type of medication. However, it is the responsibility of the parent to provide this type of device to the school for its use.

Insurance

OSLM has adopted an insurance policy that covers every child in the school. After an injury, parents should request a form within five (5) days. The policy covers injuries which occurred during school hours or during all school supervised activities.

HOMEWORK

Suggested daily homework assignments will be excluding additional practice items of math facts, nightly reading (Accelerated Reader), music lessons, if applicable (i.e. band practice) and religion to include memory:

Grade	TK-K	1	2	3	4	5	6	7	8
Minutes	0-10	20	30	40	50	60	70	80	90

To repeat, this is a suggested amount of homework for each grade. There may be times when a student has no homework. There may be a time when a student will have more than the suggested amount. Time also varies according to the study habits of the individual child. A student who works slowly will require more time. Additionally, teachers will make every effort not to assign large projects to be completed over one weekend.

For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. We urge all parents to take an active interest in the child's homework. It is the responsibility of the student to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher as problems arise, and parents are asked to monitor their child's efforts in this regard.

LIBRARY

All students are taken to our school library and may check out books when their classrooms are scheduled to attend. If a student does not return a book, the parent is responsible to replace the book or pay for its replacement.

LOST AND FOUND

All personal property (e.g. clothing, books, etc.) should be clearly marked with a permanent marker with a student's first and last name (initials and only the first name are insufficient). Clothing is placed in a container inside the gym. Periodically, this unclaimed clothing is donated to a local charity. Books and small items can be claimed at the school office.

Lost or Damaged School Books or Property

Students are expected to take care of school property. Wear and tear on school books and property should be only that which is to be reasonably expected. Should students carelessly damage or lose their school texts or supplies, the parents will be assessed a recovery fee. This includes, but is not limited to textbooks, workbooks, Bibles, and library books. Parents are also assessed a fee should school hardware be damaged. This includes, but is not limited to desks, maps, computers, equipment, walls, doors, bathrooms and signs.

LUNCH

Lunch Program

Students will be given a minimum of 15 minutes to eat lunch. Students will remain seated during lunch time. If a student needs to use the restroom, they must inform an adult. Sack lunches must have the student's name on them. Microwave use is **not** available for students. **If a student forgets or if you are bringing a fast-food lunch for your student, bring the lunch to the school office – not to the classroom.** If a student forgets lunch and parents are unable to bring one to the school, the school can provide an "emergency lunch". OSLS's lunch program will serve lunches on a daily basis through a company with whom the school has contracted. Information packets regarding ordering of meals, payment, sick days, etc. are available outside the school office on the announcements wall. All ordering of meals is done by the parent/ guardian via the internet. <https://foodforthought.boonli.com>

Beverages and Snacks

Beverages (milk/fruit juice and water) and lunch snacks are also available through the same company offering our hot lunch meals. **NO CASH CAN BE ACCEPTED BY THE SCHOOL.**

Nutrition Reminders

We remind you that we strongly encourage nutritious and healthy lunches.

MONEY SENT TO SCHOOL WITH A STUDENT

Anytime it is necessary to send money to school with your child (especially with younger children), please put it in an envelope and label it with:

CHILD'S NAME / GRADE / AMOUNT / WHAT IT IS FOR

This will help us when money needs to be organized according to function and use and in the event the envelope gets lost or misplaced. Our Savior Lutheran School, faculty and/or staff are not responsible for lost or stolen money.

NON-DISCRIMINATION STATEMENT

Our Savior Lutheran School, mindful of our mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Our Savior Lutheran Ministries does not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school-administered programs.

Likewise, Our Savior Lutheran School does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color, and national and/or ethnic origin.

PARENTAL ABSENCE

If you are planning to be away from home for an extended period of time, please notify the school office and teacher(s) in writing as to who will be responsible for your child during the day as well as after school. Please make sure your current Emergency Information form is up-to-date and includes the name(s) of your child's temporary guardian.

PARENT-TEACHER CONFERENCES

A formal parent-teacher conference is held in early October. Additional parent-teacher conferences are recommended any time a parent or a teacher believes that such communication would benefit the student. Informal contact by note, email or phone message is welcomed with the reminder that arrangements should be made in advance to schedule a specific meeting time with a teacher. Parents and/or teachers may request a conference before or after school hours.

Remember: Teachers are still on duty and required to supervise students for 10 minutes before school begins and 10 minutes after school ends, so parent-teacher meetings may not take place during these times.

PARTIES (SCHOOL, CLASS, INDIVIDUAL)

All school parties are conducted by the teachers in conjunction with the room parent(s).

All school parties are to be kept simple.

Individual birthday parties for students are not held during school hours. If parents wish to provide treats for the class in recognition of a child's birthday, arrangements must be made in advance with the classroom teacher. It is preferred that nutritional snacks be brought. It is the teacher's decision as to when the snack distribution best fits that day's schedule; thank you in advance for supporting the teacher's decision.

PARTIES (HOME)

To protect the feelings of children, birthday invitations may not be given out on school property at any time unless all the girls or all the boys, or the entire class is being invited. Otherwise, all birthday or special occasion party invitations are to be mailed from home.

PICTURES

School pictures are taken in September and may be taken again in the spring. Dates and procedures are provided to parents via the school newsletter. Parents have the opportunity, but are under no obligation, to purchase pre-printed pictures.

PHYSICAL EDUCATION

Students in Grades 5-8 are required to dress out for P.E. In order to maintain uniformity and consistency, Our Savior Lutheran School requires a school P.E. shirt and school P.E. shorts to be worn. A school sweatshirt and sweatpants are also available to purchase for use during P.E. classes only. All students are required to wear athletic shoes for P.E. class.

Students in Grades TK–4, should wear athletic shoes on their given P.E. days; however, no P.E. clothing is required. They will have class in their school uniform.

Students will receive grades in P.E. based on dressing in proper P.E. clothing, exercise, effort, and/or skill attainment. They will be expected to run laps for fitness and endurance.

Students are required to participate in the P.E. program. A note is required for a student to be excused from PE. To be excused from the P.E. program for more than two consecutive class periods, students must have a dated doctor’s excuse. Students will not be excused from the P.E. program for outside recreational or athletic programs.

PROMOTION AND RETENTION

A student is promoted to the next grade level upon completion of minimum grade level achievement expectations.

Any decision concerning promotion vs. non-promotion will be made after considering all facts related to a child’s development (emotional, physical, and social as well as intellectual and academic), collected from a wide range of sources throughout the year. The following are minimum procedures for retention for academic reasons:

1. There is a consultation between the teachers and Principal as early as possible but no later than the third trimester progress report.
2. A conference is held with the parents no later than the end of the third trimester to advise them of the possibility of retention and to discuss possible remedial programs.
3. Follow-up conferences with the parents are held to evaluate the academic progress of the child.

PTO – PARENT-TEACHER ORGANIZATION

This organization exists for the purpose of involving the OSLS parent community in supporting the teachers in the mutual task of educating children. Activities include:

1. Developing fundraising activities.
2. Providing opportunities for school-wide fellowship events.
3. Facilitating continued parent and teacher learning opportunities.

Parents are encouraged to participate in our PTO through the many volunteer activities.

RELIGIOUS EDUCATION

We believe that we are “A Christian Community Rooted in Grace, Growing in Faith, and Serving with Joy”. By this statement, we believe that our lives are rooted in God and His saving act of sending His Son, Jesus, to redeem us from sin. Our faith is developed and grows through prayer and is broadened by knowledge of our faith. We then express our faith by serving Him and others in joy.

The core of the religion programs includes daily prayer in the classrooms, regular religion classes, weekly school chapels, and community service.

Prayer

As a Lutheran school, one of our primary concerns is providing a religious education for all our students. To accomplish this, we ask God to bless our work. We recognize the importance of both formal and informal prayer. Classes will pray together before class begins, before lunch, and at dismissal time.

REPORT OF INJURY OR COMMUNICABLE DISEASE

Parents are required to report communicable diseases such as mumps, chicken pox, lice, etc. to the school office immediately upon discovery. If a student is allergic to bee stings or has frequent nosebleeds, etc., please notify the school in writing and complete the appropriate form. If a student is not able to participate in physical activities, please send a note notifying the homeroom

and P.E. teacher. A doctor's written excuse is required if it involves more than two consecutive P.E. classes.

RIGHT OF ACCESS TO RECORDS

Provisions of the California Educational Code have authorized parents, in consultation with school personnel, to inspect the school records of their children. Federal legislation further emphasizes the parent's right to review their student's school records.

This school maintains the following types of student records: enrollment papers, grades, attendance records, immunization records, date of graduation, progress reports, parental notes, standardized test results, and any Notification of Suspension forms.

The Principal or his office delegate is responsible for maintaining these records. Parents or legal guardians of students who wish to review any of their child(ren)'s records should make an appointment through the school secretary. (Parents wanting a copy of items in their child's records may request such through the Principal. There may be a charge for excessive copies.)

When inspecting a child's records, an authorized parent may question the contents of the records. If it is agreed upon by the parents and Principal, the questioned material can be removed. If it is not removed, the parent may place a rebuttal with the material in question.

School officials or employees responsible for placing information into student files shall be limited to certified teaching and administrative persons.

REPORT CARDS AND PROGRESS REPORTS

At the end of each trimester, report cards will be available electronically for Grade 5-8. For lower grades, report cards will be sent home. A final yearly report card will be printed and distributed after the close of school for all grades.

Progress Reports (mid-terms) will be available electronically at the mid-term (end of 4 weeks) of each trimester to all students in Grade 5-8. For Grade 1-4, printed progress reports will be sent home in a Friday packet. It shall be the responsibility of the student and parent to inquire at that time as to steps which may be taken to correct any deficiency. It is the intent of progress reports, as well as additional communication made by teachers, that parents will be informed beforehand when their child is in danger of receiving a failing grade on their trimester report, so that appropriate interventions may take place.

SCHEDULES

Classroom schedules will be distributed by each classroom teacher at the beginning of the school year. Any changes in the schedule that might impact parents will be communicated to the parents as they occur.

SCHOOL CLOSING

If Livermore Public Schools close due to inclement weather or act of nature, Our Savior Lutheran School will also close. If the conditions do not necessitate the closure of schools, parents always have the right to keep their children at home if the parent(s) deem the safety of their child(ren) may be at risk. Please note, however, that if school is in session and parents determine to keep their child(ren) out of school for safety concerns, the child(ren) will still be counted as absent for the day.

SCHOOL ZONE

The OSLS school zone is to be characterized as a safe and secure place for students, staff, volunteers and visitors. The OSLS school zone includes the OSLM property as well as any school designated function off campus that includes but is not limited to sports events, field trips and Outdoor Ed week. All personal property brought into a school zone is subject to search and/or seizure including but not limited to backpacks, cell phones, purses, wallets, and/or pockets. As a school zone, OSLS stated Behavior Policy is in effect for OSLS students at all times (pgs. 12-19).

SIGN POSTING

Distribution of any materials (fliers, pamphlets, bulletins, coupons, etc.) must be approved by the Principal, and then reviewed by a member of the OSLM Marketing Team. Additionally, all articles for the Paw Prints weekly newsletter should be submitted to the office and will be reviewed by a member of the Marketing Team. No signs may be posted without the prior office and Marketing Team approval. **No signs are to be posted on classroom doors with tape, or on the windows with double stick tape.**

SUPERVISION

Morning recesses and afternoon breaks are supervised by teachers, aided by parent volunteers. Lunch recesses are supervised by trained playground supervisor(s), Kindergarten teacher aide and parent volunteers. They are in communication with the school office at all times through “walkie talkies” in the event of injury, behavioral concern, etc.

First Aid and CPR training are required for all paid staff.

The following items are not to be brought to school from home:

- Spinners
- Caffeinated drinks
- Magazines (unless required by teacher for specific project)
- Permanent markers
- Gum
- Toys – electronic or otherwise (unless required by teacher for specific project)
- Trading cards or similar materials
- Any items for sale

TRANSPORTATION AND SAFETY

Cars and the Parking Lot

We request your support with our policy regarding traffic patterns and the dropping off and picking up of students at school. Upon entering the property from Livermore Avenue, we request that you proceed slowly, watching for children. Those wishing to walk their children to class or

go into the office are to use the parking spaces provided on school parking lots or in the adjoining LARPD lot to the east of the school.

Drop-Off and Pick-Up Zone for North Side (enter by Ministry Center & Bldg. A)

If you pull into a parking spot, please follow the flow of traffic when you leave the parking spot. The yellow curb next to building “A” is designated as a drop off / pick up area before and after school. The curb is not a place to park as we have limited space and heavy traffic volume. No one is to leave the car unattended at these times. Drop-off means the parent remains in the car, the student(s) get out of the car and the parent proceeds on their way.

Drop-Off and Pick-Up Zone South Side (enter by Bldg. C)

If you pull into a parking spot, please follow the flow of traffic when you leave the parking spot. In the morning ONLY, you may drop off your child in the Preschool Circle. **Do not stop behind parked cars to drop off or pick up your child; wait until your turn in the circle or park in a parking space.** Stopping prematurely backs up traffic trying to leave and enter the parking lot!

Drop-Off Zone (enter off Livermore Avenue)

If you pull into the drop off zone directly in front of the church entrance on Livermore Avenue, please pull as far forward as possible and stop to let your child(ren) out of the car. This is no place to park. When your child is on the sidewalk, safely pull out onto Livermore Avenue.

TUITION

We are using a company called Tuition Aid Data Services (TADS) for our enrollment, billing and collection processes. Tuition is an annual fee. It may be paid in its entirety or divided in payment options as offered by TADS. The billing cycle runs from June through May, provided your child is registered before June 1. Otherwise, the annual tuition will be prorated over the remaining cycle. Payments will be made directly to TADS and can be made by check or by automatic transfer from your checking or savings account on a date selected by you. The first month’s tuition payment is non-refundable.

Payments are due on the date that you select. A processing fee of \$35 will be charged for returned checks. In addition, a late fee of \$35 will be charged if the tuition fee is not paid by the due date. In the event that tuition payments become delinquent, the student’s enrollment may be jeopardized. If an account is not current by the end of May, the student’s registration for the following year will be held and not processed until arrangements have been made with the OSLM Business Office to bring the account into a current status.

Upon registration, a non-refundable registration fee is incurred. For Middle School students there is an additional non-refundable surcharge to help cover additional program expenses.

If for any reason your child must withdraw from Our Savior Lutheran School during the school year, we require 30 days’ written notice.

We realize that some situations make it difficult for parents to comply with these policies. In this event, we highly encourage parents to let the Principal and/or our Business Office know so that other arrangements can be made. Thank you!

Tuition Assistance

Our Savior Lutheran School attempts each year to offer families limited tuition assistance. The amount of aid varies each year. The assistance is granted based upon need and decisions for

granting tuition assistance are made in May for the following school year. Short-term emergency assistance may be available by speaking to the Executive Director and/or the Principal. Parents seeking Tuition Assistance should contact the business administrator for the appropriate process.

TESTING PROGRAM

Placement tests are given to incoming Kindergarten students prior to final acceptance. Results are used as an indicator to determine the appropriate learning readiness level for student admission and placement.

Placement tests are given to incoming students in Grades 1–8 applying to Our Savior for the first time prior to their final acceptance. Results are used as an indicator of their performance level for the grade to which they are applying.

MAP Growth testing measures student progress in literacy and math in grades K-8, and the evaluation will be given in the fall, winter, and spring in the technology lab. MAP growth is an adaptive online assessment that is aligned with the school's academic standards. When taking a MAP growth test, the difficulty of each question is based on how well a student answers all of the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become more comfortable. This system allows us to pinpoint student learning more accurately. Also, MAP growth incorporates Technology-Enhanced Items, so students solve "real world" scenarios. MAP growth will enable us to differentiate and adjust instruction for individual students, groups of students, or entire classes based on the results of the assessment. To familiarize yourself with MAP growth testing go to www.nwea.org/map-growth.

UNIFORM POLICY

Students of Our Savior Lutheran School are required to wear a school uniform. While you may purchase some compliant pieces from other vendors, all shirts, as well as P.E. clothing must have a school logo, and may be purchased from Lands' End. A link to our Lands' End Preferred School site can be found on our website at www.oslm.net. The OSLS preferred school number is 900146119. In addition, we now offer the option of local vendor Embroidery and Moore located at 51 Wright Brothers Ave. 925-245-9070. www.eandmoore.com You can purchase directly from them or purchase elsewhere and bring the shirt in to have the logo sewn on for a nominal fee. This includes shirts, sweaters, jackets and bottoms including tights, leggings, socks, pants, skirts and jumpers.

* Designated colors for jumpers, skirts, skorts, shorts and pants are:

Black, Khaki, Navy, Lands' End—Clear Blue Plaid. Pants, shorts, and capris must be a non-denim twill like (not stretch) fabric and should fit modestly (below the knee). Leggings or “skinny pants” are to be worn only under a dress/jumper or skirt.

* Jumpers and skirts that sit “above the knee” must be worn with coordinating bike-style shorts, leggings or tights, in approved colors, and be of a modest length.

* For polo shirts, turtlenecks, sweaters, fleece, and sweatshirts, choose from any of the following: Black, Cobalt, Navy, and White. A logo is mandatory if worn inside the classroom.

* Button-up Shirts (for both boys and girls) are approved in White only. A logo is optional.

- * T-Shirts, (long or short sleeved), undershirts and camisoles may only be worn under a collared shirt, and must be in designated shirt colors.
- * All outerwear jackets and rain coats, should be in solid school colors. A logo is optional.
- * Socks (including tights, leggings or bike shorts) must be in black or white not printed or patterned and are a required part of the school uniform.
- * Shoes should take into consideration the nature of the school day, and be sturdy. No open-toe, open-heel, high-heel (over 2 in.) shoes allowed. Gym shoes are required for P.E.
- * Hats/caps are to be solid navy, cobalt, or white and without logo or advertisement (other than OSLS logo). In addition, hats/caps are never to be worn indoors.
- * Belts are to be in solid school colors and can include brown and black.
- * Hair Accessories including headbands, hair-ties, etc. must be in school colors only.
Lands' End offers a few optional items in approved school colors as well as the approved Clear Blue Plaid.
- * P.E. Clothing (5th—8th grade only) is to be worn for P.E. only. All P.E. clothing is to be purchased from either Lands' End or Embroidery and Moore. The uniform consists of black, mesh shorts with appropriate gray/blue logo, heather gray t-shirt with cobalt blue logo, uniform approved socks & gym shoes. Solid black sweatshirts and pants (with or without approved logo) are optional... For TK - 4th grade – No P.E. apparel is required or allowed at any time.
- * OK Clothing Corral: Gently used, uniform pieces are available free of charge; come check it out before you shop. (Parents are responsible for determining that the clothing selected meets uniform guidelines including logos as outlined.)

Philosophy and Expectations:

Please note our guiding philosophy is that any type of attire which attracts undue attention to the wearer, and thus causes a distraction in the classroom or at school, is inappropriate and is not acceptable. Final approval is at the sole discretion of the Principal. Your cooperation and support are appreciated.

It is our expectation that all students will be in uniform each day. Therefore, in order for our school's policy to work, all involved must take it seriously. Everyone must make it a priority to uphold the appearance standard established by our school. We expect students and parents to follow the spirit of this policy and not seek exceptions to the rule.

If a student is out of uniform, a written warning will be given and sent home. The student must choose an item from the clothing corral or call home for a change of clothes. Three warnings in one trimester will result in a citation and possible suspension.

BOYS

- Should appear neat and modest at all times.
- Shirts or undershirts worn under uniform top must be tucked in.
- Hair must be neat to avoid a shaggy, unkempt appearance and must be trimmed above the eyebrows and above the collar. No radical hair styles or unnatural hair colors.
- No more than one pair of small stud earrings allowed.
- Wearing of jewelry should be minimal.
- No body piercing, tattoos, etc.

GIRLS

- Should appear neat and modest at all times.
- Shirts or undergarments worn under uniform top must be in uniform color and tucked in (i.e., camisoles).
- Hair must be neat and well kept. No radical hair styles or unnatural hair colors.
- No more than two pairs of small stud earrings allowed.
- Wearing of jewelry should be minimal
- Use of makeup should be minimal.
- No body piercing, tattoos, etc.

Vendors:

- Lands' End, www.landsend.com/school (a link is available on the school website at www.oslm.net). Enter "Preferred School" code: 900146119.
- Tommy Hilfiger, www.globalschoolwear.com/ (a link is available on the school website at www.oslm.net).
- Embroidery and Moore, 51 Wright Brothers Ave., Livermore, CA 94551, 925-245-9070 www.eandmoore.com No school code necessary.

DRESS PASSES

Free dress passes can only be redeemed on Fridays. Only school spirit t-shirts are allowed. Leggings, ripped jeans and shorts that are shorter than fingertip length are not approved. School spirit t-shirts can be purchased in the school office.

VIDEO POLICY

As a general rule, all videos shown to students should have a "G" rating (or "PG" for Grades 5-8). If a teacher feels a video with a different rating needs to be shown to students, the teacher must obtain Principal and parental permission. If a teacher desires to use a video clip from a movie rated other than "G" (or "PG" for Grades 5-8) the actual clip must be previewed by the Principal to ensure that its content contains age-appropriate educational value.

VISITORS ON CAMPUS

If you would like to visit the campus, please call ahead and obtain permission from the teacher and principal. Visitors check in with the front office with a driver's license in exchange for a visitor's badge or lanyard which must be worn at all times while on the campus. Visitors must be properly dressed and follow all school rules. All lanyards must be returned to the office and all visitors must sign out as well.