



OUR SAVIOR LUTHERAN

Church and School

2018 – 2019

Parent Handbook

*A Program of Classical
Lutheran Education*

www.oslcpagosa.org

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WELCOME

Dear Parents,

Greetings in the name of our Lord and Savior, Jesus Christ! We are glad you have chosen Our Savior Lutheran School. We are committed to the classical Lutheran curriculum. Classical education equips learners to carry out successfully their own inquiries into what is true, good, and beautiful. It is shaped on all levels by a manner of teaching that nurtures the basic language skills: grammar, logic, and rhetoric. Further, it equips students for service to neighbor, in the community and in the church.

Please read carefully the following pages and feel free to ask Pastor Packer to clarify any areas you find confusing.

PROFILE OF OUR SAVIOR LUTHERAN SCHOOL

STATEMENT OF FAITH

A. We believe, teach, and confess that the canonical books of the Bible, the Old and New Testaments, are the only verbally inspired and only infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life. (2 Timothy 3:16, 2 Peter 1:21. See FC Rule and Norm.)

B. We accept without reservation the confessional writings of the Evangelical Lutheran Church, as found in the Book of Concord, as the true and unadulterated statement and exposition of the Word of God. (Matthew 10:32-33, 1 Timothy 1:13, John 3:31-32. See the Preface to BOC.22-24.) The following articles are a summary of the main points of our doctrine.

(References are to the Holy Scriptures and the Book of Concord.)

ARTICLES OF DOCTRINE

A. We believe, teach, and confess that there is only one divine substance (essence), which is named and is God and three distinct and co-eternal Persons of this one divine essence: the Father, the Son, and the Holy Spirit (the Holy Trinity). (Deut. 6:4, 1 Cor. 8:4; Matt. 3:16-17, Matt. 28:19, 2 Cor.13:14, Gal. 4:6. See AC I)

B. We believe, teach, and confess that since the fall of Adam all who are born according to the course of nature are conceived and born in sin, so that they are unable by nature to have true fear of God and true faith in God; and this inborn sickness and hereditary sin is truly sin and condemns to the eternal wrath of God all those who are not born again through Baptism and the Holy Spirit. (Ps. 51:5, Rom. 5:12-14, Eph. 2:1-3, Rom. 8:7, Gen. 8:21, 1 Cor. 2:14, Matt. 15:19. See AC II)

C. We believe, teach, and confess that Jesus Christ is true God, begotten of the Father from eternity, and also true man, born of the Virgin Mary; that He

lived a sinless life, did His miracles, shed His blood in His vicarious and atoning death, rose from the dead in the same body that was crucified, ascended to the right hand of the Father, and will personally return in power and glory to judge both the living and the dead. (Is. 7:14, Matt. 1:20-25, Luke 1:31-35, John 1:1-18; Heb. 4:15, John 20:30-31, Heb. 2:17, Heb. 9:12, 2 Cor. 5:19-21, Acts 10:40-41, Acts 1:9-11, Matt. 25:31, 32. See AC III)

D. We believe, teach, and confess that we receive forgiveness of sin and become righteous before God by grace, for Christ's sake, through faith in Him, apart from any merit, works, or decision of our own, when we believe that Christ suffered for us and that for His sake our sin is forgiven. (Rom. 3:21-26, Rom. 4:3-5, John 3:16-19, Eph. 2:8-10. See AC IV.)

E. We believe, teach, and confess that we cannot obtain this saving faith by our own reason or strength; therefore, God has instituted the preaching ministry, that is, He has given the Gospel and sacraments, so that through these the Holy Spirit works faith when and where He pleases in those who hear the Gospel. (Rom. 10:14-17, 1 Peter 1:23, Titus 3:5, John 20:21-23, Matt. 26:27-28. See AC V.)

F. We believe, teach, and confess that this saving faith is bound to bring forth the good fruits of a Godly life, and that it is necessary to do the good works commanded by God. (Ps. 51:10, Rom. 8:9, 2 Cor. 5:17, Gal. 5:22-23, Eph. 2:10, Eph. 5:18-20. See AC VI.)

G. We believe, teach, and confess that there is one holy Christian and Apostolic church, which is the assembly of all believers among whom the Gospel is preached in its purity and the holy sacraments are administered according to the Gospel; it is enough for the true unity of the Church that the Gospel be preached in conformity with a pure understanding of it and that the sacraments be administered in accordance with the divine Word. (Eph. 4:4-6, John

8:31-32, 1 Cor. 1:10, Acts 2:42, 1 Cor. 12:12-13, Gal. 3:26-28, 1 Cor. 10:16-17. See AC VII & VIII.)

H. We believe, teach, and confess that Baptism is necessary, that grace is offered through Baptism, and that infants and children should also be baptized, for in Baptism they are offered to God and become acceptable to Him. (Matt. 28:19-20; Mark 16:16; Acts 2: 38-39; Mark 10:13-15; John 3:5-6; Matt. 18:6; Rom. 6:3-5; 1 Pet. 3:21. See AC IX.)

I. We believe, teach, and confess that the bread and wine of the Lord's Supper are really the true body and blood of Christ, which are there distributed and received by all who commune. (Matt. 26:26-28; Mark 14:22-24; Luke 22:19-20; 1Cor 10:16)

J. We believe, teach, and confess that God created the world from nothing by His Word in six natural days (Gen. 1:1-2:4, Ps. 33:6, Heb. 11:3, 2 Peter 3:5-6; 1 Tim. 6:20-21); that He created man as male and female and blessed them with marriage and family (Gen. 1:26-31, 2:18-25; Eph. 5:22-6:4); that He will raise the bodies of the saved and the lost in the resurrection, those who are saved unto eternal life and those who are lost to eternal damnation (John 5:28-29).

For more information, you may read the entire Book of Concord on the internet at:
<http://bookofconcord.org>

SCHOOL MISSION STATEMENT

Our Savior Lutheran School Pagosa Springs prepares virtuous, educated people for both heavenly and earthly citizenship by means of classical Christian education, so they are firmly grounded in God's Word, and share God's grace in their lives, at home, at school, and in our community.

PHILOSOPHY

Train up a child in the way he should go; even when he is old he will not depart from it.

Proverbs 22:6 ESV

Dr. Martin Luther: *"Nothing at all will help us but taking the Word of God seriously and preserving it diligently for ourselves and our posterity, especially through the maintenance of good schools and education of youth."*

Our Savior Lutheran School is a vital part of the mission of Our Savior Lutheran Church and the Lutheran Church—Missouri Synod (LC-MS). We have a comprehensive program of quality education based on a classical approach, including the proclamation of Jesus Christ as Lord and Savior. Our school is a place where God's Word and the Christian faith are related to all subjects to help each child become a mature Christian adult.

SCHOOL STANDARDS

Excellence in all things: academic, physical, social, moral, and spiritual.

Truth in all things: personal, academic, and theological.

Love to all people: with respect, compassion, and mercy.

Honor to all in authority: especially parents, teachers, pastors, and the Board of Education.

Faithfulness in every responsibility: relationships, possessions, reputation, faith, and worship.

SCHOOL ADMINISTRATION

Our Savior Lutheran School is a ministry of Our Savior Lutheran Church. The Board of Christian Education (BOCE) is responsible to the congregation for the operation and maintenance of the school. The Board establishes all policies regarding the administration of the school. The Headmaster, in cooperation with the faculty, is responsible for the execution of all policies and guidelines established by the Board of Christian Education.

Your inquiries about the church or school are welcome, and we will assist you in any way possible. You are also invited to attend BOCE meetings and to be part of the agenda upon request to the Board Chair.

GRIEVANCE GUIDELINES

The purpose of the Grievance Guidelines is to build and sustain the love which God commands us to have toward our neighbor and to improve our school. Ephesians 4:25-27, 31-32 is especially significant for this purpose: "Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil...Therefore, having put away falsehood, let each one of you speak the truth with his neighbor for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil."

Likewise, these Guidelines will help us keep James 4:11-12: "Do not speak evil against one another, brothers. The one who speaks against a brother or judges his brother, speaks evil against the law and judges the law. But if you judge the law, you are not a doer of the law but a judge. There is only one lawgiver and judge, he who is able to save and to destroy. But who are you to judge your neighbor?"

We expect all matters of concern to follow the general outline of Matthew 18:15-17: "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."

Matthew 18 directs us first to the person with whom we have the concern. The most effective means toward resolution is to initiate honest and open communication. In most cases the concern is quickly resolved and a stronger relationship is often an added benefit.

If unresolved, we may ask for intervention and support from the next level of authority. Every effort will be made to bring about communication

between the parties involved leading to resolution and Christian reconciliation (Matthew 5:23-24).

The order of authority in any concern is:

First and foremost, the person with whom we have a concern as noted above. Otherwise, the following order should be observed:

- the Teacher
- the Headmaster
- the Board of Christian Education

It is the responsibility of the Headmaster to help facilitate this process and bring about reconciliation.

CONTACTING TEACHERS AND THE HEADMASTER

If you need to get in touch with your child's teacher or the Headmaster, please call the school at 731-3512. All phone calls will be returned promptly, generally after school.

ORGANIZATION

AFFILIATION

Our Savior Lutheran School is a vital part of the ministry of Our Savior Lutheran Church and is one of over 800 Lutheran Church–Missouri Synod (LC-MS) elementary schools.

WORSHIP AND BIBLE STUDY OPPORTUNITIES

Our Savior Lutheran Church

- www.oslcpagosa.org
- Sunday Divine Service at 9:00 a.m. with Sunday School and Bible Study classes at 10:30 a.m. for ages three through adult.
- Bible studies throughout the year. Call the Church Office for more information.
- Catechism instruction offered to Grades 5-6.
- Evening services are held Wednesdays during Advent and Lent at 6:30 p.m.
- Adult Instruction classes (AIC) are offered for those who desire to join Our Savior Lutheran Church or learn more about us.

BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education (BOCE), elected by the voters of Our Savior Lutheran Church, governs the School and Preschool. Monthly board meetings are open to the public. However, if you wish to speak at a meeting, you must contact the Headmaster or Board Chair prior to the meeting to be included on the agenda.

With Christ at the center, Our Savior Lutheran School is a classical school providing quality education in all academic subjects. Classical education values all branches of learning. Expectations are high, discipline is strict, and memorization is vital. The classical curriculum cultivates in the students the ability to think broadly, deeply and creatively.

The Bible is the principal textbook of our school. Our Bible lessons also incorporate Luther's Small Catechism. Chapel services using one of the Daily Offices is held every morning at 8:10am.

The classical curriculum concentrates on the humanities, is teacher directed, and is rich in content. Students are held to high expectations. It is based on reason and employs the model of the ancient Greek Trivium:

- Grammar - knowledge, memorization
- Logic - understanding, questioning
- Rhetoric - application, creativity

We believe this curriculum provides students with the tools for learning and generates within them a love and enthusiasm for learning as well as the discipline to accomplish it.

CLASSICAL CURRICULUM

PRESCHOOL & PRE-K: PRE-GRAMMAR STAGE

The philosophy of Our Savior Preschool and Pre-Kindergarten stems from the belief that the home has the primary responsibility for the young child's physical, social, and spiritual development. To assist parents with this responsibility, our three and four-year-old classes provide a structured environment in which the children learn and develop social skills and are nurtured in their spiritual growth through the study of the Bible.

The Preschool and Pre-Kindergarten curriculum is intended to guide the children in a progression of skills related in the following areas: knowledge of Holy Scripture, language, mathematical reasoning, number sense, orientation in time and space, scientific reasoning, music, visual arts, movement and coordination.

Consequently, the Preschool and Pre-Kindergarten programs are an introduction and foundation for the classical education the children will receive at Our Savior Lutheran School in grades Kindergarten through 8th.

GRADES K—6: GRAMMAR STAGE

Religion - God's Word is the heart of our curriculum. A survey of the entire Bible is completed in the grammar stage. In addition, we memorize many Bible passages and Luther's Small Catechism. Our Bible program is designed to develop three things: Bible literacy, knowledge of church history, and a strong faith and Christian consciousness.

Language Arts (Reading, Literature, Spelling, Grammar, Handwriting, and Composition) - The objective of the program is to help all children learn to speak precisely, spell accurately, write proficiently, and read fluently with comprehension.

Literature and Poetry - Literature and poetry are among the central subjects in a classical education. Why? Because, along with history, literature and poetry are the chief ways that we pass on the ideals and values of traditional Western Christian culture. Not only will your child's affections be trained to love the good (and hate the bad) through characters they encounter in great literature, but they will get a glimpse into the wonder of reality that only good poetry can reveal to us.

Mathematics – Memoria Press' mathematics program is based on mastery learning based on memorization and repeated practice in the lower grades. Students must overlearn basic math skills in middle school in order to be successful in the more conceptual high school math.

Classical Studies - Classical Studies is the natural companion to Latin. In classical studies, students study Greek mythology and Greek and Roman history and literature every year, gradually deepening their knowledge and understanding. This long grounding prepares students to read the classics of Greek, Roman, and English literature, and to study and understand the modern world.

American and Modern Studies – Students also need to know the history of their own country, place, and people. Memoria Press has gone back and resurrected the history books that taught a whole generation of Americans to love their nation's history.

Geography - A thorough study of the continents where the goal is to connect geography with the history, culture, and economy of the land. This includes

mapping skills, continents, oceans, states, and countries learned through a variety of activities.

Science - Before you can study nature, you have to know what nature is. Memoria Press' science program has two goals prior to high school science. First, we introduce students to the world of nature by studying the things it is made up of—birds, insects, trees, mammals, and the heavenly bodies. Second, students are given a narrative account of the development of the sciences—they are given science in a story form, in a way they can best understand it. They are then ready to study high school science using the excellent Novare Science Series.

Latin - Memoria Press' award-winning Latin programs are designed to teach your student to master the Latin grammar through an easy to use, step-by-step process that brings out the logical and systematic nature of this language, the mother tongue of Western civilization. In studying Latin, your student will gain an academic vocabulary, a mastery of English grammar, and will develop the critical thinking skills that come from the study of a complex, inflected grammar.

Music and Art - In order to fully understand our Western cultural heritage, we have to see it embodied in the art and music that helped to make it great. Memoria Press' art program begins in the early grades, where students are familiarized with great Western art and music in simple lessons and continue in middle and high school with more in depth study of our great heritage of art and music, including the great tradition of Latin music.

Physical Education - The ancient ideal of "a sound mind in a sound body" is rooted in the view that the truly educated person has learned to manage his life physically, mentally, and morally. Therefore, basic physical education is taught in all grades.

Library - The purpose of the Our Savior Lutheran School Library is to support the school curriculum. Our goal is to encourage students to read fine literature and teach basic library skills.

GRADES 7 & 8: LOGIC STAGE

The Grammar Stage is about learning parts of knowledge and, as such, entails lots of basic instruction, memorization, and fundamentals. Once students develop intellectually such that they are more capable of abstract thought, understanding exceptions to the rule, and ambiguity, their instruction shifts from mastery of basic parts of knowledge to a focus on questioning assumptions, debate, and critical reasoning skills. In Grades 7 & 8, emphasis is placed, therefore, on issues and controversies in history, competing viewpoints in political and scientific thought, and the like. They learn applied logic, argumentation, and are introduced to rhetoric. Various subjects are increasingly integrated with the subject matter of others (history is related to literature and science, for example) AND papers and projects replace, by-and-large, worksheets and exams.

HOMEWORK

Homework is a critical part of our curriculum, and as such, when we send something home, it will not be “busy work.” It is used as a constructive exercise for mastery of the subject, as well as an opportunity for parents to be actively involved with their children in their studies.

When homework is assigned, it is due whenever the teacher says it is due. Parents have the ultimate responsibility for following through with the consistent discipline of homework.

HOMEWORK POLICY: 1st—8th Grades

Homework When Sick Guidelines: Parents may pick up homework when a student is ill. Students who miss class do not have an indefinite period of time in which to submit make-up work. They will have an equal number of days to complete assignments as the number of days missed. For example, if a student misses two days, he will have two days to submit make-up work.

Late or Incomplete Work—K-3rd Grades: In the lower grades at the third late or incomplete

assignment each trimester, the student will receive a yellow slip. Every subsequent late assignment will result in the student receiving detention to make up assignments.

Late or Incomplete Work—4th-8th Grades: Students who earn failing grades, or habitually turn in incomplete or missing homework even after having been suspended for doing so, will be placed on academic probation and the same consequences apply as detailed in the Academic Probation section of this Handbook. Two consecutive terms of habitually turning in incomplete work will likely result in expulsion.

Late, incomplete work, missing work, and makeup assignments may result in grade reduction at the Teacher’s discretion.

HONOR ROLL

Honor Roll awards will be given to those in Grades 3-8. The criteria are as follows:

- Headmaster's Award 4.0 GPA
- First Honor Roll 3.5 - 3.99 GPA
- Second Honor Roll 3.0 - 3.49 GPA

To qualify for the Honor Roll, students may not have a D or F on their report card.

IMPORTANT PARENT INFORMATION

You are an important part of your child's education, and your interest and involvement are vital.

WORSHIP & SUNDAY SCHOOL

Those having no church home of their own are invited to join us in worship and to share regularly the blessings of the Gospel. Sunday School and Church attendance will be recorded on the K-8 report card. You are also invited to join us for Chapel every day at 8:10am.

BIRTHDAYS & PARTIES

Birthdays will be recognized in the classroom. If your child wishes to share a treat with his class, we will set aside a time to enjoy it.

Invitations to private birthday parties may be distributed at school as long as all children in a class are invited. Otherwise, please mail your invitations. For a list of addresses, please contact the school office.

VISITING

Parents are always welcome in the classroom. Due to our rigorous curriculum and schedules, the fewest number of interruptions is ideal to maintain the learning environment. Consequently, we request your visit be scheduled in advance with the teacher and/or the Headmaster.

ADMISSION AND PROCEDURES

REGISTRATION PROCEDURE

Parents seeking to enroll children at Our Savior Lutheran School must register their child by completing the necessary paperwork. This includes an authorization of release of educational and health records for each student. Any student without all necessary paperwork on file will not be allowed to attend school until the paperwork is current.

Our Savior Lutheran School offers a classical, Christian curriculum. We welcome children from all backgrounds who might benefit from this school; however, we are not staffed to serve children with special needs.

Parents of all students must read the Parent Handbook and return a signed copy of the Our Savior Lutheran School Parent Agreement Form. All new students are subject to a one trimester probation period. Spiritual, academic, and

behavioral objectives must be met for enrollment to continue. Failure to meet these standards can result in dismissal.

Our Savior Lutheran School reserves the right to place students in the appropriate instructional level as determined by standardized tests, previous records, and any additional placement tests of ability and achievement, not solely upon the age of the student, in consultation with the parents.

Enrollment is not limited to Lutherans, but matters of faith will be taught exclusively in accord with the Scriptures and the Book of Concord.

TUITION

If you have not paid tuition for the entire year at the time of registration, your timely monthly tuition payments are expected. Tuition is due the 5th of every month. Payments received after the 10th will result in a \$10 late fee. If you find yourself in financial difficulty, please see the Headmaster as soon as possible to make special arrangements.

TUITION PAYMENT AGREEMENT

The Headmaster must suspend any student from school if tuition and fees are not paid by the last Friday of each month. Suspension will continue until (1) tuition is paid, or (2) satisfactory arrangements are made with the Board of Christian Education. Should the late tuition be paid or satisfactory arrangements be made with the Board of Christian Education, the student will be reinstated without prejudice.

If any tuition remains unpaid at the end of the school year, a student's enrollment for the following year will be marked as "pending" until the previous year's tuition has been paid in full. Any unpaid fees are subject to collection through legal means per the Tuition Payment Agreement.

TUITION ASSISTANCE

If you are in need of tuition assistance, please visit with the Headmaster. Scholarship Applications are available for K—6. All requests will be forwarded to the Board of Christian Education for consideration. This takes place before the beginning of the school year.

SCHOOL HOURS

Kindergarten – Seventh Grades

Begins at 8:00 a.m. and ends at 3:15pm.
Except on Fridays when school ends at 1:30pm.

BEFORE SCHOOL PROCEDURE

Students CANNOT be dropped off before 7:45am. Starting at 7:45am. K-2nd parents can drop off their children at the security door with the keycode. Each family will be able to select their own code. If you have a code from last year, you can continue to use it this year.

3rd-7th will be dropped at the PAC building.

You do not need to bring your child in. You can drop them off at the door.

The children will put away their backpacks, etc. and meet at the flag at 8:05am.

Children are to be to school before 8:00am.

AFTER SCHOOL PROCEDURE

Students will be brought down to the security door at 3:15pm to be picked up by their parents. Parents may come to the door to get their child(ren) or they may wait in the car line.

Any child remaining on campus after 3:30 p.m. (1:40pm on Fridays), without prior arrangements with the classroom teacher, will automatically be taken to the After Care Program. The parent will

then be charged the daily rate for the time the child is there.

SCHOOL RULES

Be Respectful: Students will honor and obey pastor, teachers, parents, and others in authority. Students will show care and concern for the safety and space of others. Students will show proper care for the property of the church and school. Students will set a Christian example in word and deed.

Be Responsible: Students will be responsible for their behavior.

Be Safe: Students will use good health and safety habits.

SCHOOL SAFETY

Visitor Log: All visitors to our school are required to sign in and sign out at the Church & School Office. If you are taking your child out during the school day, please sign the log in the office before your child is dismissed from the classroom.

CLASSROOM RULES

Listen carefully. *"He who has ears to hear, let him hear!"* Matthew 13:43b

Be obedient. *"Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God."* Romans 13:1

Respect people and property. *"Therefore, whatever you want men to do to you, do also to them."* Matthew 7:12a

Do your personal best. *"Diligence is man's precious possession."* Proverbs 12:27b

Keep a place for everything and keep everything in its place. *"Let all things be done decently and in order."* I Corinthians 14:40

DISCIPLINE GUIDELINES

As parents and teachers, we accept the challenge to *"train up a child in the way he should go."* Proverbs 22:6 Cooperation between the home and school in the interest of the child is a necessary component of education. In Christian education, the home, the church, and the school must work together closely. In handling behavior problems, the following measures may be taken:

- 1. Teacher and Child:** The teacher will work with the student to develop confession and absolution and to apply appropriate consequences for misbehavior (such as time out, loss of recess, detention, separation from other students, a visit to the school Headmaster's office and/or a call to the parents).
- 2. Child, Teacher, Parents and/or Headmaster:** If the problem is not resolved in step one, either the parents or the Headmaster are included to help bring about correction, confession, and forgiveness.
- 3. Child, Teacher, Parents, and Headmaster:** If the efforts of step two have not brought about a resolution of the conflict, the Headmaster will

meet with teacher, parent(s), and child to resolve the issue. If successful, confession and forgiveness are in order. If a resolution cannot be achieved at this point, the student is subject to suspension or dismissal at the discretion of the teacher and Headmaster. The action will be reported to the Board of Christian Education. We further understand that in cases of flagrant misbehavior (e.g. bullying, rank disrespect, lying, cheating, stealing, profanity, physical violence, irreverence), steps two and three may be employed immediately.

ACADEMIC GUIDELINES

Grading Scale (begins in 3rd grade):

99-100 A+	83-84 C+
95-98 A	78-82 C
93-94 A-	76-77 C-
91-92 B+	74-75 D+
87-90 B	72-73 D
85-86 B-	70-71 D-
	69 < F

REPORT CARDS AND CONFERENCES

Report cards are issued every trimester, beginning with Kindergarten. The first report card will be given at the Parent/Teacher Conference in the fall. The second report card will be given at the spring Parent/Teacher Conference. The final report cards are sent home with the students on the last day of the school year. Mid-term reports may be sent home at the half-way point of each trimester

Two mandatory conferences are held each year after the 1st and 2nd trimesters to discuss each student's progress in schoolwork, achievement, and classroom behavior. Parents or teachers may schedule additional conferences as needed.

ACADEMIC PROBATION

Upper grade (4th grade and above) Students who fail in more than one subject are placed on academic probation and required to attend a meeting with the Headmaster, Teacher, and Parent(s) to agree on terms for the Academic Probation Contract. Parents will receive weekly progress reports as needed.

If the student is still failing one or more subjects by the midterm following establishment of the Probation Contract, an additional meeting must be held to determine whether or not the student may continue at OSLS. Two consecutive terms of more than one failing subject may result in expulsion.

LUNCHROOM GUIDELINES

Lunch and lunch recess period is as follows:

K – 7th 11:30am – 12:05pm with recess following.

We invite parents to join us for lunch any day of the week. However, we request that to preserve an orderly learning environment that soda and candy intake be kept to a minimum.

LIBRARY

Each student will check out 2 books at a time for up to two weeks. Failure to return library books will remove the student's privilege to check out books. If a book is still missing after a month, a note will be sent home with the book title and its price, so that you may reimburse the school. This is done so that your child will be able to check out books again. It is the policy of Our Savior Lutheran School that books with significant damage must be paid for upon return. Failure to make satisfactory arrangements will result in all of the following: 1) the student will have his library privileges suspended; 2) OSLS will note all unpaid fees in the child's permanent record until they have been paid.

The Library is under the supervision of the Headmaster, our Librarian, and the Board of Christian Education. Book needs are prioritized after consultation with the school faculty. The library reserves the right to pass on or to return any book donations.

ATTENDANCE AND TARDY POLICIES

Regular and punctual attendance is absolutely necessary for the benefit of your child. If your child will be absent please call the school before 8:00 a.m. and leave a message on the school's answering machine or call/text the teacher. This is for the security of your child. In addition, we ask that you contact the teacher to discuss prearranged absences and provide written notification of such absences. If any student accumulates five (5) unexcused absences during the course of the school year, the child will be deemed "habitually truant" and will be reported to the proper authorities.

After three tardies during a trimester period, the teacher will contact the parent to inquire into the reason for the tardiness. Every three tardies during the trimester will count as an unexcused absence for reporting purposes on a child's report card and for attendance awards.

When a student has missed 10 days of school during a trimester (whether excused or unexcused) the child's progress will be reviewed by the child's teacher, parents, and the School Headmaster. Areas to be looked at will include: grades, completion of all homework, and participation in class activities. Following this review, a decision on any necessary course of action to be taken will be made by the Headmaster with input from the teacher. Continuance at OSLS will be brought into question.

DRESS CODE

Students are responsible for their own clothing. Each child's clothing, lunch box, tote bag, etc. should be labeled. It is suggested that a child's name not be visible from the front for the student's own safety.

Any violation of this dress code will result in a phone call to parents to have appropriate clothes that meet the dress code delivered to school.

- All students will dress according to the dress code. Clothing will be clean, neat, and without holes.
- Clothing must be manageable and appropriate for the season and the activity.
- The official uniform has the OSLs logo. It comes in green, red, white, navy blue, or maroon. This shirt is a short-sleeved polo, long sleeved polo, a sweatshirt, a hooded sweatshirt, or a dress. You have received information on how to obtain these.
- Students are required to wear navy blue or khaki pants.
- Blue jeans and blue jeans skirts/shorts will be allowed on Friday's only, as long as the official shirt is worn with them.
- Shoes are required at all times. **NO flip-flops, roller shoes, or shoes with wheels are allowed.** Sandals are acceptable as long as they have a back-heel strap.
- Shorts or skirts should also be navy blue or khaki and should not stop more than three inches above the knee.
- No colorful/novelty leggings can be worn. They must match the uniform colors.
- Clothes cannot be worn at school that covers up the uniform – this includes sweatshirts, t-shirts, etc.
- Belts should be worn by students (if belt loops are present on their pants/shorts).
- Polo shirts should be tucked in at all times except recess/P.E.

With the requirement of school uniforms we hope to:

- Provide a sense of identity and pride for members of the student body.
- Provide an immediate public identity in the community.
- Promote an *esprit de decorps* among the students.
- Save most parents money in the purchase of school clothing.
- Eliminate the competition among students to have the latest in fashion trends with the most favored brand name.
- Eliminate problems with an individual student wearing inappropriate clothing.

If there is a financial hardship placed on a family due to this requirement, financial assistance is available on a case-by-case basis. Please contact the Headmaster if you need assistance.

TOYS AND ELECTRONICS POLICY

Toys cannot be brought from home unless the classroom teacher has given permission to do so for "show and tell". Cell phones, video game systems, iPods, and any other similar electronics are not allowed. If a child must bring a cell phone to school, it must be turned off and left in the child's backpack. OSLs is not responsible for lost cell phones. If such toys or electronics are brought to school, they will be confiscated and parents must meet with the teacher or the Headmaster to reclaim them.

HEALTH AND SAFETY

IMMUNIZATION REQUIREMENTS

Colorado Statutes mandate certain immunizations for all students in public and private schools. We urge you to check with your physician to ascertain if your student is appropriately immunized as required by statute. Generally, the following is required: Proof of proper immunization is required by law and must be presented to the school. School staff will review all student records to verify mandatory immunizations.

For exceptions to the immunization law, contact your physician.

Immunization records and exceptions must be on file with Our Savior Lutheran School before your child can attend class.

HEALTH REGULATIONS AND MEDICATIONS

Please share all medical concerns with the classroom teacher (i.e. allergic reactions, asthma, etc.)

Daily medications cannot be administered unless accompanied by a written request from a physician and signed by a parent.

Medications must be in the original containers. Over-the-counter medicines will not be administered without a prescription.

Students should never have medications in their possession. All medications must be kept by the school and distributed only by staff qualified in the administration of medicine.

In case of a minor accident, First Aid will be administered. In the case of a more serious accident, further medical help will be obtained by the school and the parents will be contacted immediately.

SCHOOL WELLNESS POLICY

In order to promote wellness in our classrooms, please keep your child home if he/she has vomited in the past 24 hours, is running a fever, or has severe coughing. We want to keep other children from being exposed to contagious illnesses.

COLD WEATHER POLICY

Students will have outdoor recess on any day the wind chill/temperature is above 30°F. Please make sure your child is dressed in warm clothing during cold weather. Snow boots or overshoes, gloves, hats, and coats should be worn.

All students are expected to participate in recess unless excused due to health restrictions. Due to the limited size of our staff, a written request from your family's doctor is required if a student is to stay in for recess.

If your child does not have boots, please send an extra pair of shoes with them so that they can play in the snow.

SAFETY

Our Savior Lutheran School seeks to protect and safeguard your children and to that end has:

- Established a sign-in policy for visitors during school hours.
- Restricts entrance to the school during school hours.
- Established emergency response plans.
- Safety Drills will be conducted.

SCHOOL CLOSINGS

In cases of severe weather, the school may close. OSLS follows the lead of the Archuleta County School District. If they close their schools, we close ours. We also follow their delay procedures – if they have a delay, we have the same delay.

LEGAL NOTICES

ASBESTOS NOTICE

Our Savior Lutheran School was constructed without any asbestos materials of any kind. Therefore, Our Savior Lutheran School is in full compliance with the Colorado Department of Public Health & Environment requirements for asbestos management. Our Asbestos Management Plan is on file in our office and may be inspected upon request.