

PURPOSE OF THE HANDBOOK

Welcome in the name of the Lord Jesus Christ to Our Savior Lutheran School.

The purpose of this handbook is to present, to families, in a concise and orderly manner the policies and procedures which have been developed to be followed in our school. To be the most efficient, we must operate as a unit, be consistent, and cooperate with one another as fellow members of the Body of Christ.

Our Savior Lutheran School is operated and maintained by Our Savior Lutheran Church as a means of teaching and training the children in its congregation and its community in the Christian way of life. Our school, as a part of the total educational program of our congregation, assists parents in carrying out their God-given task of bringing up their children in the nurture and admonition of the Lord.

Our Savior Lutheran Church is a member of the Lutheran Church – Missouri Synod. Our school is a ministry of our church and therefore teaches and adheres to the beliefs and practices found at www.lcms.org.

OUR SAVIOR LUTHERAN SCHOOL'S MISSION STATEMENT

Our Savior Lutheran School, under God's direction, is dedicated to the spiritual, academic, physical, social and emotional development of God's children, equipping them to love God, love people and serve in God's world.

OUR SAVIOR LUTHERAN SCHOOL'S PHILOSOPHY

We believe that all people are God's creation and a gift from Him. When we disobey God's law, we become separated from Him. In order to be made right with God, Jesus Christ was sent into the world. When a person comes to understand that Jesus is his Savior through the Holy Spirit and baptism, he is forgiven and becomes empowered to be a called servant of Christ. Through God's love and forgiveness, we are free to glorify God by serving.

Children are special in the eyes of God with their own talents and abilities. Our goal is to lead all children to realize that all their abilities and talents are gifts from God and are to be used for service in His kingdom. It is our purpose to enhance all children's self-esteem and enlighten them to recognize and respect each person's unique gifts.

Our ministry recognizes that the family is the primary influence in the total education of a child. Our faculty and staff believe that this influence can be most effective when the home, church, and school work together.

Therefore, our goal is to assist families in preparing each child to live as a productive Christian citizen in our world. We dedicate ourselves to providing a quality Christian education which is academically challenging. We maintain a qualified, dedicated, experienced and certified faculty. Giving glory to God, we strive to maintain a positive, cooperative relationship in the education of His children.

ADMINISTRATION

Final control of the school lies with the governing body of the church, the Voters' Assembly. In the interest of efficiency of good order, the Voter's Assembly has established a School Board. The School Board has been given the responsibility of policy-making and setting up regulations for the school. The principal, together with the faculty, is responsible for the execution of all regulations and policies. The principal is directly responsible to the School Board and is responsible for the total program of the school. Therefore, the principal is responsible for the curriculum, for methods of instruction, for discipline, for the schedule of activities, and the like. The teacher is responsible for the discipline and instruction in his/her class. However, the welfare of each child is the concern of every staff member. Therefore, they will be concerned with carrying out the policies and procedures adopted by the School Board.

CURRICULUM

The curriculum is aligned with the requirements of the State of Florida and meets suggestions outlined by the Curriculum Guide for Lutheran Schools established by the Lutheran Church-Missouri Synod. Our Savior is fully accredited in the State of Florida and nationally by National Lutheran School Accreditation. All faculty members are required to obtain State certification or have expertise in their subject area. Subjects and materials used are usually reviewed on a five-year cycle.

In keeping with the purpose of Our Savior Lutheran School, our curriculum begins with the Word of God. The truths of the Bible are taught not only during the religion period, but these truths permeate all teaching. It is our aim to instill into the hearts and minds of the children entrusted to us a Christian philosophy of life—to love God, love people, serve the world, a philosophy that will lead to interpretation and evaluation of every facet of experience from the Christian viewpoint.

- In every classroom, worship, prayer, instruction in Lutheran doctrine, and Bible study occurs daily. In the lower grades, the instruction consists of learning Bible stories, together with their application to life situations. Church history, application to today's life situations and study in Christianity are added in the upper grades. Bible selections, hymn verses and parts of Luther's Small Catechism are studied and memorized.
- God has provided spoken and written language as the means of communication between Himself and man, and between human beings. READING, SPELLING, WRITING, HANDWRITING, and the studies of ENGLISH and FOREIGN LANGUAGE are part of our language arts program.
- God has created an orderly, intricate, and very beautiful world for man to live in and to enjoy. TECHNOLOGY, MATHEMATICS and SCIENCE are taught to help students better appreciate these wonders of His hands.
- God created man in a setting in which He interacts with other humans. Man, as a social creature, is studied through a SOCIAL SCIENCE program which includes studies in such social science areas such as geography, history, world culture, citizenship, and current events.
- God gave man many special talents and abilities. Skill in the use of these talents is developed through a program of ART, MUSIC and PHYSICAL EDUCATION.

ADMISSION POLICY

Our Savior Lutheran School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its educational policies, admission policies and athletic and other school programs.

Children enrolling in Preschool 2 must be toilet trained and two (2) years of age. Children enrolling in Preschool 3 must be three (3) years of age before September 1. Children enrolling in Prekindergarten must be four (4) years of age before September 1. According to Florida State law, students enrolling in Kindergarten must be five (5) before September 1. Those enrolling in First Grade must be six (6) before September 1, or have completed an accredited Kindergarten. A copy of the student's birth certificate is required as proof of age when enrolling a student in any of the above class levels.

Children enrolling in Preschool, Prekindergarten, Kindergarten and Middle School and all new students must have a current physical examination on file. All students (Preschool – grade 8) must provide proof of up-to-date immunizations. Your physician will provide the necessary forms.

SCHOOL ENROLLMENT PROCEDURES

1. New students in grades PK-8 will be required to complete a screening and the parents a consult with the principal. A fee may be required.
2. The screening will be reviewed by the teacher and the administrator.
3. Application for enrollment is made by filling out a form provided by the school upon the parents' request.
4. The application, most recent report card, test scores, recommendations and screening results are reviewed by the principal and staff.
5. Students will be accepted based on the ability of Our Savior Lutheran School to meet their educational needs. There are cases where students have needs beyond the capabilities of Our Savior's expertise and resources; in

those cases, Our Savior will not be able to accept those children as students in the school. The principal, in consultation with the staff will determine if the student's needs can be met.

6. The parents will be promptly notified upon acceptance or non-admittance by the school office.
7. Enrollment will be complete when the appropriate fees are paid and the commitment contract is on file.
8. All new students are accepted on a one-quarter probationary status.

RE-ENROLLMENT PROCEDURES

1. Re-enrollment for the next school year begins around the end of the first semester.
2. Priority will be given to families who are currently enrolled.
3. The cut-off date for re-enrollment will be established each year, after which new students will be accepted.
4. Commitment contracts and payment schedule must be on file before the enrollment procedure is complete.

CLASS SIZE

Class size limitations for Preschool and Prekindergarten are governed by guidelines set up by the Pinellas County License Board.

FEES

COST OF EDUCATION

Providing a quality Christian education is expensive. As a ministry of Our Savior Lutheran Church, our school receives support from Our Savior Lutheran Church and its members. These members, young and old, believe in the value of a strong Christian Day School and they are committed to the financial and spiritual support of their school.

REGISTRATION

Upon registering, each child must pay a fee and submit an application. The fee is non-refundable. Registration will not be complete until payments are set up with the finance office.

TUITION RATES

Tuition and Day Care fees are based on the NUMBER OF DAYS SCHOOL IS IN SESSION ONLY. They do NOT include vacation periods or days school is closed for faculty in-service. It does include days on which there is an early dismissal.

Tuition payments are to be set up through the Business Manager. Failure to keep accounts current may result in termination of services. Day Care fees for the days in which school is not in session are due by the date listed on the reservation form. Failure to register by the due date will result in a late fee.

Tuition and Day Care fees will not be refunded except at the discretion of the School Board. Special consideration may be merited through an appeal to the School Board.

Incidental (i.e. Drop-in day care, lunches, extension classes) payments brought to school by parents or children are to be placed in the payment slot in the school office. Please indicate in the memo portion for what the payment is to be used. We are not responsible for cash sent with children or through the mail. Kindly make all payments by check. Save your receipts. Checks that are returned to the school will be assessed a returned check fee.

Monthly payments, if not made by the selected payment date, will be assessed a late fee. If accounts are not kept current, students may not be allowed to attend class unless suitable arrangements are made with the principal or the School Board. Quarterly report cards, test scores, awards and records will not be released until all fees are paid.

VOLUNTEERS

BACKGROUND CHECKS

To protect our students, each year, parents or guardians who wish to drive for field trips, or participate in other classroom activities (i.e. tutoring, secret presenter, etc.) may do so if they submit to and pass a background check, and are approved by the administration. Background check information is available in the school office.

FIELD TRIPS

Special trips may be planned by teachers to support the curriculum and enhance the school experience. Parents will sign a consent form upon registration, which allows their child to attend each trip in which their class

participates. Your child's teacher will announce field trips to you in advance. Drivers and chaperones are needed throughout the year for classes to take field trips. You must have an approved background check to participate.

Guidelines, for parents who drive on field trips will be shared prior to the trip. **Parents who drive are responsible for these students and are not to stop at any location other than the arranged stop.** Drivers are not permitted to bring any additional children, as they will distract the adult's attention from the students.

Students in grades 4-8 may participate in trips that involve staying overnight. Guidelines for parents who chaperone on overnight trips will be shared prior to the trip.

RAISING FUNDS

Classes may raise funds for class trips, however, these events must be preapproved by the administration. Funds raised will be deducted from the cost of the trip.

SCHOOL LUNCHESES

A catering service will be providing our lunches for all days except days with noon dismissal. Lunch will consist of a meal and a drink. In order to order meals you must purchase meal tickets. Information will be provided through our website (www.osls.net). Tickets may be purchased in the school office.

All lunches and drinks should be nutritious and filling. Students will need to include a cold pack with lunches that require cooling. **Remember to pack napkins and eating utensils when necessary.** Microwaves are not available for student use; please be sure that the lunches sent with your child are ready to eat and do not need warming or cooking. Soda is not allowed during Preschool and Elementary lunch. Middle School students may purchase soda on designated days only

If your child does not have a lunch, we will provide a lunch and a drink. Written notification will be sent home and a fee will be charged.

For safety reasons (i.e. fire, tornado, lock down), parents who wish to eat lunch with their child, must sign out in the office first. . If you are here to have lunch and interact with your child, we ask that electronics not to be played with during lunch with parents.

SNACKS

A nutritious mid-morning snack is provided for all Preschool and Prekindergarten students. Mid-afternoon snacks are also provided for students in the after school Day Care program.

HOURS OF OPERATION

VPK – School hours are 8:30 a.m. to 11:45 a.m.

Preschool through grade 2 - School hours are 8:30 a.m. to 3:00 p.m.

Grades 3 through 5 - School hours are 8: 30 a.m. to 3:15 p.m.

Grades 6 through 8 – School hours are 8:15 a.m. to 3:15 p.m.

Day Care hours are from 7:30 a.m. until 6:00 p.m.

Please use the parking lot on the north side of our campus. **IT IS ILLEGAL FOR CARS TO BE PARKED ON THE FOURTH AVENUE SIDE OF OUR CAMPUS AND YOU COULD BE FINED.** We have a special exemption which will let us use it on Sundays and for special events but NOT on a daily basis.

EARLY ARRIVAL

7:30 - 8:15 a.m. - Before school Day Care is available. For the safety of your child(ren), please park in a designated area and walk your child to their assigned room. **NO OUTSIDE SUPERVISION IS PROVIDED DURING THIS TIME.** After 7:30 a.m. all K-8 students are to check in at their assigned room. Any student arriving before 8:15 a.m. will check into morning Day Care and the regular hourly rate will be charged.

DO NOT LEAVE CARS PARKED AND UNATTENDED IN THE CIRCLE DRIVE IN FRONT OF WEGNER HALL. Do not park in the Handicapped Parking unless you have the correct permit. For the safety of our students the speed limit in the parking lot is 10 miles per hour.

8:05 - 8:25 a.m. – 1st through 8th grade students should be dropped off at their designated areas. Students must go DIRECTLY to their classrooms or morning care. For their safety, Preschool, Prekindergarten and Kindergarten students are to be walked to their classrooms by an adult.

8:05 a.m. – Middle School opens 8:15 a.m. - Middle School classes begin.

8:15 a.m. – PS – Grade 5 classrooms are open 8:30 a.m. – PS – Grade 5 classes begin.

Children who are not in their classroom by the appropriate time must go to the office to check in and get a pass. Students who arrive after the beginning time will be marked tardy, unless a doctor's excuse is provided..

TO BEGIN OUR DAY ON TIME, WE ASK THAT PARENTS LEAVE ALL CLASSROOMS FIVE MINUTES PRIOR TO CLASS START TIME. The teacher's primary duty in the morning before school begins is the supervision and orderly beginning of the day. PLEASE DO NOT USE THIS TIME TO CONFERENCE WITH A TEACHER. If you need to speak with a teacher, an appointment should be made after 3:15 p.m. You may also relay, in writing, any important messages or changes in routine to the classroom teacher.

You are welcome and encouraged to participate in events on campus. We ask that you coordinate visits to your child's classroom through the school office. Please make sure your background check is completed in advance of the event.

If your student forgets an item in the morning, it may be brought to the school office. Students may not call home unless they have permission from their teacher.

DISMISSAL

Afternoon dismissal takes place at the circle drive in front of Wegner Hall. FOR A TIMELY DISMISSAL WE ASK THAT PARENTS WAIT IN THE CAR LINE, IN THE COURTYARD OR ON THE PRESCHOOL PLAYGROUND FOR THE 3:00 P.M. DISMISSAL. Students in Preschool through Grade 2 will leave their classrooms at 3 p.m., Grades 3 through 8 at 3:15 p.m.

Please pull up to the pickup area and remain in your car until your child is brought to you. Parents wishing to park MUST pull into a lined parking place out of the flow of traffic. According to Florida law, students must use seat belts/car seats with regard to their age and weight. It is recommended that young children not sit in the front seat of a car equipped with passenger side air bags.

PLEASE DO NOT USE THIS TIME TO CONFERENCE WITH A TEACHER. THE TEACHERS' PRIMARY DUTIES ARE TO SUPERVISE CHILDREN AND SAFELY ESCORT THEM TO CARS. If you need to speak with a teacher, an appointment should be made after 3:15 p.m.

If your child is to leave with someone who is not on the regular pickup list, please send a note to the teacher in the morning. Picture identification will be required at any time the staff does not recognize the person picking up.

AFTER DISMISSAL

Children remaining after 3:15 p.m. (or 3:30 p.m. for Grades 3-8), will be sent to Day Care and charged from the time of their dismissal, according to our fee schedule. No one other than the parent or designated person(s) recorded on the Enrollment Form may pick up a child without specific permission from the parent. Please notify the school office if your child is to be picked up by an undesignated person. No child will be permitted to leave the school grounds during school hours without the permission of the parent, and a staff member.

NOON DISMISSAL

When there is a half-day of school scheduled, students in Kindergarten through Grade 8 will be dismissed at noon. Students who remain after 12:15 p.m. will be sent to Day Care and charged according to our fee schedule starting at noon. Children absent from school the morning of a half-day will be not be able to attend day care (and/or extension classes) unless a doctor's notice is given. Preschool and Prekindergarten hours will not be affected by noon dismissals. There is no lunch service on noon dismissal days, please pack a lunch for your child if they are staying in aftercare.

DAY CARE

Parents are asked to pick up their child on the playground or in the assigned day care room. **Please do not take your child from school without signing him/her out.** Day Care hours are over at 6:00 p.m. Each student picked up after 6:00 p.m. will be charged \$5 for the first 5 minutes and \$1 per minute for each minute after 6:05 p.m., as registered on the clock in the school office. This fee will be assessed to your account.

ATTENDANCE

SCHOOL ATTENDANCE

Regular school attendance is required of all pupils. Pupils who must be absent for a portion of the day should attend the remainder of the day, if possible.

Medical and dental care, which cannot be arranged outside of school hours and other emergencies only, should be considered as valid reasons for absence from school. Students who miss more than 3 hours of class for excused doctor's appointments will be marked 1/2 day absent. Students who miss less than 3 hours of school and show proof of a doctor's visit with a doctor's note will not be marked absent. Failure to submit a doctor's excuse will result in the student being marked tardy or absent.

ABSENCES

After a total of 5 absences (either excused or unexcused) in a quarter, a notice will be given in regard to attendance. If a student has 7 absences in a quarter, a meeting with a school board member of their designee may be held.

Excessive absences (10 per quarter) could result in detention or retention of the student. Efforts should be made to maintain a continuity of learning during the child's absence. Parents should weigh carefully their request to have a child excused from school.

Please see the HOMEWORK section for information regarding make-up assignments during a student's absence.

ILLNESS

Your child should not come to school if ill or with a fever. A child with a fever will be sent home. For the health of our student body and staff, we ask that students not return until they are well. (It is recommended that students not return until **24 hours** after having a fever.) If your child is out with any contagious illness or condition, such as strep throat, chicken pox, conjunctivitis, impetigo, measles, ringworm, etc., a medical release from your child's physician should be brought to the office upon your child returning to school.

Parents should telephone the school office by 9:00 a.m. on the day(s) of the student's absence. An email or a note signed by the parent explaining the nature of the absence should be sent to school upon the student's return to the classroom. Students who are absent on days of programs, sports events, or other after school activities may not participate in that afternoon's/evening's activity.

ABSENCE FROM PHYSICAL EDUCATION.

If your child is to miss P.E. because of injury or illness a letter should be sent, and given to the homeroom teacher in the morning, stating the dates the student should not participate. Students who are excused from PE will not be allowed to participate in recess during these times. If the period to be excused is longer than one week a doctor's note is needed. Missing PE class repeatedly without a doctor's note may affect the PE grade. Students who are medically excused from PE for an extended period of time may have written work in place of activity.

TARDINESS

It is important that all students arrive on time for instruction. This means students should be in their seats at 8:30 a.m. (8:15 for Middle School) so our school day may begin promptly. Bringing students to school after the appropriate time disrupts the morning routine and distracts students from their lessons. Please make every effort to have your child in their classroom by 8:25 (8:10 For middle school) so they may be prepared for the day's activities. Classrooms will be open at 8:15 a.m. each morning (8:05 middle school). Students who are excessively tardy may be placed on probation or suspended until they appear before the Attendance Review Committee.

Kindergarten through Grade 8 students who arrive after the tardy bell must go to the office for an admittance pass.

Students who arrive after 8:45 will be marked one-half day absent and must be signed in by the parent in the school office.

APPOINTMENTS / VACATIONS

Parents are encouraged to schedule appointments and vacations outside of school hours. In the event that this is not possible, the parent is required to make arrangements with the teacher prior to removing your child from school. If assignments are given before the trip begins they will be due upon the student's return to school. Assignments not completed will be graded as late/failed. Assignments given on return from a trip will be given an appropriate amount of time for completion.

When picking a child up before the end of the school day, please sign your child out in the office. The student will be called to the office for dismissal.

Please try to avoid picking up your child before their dismissal time, as teachers are trying to get their entire class ready for dismissal. Students who leave school before the dismissal time for reasons other than excused doctor's appointments will be marked ½ day absent.

STUDENT EVALUATION

EARLY CHILDHOOD EVALUATION

Teachers will formally assess student development two to three times a year for Preschool and Prekindergarten students. A copy of this assessment will be shared with parents/guardian.

REPORT CARDS – Grades K-8

Report cards are issued four times a year. Your child's progress will be discussed at Parent-Teacher consultations following the first quarter. Report cards will be given to students during the week following the end of the second and third marking period. The final report card will be issued on the last day of school.

GRADING PROCEDURE

In grades 1-8, scores on class work, homework, and tests are taken and averaged. The letter grades that correspond to the percentage scale are:

A (100-90), B (89-80), C (79-70), D (69-60), F (below 60)

Grades will be weighted using the total number of classes per week.

Effort grades will be designated as: S+ Outstanding, S Satisfactory, S- Average, N - Needs improvement, U - Unsatisfactory.

MONITOR YOUR STUDENT'S PROGRESS ON GRADELINK. Parents who have students in Grades 1-8 will be able to monitor their child's progress through the site www.gradelink.com. Please contact the school office if you are having difficulty accessing your student's account.

STANDARDIZED TESTS

The Measurement of Academic Progress (MAPS) Tests are administered three times throughout the year to all students in Kindergarten through Grade 8. All students are required to participate in our testing program.

SPECIAL STUDENT RECOGNITION

Principal's List - is awarded to students in grades 1-8 who conduct themselves in a satisfactory manner, attain grade point average of 4.0 and have no grade lower than a S on their report card. This award is given quarterly.

Honor Roll - is awarded to students in grades 1-8 who attain a grade point average of 3.25 or above, have no grade lower than a B or S on their report card and maintain satisfactory conduct. This award is given quarterly.

Academic Awards - will be presented at the closing service to students in grades 1-8 who maintain at least a 3.25 grade point average and maintain satisfactory conduct. High Academic Honors will be presented to students who maintain a grade point average of 4.0 and exhibit satisfactory conduct.

School Attendance Awards – will be presented at the closing service to students who have missed no days of school and have less than 3 times tardy.

Worship Attendance Awards – will be presented to students who participate in 100% (Perfect) of Worship Services during the year and exemplary attendance awards will be given to students who achieve 90% attendance during the year.

Spartan of the Month – is presented to one student in each grade (K-8) who consistently completes work, puts forth the best effort in class, and exemplifies Christian behavior and attitudes.

Additional Recognition - will be given for Accelerated Reader Achievement and other academic endeavours where outstanding performance is noted.

High School Credit – being an accredited school, Our Savior can provide the opportunity to students to earn high school credit in advanced classes. A passing grade on an End of Course Exam may be required for certain courses by the State of Florida.

HOMEWORK/TESTS

Time is usually given in class for Elementary students to complete many of their assignments. Any work not completed in school should be completed by the time the teacher has said it is due. This is their "homework". Extra work may be assigned if the teacher considers it necessary. Middle School students will be given homework on a daily basis.

All work turned in after it is due shall be considered late. Work that is late will be marked with a deduction in points earned.

Any parent whose child seems to have a large amount of homework on a regular basis should contact the teacher and discuss the situation. Parents should show an interest in the child's work, check what he/she is studying and stay up-to-date on the quality of the work completed. A genuine parental interest in the child's work is extremely valuable and cannot be over emphasized.

It is recommended that children have a definite time each day when studying is to be done. This develops worthwhile study habits and helps the child to have his/her required work completed on time. Studying should be done in a quiet, comfortable, well lit, and well-ventilated location. The child should be alone or away from other distractions if possible.

Students who do not do their own work or look for answers on other students' tests or assignments will receive a deduction on the complete test or assignment. This deduction may be as much as a F or a zero (0) for the assignment or project.

Please encourage your child to gather all assignments at the end of the day as all classrooms will be locked after school.

Classroom work that is missed as a result of an excused absence will be allowed to be made up. Students will be given two days (up to a maximum of 6) to make up work for each day of excused absence, due to illness, if a note is provided. It is the student's responsibility to obtain the assignments and complete them in the time allotted.

ASSIGNMENT BOOKS (AGENDAS)

Agendas are required and must be purchased through the school for grades 3-8. Teachers will instruct students to write down assignments when they are given. Assignment Books will need to be replaced if lost.

STUDENT CONDUCT AND DISCIPLINE

The goal of Christian discipline is to enable students to move from externally imposed discipline to self-discipline and, finally, to a Christian example for others.

Our Savior's staff assists students in working towards this goal. Students are given guidelines for appropriate behavior. Positive reinforcement is given for adhering to these guidelines. Specific classroom rules will be sent home the first week of school.

Students are encouraged to look beyond themselves and live their lives as Christ modeled for us. Our Savior Lutheran School provides an atmosphere in which the student's personal growth is fashioned after Christ and quality relationships are fostered.

Parents and school working together as unified partners will assist the child in achieving this ultimate goal of disciplined Christian living.

The following guidelines should be observed on campus and at all school sponsored events:

1. Act like a child of God, be the living love of Christ.
2. WALK quietly in the buildings, hallways, and walkways.
3. Be considerate of classes in session while walking in the hallway.
4. Do not chew gum on school property and during school activities.
5. Be kind and respectful to others
6. Be respectful of God's House and of others in worship.
7. Take good care of books and respect school property.
8. Use bicycles only for transportation to and from school, riders must wear a helmet and WALK their bikes when on school property. A letter must be on file for all students riding bikes.
9. Stay on the school grounds during the school day; no student is allowed to leave by themselves during the day.
10. Play only inside the fenced playground areas.
11. Have the teacher's permission to leave the room.
12. Listen and obey all teachers and parents, who are asked to correct any child out of order. This is for the safety of everyone at Our Savior.
13. Obtain permission from their teacher to use the school phone. The phone is for emergency use only.
14. Do not bring the following to school or school sponsored events: Cell phones, media players, trading cards, comic books, lighters, knives, squirt guns, radios, weapons and the like. THESE AND OTHER NUISANCE ITEMS WILL BE CONFISCATED. If any of these or similar items are needed, the teachers will request them.
15. Our Savior will not be responsible for lost or damaged items.
16. Choose games to play that are not physically rough (for example, tackle football is not appropriate).
17. Only use the playground when adult supervision is available.
18. Animals are not to be brought on campus unless requested by a teacher.

THE GUIDELINES LISTED ABOVE ALSO APPLY TO DAY CARE STUDENTS.

It is our desire to offer every student at Our Savior Lutheran School a fine Christian and academic education. However, there are certain behaviors which interfere with this process and cannot be tolerated at school. Violation of these policies and guidelines will result in the following:

FIRST VIOLATION: Warning: Parents are called or a note sent home explaining violation.

SECOND VIOLATION: Warning: Parents are called or a note sent home explaining violation and requesting a parent consultation.

THIRD VIOLATION: A one day, in-school suspension will be served, parents called for consultation, and School Board will be notified of disciplinary action.

FOURTH VIOLATION: A one day, out-of-school suspension will be served, parents called for consultation, and School Board will be notified.

FIFTH VIOLATION: Indefinite suspension until School Board makes decision on case, including expulsion.

The offenses are cumulative for one school year. Some violations, such as fighting and inappropriate language may count as two offenses. In-school and out-of-school suspensions may be given, by the principal or the School Board, at any time, for behavior that, they determine, warrants such action.

THE ABOVE POLICY is designed to serve most discipline situations. However, in cases of flagrant actions (i.e. bullying, harassment, cyber-bullying) the administration or School Board has the power to overrule the steps of this policy.

It is very important that all parents and students understand that such things as possession or use of tobacco, alcohol, drugs or weapons, and severe cases of discipline, as well as improper academic, online and social behavior (bullying or harassment) will not be condoned on our campus or while involved in school sponsored activities off campus.

EXTRA CURRICULAR ACTIVITIES

Students who are absent during the school day, are not permitted to attend after school activities.

ACADEMIC

Academic activities may be offered in the areas of math, geography, science, spelling and music.

ATHLETICS

Our Savior may offer interscholastic sports activities in volleyball, golf, flag football, soccer, basketball, track and field, and baseball. These activities involve games and/or tournaments against other Christian schools in the central Florida area. Students who miss practice for reasons other than illness or doctor's appointments may be removed from the team. The Athletic Handbook, which contain guidelines for participating on athletic teams, is available online. A "C (2.0)" average must be maintained in core curriculum classes to participate.

MUSIC

Our Savior Lutheran School Children's musical ensembles are composed of boys and girls in various grades. The groups may rehearse before, during or after school hours. The primary purpose of the ensembles is to enhance the worship services of our school and church; however, they may also participate in other functions.

INCLEMENT WEATHER

In the event of severe weather or other emergencies, Our Savior Lutheran School will be in session if the Pinellas County Public Schools are in session. Our school and programs will be closed if Pinellas Schools are closed. Follow the public school announcements via radio and television reports.

Following a weather event public schools are usually used as shelters. If, on our campus, it is safe to resume classes following a weather event, we will contact you by phone and email to let you know when those classes will resume.

PARENT COMMUNICATION AND INVOLVEMENT

PARENT-TEACHER FELLOWSHIP (PTF)

All parents and/or guardians of pupils in our school are members of our PTF. This organization helps parents and teachers to become better acquainted and to grow in knowledge of children and educational topics. We encourage and urge every member to attend meetings and activities.

The PTF may collect dues. These dues assist the PTF in carrying out its function of supporting the educational programs of Our Savior.

Your PTF plans to bring you detailed information at an early date regarding proposed programs and projects for the school year. The PTF works for designated projects, according to the school's curricular and extra-curricular needs, and provides fellowship opportunities.

The success of any organization is only as great as its members make it. Each family is required to provide 10 hours of volunteer service, Serving Our Savior (SOS), throughout the year. A minimum of 5 hours must be served during

the first semester and the remainder of hours by the end of the year. Unserved hours will be charged to your account at \$50 per hour. The purpose of volunteer hours is to give each parent a greater feeling of ownership and to enhance the educational environment of the school. Make this a productive year by attending all functions faithfully and by participating in the projects planned.

PARENT-SCHOOL COMMUNICATION

We believe that Our Savior Lutheran School takes a partnership role in educating your child. It is extremely important that up-to-date e-mail address, work and emergency numbers are on file in the school office. Notify the school immediately of any changes that occur during the school year.

Newsletters will be emailed every Tuesday, unless there is no school. A paper newsletter will be sent home with students in preschool through grade 5 and posted throughout our campus. These newsletters may also be accompanied with other notifications of special events and Aftercare information. Please read these publications to keep informed of school events and special announcements. Additional information may be obtained by visiting osls.net or the OSLS app.

TELEPHONE

Messages may be taken by the office for a student in the case of an emergency. Students will not be called to the phone. Since the office phones are for school business, students may not use the phone to call unless a staff member has given them permission. Please make all arrangements for picking up your child prior to arriving at school each day.

CLASSROOM VISITS AND TEACHER CONFERENCES

Informal communication with your child's teacher is encouraged at any time that you feel the need. We ask that you would be mindful of the teacher's supervision and instructional responsibilities during the school day.

Home and school must cooperate if your child is to progress satisfactorily. Parents are welcome to visit school so they may see their child in an every day school situation. Good understanding between parents and teachers is also promoted.

When making a class visit, the following steps need to be followed:

1. Please make arrangements with the classroom teacher before a classroom visitation takes place.
2. Visit in the morning or early afternoon. Avoid visiting just before a program, party, or a holiday.
3. Quietly observe your child in the group.
4. If you have a concern about your child, please arrange a conference with the teacher after the school day –as having a private conference insures undistracted attention for yourself and your child's teacher and maintains confidentiality.

Appointments are requested as a consideration to all persons concerned. The teachers have been asked to be available for these appointments after dismissal. Visits with the principal should also be made by appointment.

TEACHERS ARE NOT AVAILABLE FOR CONFERENCES BEFORE CLASS BEGINS FOR THE DAY.

IMPORTANT RESPONSIBILITIES OF SCHOOL PARENTS:

1. Regular attendance in your house of God for worship with your children. If you have no regular church "home" you are invited to worship with us here at Our Savior.
2. Frequent attendance at the Lord's Table.
3. Active participation in school and church sponsored events, especially Parent-Teacher Fellowship (PTF).
4. Remember the school, its work, and your children in prayer to God asking His help and blessing on our efforts for His glory.

GRIEVANCES

In the event that you have questions concerning your child's progress, the following procedure has been set up:

1. Discuss the problem with the teacher concerned first – several times if needed. Most questions will be readily answered.
2. If for some reason you are not satisfied, contact the principal and seek his assistance.

3. If satisfaction is not received, contact the School Board Chairperson, through the principal, who shall decide to bring the matter to the Board.

HEALTH SCREENINGS

Throughout the year, various medical personnel make their services available to our student body. You will be notified by letter or newsletter of upcoming screenings. In the event of a concern, regarding your child's screening, you will be notified to seek additional evaluation.

MEDICATION POLICY

Medication may be administered through the school office. The Administration will decide the dispersal of medication on a case-by-case basis. Proper paperwork must be on file in the office for the administration of medication. Students may not personally carry medications, including, but not limited to: cough drops, throat lozenges, chapstick, vitamins, or pain relievers.

INSURANCE

Our Savior Lutheran School provides accident insurance for students during the normal school day and while they are involved in school activities. If your child is injured and you have a claim, please contact the school office for a claim form. You must file within 90 days of the accident and it is recommended that you file at the same time with your own insurance company.

ACCIDENT REPORTS – The Pinellas County License Board requires us to have all accident reports signed and kept on file. Please sign and return forms which are sent home.

CLASSROOM PARTIES

To show respect for all students, birthday invitations will not be distributed at school unless the whole class is invited, all boys only in one class are invited, or all girls only in one class are invited.

If you wish to send in a treat for your child's birthday, please check with his/her teacher. Be sure to include paper goods, if necessary, when you send in treats. Birthday parties and the exchanging of gifts will not take place at school. Please be aware that some classes may have students who have food related allergies.

UNIFORMS

Uniform shirts and PE uniforms are available in the school office.

Uniform shorts, pants, capris, skirts and skorts may be purchased on-line (i.e. Land's End, Penney's) or from local discount or department stores. They must have dress style pockets only. No jean or cargo style pockets.

All students in Kindergarten through Grade 8 are required to wear the appropriate school uniform as outlined in the Student Dress Code. Preschool and Prekindergarten students may wear clothing that is safe and appropriate for a Christian setting. See the Student Dress Code for a more detailed explanation.

Since school uniforms are worn by all students in Grades K-8, all clothing should be labeled with your child's first initial and last name. A laundry marker is best for this. The name inside will help the article of clothing make it back to the owner instead of into the Lost and Found.

Repeated dress code offenses may result in a parent conference and/or an in-school suspension.

LOST AND FOUND

All articles left at school will be placed in the Lost and Found in the school office. Items not claimed in a timely fashion will be donated to charities.

WORSHIP

CHAPEL SERVICE

All students will attend weekly chapel services which are typically held on Wednesdays. The chapel services add strength to Christ-centered education and allow the students to learn from experience how to conduct themselves in the House of God. Efforts are made to have the children take an active part in the service.

Parents and friends are always welcome to attend chapel services. A chapel offering is collected weekly. These offerings are directed to missions, charitable institutions and other community service-related organizations.

The special message, delivered in the language of children, endeavors to emphasize practical lessons in Christianity which the children can apply in their daily lives.

During the church seasons of Advent (time before Christmas) and Lent (time before Easter), students may worship with the congregation at the regular morning worship services.

WORSHIP AT OUR SAVIOR LUTHERAN CHURCH

Consistent with the philosophy and objectives of Christian Education, Church attendance is highly desirable and important. If you do not have a church home, you are welcome to worship with us here at Our Savior. Membership and Information classes are offered periodically throughout the year.

WORSHIP PARTICIPATION

All students will be participating in Sunday worship services throughout the year. It is through this participation in regular worship that we are able to praise God and show thanks for congregational support of our school ministry. Please look at the church's website, www.oursaviorfl.org for service times and other important information.

Service Times: Sundays at 8 a.m (Traditional) and 10 a.m. (Modern)
Kid's Church: 10 a.m.

Addendum for 2020-2021 (COVID-19 Re-entry Plan)

All guidelines are subject to change at any time.

It is our intent to have students physically present in our classrooms receiving face-to-face contact with teachers and their classmates.

At this time we are not able to offer more than in-class instruction. We realize that some students have medical considerations that may put them at risk in the environment that we are able to provide. We strongly recommend that if your child or someone in your family may have a condition that could put them at risk in our environment that you consider an alternative schooling option. Please contact the school office (344-1026) if you choose to make other arrangements.

This plan is fluid and may change at any time to provide for the health and safety of our students, staff and families.

Communication:

Please visit our Facebook page - Our Savior Lutheran Church and School or our website www.osls.net for any and all information. You can also call 727-344-1026 to reach a staff member in the school office.

School Calendar:

For the health and safety of our students and staff, there will be no attendance awards this year.

The first day of school in our classrooms is Wednesday, August 12th.

Our yearly calendar can be found on our school's website: www.osls.net.

Our school times:

Preschool-2nd grade 8:30-3:00

3rd - 5th grade 8:30-3:15

6th-8th grade 8:05-3:15

Tuition:

All tuition and fees are required to be paid according to the terms of the enrollment contract. This is regardless if we are in school or in a quarantine (virtual) setting.

Transportation:

Students will not be transported off campus for the first month of school. We will re-evaluate after the first 30 days of school.

Updated: PE classes and sports teams may be transported using school bus or vans. Students are to wear masks when transported and distance when possible.

Health and Safety Protocols:

For the protection of classmates and staff, all people in the facility will be required to wear a mask or a neck sleeve that covers both the nose and mouth and is comfortable.

The only mask dress guideline that we ask you to abide by is that the mask have the student name on it and not be scary, distracting, or offensive.

Classroom doors and gates will remain open in the morning to minimize the amount of people who will touch surfaces.

All doors knobs and light switches will be sanitized daily.

Frequent hand sanitizing/washing will take place daily.

Restrooms (except middle school) will be assigned by grade and cleaned throughout the day.

Student desks and chairs will be sanitized daily.

All students will need to bring a labeled water bottle as the drinking fountains are to be used for filling water bottles only. Disposable cups will be available at some of the playground water fountains.

If your child becomes sick or has a fever (100.4 or higher) while at school, he/she will be put in isolation until a parent comes to pick him/her up.

If your child is sent home with a fever, a doctor's note will be required in order for your child to return to school.

If your child has any COVID-19 or other health related symptoms, please keep them at home, check with a doctor, follow their guidance, and then call the school office (344-1026) Giving children medication to reduce a temperature, and then sending them to school, not only puts our school at risk of quarantine, but may keep other parents from being able to work also. Notify us if someone in your household tests positive for COVID-19.

We are required to contact the Health Department and then follow the directions they give to us.

School Nutrition:

All staff will abide by current guidelines for food preparation and distribution.

White Hat Catering will be our hot lunch provider.

Lunch schedules will be adjusted to maximize social distancing.

Lunch will be eaten in the classroom, in most cases. Hot lunches will be delivered to the classrooms.

Only store bought items can be brought in for birthdays or classroom parties.

Please pack extra food for your child if your child is in after school care, preschool, or prekindergarten as we will not be providing snacks in these programs.

Technology:

All students in grades K-8 will be assigned an individual device that has access to Google Classroom, AR, and Zoom.

Academic Plan: Classroom Setting

We will resume our normal academic plan for each grade and subject.

Classroom seating arrangements will be adjusted for some separation of students, although, they will not be 6 feet apart.

If possible, carpeted areas will be removed from classrooms.

Students(K-8) and teachers will be required to wear masks during all inside learning activities.

Update: For some language development activities and PE masks may removed for a short period of time, if deemed necessary by the teacher.

Sneeze guards are available for classroom use.

We plan to provide materials for each student's individual use, however, there may be times when we are not able to do this (PE).

Large group activities (chapel, lunch room use, flag raising, etc.) will not take place. These activities are an important part of who we are. When it is deemed safe to have these activities, we will resume them. Chapel will be done virtually in the classrooms at 9:00 on Wednesdays.

Areas to be used as outside learning environments will be available to the students and teachers, where they can socially distance without a mask.

Teachers will rotate location, not the students.

Middle school students will have minimal locker use. A time will be allotted for each grade level to have access at different times in the day.

At this time there is no plan for e-learning; we do not have the staff or the resources to do both. We will incorporate e-learning if we would have to quarantine a classroom or building.

Drop off and pick up procedures:

Pick up and drop off positions will be moved to reduce interaction between the classes.

Parking and pick up information will be provided by your classroom teacher before the start of the school year.

Specials:

Many special classes may be hosted virtually in your child's classroom. To keep our students and staff safe, and to avoid shut down, some special classes may meet more often than others. The special classes your child has may change at the end of each quarter. For example: Your child may have music class face-to-face during the first quarter and have virtual lessons for Spanish.

Library - we will be trying a bookmobile approach where the library may come to the students. There will be no set library time.

PE- Each class (K-8) will have PE twice a week on campus. Middle school students will also have all PE classes on campus until further notice (see Transportation update). Equipment will be sanitized after each class.

Recess:

Playgrounds will be sanitized each morning.

Each class (pre-k through 5th grade) will have their own recess time.

Whole Child:

Temperatures will be taken at the beginning of each school day.

Teachers/school staff will regularly check students' well-being.

Visitors:

After 8:30 a.m. access to the school, for all parents and guests must take place through the school office. Please park on the grass on Fourth Avenue, as the office gate will be the only way to enter campus (all the other gates will be locked at 8:30). Areas other than the school office will be limited to essential personnel and students.

Any and all visitors must wear a mask or neck sleeve in the buildings at all times.

Only teachers, staff, and students will be allowed access to the classrooms.

Field trips and Extracurricular Activities:

There will be no athletics at this time or after school programs outside of daycare.

Update: Basketball season has begun with practices on campus.

Be aware of your interactions outside of school – It doesn't matter how great a job we do here at school, if you as parents, or your children, or our staff members let down our guard we can affect the whole community.

Before and After School Care:

Day care groups will be separated by building. For example: K & 3, 1& 2, 4& 5 and Middle School.

Middle School students may be dropped off as early as 7:45am without charge.

PS-5 grade students can be dropped off as early as 7:55am without charge.

COVID Procedures – (These are subject to change)

When we gather together both our students and their households, we are looking at touching close to 600 lives every day. While that is good as we spread the gospel of Jesus Christ, it also means that there are chances for passing colds, flu and other ailments throughout our school community.

As we gather together for the start of school, it is common that many of our students get coughs, runny noses and even some flu-like symptoms. This does not mean they have COVID, that is for a doctor to decide. However, as our students enter the "germ pool," especially after being away from each other, we have to get used to one another again.

Students who exhibit the following symptoms:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

will be sent home. Please do not send your child to school with any of these symptoms. Contact your doctor and follow their directions. We are not health professionals and therefore we rely on your physician to help us maintain a healthy environment.

What should I do if someone in my household tests positive or is suspected to have COVID?

Please contact the school immediately. We have worked diligently to create an environment which limits the risk of cross contamination, and the sooner we can address any incidents, the likelihood of maintaining in person, brick and mortar, instruction is enhanced.

What happens when the school finds out someone tested positive?

By law, we are required to contact the Health Department. The Health Department will investigate the case and then contact the school and give direction for both the school and the household. This process takes several hours to complete, so even if we find out someone has tested positive at 10 in the morning, we may not have an action plan until 6 (or later) in the evening.

The Health Department guidelines take precedence over any situation. This means if the Health Department says a

student must stay home for 20-24 days, for the safety of our students and staff, they will not be readmitted to class until that period of time has passed.

If a parent tests positive will a classroom or building have to be shut down?

Again, the determination will be made by the Health Department. They will give us instructions for re-admittance of the student or staff member to school and any other action (class, building or school quarantine, closing down a building for 72 hours, or any other action they deem necessary).

If a student or staff member tests positive what will happen?

Again, the Health Department will be contacted. In conversations with other school administrators, it has been their experience that the classroom will be quarantined for a period of time. In some cases, where students were mixed together, or staff taught in several rooms, they had to close all the classes where there was regular contact.

What will happen if a student is quarantined?

We will follow the directions given us by the Health Department. All school parents will be notified and the parents of students who are affected will be given specific directions if necessary. The student who is quarantined will be given assignments. Depending on the length of time, additional help may be provided.

What happens if a class is quarantined?

Again, we will follow directions provided by the Health Department and will move into a Remote (Virtual) Learning setting.

How will I be notified?

The usual way will be through email. If it is something that needs your immediate attention we will notify you through email and One Call (text and/or phone message).