



OUR SAVIOR LUTHERAN SCHOOL
HANDBOOK

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INTRODUCTION

God has given the responsibility for Christian training to the parents and the church. The value of early Christian training is indicated in these words from Proverbs 22:6, “Train a child in the way he should go, and when he is old he will not turn from it.” A Christian home provides the first Christian instruction to children. The church strengthens and supports the home in that effort by providing Christian education for the children in its school.

Our Savior Lutheran Church of the Wisconsin Evangelical Lutheran Synod (WELS) has established and maintains Our Savior Lutheran School for the sole purpose of providing an education for children where Jesus Christ rules supreme through the Word. Since we desire to share the saving Gospel of Jesus Christ, the school is made available, not only to the children of our congregation, but also to the children of the community.

It is our earnest desire that this Handbook clearly sets forth the philosophy and policies of Our Savior Lutheran School. It will thus lead to a greater mutual understanding and cooperation on the part of parents and teachers as they both strive to give the children a sound and well-rounded Christian education.

MISSION STATEMENT OF OUR SAVIOR LUTHERAN SCHOOL

Our Savior Lutheran School exists to assist parents with their God-given responsibility to train their children in the truths and promises of God’s Word. At Our Savior, we strive to provide an excellent academic and co-curricular education with a Christ-centered focus within a caring family environment. We are here to serve children and families of our congregation, of our sister congregations of the WELS and ELS, and also children and families with or without a church home.

SCRIPTURAL FOUNDATION

Our Savior Lutheran School’s philosophy of education is based on the truth that God desires all people to be saved and to come to the knowledge of the truth (1 Timothy 2:4). This philosophy is rooted in the Holy Scripture and accepts the following truths supported by the indicated passages:

1. There is only one true God: Father, Son, and Holy Spirit. (Isaiah 45:21, Matthew 28:19)
2. Man was created by God in the image of God. (Genesis 1:27, Ephesians 4:24)
3. Man’s fall into sin has corrupted the entire human race, making it subject to damnation. (Romans 3:23, Romans 5:12)
4. By grace, through the sacrifice of Jesus Christ, all sins have been pardoned. (Romans 3:22-24; Ephesians 2:8,9)
5. All who through God-given faith believe in Jesus Christ receive such forgiveness. (John 3:16,17; Romans 10:11-13)
6. Belief in Jesus Christ makes man a new creature. (2 Corinthians 5:17,18; Galatians 2:20)
7. As a believer, his life grows in the following areas:
 - Use of the Means of Grace (Word & Sacraments)
 - Dependence on the Father, our source and strengthener of faith and new life. (Isaiah 41:10; Matthew 11: 28, 29; 1Corinthians 12:3)

This basic philosophy is not merely expounded in the study of God’s Word but is the norm for all activities at Our Savior Lutheran School, both within and outside the classroom. This is one of the main differences between Our Savior Lutheran School and the rest of the Christian schools in San Antonio.

OBJECTIVE

The objective at Our Savior Lutheran School is to provide for the eternal welfare of the child and guide in the development of his/her spiritual, intellectual, physical, and social capabilities given by God. Scripture passages supporting this objective are:

1. Provisions for the temporal and eternal welfare of the child by means of an integrated Christian education. (John 17:3; Matthew 6:25,26)
2. Diligent teaching of God's Word in obedience to God's divine command. (Deuteronomy 6:6,7; Proverbs 22:6)
3. Excellence in teaching the basic elementary school curriculum. (Proverbs 2:1-8)
4. Daily Christian student fellowship as an opportunity for children to live their Christian faith in the community. (2 Corinthians 6:14,15; Romans 15:1,2)
5. A rich devotional life as a source of spiritual strength. (Matthew 18:20; Luke 2:51,52)
6. Support of Christian parenthood and home life for the purpose of strengthening the family. (Exodus 20:12; Luke 2:51,52)
7. The dedication of time, talents, and treasures to God in a life of faithful stewardship. (Romans 12: 1; 1 Peter 4:10)
8. Christian citizenship; grounded in obedience to God and His Word. (Romans 13:1-7; 1 Peter 2:13,14)
9. Strengthening the congregation and the church generally through the training of future church workers and laity in well-grounded Scripture. (Matthew 28:20; Ephesians 4:11-14)

ADMINISTRATION

Our Savior Lutheran School is owned and operated by the members of Our Savior Lutheran Church. Final authority in the control of Our Savior Lutheran School resides in the Voters' Assembly of Our Savior Lutheran Church. In order to carry out the philosophy and objectives of the school, the Voters' Assembly elects the Board of Education to supervise the functions of the school. Major changes in the school are carried out only with the approval of the Board of Education and the congregation. Day-to-day supervision of the school rests with the teachers and the principal.

ENROLLMENT POLICY

Our Savior Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities. Our Savior Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, and athletic and other school-administered programs.

All who enroll must agree to the purpose for which the school is established as set forth in the philosophy of the school (Scriptural Foundation pg. 3), and to all the conditions as set forth in this handbook. Children of non-WELS and non-ELS members will be accepted under the following conditions:

1. The parents will take an introductory course in Christian Doctrine sponsored by Our Savior Lutheran Church or another WELS/ELS congregation within the first six weeks of enrollment and being completed within nine months.
2. The parents support the religious training of their children at home and school, especially in the completion at home of Christian memory work.
3. The parents will participate in the activities of the school.
4. All applications for enrollment will be subject to approval by the pastor, the principal, and the Board of Education.

ENROLLMENT REQUIREMENTS

Kindergarten:

Children beginning kindergarten must be five years old on or before September 1 of the current school year.

First grade:

Children beginning first grade must be six years old on or before September 1 of the current school year.

Other Grades:

Children seeking admission to grades two and up must present transcripts or a report card from their previous school showing their standing from the previous year. Students transferring from other schools will be subject to review by the principal, the faculty, the pastor, and the Board of Education. If accepted, they are enrolled on a probationary basis.

CLASS SIZE GUIDELINE

The Board of Education will strive to ensure the quality of education for each student based on student-to-teacher ratio. The Board of Education will review class size on an on-going basis.

CURRICULUM

Our Savior Lutheran School's curriculum provides for the spiritual, intellectual, physical, and social needs of every child. The heart of the curriculum is the Word of God and each subject is taught in the light of Scripture. The following is the course of study taught at Our Savior Lutheran School:

Kindergarten: Devotions, Religion, Reading, Writing, Math, Art, Singing, Science, Social Studies/Geography, Computers, Spanish, and Physical Education

First Grade: Devotions, Religion, Reading, Spelling, Math, Phonics, Writing, Music, Penmanship, Physical Education, Language, Science, Social Studies/Geography, Art, Spanish, and Computers.

Second Grade: Devotions, Religion, Math, Spelling, Writing, Reading, Science, Social Studies/Geography, Language, Spanish, Music, Penmanship, Physical Education, Art, Phonics, and Computers.

Third Grade: Devotions, Religion, Math, Spelling, Reading, Science, Social Studies/Geography, Language, Spanish, Physical Education, Art, Music, Penmanship, and Computers.

Fourth Grade: Devotions, Religion, Math, Spelling, Reading, Music, Science, Language, Spanish, U.S History, Geography, Penmanship, Art, Physical Education, and Computers.

Fifth Grade: Devotions, Religion/Confirmation Instruction, Math, Reading, Social Studies/Geography, Music, Science, Language, Spanish, Art, Spelling, Penmanship, Physical Education, and Computers.

Sixth Grade: Devotions, Religion/Confirmation Instruction, Math, Reading, Music, Science, Penmanship, Language, Spanish, Spelling, World History/Geography, Art, Physical Education, and Computers.

Seventh Grade: Devotions, Religion/Confirmation Instruction, Math, Science, Social Studies/Geography, Music, Physical Education, Penmanship, Spelling, Language, Spanish, Literature/Novels, and Art.

Eighth Grade: Devotions, Religion/Confirmation Instruction, Algebra/Pre-Algebra, Science, Social Studies/Geography, Music, Physical Education, Penmanship, Spelling, Language, Spanish, Literature/Novels, Art, and Computers.

CHURCH ATTENDANCE

The underlying principle of Our Savior Lutheran School is to assist parents in Christian training. The importance of hearing the Word of God regularly cannot be over-emphasized. All parents with children attending Our Savior Lutheran School should understand the importance of regular church attendance for both themselves and their children. By doing so, the parents by their words

and actions outwardly support the instruction given their children in our school. For children retaining membership in a sister congregation, it is expected that they will attend their church regularly. For children who are being instructed in the truths of Scripture but do not hold membership in any specific church, encouragement is given for regular attendance at Our Savior Lutheran Church or another WELS/ELS church.

SINGING IN CHURCH

Our school children will sing for a number of church services in the school year. All students, both members, sister congregation members and non-members, are expected to be present at the appointed time for singing. Parental cooperation in attendance at these events is important and appreciated. Parents are asked to contact the teacher at least one week in advance of the service or singing performance if the child is unable to participate. If proper notification is not given, the music grade may be docked.

MISSION PROGRAM

Mission projects are chosen for study throughout the year. The children can better understand God's command of preaching the Gospel when they are aware of the work done in both home and world missions. This mission program serves also to stimulate and guide children in the grace of Christian giving. Each week the children will be given an opportunity to bring thank offerings to the Lord for the purpose of supporting the mission work of the WELS.

HOME/SCHOOL COOPERATION

Our Savior Lutheran School will make every effort to develop a close bond between the home and the school for the welfare of the children. To this end, we have adopted the following policies:

1. One parent-teacher consultation meetings is scheduled each year for the purpose of discussing and reviewing the children's progress in school. Special conferences may be held at the mutual convenience of parents and teachers.
 2. Parents are invited and encouraged to visit the classroom at any time, and are encouraged to become a volunteer parent educator.
 3. Parents will be kept informed of school activities through formal and informal communications sent home by the school weekly such as the newsletter *The Cardinal Call*, notes, and electronic postings.
 4. Parents will be asked to assist in various school activities during the school year.
 5. Parents are expected to support the teachers in the discipline of their children. All discipline must be in keeping with the principles set forth in Scripture, "Train a child the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)
 6. Parents are expected to express their concerns in accordance with Matthew 18:15-20. This means they are to first express any concerns to their child's teacher. Then, only if necessary, express that concern to the principal and the Board of Education, respectively.
- Please always remember to deal with the source of the problem.**

CHRISTIAN DISCIPLINE

The children of Our Savior Lutheran School are expected to let the Bible be their guide to faith and conduct. In all discipline, the child will be admonished with appropriate examples from Scripture.

A child may be suspended for an indefinite period of time. This will happen if the child's teacher and the principal feel this to be the most advisable course of action to follow at the time. A child may be expelled only by the decision of the principal in consultation with the child's teacher and Board of Education.

ABUSE/NEGLECT POLICY

School personnel are required by law to report to social services and to the police all suspected cases of physical abuse, sexual abuse, or persistent neglect related to students and their families. If our teachers at Our Savior Lutheran School encounter such suspected cases, we will comply with the laws of the State.

STUDENT PROGRESS REPORTS

Report cards are issued on the last day of the week following the end of each grading period. Progress reports are issued as needed during the school year. Parents' comments are appreciated, especially at the time that report cards are issued. These comments give the teacher a better understanding of the child. It is important that the report cards are carefully evaluated and then discussed with the child. Mandatory parent/teacher consultations are held after the first grading period. If possible, both parents are asked to attend the conference. Parents should feel free to make appointments with the teacher for a consultation at any time during the school year.

GRADE ADVANCEMENT

Grade advancement will be based on the yearly achievement of the student in the various subject areas and the readiness of the student for the curriculum at the next level. Other factors, which serve the best interest of the student and the school, will also be considered.

STANDARDIZED TESTS

Standardized tests are administered each year to determine student and class strengths and weaknesses. The parents will be apprised of the results of the testing each year.

HOMEWORK

It is understood that Christian students will want to do their schoolwork to the best of their abilities, and to the glory of God (Colossians 3:17). This will necessitate the completion at home of assignments that were not completed during the school day. There will naturally be a greater amount of homework as the children progress in the higher grades. An excessive amount of homework should not be necessary unless the child has been absent, willfully neglects work while at school, or is not working up to the grade level.

A certain amount of homework, however, is necessary and will be assigned by the teacher. Oral reading at home is especially helpful in the lower grades and for those who have reading difficulties.

PARENT EDUCATORS

Our Savior Lutheran Church is blessed with capable men and women who are willing to assist in the educational program of our school. They shall be serving in the capacity of volunteer parent educators. These parent educators will help children with remedial needs, enrichment activities, and individual academic needs. By law, each parent educator may be asked to sign a letter stating that they have not been charged with child abuse and may undergo a criminal background check.

FIELD TRIPS

Field trips may be planned during the course of the year to enrich the educational experiences of the children. All children are expected to participate in these activities, which are an integral part of our educational program. Each student must obtain parental approval by signed permission slips for each activity. Notices and itinerary will be sent home prior to the field trip. Parents are also asked to help as chaperones and drivers at times. *If you would like to serve in this capacity, a background check may have to be completed before the event occurs.*

HONOR ROLL

Our Savior Lutheran supports the honor roll program. Honor roll students will be honored at the end of each quarter. Our Savior’s honor roll system is much like the credit systems in high school and college. The grade of each class will be fit on a scale of either a 1 or a 2. To be a 2, the class has to meet or have assignments on 4 or 5 days in the week. Any other class that is graded then carries a value of a 1. The letter grades are fitted into a 4.33 GPA system and multiplied by the scale number. That number then is divided by the sum of the scale numbers to find the total GPA.

The distinction between the High Honor Roll and Honor Roll is the difference between averaging an A- and a B+. High Honor Roll goes to students who have a GPA of 3.67 or better. The Honor Roll goes for students averaging between 3.33 and 3.66. Students with an Incomplete will not be eligible for Honor Roll status.

Below is chart for changing the letter grades into the 4.33 GPA system.

Grading	Scale	GPA	Grading	Scale	GPA
100% - 99%	A+	4.33	79% - 78%	C+	2.33
98% - 93%	A	4.00	77% - 76%	C	2.00
92% - 90%	A-	3.67	75%	C-	1.67
89% - 87%	B+	3.33	74% - 73%	D+	1.33
86% - 83%	B	3.00	72% - 71%	D	1.00
82% - 80%	B-	2.67	70%	D-	0.67
			69% - 0%	F	0.00

Here is an example of an 8th graders report card and possible honor roll position, in this example this student would receive the High Honor Roll in our current system:

Christ Light – A (4 times week)	4.00 x 2= 8.00
Reading – A (5 times a week)	4.00 x 2= 8.00
Language – B+ (3 times a week)	3.33 x 1= 3.33
Spelling B- (twice a week)	2.67 x 1= 2.67
Mathematics – B (5 times a week)	3.00 x 2= 6.00
Social Studies – A (5 times a week)	4.00 x 2= 8.00
Science – A (4 times a week)	4.00 x 2= 8.00
Computers – A (twice a week)	4.00 x 1= 4.00
Physical Education – A (twice a week)	<u>4.00 x 1= 4.00</u>
	52.00

$$52 \text{ (sum of GPA class grades)} / 14 \text{ (sum of scale numbers)} = 3.71$$

GPA = 3.71 – qualifies for High Honor Roll

The Honor Roll will be published in the Cardinal Call, Soul Food, bulletins, and all participating congregations publications for each quarter. A certificate will be awarded each quarter to children who achieve high honor roll or honor roll status. Each quarter’s GPA is added together and divided by four to find the year’s GPA for that student.

SCHOOL OPERATED ATHLETICS

School operated athletics are athletic events in which the school is solely responsible for the organization and management of the programs. Area youth organizations (i.e. YMCA, NYS) are not under the direct control of the Board of Education or school staff.

Participation in athletics is a privilege. Misuse of this privilege will result in ineligibility. A student at Our Savior Lutheran School may be deemed ineligible if one or more of the following apply:

- The student exceeds 10 undone assignments. In case of sickness, the child has double the time they were sick to complete the work. After this time, the work is late.
- The student is carrying one or more F's during the current quarter.
- The student was given an incomplete on the previous quarter's report card.
- The student is on behavioral probation for some reason.
- The family is 30 days or more in arrears on school payments.

The Principal will decide on the eligibility of a student. When this eligibility has been decided, the subcommittee will present a letter stating the reasons for the child's ineligible status. This letter will be given to the parent, the child, and also the child's teacher.

There are some instances where the Principal may grant eligibility if he finds solid grounds to do so. Eligibility could be granted even if one of the guidelines is not met. The Board of Education may overrule any decision made by the Principal if there are clear grounds for overrule.

Ineligible students are not able to practice for, suit up in, or play in any athletic contests during an ineligible period.

Students are required to conduct themselves as Christians at all athletic events and practices. Parents will help their children to learn Christian sportsmanship by practicing it themselves. Parents are asked to provide transportation for their children to games and practices.

Due to the lack of supervisory personnel, younger siblings are not allowed to attend athletic practices without their parent or guardian present.

Athletes are required to participate in all practices. Playing time is based on practice attendance, ability, and the discretion of the coach. Faculty members and parent volunteers, under the supervision of the principal and athletic director, are the coaches for the different sports.

The parents of the athlete are responsible for school equipment that is given to the athlete for use during the particular season. Parents of the athlete are responsible to pay for damage to, or loss of uniforms or equipment owned by Our Savior Lutheran School.

SCHOOL PICTURES

An approved photographer will take individual and group pictures of the children during the school year. Parents will be notified of the date and costs prior to the appointed date.

DAILY SCHEDULE

Doors open at 8:00 a.m. and classes begin at 8:30 a.m. All classes are dismissed at 3:30pm. Students should be in their room and ready to begin the day no later than 8:20am. Students must be picked up no later than 4:00 p.m.

ABSENCES FROM SCHOOL

Children, upon return from school absences, must present a written note stating the date, the reason for the absence, and a signature of the parent. The parent is expected to call the school during the day of the absence. The parent is required to contact the teacher if the absence persists for more than two days. A student must be present 80% of the days in a semester (absent no more than 9 days per grading period or 18 days per semester) to receive a grade or credit. If their attendance is less than required, students may be assigned a grade and receive credit only if

conditions warrant special considerations. The only acceptable absences are as follows:

1. Personal illness of the student
2. Death in the family
3. Weather or road conditions, which make travel dangerous
4. Unusual cause acceptable to the principal

All requests for excused absences must be submitted to the teacher on the day the student returns to school. Late requests will not be considered and the absence(s) will be recorded as unexcused. We ask, however, that parents carefully consider the scheduling of family vacations, long weekends, and other activities not related to school during the school year so that it does not require your child to miss school. Such time off causes additional planning, collecting assignments, correcting make-up work, and reteaching missed lessons. Of greater concern, however, is the welfare of the child who may fall behind, miss classroom activities and discussions, or not be able to complete all the necessary assignments.

When such absences cannot be avoided, please notify the teacher well in advance. Teachers will make all possible provisions, but may not always be able to prepare assignments ahead of time. Parents are expected to ensure that all make-up work is completed so that the student does not fall behind.

UNEXCUSED ABSENCES

An unexcused absence occurs when a student is absent from school, with or without the knowledge and consent of the parents, for any reason other than those listed above.

Unexcused absences will be recorded in a logbook for that student. If a student accumulates five unexcused absences then the principal will speak with the parents and encourage them strongly to get their child to school on time. State law requires that each student attend so many days of school per year (See “Absences From School” policy).

The staff and Board of Education at Our Savior Lutheran School understand that on occasion, absence from school for reasons other than illness cannot be helped. We realize that it is often difficult to schedule doctor or dentist appointments outside of school hours. We also realize that special emergency situations can arise.

EARLY DISMISSAL

Our Savior Lutheran follows Northside ISD’s school calendar whenever possible, however, there will be times when the school will need to release the students at 12:00. This is called an early dismissal. There will be no after school care on such days. Parents are expected to have their children picked up at 12:00. Such days are scheduled for Parent/Teacher Conferences or Teachers’ Conferences. All early dismissals are posted on the current school calendar and will be posted for a number of weeks in the Cardinal call.

TARDINESS

Staying on schedule provides for an efficient school and enhances learning; therefore, tardiness will not be allowed. The day starts with devotion and prayer and it is unfair for a child to miss this important part of the day. If for some reason a child is going to be tardy, the parent should please call and inform the teacher and give the reason for such tardiness. (See excuses in “Absences From School” policy). The student will not be permitted into the room until after the beginning devotional period so the other children will not be disturbed. We ask that the child wait quietly in the hallway near his/her classroom until the devotion is over.

It is recommended that children arrive at school no later than 10 minutes before the starting time.

If no valid excuse is given for a child's tardiness, then a log will be started on that child with that day's tardiness. If necessary, future tardiness will be recorded in this log. An excessive amount of tardiness will be dealt with by the principal and the Board of Education, and may even accumulate into an unexcused absence.

INTERNET ACCEPTABLE USAGE POLICY

The Internet provides students and teachers a plethora of information to expand learning. We are pleased to provide our students the opportunity to use our computer network to access the Internet.

Access to the Internet, a world-wide telecommunications network which allows millions of computers to exchange information, will enable students to explore thousands of libraries and databases. Families should be warned that even though our Internet access is filtered to keep children from inappropriate sites, some material accessible via the Internet might still contain items that are illegal, defamatory, inaccurate, or offensive. It is our intent to further educational goals and objectives through the use of the internet, and to teach responsible Christian use of the Internet. Ultimately, parents are responsible for setting and conveying the God-pleasing standards that their children should follow when using media and information sources. To that end, Our Savior Lutheran School respects each family's right to decide whether or not to apply for access.

EDUCATIONAL PURPOSES:

1. All students with permission will have access to the Internet in the computer lab.
2. The student user and their parent must sign the **User Agreement and Parental Permission Form** and return it to the school staff before being granted access to the Internet through our school. Either a member of the school's staff or the student's parent can withdraw Internet access at any time.

ACCEPTABLE USES:

1. The network is provided for students who conduct educational activities and research during school hours. Users must acknowledge their understanding of this policy and have parent permission as a condition of using the network.
2. During school, teachers will seek to guide students toward appropriate and God-pleasing materials. While another function of the Internet is entertainment, these are not items that we encourage students to participate in at school. Playing non-educational online games or using other Internet resources that have little learning potential is discouraged.
3. Failure to abide to this policy may result in the removal of the privilege of access to the Internet and other disciplinary actions.

UNACCEPTABLE USES

Unacceptable uses of the Internet include but are not limited to the following:

1. Intentional access of inappropriate sites or use of inappropriate language in any form according to the standards of God's Word.
2. Attempting to access a computer system using another student's ID and password.
3. Downloading and installing any materials or software from the Internet (programs, files, graphics, sound clips, movies, etc.) without direct permission from staff.
4. Unsupervised and/or unauthorized use of e-mail.
5. Unsupervised and/or unauthorized use of any chat room.
6. Making or attempting to make any changes in any configuration, password, or program on any computer without permission.
7. Using any computer without permission of the teacher responsible for that computer before or after school hours.
8. Trespassing into another student's folders, work or files.
9. Using the network for financial gain or for any commercial or illegal activity.

10. Damaging computers, computer systems or computer networks.
11. Violating copyright laws.

Violations of the above unacceptable uses of the computer systems will be communicated to parents and may result in a loss of network access as well as other disciplinary or legal actions.

RESPONSIBILITIES OF INVOLVED PARTIES

Teachers and staff assisting students will be responsible for:

1. Teaching the children proper Christian use of the Internet;
2. Guiding the students to appropriate and God-pleasing areas of the Internet;
3. Reminding the students that access to the Internet is a privilege and entails responsibility.

The principal will be responsible for:

1. Taking appropriate disciplinary measures when students misuse the Internet;
2. Communicating to parents when violations to this policy occur;
3. Insuring the teachers receive the guidance and training needed to fulfill their responsibilities.

The parents will be responsible for:

1. Guiding their children as they use information sources such as television, movies, radio and other media.
2. Setting and conveying the God-pleasing standards that their children should follow when using media and information sources.

LIMITATION OF LIABILITY

The Board of Education at Our Savior Lutheran Church and School of San Antonio, Texas will not be responsible for any damages a user may suffer, including loss of data. The Board of Education will not be responsible for the accuracy or quality of information obtained through the school's Internet connection.

TOYS, GAMES, RADIOS AND GUM

Toys: Please do not allow your child to bring toys to school, unless it has been cleared by the teacher. Toys will be taken if problems arise.

Video Games: Please do not allow your child to bring video games to school, unless it has been cleared by the teacher. Video games will be confiscated if they are used during school operating hours.

Ipods, MP3 Players, and Radios: Students are not to bring portable radios, MP3 players, iPods or CD players of any kind to school. Tapes and CDs should also be left at home. These will be confiscated if they are brought to school. Walkmen, iPods, and MP3 players are permitted on out of town trips.

Gum: Gum chewing will not be allowed on the school grounds before, during, or after school.

SCHOOL CLOSINGS

In case of inclement weather, we will follow what North Side Independent School District (NISD) does. Please watch the news! In the event that school must close early due to inclement weather such as flash flooding or icy conditions, the parents will be notified to pick up their child or make arrangements for their care.

LOITERING

Loitering will not be permitted on the school grounds. All students are expected to leave the school promptly after the last class of the day, unless assigned classroom duties are being performed or awaiting transportation. Children should be picked up no later than 10 minutes after the end of the school day.

SCHOOL TELEPHONE

Each child should make arrangements with parents in the morning concerning means of getting home, visiting a friend's house for the afternoon or evening, or other matters involving after school hours. Your child will only be permitted to use the telephone in the school if deemed necessary by the teacher. Please make arrangements prior to the event to pick up children following athletics, so the telephone is used as little as possible.

The teachers also appreciate the use of good judgment on the part of parents who find it necessary to phone the school during the day. Normally, teachers will not be able to take calls during the hours they are teaching. Please try to reach your child's teacher before or after class hours. Of course, you may call the church and school office at any time during office hours: 8:00 AM - 12:00 PM and 1:00 - 4:00 PM. If the phone system answers, you can dial extension 202 for the Principal and he will check the message at his earliest convenience.

MOBILE DEVICES

Should a child bring a mobile/cellular phone, pager, PDA, or other digital device to school, it will remain off during school hours. Use of the device for calls, games, or any other purpose requiring the device to be powered on will not be tolerated. When this occurs, the device will be confiscated by the teacher for the remainder of the day and returned only to the student's parent or guardian.

IMMUNIZATIONS AND HEALTH

Parents are urged to have regular physical and dental examinations for their child. Texas State law requires medically validated records of immunization to be on file for all students. This can be accomplished in any of the following ways:

1. Obtaining a physician's signature or stamp attesting to all of the required immunizations.
2. In cases where more than one physician has provided immunization shots, each physician should fill out a separate form for all shots they administered. Additional forms are available upon request.
3. Take the Medical records from several sources to the school for recording in the student's file.
4. Any reasonable combination of the above three.

If the child has not previously been enrolled in Our Savior Lutheran School, a health form may be obtained from the principal. In addition, Texas State law requires certain grade levels to be tested for hearing, vision, and scoliosis. The principal will inform the parents of the grades needing to be tested and the date designated for this testing.

In accordance with Federal OSHA requirements, an exposure plan for Blood Borne Pathogens (29 CR 1910.1030) has been developed and is on file with the school.

If a child becomes ill while at school or needs the immediate care of a physician, we will try to contact the parents. In the event of an emergency, the principal will see that the child receives

immediate care.

Unless otherwise noted on the students' health records, each student will be expected to participate in all regular activities of the school. In the event that health conditions prevent participation in all activities, a written note is required from the parents or physician.

STUDENT DRESS AND APPEARANCE

Christian students realize their bodies are the temples of God's Holy Spirit. They strive to keep themselves neat, clean, well-groomed and modestly dressed. The manner of dress affects the attitude of students about themselves, their school, and the work which they perform. The way students dress also directly affects the image of the school among the general public.

With this in mind, the dress code will be as follows;

Shirts

Shirts will be solid color polos or any OSL t-shirt. On P.E. days students will be allowed to wear solid colored t-shirts or OSL t-shirt.

In order to eliminate distractions and to keep clothes simple and relatively the same only Cardigan or crewneck sweaters, Fleece pullovers or sweatshirts (provided an accepted polo or shirt is worn beneath them) without slogans are permitted.

Slacks

Dockers' style (flat or pleated front) slacks or other dress pants, cargo pants or clean and neat jeans worn at the waist are permitted. No designs of any kind may be on any jeans or slacks. Jeans may not have holes, cuts or slits. Pants must be khaki, navy blue, or black. Athletic pants may be worn on P.E. days. Sweatpants are not allowed.

Shorts/Skirts

Non-athletic, modest walking shorts are permitted. Skirts must be below your fingertips when arms are hanging down. Shorts and skirts must be khaki, navy blue, or black. Athletic shorts are permitted on P.E. days only.

Footwear

Closed toe shoes with no heels are permitted. Sandals of any kind are not allowed. Socks must be worn with all shoes.

Jewelry

Piercing jewelry may only be worn in the ears (boys may not wear earrings). Any jewelry worn must not distract from the learning environment or present a safety hazard.

Other

Hair should be clean and neatly trimmed. Any changes in hair color must be a natural color. Facial hair is not permitted.

Hats, caps, sweatbands, bandanas, scarves and sunglasses are not permitted in the school building.

Exceptions may be made in the dress code on special occasions declared by the faculty (ie dress up days, spirit days and the like). No clothing, including jackets and backpacks, may be worn to or in school which has advertising or slogans related to alcohol, tobacco products, bars, music groups, or radio stations.

The school administration reserves the right to determine the appropriateness of dress and the right to interpret the dress code.

CARE OF PROPERTY

Everyone should take pride in our school and help keep the classrooms and restrooms clean and orderly. Families will be asked to assist in cleaning the school on special days throughout the year.

USE OF PROPERTY

During the hours from 7:00am to 6:00pm on normal school days, Our Savior Lutheran School's grounds are for the exclusive use of the students, parents of the students and members of Our Savior Lutheran Church. For the safety of our children, all visitors are required to obtain special permission from the principal before using school property during school hours. The parents, teachers, and the principal will monitor the use of the school property. All visitors must seek permission from the principal or leave the premises.

TUITION POLICY & FEES

All parents are required to pay regular tuition toward their child's education at Our Savior Lutheran School in accordance with the established payment policies. Tuition does not cover the full cost to operate our school and, as a result, the congregation of OSL subsidizes a significant portion of the expense. This financial assistance is offered in recognition of the importance of the Christian education of our children. The Bible calls us to do everything in decency and in good order, and as a result, OSL School has established specific policies that govern the payment and collection of tuition.

It is your responsibility as a parent to fulfill your obligation to cover the non-subsidized cost of your child's education in accordance with these policies in a consistent and timely manner. Failure to abide by the established tuition policies will result in your child/children being excluded from class.

Tuition and registration fees are collected on a 10 month or 11 month basis as agreed upon individually between each family and the Board of Education. Regardless of which monthly plan chosen, the last payment must be paid no later than June. In an effort to encourage parents to prepay tuition, a 5% discount is offered for all annual tuition that is paid in full on or before the first day of school.

Tuition is payable in advance and is due on the 1st day of each month. Tuition is delinquent if not received in full by the 15th of each month and will be subject to a \$20 late fee after the 15th. The account must be brought completely current by the 15th of each month.

It is important to note that OSL School does not "carry" delinquencies past the 15th of each month. Parents that have not brought their account completely current by the 21st (including any late fees) will be asked to promptly meet with the Board of Education to discuss their plan to bring their account current. Should that meeting not occur and/or resolve the issue by the end of the month, and if the account remains delinquent, the child will be withdrawn from school. It is important to point out that communication with the Board of Education Chairman is critical in the event that temporary special circumstances arise that affect the ability to pay on time. The Board of Education may make temporary exceptions to the payment policy on rare occasions only after a plan to get and remain current is presented and approved by the Board of Education. OSL will not release any grade reports to other schools of a child who has been withdrawn until all tuition and fees have been paid in full.

Our Savior Lutheran School may offer a sliding scale for families with more than one child enrolled in grades Pre-K through 8 at our school. Tuition rates will be reviewed annually by the Board of Education and are subject to change at the end of a school year.

The schedule of tuition and registration fees is provided on a separate document.

The following are the total annual tuition and registration fees for the school year:

Registration Fees:

\$350 per child if paid by April 1st

\$375 per child if paid by May 1st

\$400 per child if paid by June 1st

\$450 per child due by August 15th

(there is no sliding scale for registration fees)

Members of Our Savior Lutheran Church:

Grades K-8: \$2,550

Sister WELS or ELS congregations:

Grades K-8: \$5,060

Friends of OSL:

Grades K-8: \$5,700

There is a sliding scale for families with more than one child enrolled in K-8 at Our Savior Lutheran School. The first child is 100%, second child is 75%, third child is 50%, and the fourth (or more) child is tuition-free.

These rates are subject to change at the end of each school year as decided by the voters of Our Savior Lutheran Church. These rates will not change during the school year.

Families who have not paid the previous year’s tuition by the start of the next school year will not be allowed to re-enroll their child/children until the balance has been paid or other arrangements have been accepted in writing by the Board of Education.

If the child transfers to another school and the tuition balance is not paid, the student’s records will not be released until the balance has been paid.

WITHDRAWAL REFUND

At times, children must withdraw from Our Savior Lutheran School for special reasons such as their family moving out of town. If a child is withdrawn or removed from enrollment due to disciplinary reasons, no refund will be allowed. Registration fees also cannot be refunded. There will be a \$50.00 withdrawal service charge for any child requesting a refund of tuition. Annual tuition will be refunded according to the following table:

Withdrawal Period	Service Charge	Annual tuition refund
FIRST QUARTER	\$50.00	75.00%
SECOND QUARTER	\$50.00	50.00%
THIRD QUARTER	\$50.00	25.00%
FOURTH QUARTER	\$50.00	No Refund

CLOSING STATEMENT

By enrolling their child in Our Savior Lutheran School, the parents are stating that they understand these policies and will comply with them. Such cooperation between the Christian home and school will provide a wholesome educational environment for the child.

How evident is the Grace of God when this school opens its doors to eager boys and girls wanting to hear the saving Word of God. With this winning combination, the Lord has promised success for “His Word will not return to Him empty.”

In order that the children may receive the best possible education, parents are asked to remember the school in their prayers. By making God’s Word the daily guide, parents and teachers of Our Savior Lutheran School together with the children, can praise and glorify God now and for eternity. May God continue to bestow His bountiful blessings upon this school and the work done here on earth.