

**"SUIT UP"**

# Parent Handbook

2023-2024



*It is the mission of Our Savior Lutheran School to build character and instill values through a quality Christ-centered education in a nurturing environment.*

**825 So. Taylor St.  
Arlington, Virginia 22204  
(703) 892-4846 office@osva.org  
www.osva.org**

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## **OUR SAVIOR LUTHERAN CHURCH and SCHOOL**

### **Brief History**

This year Our Savior Lutheran School celebrates its 71<sup>st</sup> year of service and ministry in the Arlington community. Established in 1952, it has been a substantial part of the mission and ministry of Our Savior Lutheran Church. As a part of the Lutheran Church-Missouri Synod, it is just one of 880 Lutheran elementary schools and 1200 early childhood centers and preschools. These 2000 schools serve approximately 200,000 children throughout the United States. The tradition of Lutheran education in our country dates back to the mid-1800's when German immigrants settled in the Midwest. The purpose of these schools has not changed, and today we continue to help parents "bring their children up in the training and instruction of the Lord." (Eph. 6:4)

The first service of Our Savior Lutheran Church was held on October 26, 1941, at the Arlington Theater located on Columbia Pike. The formal organization of the congregation took place on January 9, 1942; and its first church building was dedicated in August 1943. Later, in 1952, Our Savior Lutheran School was established; and an educational center was provided by additions to the original church in 1953 and again in 1956. Because of growing enrollment, a portable classroom was purchased in 1980. Since that time the school has expanded its services as needs and opportunities have been identified. The worship and fellowship building was dedicated to the glory of God in October 1984. We joyfully dedicated our half court gymnasium, offices, and four classrooms in 2002.

### **Our Church and School Mission**

The members of Our Savior Lutheran Church gratefully recognize that God has chosen us to be His own, now and always. In response to the love and grace he gives us in Jesus Christ, we dedicate ourselves and our congregation to continued spiritual growth through worship, fellowship, education, and evangelism as well as through spiritual care and service to all people. In these ways we seek to fulfill the commission of Jesus to make disciples of all nations, to baptize, and to teach (Matt. 28: 18,19).

Since Jesus gave unique importance to the place of children in His kingdom (Mark 10:14-16),

their care and training takes on special meaning for us today. For this reason, Our Savior Lutheran Church has committed itself to a major effort of mission and nurture by supporting and maintaining a Christian Day School. Through this ministry the children in our care are brought to Jesus, are encouraged to accept Him as their Savior, and are supported in their life of faith. It is intended that through daily experiences with God's Word in an atmosphere of Christian love and example, the teachers and staff carry out the work of Christ and His Great Commission.

Our Savior Lutheran School strives to develop young people who will become responsible citizens of the world by promoting high standards of achievement in a broad and meaningful program of instruction. Learning at the primary and elementary levels is intended to help students acquire the knowledge and develop the skills necessary for independent learning. A developmental approach to instruction is stressed at the primary level while a more traditional emphasis exists in the upper grades. Teachers, qualified for both secular and religious instruction, seek to foster the development of personal character and

self-esteem in an atmosphere of individual Christian concern. Since student growth is continuous and depends on a variety of factors both inside and outside the school, active cooperation of parents, teachers, and students is recognized as a vital factor for a successful school experience.

Commitment to Jesus and to education provides the basis for encouraging all children at Our Savior Lutheran School to honor God with their lives and to develop all the gifts that God has created in them--spiritual, intellectual, social, and physical.

### **Our Faith**

We Believe...

+in the Triune God of the Holy Bible.

- The Father, who created and preserves all creation.
- The Son, Jesus Christ, who died and rose again to save us from our sin and make eternal life with God possible.
- The Holy Spirit, who works faith in the hearts of men and women and gives them the power to live for God in their daily lives.

+that the Holy Scripture

- is the true, inspired Word of God.
- alone can lead people into a new life with God through Jesus Christ.
- provides us with the only dependable standard for life and faith.

### **Our Philosophy**

Our Savior Lutheran Church began a Lutheran school because it values Christ centered education. We believe that in partnership with the home it is important to address the needs of the whole child through our educational program. This is done to prepare each child for the next step of his or her development.

***Train a child in the way he should go and when he is old he will not turn from it.***  
***Proverbs 22:6***

### **Our Facilities**

Our Savior Lutheran School is located at 825 S Taylor St. in Arlington, Virginia 22204. The school building includes nine classrooms, the church/school office, a computer lab and a library. The church building includes the sanctuary, a classroom, fellowship hall, stage and music room, a kitchen, and various meeting rooms and a half court gymnasium. The entire complex is owned and operated by Our Savior Lutheran Church.

### **The Eunice Kluge Memorial Library**

Our Savior Lutheran School's library is dedicated to Mrs. Eunice Kluge, a former teacher, who for 17 years shared her love of reading with many children. Through the efforts and dedication of parent volunteers, the library has grown and has become a special room filled with reading and learning opportunities. While teachers are encouraged to use the library with their classes at any time, parent volunteers come in during the week to help with this activity. Please encourage your child(ren) to read their library books and to return them in good condition on the date due. A fee will be charged for books that are lost.

### **Our School Mascot**

The symbol of Our Savior Lutheran School is the mighty eagle as depicted in Isaiah 40:28-31, "The Lord is the everlasting God the Creator of the ends of the earth. He will not grow tired or weary, and his understanding no one can fathom. He gives strength to the weary and increases the power of the weak. Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings

like eagles; they will run and not grow weary, they will walk and not be faint."

The strength of the eagle reminds us of the power available to us as we put our lives into the hands of God.

## ACADEMICS

### Academic Year Calendar

The academic calendar for the upcoming school year is published early in the spring. The calendar is prepared by the principal, faculty, and Board of Education. The school year shall have at least 180 calendar days and 990 hours of instruction with 5.5 hours of instruction each day. Hours of instruction do not include recess or breaks for meals. In planning the calendar, factors that are considered are the Arlington County public school calendar, LCMS conference dates, Easter Break starting with a half-day dismissal on Good Friday and including the week following Easter, other holiday breaks as are customary, and days off that are included in the Our Savior Employee Handbook

### Evaluation / Grading Scales

Report Cards: Grading is based on observation, written work, class participation, and attitude. Report cards are issued four times a year. They are made available within one week after the grading period ends. Dates for the end of school quarters are noted on the school calendar. Parents are asked to sign and return report cards as soon as possible.

The grading scale for Kindergarten:

- 5 = Exceptional
- 4 = Above Average
- 3 = Normal Progress
- 2 = Needs Improvement
- 1 = Unsatisfactory

The grading scale for 1<sup>st</sup> – 8<sup>th</sup> Grades:

- A=98-100% C+=78-79%
- A=92 – 97% C= 72 – 77%
- A-=90 –91% C-=70– 71%
- B+=88-89% D+=68-69%

B= 82 – 87% D= 62 – 67%

B-=80 –81% D-=60 –61%

F = 0 – 59%

Teachers may request that parents sign their child's tests or work. This is to keep parents informed about progress and to avoid any unwanted surprises.

Pre-K Student Progress Reports: Children in the Pre-K class are evaluated based on development milestones. Formal evaluations will be shared with parents during Parent/Teacher Conferences at the end of the first and third quarters.

### Fast Direct Communications

Fast Direct is a web-based school communication system. This service allows the school to communicate with parents in an efficient and timely manner. Some key features on Fast Direct include viewing academic progress as soon as teachers enter it in their gradebook, updating family information, tracking student attendance and tardies, accessing class & parent directories, viewing school calendars, and receiving Extended Day Care family account balances. School Inclement weather and emergency broadcast notices are sent via e-mail and text messaging through this communication system.

### Graduation

Requirement: Students who satisfactorily complete the 8th grade curriculum of Our Savior will be graduates. A valedictorian and salutatorian will be selected from each class.

Valedictorian and Salutatorian: A valedictorian and salutatorian are chosen from each eighth grade class to be speakers at the eighth grade graduation service.

### Homework

Homework is an important part of a student's learning experience because it strengthens

basic skills, provides enrichment, extends classroom learning, and develops responsibility. The amount and kind of homework will vary depending on the grade level, teacher, and subject area. Parents need to show support by providing a good study atmosphere, answering questions, and offering encouragement. If homework becomes a concern in any way, parents should feel free to contact the teacher as soon as possible.

#### Middle School Assignment Expectations

- All assignments are due at the beginning of class the day after they are assigned. The due date for special projects, reports, or journals will be specified ahead of time. Late assignments/activities will receive a lower grade
- Assignments that are handed in when due will be graded accordingly for full credit.
- Students missing class will be responsible for obtaining assignments/activities and making up tests that have been missed. Generally, students who have excused absences will be given one day for each day absent to complete course work (i.e. - two days absent - two days for makeup work).
- All daily work will be done in pencil. Pens will be used at the teacher's discretion. A proper heading, as expressed by the teacher, must appear at the top of the assignment.
- Teachers will communicate grading methods for individual classes. Projects will be weighted as tests or activities depending upon the time and involvement needed to complete the assignment.

#### *Consequence for Late or Incomplete Work:*

Each teacher will manage late work as part of their classroom management in a fair and effective way. In the middle school, if a daily assignment is not turned in when due, the teacher will issue a "Notice of Concern for Homework". This "Notice of Concern for Homework" needs to be signed by a parent

and returned to school the following day along with the missing assignment. The assignment will be marked down 10% as a penalty for being late. Another specified percentage or consequence may be determined by the teacher depending on the assignment, subject, or situation.

#### Middle School Academic Dishonesty Policy

Cheating is not condoned in any manner.

#### *Consequence:*

Zero for the activity, Original Task is to be redone, *and* a Parent is notified.

#### **Parent/Teacher Conferences**

Conferences are scheduled twice a year (at the end of the first and third quarters). Conference request forms are sent to parents prior to the end of the quarter as the first step in setting up a conference schedule. The week before conferences, a final schedule is sent to each family. Any changes to the schedule should be made immediately with the school office.

Parent conferences may also be scheduled at any time during the year at the request of parents or teachers. A note or a call notifying the teacher of your desire to meet is all that is needed.

#### **Promotion and Retention**

A student is expected to exhibit satisfactory academic and social achievement at his or her grade level. The student's academic progress is discussed with his or her parent(s) throughout the school year through conferences, progress reports, report cards, and written communication from the teacher and/or principal. If a child has not met standard grade level expectations, he or she will be considered for grade level retention. A conference will be held with the parent(s), teacher, and principal before the end of the school year to discuss a plan for future academic achievement.

## **Recognition of Achievement**

### Honor Roll

#### Purpose:

- To recognize outstanding academic achievement on the part of those students in grade 5-8.
- To encourage other students to apply themselves as best they can in hope of recognition.
- To instill within students the fact that studying/learning is important for their future.

#### Evaluation:

- Students receiving all A's on a report card are eligible for the Gold Honor Roll
- Students receiving all A's and B's on a report card are eligible for the Silver Honor Roll

President's Education Awards: Students in grades 5 and 8 who meet the high academic standards

set by the President's Education Awards Program will be recognized with certificates and pins at the end of the school year.

National Junior Honor Society: Our NJHS chapter is chartered by the national organization and allows students to reach beyond academics in order "to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship." In order to be eligible for NJHS, a student must maintain a 3.0 - out of a 4.0 scale (85% or B) average for at least two consecutive semesters within middle school years. Once academic eligibility has been obtained, the student will be notified by the school and given paperwork to complete that allows him or her to demonstrate leadership, service, character, and citizenship within 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. Membership, based on the aforementioned qualities and the criteria set forth by the NJHS, is granted upon selection by Faculty Council and requires that students maintain exceptional quality of scholarship, leadership, service, character, and

citizenship. Once a student is a member of NJHS, the standards of scholarship, leadership, service, citizenship, and character that were used as a basis for their selection must be maintained. Members will be informed that they are allowed limited probationary periods should one of these areas become compromised.

### **Testing**

Each year students in 1<sup>st</sup> through 8<sup>th</sup> grade at Our Savior take part in a standardized achievement testing program. The MAP Growth test (NWEA) is taken in the fall, winter and spring. These scores are used by the staff to evaluate each student's academic progress and growth. Evaluation of the test results allow us to examine the strengths and weaknesses of the school's instructional program.

## **ATTENDANCE**

### **Daily Schedule**

The school day for Pre-K-8 begins at 8:30 a.m. and ends at 3:05 p.m. On days when school is in session for a half day, all students will be dismissed at 12:30 p.m.

Morning drop-off begins at 8:15 a.m. The school day begins at 8:30 a.m. In order to make sure that students are ready to begin the day on time, it is critical that they be on campus in advance of the start time.

Please also plan to pick up your child(ren) no later than 3:20 p.m. If your child arrives before 8:15 a.m. or stays past 3:20 p.m., they will be placed in Extended Day Care at the regular drop-in rate.

All parents are expected to drop off their children between 8:15 and 8:30 a.m. Students arriving after the 8:30 a.m. start of the school day will be considered tardy. When your child(ren) arrive(s) after 8:30 a.m., you must accompany your child(ren) to the school office to sign-in by completing a tardy slip. Your child will be given a tardy pass to enter class. Pre-K



students who are late should report directly to their classroom to sign in.

In order for our faculty and students to get the most learning out of each day, it is critical that all students be on campus and ready for the school day to begin promptly at 8:30 a.m. Unfortunately, in the past, this has often meant that many children are dropped off right at 8:30 a.m. or only minutes beforehand, creating both a bottleneck of vehicles at the front curb and many late arrivals. Accordingly, we would ask for your cooperation in “adjusting your clock” every morning so that your child(ren) arrive(s) on time. Ensuring that students are already on campus and ready to start their day before that time should help minimize the number of tardy students and the interference with classroom learning that results from repeated and widespread tardiness.

### **Attendance**

Since most subjects taught are cumulative in nature, regular and punctual attendance is essential to the progress of each student. In the event that your child must be absent from school, parents are asked to observe the following guidelines:

1. Call or email the office to notify the school.
2. When the student returns to school following an absence, a parent note must be given to the student's teacher the first day back to school.
3. When a student must leave school early, a parent note of explanation should be given to the teacher or office that morning.
4. When a student must leave class early, parents are asked to come to the office. The parent will be asked to sign the child out in the daily log book located on the office counter.

Every effort should be made to maintain the child's work during an absence. Parents are asked to arrange with the teacher to pick up missed homework and class assignments. Parents need to be particularly considerate

since absences require additional preparation, planning, and supervision responsibilities for the classroom teacher. Should a planned absence arise, work will not be given in advance and must be completed upon return under the direction of the teacher.

### **Chronic Absenteeism and Tardiness**

Chronic absenteeism and tardiness is reason for concern. Follow-up by the teacher and/or principal should be expected. If a problem is not resolved by initial inquiry, the principal and Board of Education will become involved.

## **ACTIVITIES FOR STUDENTS**

### **After School Clubs**

After school clubs are organized by and after school enrichment program called Baroody Camps. The principal meets with the representative from Baroody Camps to select the clubs for the school year. Recent clubs have included Coding, Robotics, Art, Spanish, Dance, and Zumba. There have also been parent led clubs such as French, German, Cooking, and First Lego League.

### **Band & Keyboard**

Our Savior participates in a band program offered by Band for Today. The program provides the children of grades 4 to 8 with the benefit of music training by a qualified professional. The following services are offered as optional experiences that involve an additional fee paid directly to Band for Today.

Band - Grades 4 through 8

Piano – Grades 1 through 8

Students will receive weekly instruction during school hours and perform in special performances at Christmas and in the spring. Students who join are expected to enroll for the entire school year.

### **Choir**

Choir members sing for special events such as the Christmas program, spring concert, and occasionally at chapel and Sunday services.

Students in 4<sup>th</sup>-8<sup>th</sup> grades may tryout for this group.

### **Field Day**

In the spring of each year, all students participate in a field day experience. This is designed to provide opportunity for physical development in a spirit of Christian competition and fun. Many parents are needed that day to time, measure, cheer, encourage, and congratulate.

### **Field Trips**

Teachers are encouraged to schedule frequent field trips for their classes. Each field trip should be designed to extend a learning activity going on in the classroom or be an enriching experience. Parents are often asked to chaperone and/or drive for field trips. Some field trips require a fee.

#### General Guidelines for Field Trip Chaperones – to ensure fun and safety for all

- Chaperones must be watchful at all times of children for which they are responsible.
- Chaperones must make sure all children are wearing seatbelts and stay in their car/seat unless the adult in charge gives direction otherwise.
- Chaperones may not show a DVD/movie in vehicle while driving children for a field trip.
- If chaperones play music, the music should be appropriate and played at a reasonable, safe listening level.
- Chaperones are to abstain from talking on a cell phone while driving other children to a field trip, unless a phone call refers to the field trip or an emergency arises.
- Chaperones are to abstain from talking on a cell phone or using electronic devices during the entirety of a field trip unless an emergency situation arises or the call refers to field trip.
- If an emergency arises and a phone call must be made or accepted, please make arrangements for children you are

responsible for to be under the care of another responsible adult.

- Please do not purchase any souvenirs or snacks for children for which you are responsible.
- Chaperones should encourage children to talk and discuss observations and thoughts pertaining to the field trip during appropriate times as well as to refrain from talking during listening times.
- Chaperones should enjoy themselves and the children for which they are responsible.

### **Music**

The Lutheran Church has a rich musical heritage. Our Savior feels that music is an integral and vital part of our program. Music is integrated into classroom instruction and is always part of weekly chapel services.

### **Outdoor Education Science Camp**

The sixth grade and often seventh grade students share in an outdoor education experience at Black Rock Retreat (Quarryville, PA) in the spring along with a number of other Lutheran schools in the area. Traditionally, camp lasts three days and children spend two nights in the cabins with adult counselors. Many excellent classes in outdoor learning are offered.

### **CELL PHONES and SMART WATCHES**

Cell phones and smart watches are not permitted at school. Any cell phones or smart watches out or used at school will be confiscated and returned to a parent.

### **CHILD ABUSE POLICY**

Any faculty or staff member that suspects child abuse or neglect should tell the Principal and together they will contact Arlington County Child Protective Services.

## CLASSROOM ENVIRONMENT

### Guests Visiting School

Parents and friends are welcome and encouraged to visit the school. Upon arrival at the school, everyone must sign in at the school office and receive a visitor tag. Those wishing to visit a classroom should notify the office in advance to arrange a convenient time. The school reserves the right to regulate visits. Visitors will not be allowed in classrooms during testing or during other activities when their presence might prove disruptive.

When delivering items such as forgotten lunches, books, and jackets during the school day, parents are asked to leave them in the office. The item will then be taken to the classroom at a time when instruction will not be interrupted.

### Student Access to Classrooms

Students returning to a classroom before or after school hours need to be accompanied by a teacher or staff member.

### Telephone Use

The church/school telephone number is (703) 892-4846. Teachers and students should not receive phone calls during class time except in an emergency. Messages for teachers during the school day will be forwarded to their voicemail. Students are only allowed use of the telephone when necessary, with permission from a teacher or one of the office staff.

## COMMUNICATION POLICY

Quality communication among everyone is essential to providing the best environment for educating young children. Communication is not just one way communication from the school. It also requires parents, students, and staff to be able to communicate their aspirations, concerns, and ideas. *To minimize the risk of miscommunication, there are some*

*basic principles we ask parents, staff, and students to follow.*

One of the best ways that parents can help their child succeed in school is to be involved with their education. This starts with timely, quality communication between you and your child's teacher. This policy acknowledges the need for stakeholders to communicate in a courteous and respectful manner at appropriate times with timely feedback.

**Miscommunication is usually the number one cause of conflict.** Check before you react. The vast majority of people are good people, and want the best for your child and others. Children often see things from their world and perspective. They often do not understand what leads up to a situation and might only communicate part of the story. Our school policy reminds us to follow the structure given to us in Matthew 18; go to the other person privately, do not make it a public matter. Most matters are resolved in this way. At times this method may seem too direct, but it is important to understand it is done out of love, respect, and dignity.

**Go to the staff member closest to the situation.** Speak first to the most appropriate person. Don't escalate (take the issue over that staff members head or behind their back) until you have **spoken** directly to them. Please do not discuss issues or people in the public arena, *including the use of social media*. We want to build community not break down others and their reputations.

**When to communicate can be a difficult issue.** At the beginning of the year when everything is "new" and fresh, people tend to avoid discussing issues. Generally speaking, if it is worrying you, don't wait. Talk to the staff member closest to the situation. We should not aim to solve all of our children's problems

for them, but a quiet word to the teacher can alert them to an issue before it gets too big. **Don't wait for parent-teacher conferences.** If you want to know how your child is progressing, make an appointment to see your child's teacher. The bigger the issue, the more time it takes to resolve. No matter who you see, make an appointment so the person is there and they can put aside enough time to deal with it thoroughly.

Don't try to sort out a problem between your child and another child at school by approaching a child. Speak to the parents privately. No parent has the right to approach a child from another family about a school incident.

**Don't speak on behalf of others.** Please speak on behalf of your needs only. Do not use phrases such as "other parents or others believe as I do." Speak for yourself only and bring it to the staff person closest to the situation. Supporting the school does not always mean agreement, but does require using the communication channels and processes that respect all members of the community. This will support and build up our community. Gossip is usually misinformed and never resolves issues.

### **Electronic Communication Policy**

The purpose of this policy is to clarify the school's position with regard to electronic communication between parents and staff.

Increasingly, parents and teachers are using email to communicate with each other. Email is often a convenient and helpful way to communicate with your child's teacher, but parents and teachers should follow the same guidelines as any other professional communication.

Please be aware teachers get many email messages daily. They will also be teaching

your child and have many other responsibilities during their day. He/She may not be able to respond immediately to your email. Some teachers do not have time to address email until well after school finishes and others will address email in the morning. Staff will check their emails daily on school days (or each day that they work). *Response time to email from a staff member will be within 48 hours of the initial contact, excluding holidays, weekends, or planned personal days off. (If it is an emergency please contact the staff member directly by phone or in person.)*

Some issues are too complex to resolve via email or can't be conveyed properly through email. In this case, either the parent or staff member should request a meeting to discuss. It can be difficult to determine when to do this. However, if the email becomes very lengthy or begins to cover multiple topics, it would be best to communicate concerns in person or via a phone call. *Complex or recurring issues should not be addressed via email but rather in person or via telephone.*

## **CURRICULUM**

### **Traditional Education and Progressive Education**

The curriculum of Our Savior Lutheran School is dedicated to providing each child with a comprehensive education—which balances teacher-centered approaches as well as student-centered approaches. Children in Pre-Kindergarten through 5<sup>th</sup> grades are taught in self-contained classroom environments with emphasis on the phonetic approach to reading, development of skills in writing, and mastery of basic mathematics fundamentals. Middle School students, grades 6-8, experience a departmentalized schedule. Classroom learning includes teacher-led lessons, discovery and hands-on learning, concept teaching, and cooperative learning teaching models.

The knowledge and skills that are fostered in the three R's of learning are done within the context of a fourth and more significant R, religion. Providing children with direction and purpose based on Christian faith and principles makes the effort of this school truly distinctive. Formal classes in science and social studies are also an important part of instruction at every grade level. Art and music activities are incorporated into the daily schedule as separate instructional time or integrated as part of the core subject areas. Provisions for physical education are made by each teacher as a part of the daily schedule in addition to recess opportunities.

The goal of instruction at Our Savior is to foster comprehensive growth in each child. This means each student is provided with opportunities and experiences to develop intellectually, psychologically, physically, socially, emotionally, and spiritually.

#### **Textbooks and Instructional Materials**

Textbooks are chosen as part of an ongoing annual review program. A schedule of replacement is followed but is adjusted depending on need and circumstances. Recommendations are made by the faculty based on their evaluation of the current program and an examination of available materials. The Board of Education is responsible for approving the faculty recommendation.

The texts that are used are purchased from major suppliers and publishers of instructional materials. A copy of "Integrating the Faith" appropriate to each grade level is provided to the teachers. It is a publication produced by Concordia Publishing House (an agency of the Lutheran Church – Missouri Synod) and is intended as a resource for integrating the Christian Faith in the areas that are commonly considered secular subjects. The religion curriculum materials published by Concordia provide the foundation for our formal religious program of instruction.

#### **Parental Inspection of Materials**

Parents may come to the school to review instructional materials used by the students.

#### **Our School Objectives**

*In Relationship to God:* Our Savior Lutheran School seeks to develop in its students:

- An acceptance of Jesus Christ as personal Savior from sin and its consequences, a trust in God's promise of forgiveness, and a willingness to grow in Christian life and behavior.
- A growing knowledge of the Holy Scripture as the Word of God, an increased ability to apply biblical principles to life situations, and a desire to live by God's instruction.
- A growing understanding of the ministry of the church and a willingness to serve God in the church as a member of Christ's body.

*In Relationship to Self:* Our Savior Lutheran School seeks to develop in its students:

- The knowledge, understanding, attitudes, and skills necessary for living in the world as God's child.
- The ability and willingness to care for and use their bodies in a responsible and God-pleasing manner.
- The social and emotional skills needed to live as responsible Christian citizens.

*In Relationship with Others:* Our Savior Lutheran School seeks to develop in its students:

- A recognition that all people are a part of God's creation, a respect for the rights of other, and an active concern for their welfare.
- A respect for parents and others in authority as representatives of God to insure a safe and orderly community and a willingness to actively strengthen our society.
- A willingness to show Christian concern for the spiritual and material welfare of all people by witnessing and engaging in projects of concern.

*In Relationship to Nature:* Our Savior Lutheran School seeks to develop in its students:

- An understanding that all things were created by God and still belong to Him.
- The knowledge, abilities, and attitudes needed to care for and use the gift of nature in a responsible, God-pleasing manner.

### **Our Fourth "R" – Religion**

The religious program at Our Savior is an important part of the day's activity. Since it is considered a part of each classroom's program all students are expected to participate. This program includes a prescribed course of Bible study or religion, devotions, memory work, weekly chapel, special "care" projects, and special programs.

#### Daily Devotions

Classes begin each day with a short devotion, which is a reminder that all people share in a special relationship with the Almighty God. Families are encouraged to reinforce the belief and practice of the Christian faith presented at school through regular family devotion times.

#### Memory Work

Students in all grades are given memory work each week. While this is often verses from the Bible, it may also be a related hymn, prayer, or other basic Bible fact. All students are expected to complete the memory assignments.

#### Weekly Chapel

Each Wednesday morning at 8:45 a.m. the entire school gathers in the church sanctuary for a children's worship service. Parents are welcome and are encouraged to attend. Other special services are scheduled throughout the year.

#### Mission Offerings

Each week the children are given special offering envelopes which are collected during the weekly chapel service. The entire amount

collected is then given to a charity or mission project as determined by the faculty and students. At certain times of the year, a special project (e.g. canned good collection at Thanksgiving) may replace the regular offering.

#### Church and Sunday School Attendance

One expression of our faith is regular attendance at church services and Sunday School classes. Parents are encouraged to attend the church of their choice and once again reinforce in their child's mind the importance of a meaningful relationship with the heavenly Father. If you do not have a church home, we invite you to participate in the many opportunities for worship at Our Savior. Sunday services are held at 8:15 and 11:00 a.m. Sunday School and Bible classes begin at 9:40 a.m. Church and Sunday School attendance will be recorded by the teacher each week. Because of the comprehensive concern about each child's development, attendance at church and Sunday School will be included on the quarterly report card.

#### Adult Information Class

At Our Savior Lutheran Church we are committed to growing Caring Connections in Christ. School families are invited to find out more about our church and its ministry. Pastor Fredericksen is available to meet with you personally to share information about the Lutheran church, our congregation and its school, and the Christian walk of discipleship.

#### **School Supplies**

Teachers make a list of items which students should bring to class, and this list will be provided to parents prior to the beginning of classes. Parents are asked to purchase these supplies as soon as possible for immediate use by the child.

## **DISCIPLINE**

The word “discipline” comes from the same root as “disciple” and best explains our objective in working with students. It is our aim to help each student follow the example of Christ who lovingly and willingly obeyed the heavenly Father. May God help both parents and teachers so that our students, too, may develop a habit of willing obedience.

Learning takes place best in an environment which is orderly and respectful of the rights of others. The goals of discipline at Our Savior are as follows:

- Provide an atmosphere of order, stability, and concern for the well-being of each individual.
- Promote the development of personal Christian qualities that are necessary for a healthy, positive self-image.
- Foster a sense of responsibility and self-control that leads to good work habits and meaningful academic accomplishment.
- Bring about an understanding and respect for the rights and needs of others.

### **Student Behavior Expectations**

- An attitude of cooperation and respect for all teachers and others in authority.
- Pay close attention to teachers during instructional activities. Classroom distractions and disruptions are not acceptable.
- Students have their books and materials ready when class begins.
- Completion of assignments when due and participation in classroom learning activities.
- Support and consideration for the rights and well-being of other students. This includes respect for each other’s personal space and keeping one’s hands to oneself.
- Respect for and proper use and care of school property, equipment and facilities.
- Demonstration of God pleasing language and actions in verbal and non-verbal

communications.

- Running or loud talking is not permitted inside the buildings.
- Gum chewing in school or on church and school property is not permitted.
- Students are not to bring electronic devices to school.
- Students are also not to bring games or toys unless permission is given by a teacher.

### **Discipline Procedures**

Every attempt is made to maintain Christian discipline at all times, and teachers will make every effort to treat all children fairly and in accordance with God’s Word.

Individual teachers will employ classroom procedures to promote good behavior and deal with undesirable attitudes or behaviors. To that end, such things as warnings, time outs, parent notices, telephone calls, detentions, conferences, and trips to the principal’s office may be used.

The parent notice is intended to inform parents of inappropriate behavior. Parents are asked to discuss any behavior infraction with their child, sign a copy of the notice, and have the child return it to the teacher the next school day.

### **Types of Minor Offenses**

- Interruption/disruption of the group
- Failure to perform assigned tasks
- Disrespecting any individual
- Inappropriate language
- Disturbance of another’s property
- Repeated dress code violations

*Consequences:* If a child is sent to the principal’s office twice in one day for disciplinary reasons, parents will be asked to come and take the child home for the remainder of the day. Age appropriate notices will be sent home for unacceptable behaviors that continue to disrupt class. Any accumulation of parent notifications for minor

offenses in one quarter will call for a conference between the parents, teacher, and principal to discuss further consequences.

### **Types of Major Offenses**

- Fighting
- Profanity
- Damaging school property
- Defiance of authority
- Repeated minor offenses
- Harassment

*Consequences:* Major offenses will be handled with the following actions:

- Student is sent to the principal along with a written report. A copy of this note will also be sent home to the parent.
- Student is sent to the principal and parents are notified by phone. A conference time with the teacher, parent, and principal will be scheduled.
- Student is sent to the principal and parents are immediately notified by phone. Student is immediately suspended for one day and parents must arrange for immediate removal.

### **Detentions**

Detention is viewed as an effective consequence for inappropriate behavior. Students and parents in grades 6-8 will be notified in advance of an assigned detention period which generally will be held from 3:05-4:00 PM. Students are expected to serve the entire time and to complete work assigned during the detention period.

### **Repeated Offenses and Consequences**

In the event that the preceding measures do not bring about a satisfactory behavioral change, the matter will be referred to the Board of Education for further action.

### **Suspension and Expulsion**

A child will be automatically suspended (temporarily debarred) or expelled (permanently debarred) from school for:

- any extremely severe behavior which endangers, threatens, or causes bodily harm to self or others.
- the physical striking of a student or teacher with the intent to hurt or intimidate.
- the use and/or possession of alcohol, tobacco, legal or illegal drugs, or drug paraphernalia on school property or at school activities.
- the possession of knives, firearms, or non-statutory weapons

Following each occurrence and prior to the student returning to school, a consultation will occur with the teacher, principal, parents, and Board of Education (Board participation will be as deemed necessary by the principal).

All schoolwork during the time of suspension must be completed satisfactorily. The amount of partial credit will be given at the discretion of the classroom teacher and principal. All school fees are in effect and will be required to be paid during the time of the suspension.

## **STUDENT HARASSMENT POLICY - Bullying, Harassment, and Hazing**

Our Savior Lutheran School is committed to creating a safe, caring, respectful learning environment for all students. We follow the Arlington Public Schools student harassment policy for consistency in handling these three sensitive, inappropriate behaviors.

### **Bullying and Harassment**

Bullying or harassment of students, including bullying or harassment based on an actual or perceived characteristic, such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity and expression; or mental, physical or sensory disability is strictly prohibited and will not be tolerated. Bullying is defined as “any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or



aggressors and victim; and is repeated over time or causes severe emotional trauma.” Bullying includes cyberbullying. Harassment is defined as “intimidation or abusive behavior toward a student that creates a hostile environment by interfering with or denying a student’s participation in, or receipt of, benefits, services, or opportunities.” Harassment may include “verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.” Students who engage in bullying or harassing behaviors will be subject to disciplinary action.

**“Student-Safety-Bullying/Harassment Prevention”** applies to school buildings; school grounds; and school-sponsored social events. Students who experience bullying or harassment should tell an adult so that the matter is addressed immediately. Students who believe that they have been the victim of bullying or harassment have the right to file a complaint by talking to school staff. School staff will investigate the matter immediately by collecting information such as the date of the incident, place, witness names and other information about the incident. Parents/guardians of the victims of bullying or harassment and the alleged bully or harasser will be notified within two days of the incident. The confidentiality of all parties will be protected to the extent possible. In addition to disciplinary actions, school staff will offer assistance to students who bully or harass others, including, as appropriate, a behavior intervention plan.

*Procedure for Handling Bullying/Harassment*

- The student or parent reports the incident to the teacher or principal. If it is reported to the teacher, he or she will inform the principal immediately. Privacy of all parties

involved will be maintained as much as possible.

- The principal (and pastor, if additional support is needed) will begin the investigation process.

## **DRESS CODE**

Students attending Our Savior dress for school following the "Our Savior Lutheran School Standard Dress and Neatness Codes". These codes are reviewed annually by the faculty and approved by the Board of Education.

### **Standard of Dress Enforcement**

- Parental help in maintaining a dress code standard is appreciated and works best when everyone follows the guidelines. Questions pertaining to acceptable clothing items or styles, should be directed to the office or a teacher prior to purchasing or wearing.
- Parents will be notified if a child is not in compliance with the dress code. Excessive or repeated violations will be considered a behavioral issue that will initiate further disciplinary action.

### **Special "No Uniform Days"**

The principal and/or teachers will provide guidelines for appropriate dress on special ‘no uniform days’.

### **Spirit Wear**

Students will be permitted to wear any blue, black, white, or gray OSLS top with dress code appropriate bottoms. There is an online store where school spirit wear may be purchased. The store can be found using the link on the school website at [www.osvaschool.org](http://www.osvaschool.org).

### **Standard of Dress Guidelines**

#### Girls Kindergarten-8th Grade

- Shirts: any solid color - short or long sleeve, 2 or 3-button cotton polos, buttoned down

- collared oxfords, or Peter Pan collared blouses – **only school logos**
- Turtlenecks (cotton): any solid color - **no ribbed knit or sweater styles**
- Polo Dresses: any solid color
- Skirts and Jumpers (twill, cotton, or corduroy): navy blue or khaki
- Long Pants Uniform Style (twill, cotton, or corduroy): navy blue or khaki - **Slit and slash pockets only, straight legged, no patch pockets and no cargo style or denim material**
- Dress Shorts and Skorts Uniform Style (twill, cotton, or corduroy): navy blue or khaki **Slit and slash pockets only, no patch pockets and no cargo style or denim material**
- Belts (4<sup>th</sup> -8<sup>th</sup> grade required): solid colors in black, shades of brown, or navy blue
- Sweaters (v-neck, crew neck, cardigan, or vests): any solid color – **no zippers or hoods**
- Sweatshirts (crew neck style): any solid color or an Our Savior Lutheran School sweatshirt – a code compliant turtleneck, oxford, or polo shirt must be worn underneath – **no hoods or zippers**
- Socks must be worn (any style): any color
- Tights (footed): any color – **no leggings**
- Shoes (closed-toe): completely enclose the foot, flat with non-skid or rubber sole (e.g. tennis shoes or Mary Jane style) – **no wheels or lights**
- Boots: acceptable for outside wear only

#### Boys Kindergarten-8th Grade

- Shirts: any solid color - short or long sleeve, 2 or 3-button cotton polos, buttoned down collared oxfords – **only school logos**
- Turtlenecks (cotton): any solid color - **no ribbed knit or sweater styles**
- Long Pants Uniform Style (twill, cotton, or corduroy): navy blue or khaki - **Slit and slash pockets only, straight legged, no patch pockets and no cargo style or denim material**

- Shorts Uniform Style (twill, cotton, or corduroy): navy blue or khaki - **Slit and slash pockets only, no patch pockets and no cargo style or denim material**
- Belts (4<sup>th</sup> -8<sup>th</sup> grade required): solid colors in black, shades of brown, or navy blue
- Sweaters (v-neck, crew neck, cardigan, or vests): any solid color – no zippers or hoods
- Sweatshirts (crew neck style): any solid color or an Our Savior Lutheran School sweatshirt – a code compliant turtleneck, oxford, or polo shirt must be worn underneath – **no hoods or zippers**
- Socks must be worn (any style): any color
- Shoes (closed-toe): completely enclose the foot, flat with non-skid or rubber sole (e.g. tennis shoes or loafers) – **no wheels or lights**
- Boots: acceptable for outside wear only

#### Pre-Kindergarten Dress Code

- Students should wear uniform compliant shirts with appropriate bottoms that he or she can easily and independently manipulate (students should be able to use the bathroom independently).
  - Students may wear the full uniform as long as it doesn't hinder independence in the bathroom
  - Shirts: any solid color - short or long sleeve, 2 or 3-button cotton polos, buttoned down collared oxfords, or Peter Pan collared blouses – **only school logos**
  - Turtlenecks (cotton): any solid color - **no ribbed knit or sweater styles**
  - Shoes (closed-toe): completely enclose the foot, flat with non-skid or rubber sole (e.g. tennis shoes or Mary Jane style) – **no wheels or lights**
  - Boots: acceptable for outside wear only
  - Socks must be worn (any style): any color

- Students may wear the full uniform as long as it doesn't hinder independence in the bathroom.

### **Neatness Code**

In conjunction with our Standard Dress Code, we ask all students to follow this Neatness Code.

- Clothing should be in good condition, not torn and no cut offs
- Clothing should be appropriately sized for the individual
- Clothing should be modest, not tight fitting
- Shirts are to be tucked in.
- Long sleeve shirts are not to be worn under short sleeve shirts.
- Pants must be worn at correct waist level and not be excessively long or short.
- Skirts, shorts, skorts, or jumper lengths must be fingertip length.
- Shorts are not to be below knee level.
- Shorts should not show below dresses, skirts, or jumpers.
- Sweaters and Sweatshirts worn in the classroom should not have a hood or zipper.
- No footwear with wheels or lights permitted.
- Students are expected to be dressed appropriately for weather conditions. Coats are not to be worn in the classroom.
- Hats, visors, scarves, sweat bands, and bandanas are not to be worn inside.
- No make-up of any kind is permitted.
- Hairstyles, hair accessories, and jewelry must not distract or interfere with the learning atmosphere.
- Visible tattoos or other such markings, whether temporary or permanent, are not permitted.

### **School Uniform Closet**

Our Savior has a school uniform closet across the hall from the office. It is overflowing with clothing items of all sizes – some are new with tags! Items are nominally charged. You may also donate your child's clothing to the closet.

### **ENROLLMENT**

#### **Equality of Education Statements**

Our Savior Lutheran School admits students of any race, color, national origin, sex, religion, age or disability 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, sex, age, handicap, or national or ethnic origin in the administration of its educational or admission policies, scholarship, and other school administered programs. It should be noted, however, that the school reserves the right to deny admission to any child whose special needs cannot be met by its staff.

Inquiries regarding compliance with equal education opportunity shall be directed to the Board of Education.

#### **Admissions Process**

Parents who wish to enroll a child are expected to complete an admission application form. Admission packets are available at the school office or online at [osva.org](http://osva.org). The application form should be returned to the school along with the designated registration fee. If a child is not accepted as a student, the registration fee will be refunded in full. All applications received will be reviewed by the principal prior to acceptance. An interview with the principal may be requested prior to final acceptance. As part of the admissions process, the school reserves the right to conduct a placement evaluation. In certain circumstances the Board of Education may wish to meet with the parents and the student. The first quarter of a student's enrollment may be used as a probationary period for new students.

### **Admission Information for Pre-K/Kindergarten**

The Commonwealth of Virginia determines age eligibility for children entering Pre-K/Kindergarten and First Grade. The Virginia mandate currently requires that children entering Pre-K be 4 years old, Kindergarteners be 5 years old, and children entering 1st grade be 6 years old by September 30. In accordance with the current practice of Arlington County, no exceptions to this policy will be considered.

Children entering Pre-K should be toilet trained, able to use the bathroom independently, and complete accompanying hygiene tasks.

### **Admission Information for Grades One to Eight**

Parents who are applying for their child's admittance into grades one to eight are required to bring a copy of the child's most recent report card and most recent testing results. Past academic information, along with the student assessment, will determine acceptance and placement in the school. As a part of the registration process, parents are asked to complete a Records Release Form which requests the transfer of a child's educational records from the previous school.

### **Needed Forms for Enrollment**

Once a child is accepted as a student, the following items must be made available.

1. A copy of the child's legal birth certificate
2. Certified immunization record which includes required booster shots.
3. School Entrance Physical Examination Certification - Arlington County requires that every child entering school in the county for the first time, kindergarten and transfers, must have a physical exam completed.

Forms for this medical examination are available in the school office or the doctor's office and should be completed and returned prior to beginning attendance.

The school is required by law to exclude any student not in compliance with local medical and health regulations. (NOTE: Exclusion will not exempt a family from tuition payments.)

### **Class Size**

In an effort to provide quality education, the Board of Education has recommended a limit of no more than 25 students for any single classroom. The Pre-K classroom maximum is 12 students. In addition, the county of Arlington also restricts the total enrollment of the school to 180 students.

When a total of 20 applications is received for a class, further applications are accepted on a conditional basis and a waiting list is established. For applicants on such a waiting list, families having more than one child enrolled and children enrolled for the full year will be given the highest priority consideration (unless tuition payment for the full year is paid). Notification concerning availability for enrollment will be made at the earliest possible date but no later than ten days before the beginning of school.

## **EXTENDED DAY CARE**

### **Hours**

Supervised care before and after school is available from 7:00 - 8:15 each morning and from 3:05 - 6:00 each afternoon for students in Pre-K-8. This service is provided on a daily, monthly, part time or emergency basis. Arrangements must be made through the school office or with the program supervisor in advance. Fees are determined annually by the Board of Education. The fee schedule and day care application are available from the office. This service is available only to students who are enrolled in Our Savior Lutheran School.

## **Fees**

While the extended day care program compliments the regular school program, it is considered from a budget standpoint as separate and self-supporting. For this reason payments for extended day care should be separated from school tuition payments and should be sent promptly at the beginning of each month. A fee schedule is set annually by the Board of Education and is included as part of the registration packet. Additional copies are available in the school office.

## **Policies**

A complete "Extended Day Care Guidelines and Policies for Parents" is found in the Extended Day Handbook.

## **FINANCE & TUITION**

### **General Financial Information**

Since the school is considered a part of the mission and ministry of Our Savior Lutheran Church, the school is not run or financed as a profit-making enterprise. Except for a minor milk subsidy received from the United States Department of Agriculture (USDA) and an allotment from Chapter VI for educational materials, Our Savior Lutheran School receives no federal or state assistance nor is it endowed or supported by any organization other than Our Savior Lutheran Church. A part of the school's operating expenses is raised through tuition and registration fees. Charges made to families pay for educational materials that are used by the students and help defray the expense of teachers' salaries. The remainder of the school's operating expenses is raised through the contributions offered by members of Our Savior Lutheran Church. The commitment of the congregation as well as the efforts of the Parent-Teacher League make the continued operation of the school possible.

### **Financial Support by Congregation Members**

The operation of a Christian day school is a bold and courageous venture for Our Savior Lutheran Church. The cost is borne by the entire congregation through their regular contributions and by tuition.

### **Delinquent Accounts**

Because the church and school are operating under a fixed budget, the following policy on delinquent tuition will be enforced as follows:

*Families will have two months to bring their accounts up to date if they fall behind in tuition payments. After the end of those two months, the school will have cause to terminate enrollment, and families will receive a termination letter from the Board of Education. If there are extenuating circumstances, parents will have the opportunity to meet with the principal and a representative from the Board of Education to make payment arrangements. Failure to meet with the principal and the representative of the Board of Education will result in termination of enrollment.*

Report cards and records will be held at the year's end until an outstanding balance is paid. At the end of the school year, any unpaid balance will be cause for denial of a student's readmission.

### **Hardship**

The Board of Education recommends that families who experience sudden severe need or long-term financial difficulties – or the threat of such – contact the principal immediately. The principal, in turn, will contact the Tuition Assistance Committee for individual requests.

The review of any hardship case will be considered on a strictly confidential, no-name basis by the Tuition Assistance Committee. Each case is reviewed separately and thoroughly in accordance with criteria established by the Committee.

Limited tuition assistance is available through

the school and church for qualifying families. Any family needing special tuition consideration or assistance must apply by a May deadline for the following academic year. Forms for Tuition Assistance are available upon request from the school office.

A Tuition Assistance Committee will consider each complete application with all related documentation in relation to criteria established by the Board of Education. Each applicant will be notified in writing of assistance granted by the end of June.

### **Late Enrollments/Early Withdrawals**

Tuition payments are divided into 11 monthly payments for the sake of bookkeeping and payment convenience. "Monthly" payments do not cover the actual days in a month. In the case of a student starting after the school year has begun or withdrawing before the school year has ended, tuition will be calculated based on actual days in attendance. This will result in different monthly payment amounts in the case of late enrollment. For early withdrawals this may mean an additional payment owed to cover days in attendance.

### **Registration Fee**

A non-refundable registration fee applies to all registering new and returning students and is due at the time of registration. This fee expresses a commitment on the part of the family and holds the child's place on the roster. It is added with tuition monies to pay for the operational costs of the school's programs and needs, such as standardized testing, instructional materials, textbooks, workbooks, insurance, and classroom supplies.

### **Tuition Fees**

Tuition will be paid in eleven monthly installments (August through June) through the use of automatic bank withdrawals. Families have the option to pay the annual tuition in full by August 1st and receive a 5% discount. The first tuition payment is due on August 1<sup>st</sup> preceding the academic year of

registration. If there are circumstances where a family cannot use the automatic bank withdrawal payment system, then alternative arrangements may be made upon approval of the Board of Education. In such circumstances, the following rules will apply:

- Payments will be due on the first of the month (August through June). Payments not received by the fifth day of the month will be considered delinquent and a late fee of \$45 will be charged.
- A return check fee of \$25 will be charged to you when a bank returns a check to us. Returned checks are the responsibility of parents and will not be resubmitted by the school office without direct request. If two checks are returned during the course of the school year, the remaining payments must be paid by cash, certified check, or money order. Failure to repay tuition and the returned check fee within 4 weeks of notification will be cause for removal of the student from our school rolls.

## **FOOD**

### **Lunches**

Children are to bring their lunches. Please pack a healthy, nutritious lunch in accordance with your child's appetite so that food is not wasted. Also keep in mind that since there is no refrigeration, you should pack food that is safe to keep and eat at room temperature. Make sure that your child's lunch container is identified on the outside. **No microwaving of lunches will be allowed.**

### **Beverages**

While carbonated beverages are not allowed at school, children may bring fruit juices or other nutritious drinks for lunch only. Refrigeration for drinks is not available.

### Hot Lunch

A hot lunch is served once a week by parent volunteers. The menu for Friday lunches varies and is suggested by a parent coordinator. The menu and cost per lunch is announced ahead of time in the school newsletter. Any prepared lunch is optional for all students.

### Snacks

Snack breaks will be held at the discretion of the classroom teacher.

### Birthday Treats

If a parent wishes to provide a special treat (**no candy**) for any class in celebration of a birthday, **they should consult with their child's teacher in advance**. A treat acknowledges the special day but is NOT to be considered a birthday party.

## THE GEORGE WASHINGTON UNIVERSITY PARTNERSHIP

It is a privilege for GW's Elementary Education Program to partner with Our Savior Lutheran School, a partnership formally established in 2011. GW's Graduate School of Education and Human Development offers a one-year master's degree elementary education program that provides elementary licensure to teach in grades 1-6.

One of the initial clinical experiences in GW's program is the *practicum*: a pre-service teacher candidate's experience that provides an opportunity for candidates to begin examining their role as teachers in a 1-on-1 tutoring experience with an elementary student. Both teacher and learner work together to identify preferred teaching styles and learning modalities. The primary practicum objective is to establish a teaching-learning relationship through planned activities from the child's teacher or ones suggested by the program's course instructor. These planned activities may involve teaching a skill, reviewing school work or homework,

or sharing an experience such as reading a book together.

The duration of this practicum lasts three weeks in May-June until the end of Our Savior's school year for a total of eight sessions. GW teacher candidates meet with their students from 1:30 - 3:00 p.m. and then with their assigned teachers from 3:00 - 3:30 p.m. for the session follow-up. The teacher candidates keep journals for the sessions and write a brief summary reflection of insights and perspectives at the end of the practicum. These written assignments are shared with the child's teacher and with the school principal.

## GRIEVANCE

### Conflict Resolution

In conflict situations, persons involved should take steps to resolve the problem by following our Lord's direction as found in Matthew 18:15-17. The goal of these steps is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ:

- Speak to the person with whom you have a conflict.
- If there is no resolution, take another individual and go back to the individual concerned. If there is still no resolution, take the matter up with the appropriate board and/or the administration.

## HEALTH

### Immunization Policy

As required by Section 22.1-270 of the Code of Virginia, prior to beginning classes at OSLS, each student must receive the recommended immunizations set forth on the Commonwealth of Virginia School Entrance Health Form and turn in to the school office a completed Health Form signed by a medical provider or Health Department official listing the dates of such immunizations. *Because of the potential health risks that may be posed to other students from classmates that have not received the proper immunizations, any*

*requests for an exception to this policy must be presented, in writing, to the Board of Education prior to the start of classes.* The Board of Education will determine whether to grant such an exception in its sole and absolute discretion.

### **Health Requirements**

1. In accordance with Virginia law and the requirements of Arlington County: Pre-Kindergarten,

Kindergarten, and students entering school in Arlington County for the first time are required to

provide:

- Evidence of a physical examination within 12 months prior to entering school.
- Current immunization records

2. Students entering 7th grade (both new and returning)

- These students must have documentation of receiving a Tdap booster (three diphtheria, Tetanus, pertussis, meningococcal ACWY and HPV vaccine
- The current law allows a parent to opt-out of the HPV requirement. Consult your doctor on what would be the best for your child.

3. If the required medical information is not provided, a child must be excluded from class until it is received. The necessary forms are available at the school office or on the website.

4. During each school year, vision and hearing tests are administered. Parents are notified of the results of the testing only if the child's response indicates there is need for further attention.

### **Emergencies**

The school is only authorized to provide basic first-aid in cases of accidents. If the action needed might require more than simple first-aid, it is the policy of the school to contact the

parent for consultation. In case of a serious injury, parents will be notified immediately; and the school will take the necessary action to insure the comfort and safety of the injured child. Emergency action may require requesting an ambulance so the child can be cared for by trained medical personnel.

### **Emergency Contact Information**

At the beginning of each year, an emergency card information must be filled out for each student. Since parents need to be present to authorize medical treatment, it is imperative that current emergency numbers be maintained in the school office. In addition, parents are to keep their family contact information up-to-date on Fast Direct (the school's communication & information system).

### **Illness**

Children with symptoms of illness, (fever, headache, sore throat, etc.) should remain at home. It is recommended that children not return to school for 24 hours after recording a normal temperature without the aid of fever reducing medication. This is to benefit the sick child as well as the healthy students at school. If a child becomes ill while at school, a parent will be called and requested to take the child home.

### **Medication**

The dispensing of medication to students by school personnel is highly discouraged. If a child requires daily medication, every effort should be made to adjust the dosage schedule so that it will not be necessary to take medicine during school hours. The school is not responsible for dispensing medication at specific times. The parent is responsible for informing the child of the exact time when the medicine should be taken, and the child should know when to come to the office. The school will make every possible effort to assist the child and parent. A parent may call the office at the given time to insure that the child did



remember. Should it be necessary for the school to administer medication, it will only be administered by the principal's designee who is authorized to do so and under the following conditions:

1. Short term administration (Prescription and over the counter medications needed for 10 days

or less) - For children still receiving medicine when they return to school after an acute illness, medicine must be sent to the school office in a pharmacy labeled container which will be kept by school personnel. A Written Medication Consent Form (available from the office) must be completed by a parent and the Health Care Provider (as needed) before any medication will be given.

2. Long term administration and "As Needed" Medications (i.e. Inhaler, Epi-Pen) - For children receiving medicine on a long term basis, A Written Medication Consent Form (available from the office and on our website) must be completed by a parent and the Health Care Provider before any medication will be given.

3. Non-Prescription medications (i.e. Tylenol, cough drops, cough syrup, etc.) are not kept on hand at school and may not be sent in with your child. Should your child require such medication, you will be asked to come to school to administer it to your child.

## **NONDISCRIMINATION POLICIES**

### **Notice of Nondiscriminatory Policy As To Students**

Our Savior Lutheran School admits students of any race, color, 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and

load programs, and athletic and other school-administered programs.

## **PHOTO RELEASE POLICY**

Our Savior Lutheran School will ask for consent to use photos of students in its educational and promotional materials in print or electronic formats to share with the community the life and ministry happenings of Our Savior. Photos used will not include any student specific identifying information.

## **PLAYGROUND USE**

### **Children are not permitted:**

- To jump from, stand on or twist the swings.
- To climb the poles of the swings or tether ball.
- To sit on top of the climbing apparatus.
- To kick or throw rocks or mulch.
- To leave the playground without permission.
- To draw on the brick walls or wooden fence with chalk or anything else.
- To kick or throw balls against the area of the overhang and window of the gym wall or against the gym wall covered with aluminum siding.
- To interfere with established games others are playing.
- To abuse God's creation in any way.
- To misuse equipment – use it for reasons other than its intended use.
- To go outside of set boundaries determined by teachers. Children play only within eyesight of adult supervision.

### **Care of Playground Equipment**

- Return playground balls and equipment to the cart by placing the items on the cart-not throwing them. Double check to be sure nothing is left out on the playground.

- Students responsible for any broken or stray equipment should report it to a teacher on duty right away.
- Be mindful of being good neighbors – keep balls and equipment from going over the fences.

### **Entering and Exiting the Playground Areas**

- Children should walk to and from the playground area using sidewalks when sidewalks are available. No cutting corners – we want to keep our corners green.
- Remember to use the wooden steps and stay off retaining walls.
- Children should line up before returning to the classroom area. A teacher will lead the class back to the classroom.

### **PUBLIC DISCLOSURE STATEMENT**

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

#### **Religious Exemption**

In compliance with the Code of Virginia, Section 63.2-1716, Our Savior Lutheran's Pre-K and Extended Day program is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

#### **Qualifications of Personnel**

**Pre-K Lead Teacher-** must hold a college degree in education and be CPR/First Aid certified

**Pre-K Aide-** must be 21 years of age and hold a high school diploma, have supervisory experience, and be CPR/First Aid certified

**Extended Day Director-** must be 21 years of age or older, hold a college degree in a child related field, have programmatic experience in the group care of children, have supervisory experience, and be CPR/First Aid certified

**Extended Day Staff-** must be 18 years of age or older and be CPR/First Aid certified

#### **Description of Facilities**

Our Savior Lutheran Pre-K and Extended Program is located at:

**901 S Taylor St.  
Arlington, VA 22204**

The Pre-K and Extended Day program are in the lower level of the larger church building.

- The programs will use 5 rooms. These include the fellowship hall, Pre-K classroom, the seminar room, the gym lobby, and the gym.
- The kitchen facilities are available for storage of snacks.
- Play equipment consists of balls, tricycles, sitting 4 wheel scooters, jump ropes, 2 outdoor playgrounds, 1 indoor and 2 outdoor basketball hoops, and 1 set of 4 swings.

#### **Enrollment**

The maximum number of children enrolled in Pre-K is 12.

The maximum number of children enrolled in the Extended Day Program is 50.

#### **Food Service**

In the Pre-K program each child will provide their own snack.

The Extended Day program will provide an afternoon snack.

#### **Health Requirements for Staff**

Staff employed in the Our Savior Lutheran Pre-K and Extended Day program MUST be

certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file.

### **Public Liability Insurance**

Our Savior Lutheran Pre-K and Extended Day program is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the program as a result of negligence.

## **RECORDS**

### **Privacy Policy**

It is the policy of Our Savior Lutheran School to release non-financial student information to custodial parents and other individuals designated by those parents. For purposes of this policy, "custodial parents" include biological or adoptive parents with whom the child resides, as well as stepparents or legal guardians who have physical custody and with whom the child resides.

In matters concerning financial information, non-custodial parents who provide legal documentation (a settlement agreement or court order) that states they contribute to the financial support of the child will be given financial information upon request.

In matters of divorced or separated parents, the custodial parent should provide legal documentation of custody and what arrangements have been made with the non-custodial parent.

### **Content**

Each child will have a cumulative record on file in the school office including the following items:

- Application for admission
- School entrance physical examination and immunization certification
- Standardized test results
- Report card information
- Transcripts from other schools

- Official information: teacher comments and observations
- Correspondence between teachers and parents

### **Student Personal Records Access**

The Principal must approve all requests for access to student records. Student records must remain in the school building at all times.

### **Student Directory Information**

Student directory information is designed to be used internally within the school community. This information is accessible through *Fast Direct*. Parents may select within their account on *Fast Direct* what and if any information they would like made available in the directory.

## **SAFETY & SECURITY**

### **Asbestos**

Our Savior has submitted an approved asbestos plan with the State of Virginia in accordance with the requirements included in the asbestos Hazard Emergency Response Act of 1986. As part of this plan, an inspection was conducted in March 2002 by Engineering Consulting Services, LT. Chantilly, VA. A limited amount of non-friable asbestos was identified. The existing materials do not present a health threat and are monitored as a part of the current management plan. A copy of the inspection and management plan is available for review in the school office. ***In July 2016 asbestos abatement was done on Our Savior's property to remove all previously identified asbestos containing materials.***

### **Background Checks**

Background checks of all school faculty and staff as required by the state of Virginia. All those who plan to volunteer throughout the year will be required to have a background check through Our Savior Lutheran School.

### **Emergency Cancellations or Dismissals**

In the event of inclement weather, Our Savior Lutheran School follows the Arlington County Public Schools (APS) school closure. Teachers will be notified through a Fast Direct text message and/or e-mail. Parents may listen for closure of Arlington County Public Schools; they will also receive a FDBroadcast through Fast Direct and a Constant Contact e-mail. School closure will also be posted on the [osva.org](http://osva.org) website.

### **Emergency Early Dismissal**

Should early dismissal from school be necessary, all parents will be notified through FDBroadcast. Extended Day Care will not be available.

### **Two-Hour Delay to Start of School**

When Arlington County Public Schools calls a two-hour delay, both Extended Day Care and school will begin two hours late.

### **Fire/Emergency Drills**

Fire and other emergency drills are conducted throughout the school year for the purpose of teaching students what to do in case of a fire or any other emergency situation.

### **Inclement Weather – Outdoor Play Policy**

When the temperature or wind chill factor is 20° F or below, students will have indoor recess. When the temperature is between 20°F and 32°F, it will be the teacher's discretion as to whether there will be indoor recess or inclement weather drop-off and pick-up. Inclement weather drop-off and pick-up has a car line that circles the parking lot and has students enter and leave the school building through the front doors.

### **Inspections**

Regular inspections of the school facility are conducted by the Fire Department, the Health Department, and the Office of Social Services

as part of the ongoing licensing process for the school and daycare.

### **Keys, Fobs, and Access Codes**

School faculty and staff will be issued keys, key fobs, and/or a security code to enter the building and areas within the campus. If someone other than a faculty or staff member needs access to the building, through the office he or she should schedule a time for temporary access to the building.

### **Lead**

Lead is a potentially hazardous material and concern has been expressed about contamination of school water supplies by various types of dispensers and coolers. A sample of the drinking water at Our Savior was taken by the Arlington Health Department during a routine building inspection in the fall of 1989. The results of the tests that were done indicate no evidence of lead contamination.

### **Student Release & Attendance Verification**

If a student has a court custody arrangement, a copy of this arrangement can be found in the school office. Only an individual identified by the court will be allowed to be remove the student from the school campus. No student is to be released to the custody of any person who is not recognized by the teachers, school secretary, or principal as the child's legal guardian or a person designated by the legal guardian to pick up the child.

### **TECHNOLOGY USE**

Our Savior Lutheran School provides devices and the Internet for educational use. Please consult with your classroom teacher if you have any questions.

## **TRANSPORTATION**

### **Arrival & Departure to and from School**

#### Car Line Procedure for Kindergarten – Grade 8:

For safety reasons, parents who drive students to and from school are asked to

- drop children off on South Taylor Street in front of the school.
- avoid having children cross the street or the driveways.
- have children use the walkways.
- use the parking lot only when there is a need to enter the building.
- enter the south driveway and proceed to the parking area behind the church for afternoon pick-up.
- refrain from backing onto Taylor Street.
- refrain from parking in front of the church or school during pick-up.
- refrain from making U-turns in front of the school.

Pre-K Drop-off and Pick-up: Parents are asked to

- pull into the parking lot on the south side of the church where they may park in the coned off area.
- walk their child to class and sign in.
- pull in and park in order to walk in and sign out their child.
- use great caution pulling out onto Taylor Street.

#### Inclement Weather Procedures

- Arrival – The one way drive around the church will be open so cars may drive around to the main entrance to drop off students.
- Dismissal – Cars enter the parking lot the usual way, but students remain in the building and are loaded into cars as they pull up to the main entrance.

#### Walkers

- Notify the office in writing of walking plans
- Notify the office in writing of any change of plans for transportation.

### **Changes to Transportation Plans**

If for any reason your usual plans change for picking up your child or if your child is going home with another student, please send a note detailing your change of plans. It is also helpful to send in a note to inform the teacher should you need to pick up your child prior to dismissal time.

### **Parent Transport of Students to School Activities**

#### Driver Responsibility

All persons transporting children, other than their own, to any school-related activity must comply with the following:

- Be at least 21 years of age
- Agree to require all passengers to use a seat belt
- Agree to comply with all traffic laws
- Agree to receive no reimbursement of expenses from Our Savior for driving to or from a school-sponsored event
- Agree to not make any location stops other than those planned by the teacher (e.g. restaurants, gas stations, grocery stores, etc.)

A completed Driver Verification Form must include the following information:

- Current driver's license information for the driver who will be transporting students
- The driver's signature
- Name of current insurance company that hold the policy for the vehicle being used to transport students
- Vehicle make and model
- Signature of vehicle's owner

## **VOLUNTEERS**

### **Philosophy of Volunteer Help**

- We ask for the help of volunteers so we can give more attention to individual students. A larger number of adults working together to conduct our school program means that individual students can receive a larger measure of individual attention.

- We ask for the help of volunteers because volunteerism provides a means by which parents and others can participate in the education of our students. Our school program is strengthened by such a partnership; and children benefit, as well.
- We ask for the help of volunteers because volunteerism provides opportunities for individuals to use their God-given talents to help others. Those who benefit from volunteer help will come to understand the blessings God showers upon them through the loving, generous efforts of others.
- We ask for the help of volunteers because relationships are strengthened as school faculty, staff, and volunteers work together. Our hope and prayer is that our volunteers and Our Savior employees learn to know and understand one another better.
- We ask for the assistance of volunteers because their support helps our ministry grow. Our hope and prayer is that our volunteers will gain a greater understanding of and a greater appreciation for the objectives of our school.

### **Volunteer Confidentiality**

Volunteer school helpers often have opportunity to observe interaction among students, among teachers, or between teachers and students. They are sometimes party to privileged information which needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from professional staff, not from the volunteer. It is also a breach of ethics to discuss confidential school situations with other parents.

### **Parent Participation**

There are many opportunities for parental involvement at Our Savior through direct and indirect support of the staff. The Parent Teacher League (PTL) serves as the vehicle for

organizing most volunteer activities, but teachers may also need specific help during the year.

It is important that all parents take an active part in the activities of the school. Quality learning is more likely when there is an interest and involvement in what is taking place. Children sense interest and commitment in parents, and it will affect their attitude in the classroom. Consider how you can be of help. Your ideas and your involvement are important.

### **Parent Teacher League (PTL)**

#### Membership

All parents are given a membership in the Parent Teacher League and are encouraged to participate in the activities offered by this parent group. A \$20 dues fee is requested for the 2023-2024 school year.

#### Jobs / Committees

The following is a partial list of jobs/committees that need your help and encouragement throughout the school year:

- Hot Lunch
- Library
- Hospitality
- Teacher Helper
- Field Trip Driver/Chaperon
- CPR (Classroom Parent Representative)
- Field Day Volunteer
- Graduation Reception
- Activity Coordinator
- Fall Carnival Helpers

#### PTL Fund Raising Events

The PTL sponsors fundraising events throughout the year to support and enrich the school program. All families are offered the opportunity to participate, but please note that no child or family is required to participate in the fund raising activities. We realize that circumstances exist that prevent children from

being able to participate.

## **WORSHIP**

### **Faculty & Staff Worship Life**

Each morning before school begins, the faculty and staff meet for a time of prayer and devotion

### **Student Worship Life**

- An important part of the Christian education that Our Savior offers to a child is the opportunity to participate in a rich worship life. A child is to become aware that his or her entire life should itself be an act of worship.
- Each school day includes devotions and opportunities for prayer.

### **Chapel**

K-8 students meet weekly for a formal worship service. A monthly mission emphasis helps make the child aware that God's work is not limited to our area. Members of the staff, local clergy, and other Lutheran church workers take turns leading chapel services.

### **School Christmas Program**

Each year, on a date agreed upon by the faculty, the children of the school prepare a Christian-based Christmas program. Students in grades K-8 are expected to participate in the program since numerous hours in the school day are dedicated to the preparation of this performance.