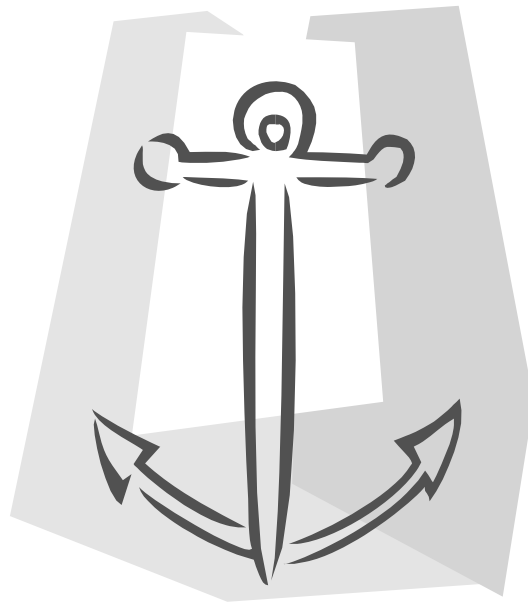


SCHOOL STUDENT-PARENT HANDBOOK

Anchored in Excellence



Centered on Christ

**Our Savior Lutheran
Austin, TX**

Revised February 2012

TABLE OF CONTENTS

MISSION STATEMENT	3
PHILOSOPHY	3
GOALS OF OUR SAVIOR LUTHERAN SCHOOL AND CHILDCARE.....	3
OBJECTIVES OF OUR SAVIOR LUTHERAN SCHOOL AND CHILDCARE	4
I. ORGANIZATION OF SCHOOL	5
II. ENROLLMENT PROCEDURES	5
II.A Non-Discriminatory Policy	5
II.B Age Requirements.....	5
II.C Enrollment Procedures.....	5
II.D Enrollment Forms	6
II.E Order of Admission.....	6
II.F Transfer Students – Grades K-5.....	6
II.G OSL’s Plan for Service to Students with Special Needs.....	6
II.H Physical Exam Requirements	7
II.I Vision/Hearing Screening.....	7
II.J Immunization Requirements.....	8
II.K Application and Registration Fee.....	8
II.L Tuition.....	9
II.L.1 Work Force Attendance Reporting Requirements.....	10
II.M Multi-child Discounts	10
II.N Student Financial Aid	10
II.O Withdrawing Your Child	11
II.P Class Size.....	12
II.Q Requesting of Teachers.....	12
III. STUDENT POLICIES/INFORMATION.....	12
III.A School Hours.....	12
III.B School Attendance	12
III.C Tardiness.....	13
III.D Dress Code	13
III.E Medication	13
III.F Illness	14
III.G Student Health Records.....	15
III.H Discipline	15
III.I Suspension	16
III.J Curriculum	16
III.K Homework.....	16
III.L Telephone Use	16
III.M Toys.....	17
III.N Recess	17
III.O Snacks	17
III.P Observing Children’s Birthdays	17
III.Q School Sponsored Activities.....	18
III.R School Property.....	18
III.S End of the Day Dismissal Procedures.....	18

III.T	Entrance Door Security and Visitors	19
III.U	Early Pick-up	19
III.V	Gang-Free Zone	19
IV.	HOME/SCHOOL COMMUNICATION AND PROGRAMS	19
IV.A	Information	19
IV.B	School Books, Supplies, Instructional Equipment.....	19
IV.C	Beginning of Year Visits	20
IV.D	Report Cards/Progress Reports	20
IV.E	Parent/Teacher Conferences	20
IV.F	Promotion and Retention	20
IV.G	Parent-Teacher Organization (PTO).....	20
IV.H	Parent Helpers.....	21
IV.I	Acts of Violence or Threats	21
IV.J	Arguments and Personal Problems at School.....	21
IV.K	Peace-Making	21
IV.L	Reporting Child Abuse.....	21
V.	SCHOOL SERVICES.....	22
V.A	Inclement Weather	22
V.B	Worship.....	22
V.C	Field Trips.....	23
V.D	Emergency Medical Attention	23
V.E	Student Records	23
V.F	Use of Social Media.....	24
V.G	Lunch Program.....	24
V.H	School Library	24
V.I	Extended Childcare.....	24
V.J	Referral Tuition Credit.....	24
VI.	MANDATORY ASBESTOS PUBLIC NOTICE	25
	APPENDIX A: Discipline and Guidance Policy for Our Savior Lutheran Childcare.....	27

A full copy of the Policies and Procedures of the School and Childcare Ministry Board can be found on the congregational Website under Policy Documents at:

<http://www.oslaustin.org>

MISSION STATEMENT

Our Savior Lutheran School and Childcare serves the community as a safe, nurturing place where children learn about God's love for them and share His love as they grow spiritually and academically into caring members of His forever family.

PHILOSOPHY

As a ministry of Our Savior Lutheran Church, Our Savior Lutheran School and Childcare exists to share the love of Christ with children (Mark 16:15-16) so that those children may in turn share Christ with others. (1 Peter 2:2, Matthew 21:15-16) We strive to provide a program which will develop maximum potential student growth in the faith, academic excellence, social and emotional maturity, and physical development. Our Savior Lutheran School and Childcare will strive to provide consistent and thorough instruction in all areas of an early childhood and elementary school curriculum.

Our Savior Lutheran School and Childcare believes that children are precious gifts from God and we will attempt daily to touch children and families with God's grace so that this very knowledge of unconditional acceptance by their Heavenly Father will become the cornerstone of developing their self worth. (Matthew 10:9-31)

Our Savior Lutheran School and Childcare is committed to providing a faculty, staff and total environment that reflects all aspects of this philosophy statement.

GOALS OF OUR SAVIOR LUTHERAN SCHOOL AND CHILDCARE

- a. To provide a Christian environment of learning which nurtures the child's holistic growth of spiritual, physical, intellectual, social, and emotional development.
- b. To minister to each family of the school and childcare regarding their spiritual and physical needs.
- c. To develop a vibrant partnership with parents in providing a Christian education, both at home and at school/childcare.
- d. To provide an environment for excellence in learning through on-going program and curricular evaluations.
- e. To be an extension of the church and its goals as reflected in the mission statement of the church.
- f. To encourage children to think critically, reason, question, experiment and reflect.
- g. To develop an appreciation of children of different backgrounds and cultures.

OBJECTIVES OF OUR SAVIOR LUTHERAN SCHOOL AND CHILDCARE

The teacher will....

- a. educate the whole child of God.
- b. integrate Biblical teachings and values into all areas of the curriculum.
- c. reflect Law and Gospel in building relationships with students and their families.
- d. clearly communicate to parents what is happening in the classroom, including successes and concerns.
- e. provide a learning environment for academic excellence.
- f. serve as a minister to each child, helping to nurture their love for God and a loving response to others.
- g. communicate and model the mission statement of the congregation and school/childcare of “sharing God’s love.”
- h. encourage creative expression through the arts.

The Student will.....

- a. share God’s love by showing respect for others and Christian leadership.
- b. appreciate the diversity of all races and cultures.
- c. witness to others beyond the classroom.
- d. reflect the mission statement of the congregation and school/childcare in his/her life.
- e. identify God’s glory in the world and recognize the Lord’s presence in their own lives.
- f. Develop their God-given gifts and talents and bring glory and praise to the Lord.

The Congregation, the School and Childcare Ministry Board and School/Childcare Administration will.....

- a. integrate school and childcare families into the total ministry of the congregation.
- b. assure that the school accreditation is maintained and that childcare licensing and certifications are maintained.
- c. maintain an atmosphere for excellence in learning through financial and other means of support.
- d. administer the school/childcare vision through policy that stresses excellence.
- e. reflect Law and Gospel in all its actions in order to build life-long Christian relationships.
- f. reflect the mission statement of the congregation and school/childcare in its ministry.

The Parent/Family will.....

- a. encourage and support their children in their studies and Christian faith.
- b. support the school and childcare with their prayers, encouragement, and involvement.
- c. work closely with the classroom teacher to provide a God-pleasing, academically rich environment for their child.
- d. bring any school/childcare issues directly to the person involved.
- e. assume all financial obligations and contact the school/childcare as financial concerns arise.

I. ORGANIZATION OF SCHOOL

To fill a need for Christian education in our community, Our Savior Lutheran Church established an early childhood education program in 1974 and added the elementary grades in 1984.

The principal serves as administrator of the school and is responsible to the School and Childcare Ministry Board. The Board is responsible to the Voters Assembly of the church.

II. ENROLLMENT PROCEDURES

II.A Non-Discriminatory Policy

Our Savior Lutheran School admits students of any sex, race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school or childcare. OSL does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of its educational policies, admissions policies, student aid programs, and any other school or childcare administered programs.

Our Savior Lutheran School will make reasonable accommodations for individuals with known disabilities.

II.B Age Requirements

There are no exceptions to the age requirements for those entering school for the first time.

Pre-K 3: Children whose third (3rd) birthday falls on or before September 1 are eligible for the 3-year old program. *

Pre-K 4: Children whose fourth (4th) birthday falls on or before September 1 are eligible for the 4-year old program. *

Kindergarten: Children whose fifth (5th) birthday falls on or before September 1 are eligible for the Kindergarten program. This includes transfer students.

Grade 1: Children whose sixth (6th) birthday falls on or before September 1 are eligible for the first grade program. This includes transfer students.

Children entering the Pre-K 3 and Pre-K 4 must be potty trained. *Children enrolled in the Pre-K program may not wear pull-ups to school.

II.C Enrollment Procedures

1. Interview with Principal
2. Submission of Enrollment Application & Application fee
3. Entrance test administered by classroom teacher

4. Submission of all necessary forms
5. Student fully enrolled

II.D Enrollment Forms

In addition to the registration application form, the following forms need to be completed and submitted:

- Application for Enrollment
- Covenant for Christian Education
- Family Emergency Care Form
- Declaration of Medical/Special Needs
- Discipline and Guidance Policy for OSL
- Immunization Record
- Special Permission, Immunization, Health Statement
- Vision/Hearing Screening Form, if necessary
- Copy of Certified Birth Certificate (Pre-K 3-5th)
- Transfer of Records Form (K-5 only)
- Request for Transfer of Records (new students)
- School and Childcare Consent Form on Photo/Video Usage

II.E Order of Admission

When the student to teacher ratio in a given classroom reaches the maximum established by policy, applicants will be placed on waiting list. When an opening occurs in that classroom, families will be notified and priority given to applicants in the following sequence:

- Children of OSL members
- Children with a sibling already enrolled at OSL, regardless of Workforce status
- All other families in the order of applications.

II.F Transfer Students – Grades K-5

Parents must sign a written request form in our office for records to be released from the previous school before a transfer student is fully enrolled at Our Savior. Grade placement of a student will be tentative until all records are received and reviewed by the principal. In general, the recommendation of the previous school will be followed. However, when the welfare of a child is not best served by placement into Our Savior Lutheran School or into a particular grade, other recommendations will be made.

II.G OSL's Plan for Service to Students with Special Needs

Our Savior Lutheran School and Childcare (OSL) will provide individual attention and assistance to each child in its programs, and will, to the extent possible, attempt to accommodate reasonable and appropriate individualized educational needs of each child. The program, however, employs no Special Education teachers or aides, nor any other professionals that could provide therapy or remedial services. If a teacher or parent has reason to believe that a child is

exhibiting signs of a disability, OSL will assist the parent to identify providers that could provide evaluation for the child. For students whose individual needs are beyond the scope of OSL's instruction, OSL will cooperate with Pflugerville Independent School District (PISD) to initiate a free special education evaluation or with other outside examiners as initiated and paid for by the parent or guardian. OSL personnel and parents will complete all PISD local support team paperwork including the classroom observation. OSL must also supply attendance records, grade reports, discipline reports, work samples, and documentation of attempts that have been made thus far to address the student's potential problem which constitutes educational need.

Once a condition is diagnosed and an Admission-Review-Dismissal (ARD) meeting has been held, the principal and teacher will meet with the family to determine if the school or childcare can accommodate the needs of that child. Dual enrollment (OSL and public school) is an option for 3 and 4 year old disabled children only. Proportionate Share may be offered by the public special education service provider to disabled children 5 years and older.

If a student with a previously identified disability applies for enrollment, the principal and prospective teacher will meet with the family to determine if the school or childcare can accommodate the needs of that child.

Any agreement made after diagnosis of a disability or at the time of enrollment will be contingent on a periodical re-evaluation of the child's progress and the ability of OSL to continue to provide the level of support needed for the child to progress both socially and academically.

II.H Physical Exam Requirements

Parents or guardians of all new students entering the program for the first time must complete a statement acknowledging that the child has been examined by a licensed physician or has been in a health supervision program from a health service or clinic within one year prior to the first day of school and is physically able to participate in the school program.

II.I Vision/Hearing Screening

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services licensed child-care center and licensed child care home in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems. The following OSL students are required to be screened:

- 4-years-old by September 1st - Within 120 days of admission
- Kindergartners - Within 120 days of admission
- Any other first-time entrants (4 years* through 5th grade) - Within 120 days of admission
- 1st-, 3rd-, and 5th-graders – Anytime within the school year (preferably within first semester)

To satisfy this requirement, parents must submit, for our files, written and signed documentation that the approved vision and hearing screening, or a professional examination, was done within the twelve months prior to the first day of school or that it will be done during the school year.

Documentation must state the child's name, age, the type of screening conducted, the date of the screening, the signature of the screener, visual acuity results, sweep check results, and, when required by failure of the sweep check results, the threshold results in the form of an audiogram.

Parents have the option to choose whether they will take their child to a professional for examination and submit the results to the school or whether they will purchase the screenings that are offered by Our Savior Lutheran School.

II.J Immunization Requirements

Texas laws require immunizations for all persons enrolled in school and childcare facilities. The required immunizations for entrance into Our Savior Lutheran School and Childcare follow the guidelines published by the Department of State Health Services (DSHS), which are updated annually:

Texas Minimum State Vaccine Requirement for Students – K-12

Texas Minimum State Vaccine Requirements for Child-Care Facilities

The current guidelines can be found on the DSHS website at:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

All immunizations are to be completed by the first day of school, unless other arrangements have been made through the principal. As additional immunizations are received during the course of a year, updated records should be provided to the school office.

Since many types of personal immunization records are in current use, any document listing each immunization received by month and year is acceptable, provided it has been validated by, or for, a physician or public health personnel.

II.K Application and Registration Fee

Both the registration and application fees are due prior to the student's first day in the program. A \$25.00 application fee is a one-time charge for processing new applications, and will not be charged for returning students. Registration and application fees are non-refundable.

Registration for the next school year will begin in the spring. The registration fee is to be paid at the time of registration, and ensures a child's place in the classroom.

Registration fees are charged each year for all new and returning school students. There is no proration of school registration fees. These fees are used to pay for curriculum, books, field

trips, supplies and materials, therefore, full registration fees are due, regardless of the part or full-time status of the student.

The registration fee will be discounted if the school registration fee for the next school year is paid on or before April 1.

II.L Tuition

Tuition may be paid monthly, by semester, or yearly. Tuition is due on the first (1st) of each month.

An annual school tuition rate for full and part-time Pre-K 3 and 4 and Kindergarten through Grade 5 are established by the School and Childcare Ministry Board. A 5 percent discount is given if the annual school tuition amount is paid by the first day of school.

The monthly school tuition rate is calculated by dividing the annual tuition rate by 9 months, with the first payment due on September 1, or by 10 months, with the first payment due on August 1, and the final payment being due on May 1 of each year. The payment plan must be declared at the time of registration and cannot be changed mid-year.

For students enrolling on or after September 1, the tuition rate will be established at the 9-month scheduled payment rate for the months remaining in the school year. The tuition for all students participating in WorkSource is established at the 9-month scheduled payment rate regardless of when the child is registered.

A \$30 late charge will be assessed on each tuition payment that is not received in the business office by the 5th calendar day after the due date. Parental notification is not required, however, as a courtesy, on the 5th calendar day of the month, the business office will send a letter and invoice to the responsible parent or guardian.

Should the tuition payment become 10 calendar days past due, the business office will send a second notice alerting the responsible parent or guardian that the past due amount must be paid or payment arrangements must be made by the 15th calendar day of the month. If the parent or guardian fails to respond to this request, the student will not be allowed to return to school or childcare until the past due amount is satisfied.

At the discretion of the principal, a payment plan of no more than six months may be entered into for payment of past due tuition. During this repayment period, the child may attend class, contingent upon the timely payment of current tuition and payments for arrears being made according to the agreed schedule.

The OSL School and Childcare Ministry Board may make exceptions to this policy in cases of family emergencies. Requests for such exceptions should be made in writing to the principal, who will submit the request to the Board for consideration.

Please make all checks payable to Our Savior Lutheran School. Tuition payments are not tax deductible. There will be a \$30.00 fee charged for each returned check. Parents may make payments in the office by cash, money orders, or check. VISA, Mastercard and Discover payments may only be made online; an additional charge will be applied.

There is no reduction in the cost of tuition for any of the following: Christmas vacation, spring break, holidays or emergency closings.

II.L.1 Work Force Attendance Reporting Requirements

OSL will strictly comply with the *Child Care Attendance Automation Project (CCAA)* attendance reporting procedures. According to CCAA attendance reporting procedures, parents **must** swipe their child’s attendance in each morning and swipe them out each night. If a parent or guardian fails to report the child’s attendance (do not swipe), OSL must report to Work Force the non-attendance reporting days, which could result in termination of the program for the affected child.

If the parent or guardian does not report the child’s attendance daily (by swiping), OSL reserves the right to immediately terminate childcare services for the child. Parents must notify office personnel in the event of an emergency that prevents them from swiping the child’s attendance.

Parent fees are due by the third business day of each month.

II.M Multi-child Discounts

Families with multiple children enrolled in OSL’s School and Childcare will receive the following discount:

First child	-	full tuition
Second Child	-	10 percent discount
Third Child	-	15 percent discount
Fourth and consecutive children	-	20 percent discount

II.N Student Financial Aid

It is our desire to provide a Christian education for all who seek it. We recognize, however, that tuition payments may place a financial hardship on some families, and OSL has established a student aid program for children in Pre-K3 through Grade 5 to assist such families.

All parents requesting financial aid for their child(ren) must complete the current year’s Application for Financial Assistance and submit this with a copy of pages 1 and 2 of their completed Federal Income Tax Form for the latest tax year. All information provided will be kept confidential. These applications should be turned into the office no later than May 15th to be included in the initial scholarship determination done by the OSL School and Childcare

Ministry Board at their June meeting. Any forms received after this deadline will be processed as received and only awarded if there are scholarship funds still available.

The prior year U.S. Department of Agriculture reduced/free lunch and milk guidelines will be used to determine eligibility for financial aid. Under normal circumstances, families would likely receive a certain percentage discount of the total tuition for each month. The Board has determined that a maximum of 39.5 percent of the child's tuition may potentially be covered by general scholarship funds. Additional financial aid funds may be designated by the Board based on extreme need and circumstances, as well as the availability of these funds.

Anyone requiring financial assistance may make application through the school office. The School and Childcare Ministry Board will review all applications based on the following criteria:

1. The total amount of tuition subsidy monies available;
2. The financial status of the family; and
3. The number of families requiring assistance.

Once the Board approves the financial aid awards, a letter to the parent(s) will be prepared by the principal detailing the amount of financial aid their child will receive each month during the coming school year.

This student aid program applies only to the school tuition. There is no financial assistance for childcare.

II.O Withdrawing Your Child

If you desire to withdraw your child from Our Savior Lutheran School, the following procedures are to be followed:

- 1) You must notify your child's teacher and the school office at least two weeks prior to the anticipated date of withdrawal.
- 2) You will be charged one-half of a month's tuition if you give the school at least two weeks notice and the child has attended less than two weeks of the month. The full month's tuition will be charged if the child attends more than two weeks of the month.
- 3) You must complete and return to the school office a "Student Withdrawal Form".
- 4) All school textbooks and any other school equipment and/or materials are to be returned prior to withdrawal.
- 5) All tuition and payment of any other fees are to be current and up-to-date.
- 6) Any library books are to be turned in and all fines for overdue, damaged or lost books are to be paid.
- 7) All student supplies and materials not treated as community property in the classroom may be taken home on the date of withdrawal.
- 8) If a family is moving, a forwarding address is to be left with the school office.

II.P Class Size

The School and Childcare Ministry Board has established the maximum number of full-time equivalent students in each classroom as follows:

Pre-K 3 Classes	15
Pre-K 4 Classes	18
Kindergarten	20
Grades 1-5	20 students per classroom

Some classrooms may contain two or more grades as enrollment dictates. Once the maximum number of students registered for that classroom has been reached, the names of additional student applicants will be placed on a waiting list.

II.Q Requesting of Teachers

The final placement of each child remains with the principal.

III. STUDENT POLICIES/INFORMATION

III.A School Hours

The school day at Our Savior Lutheran School begins at 8:15 a.m. and ends at 3:15 p.m. for Pre-K3-Grade 5.

Please arrange your schedule so that your child will not arrive prior to 8:00 a.m. unless he/she is enrolled in before school childcare.

III.B School Attendance

It is important for children to be in attendance at school, but if a child is ill, it is best for them to be at home. An excused absence is defined as: personal sickness, sickness or death in the family, weather or road conditions making travel dangerous, a medical or dental appointment, or when a student is on official school business.

If a student leaves school before 10:30 a.m., it is counted as a full-day absence. If a student leaves school after 10:30 a.m., it is counted as a one-half day absence.

Parents are encouraged to schedule appointments (doctor, dentist, orthodontist, etc.) before or after school or on school holidays.

If a student has a communicable disease, as defined by the Department of Health Services, a doctor's note must accompany the child when he/she returns to school.

Please do not send your child to school with a fever. If a student becomes ill, the teacher will make the decision whether or not the child should be sent home. The school secretary may be asked to call the parents to inform them that the student needs to be picked up. The student will be sent to the school office until a parent/guardian comes to get him/her. The parent needs to check him/her out at the school office. Children sent home due to illness (e.g., fever, vomiting, nausea, and diarrhea) must remain at home for 24 hours after the last symptom(s) subside, without the aid of medications, to watch for further developments and they may not return the next day. Parents are required to pick-up their child within one (1) hour of being notified.

Students are expected to make up assignments missed due to absences or tardiness, whether they are excused or unexcused. Students who miss class due to misbehavior or suspension for misbehavior are still held accountable for all work and are expected to complete all assignments missed.

III.C Tardiness

The most important part of the school day is the very beginning when the teacher sets the course of instruction. It is imperative that students in grades K - 5 arrive before the 8:15 tardy bell at which time they will be marked tardy. If a student arrives between 10:00 a.m. and noon they will be marked as absent for one-half day. If they arrive after noon, they will be marked a full day absent.

Students arriving after 8:30 a.m. must obtain a tardy slip from the office.

Teachers or administrators may schedule a conference with parents/guardians of children who are frequently tardy or absent.

III.D Dress Code

Students are expected to dress modestly. Halters, spaghetti straps or backless dresses are not suitable attire. All shirts or blouses must cover stomach and back and must be free from inappropriate words and pictures. Tops or pants that bag too low are not appropriate. Shorts should be at least mid-thigh length and should not be spandex-type shorts. Girls are to wear a pair of shorts or leggings under their dresses.

For their safety and health, all students are required to wear socks and closed toed rubber, soled shoes to school. Flip-flops are not permitted; all shoes must have a back on them.

Personal hygiene and neatness is expected at all times. When there is a question, the Principal has the final authority in determining appropriateness of dress.

III.E Medication

Medications (prescriptions and non-prescriptions) will be administered to a child in the school only with the written, dated, and signed request of parent/guardian of the child. When your child needs medication, you will need to fill out a "Parent's Medication Authorization" form, which is

available in the office.

We will give your child medication only according to the directions given on the form. Never leave medication with your child. All medication and the form should be given to the teacher or the office.

Any over-the-counter medication must be in the original container and must have the following:

1. child's name,
2. date and time to be administered, and
3. directions for administering the medication.

Under no circumstances will non-prescription drugs, other than those provided and authorized by the parent, be shared or administered to children.

Prescription medication must be in the original container and must have the following:

1. child's name,
2. name of the physician prescribing the medicine, and
3. the dosage and times the medication is to be administered.

Parents are asked to request a "school container" from the pharmacist. OSL may only administer the medication in the manner in which it is prescribed or as the directions indicate by the manufacturer. If the directions do not give the correct dosage for the child's age and weight, a note from the doctor will be needed. If the directions do not give adequate information, a note from the doctor will be needed. We will not administer medication prescribed to a sibling.

Parents may be asked to train the staff on how to administer medication using special devices such as autoinjectors (e.g., EpiPens) and nebulizers.

III.F Illness

The Texas Department of Family and Protective Services guidelines #746.3605 state:

If a child becomes ill during childcare, the teacher must isolate the child from the group and the secretary is to call the parents. If the parents cannot be reached, the secretary will call the other persons listed on the child's Emergency Medical Form. If you are to be away from your home or work number during the day, the teacher or the office must know how to reach you. Keep your Emergency Medical Form up-to-date. Parents are required to pick-up their child within one (1) hour of being notified.

Children sent home due to illness (e.g., fever, vomiting, nausea, and diarrhea) must remain at home for 24 hours after the last symptom(s) subside, without the aid of medications, to watch for further developments and they may not return the next day. Parents are asked to report any illness to the childcare for the protection of others.

The Texas Department of Family and Protective Services guidelines #746.3601 state: "an ill child must not be admitted for care if one or more of the following exist":

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than the teachers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the centers activities:
 - a. Oral temperature of 101 or greater; armpit temperature of 100 or greater; accompanied by behavior changes or other signs or symptoms of illness; or
 - b. Symptoms and signs of possible severe illness (such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes, other signs that the child may be severely ill; or
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

III.G Student Health Records

All students must comply with the regulations as set down by the Texas Department of State Health Services. Parents will be notified by the office if records (immunizations, vision, and hearing) are not current.

III.H Discipline

Christian discipline, which comes from the word “discipleship,” means the teaching of self-control, Christian attitudes, orderliness, and efficiency. Teachers are to deal with children in accordance with the teachings and philosophy of Christ. The children will be taught to understand that for happy living it is necessary to love one another, serve one another, and respect one another’s rights and privileges.

This will be accomplished by explaining rules and setting limits appropriate for each age level. Teachers will allow choices within limits and re-direct unacceptable behaviors. If necessary the child will be separated from the group for an appropriate length of time and given an explanation of what behaviors were not appropriate and of those behaviors, which will be acceptable as replacements. If habitual behaviors continue, the principal will speak with the child and if improvement is not seen in a reasonable amount of time, parent involvement will become necessary.

Each teacher has his/her own set of classroom guidelines for behavior. In order to have uniformity in the general operation of our school, students are to:

- a. Walk in an orderly manner when inside the building.
- b. Use voices appropriate for the place and situation.
- c. Show respect toward other students and adults at school.
- d. Respectfully care for the facilities and property.
- e. Accept and follow all classroom, playground and safety procedures.

III.I Suspension

A child may be suspended from school by the principal for up to three days in the following circumstances:

1. Repeated attempts to correct a child's behavior have proven unsuccessful and the parent has been made aware that his/her child's behavior has been a problem.
2. A child's misbehaving deed, in the judgment of the principal, is of such seriousness that immediate removal from the premise is appropriate.

Students who bring weapons to school, particularly knives and firearms, will be suspended and the police department will be contacted.

In some extreme situations (i.e. when the safety of children is a concern), students may be suspended indefinitely by the principal until appropriate intervention occurs.

The act of permanently suspending (expelling) a child is a matter acted upon by the School and Childcare Ministry Board. When permanent suspension is being considered, the parent may request to meet with the Board.

III.J Curriculum

Our Savior Lutheran School follows the curriculum established in the Texas Essential Knowledge and Skills (TEKS) and the Concordia Curriculum Guide.

The Iowa Test of Basic Skills is given to all students in grades 1-5 each year. Results of the test will be given to the parents.

III.K Homework

As a child progresses through the grades, he/she can anticipate additional homework requiring time and effort outside the school classroom hours. Such assignments will be intended to increase or enhance learning in a particular area, and will not be excessive. Parents are asked to contact the classroom teacher when they feel excessive time is being spent on homework.

III.L Telephone Use

The school telephone number is 836-9600. The fax number is 836-4660. The email address is churchoffice@oslaustin.org. Teachers and children will not be called to the phone during school hours unless it is an emergency. The office will forward necessary messages to teachers and children.

In case of an emergency, the workroom telephone may be used by the students, with a teacher's permission.

Students are not permitted to use cell phones during school hours and all electronic devices will be confiscated when seen and returned only to a parent. Our Savior is not responsible for loss, theft or damage of cell phones brought to school by students.

III.M Toys

Toys are not to be brought to school. Toys are not conducive to the school learning environment. They may be taken up by the teacher and returned to a parent. Show and Tell time is the only exception to this guideline. Our Savior Lutheran School is not responsible for toys that are brought from home.

III.N Recess

OSL believes that fresh air and exercise are important for children of all ages, and encourages outside play, weather permitting. As such, teachers will use their best judgment regarding days when outside play is appropriate, and such things as the need for a coat or sweater. Parents should always dress their children in appropriate clothing for the weather, and provide a jacket in cooler weather so that all children may play outside. If a parent has special instructions relating to a child being required to wear a jacket or hat, for example, the parent should send the request in writing to the teacher.

Students will not be allowed to play on the playground or participate in physical education (P.E.) classes unless they have athletic shoes and socks. Children need to be able to run and play: flip-flops and sandals are not adequate and can even result in injuries. Tennis-type, rubber soled shoes are required.

When a child must be kept inside as a precautionary health measure, please realize that such requests can be difficult for the child as well as the childcare staff. Consequently, parents are asked to keep such requests to those of absolute necessity, and carefully consider whether the child is actually well enough to attend school or childcare. Long-term requests of longer than three days will require a doctor's note substantiating the medical need. OSL will, to the extent possible and reasonable, work with the parent to accommodate the child's special needs.

III.O Snacks

Our Savior Lutheran School will provide a morning snack for all Pre-K and Kindergarten students. Snacks will be nutritious and simple.

Children in grades 1-5 may bring a nutritious and simple snack to eat during the morning.

III.P Observing Children's Birthdays

Parents may send treats for the entire class to celebrate their child's birthday. The teacher must approve this in advance. It is essential that the entire class be involved. It is also important for parents to understand that classes may include children that have allergies to certain foods that

would prevent them from taking part in the festivities. Accommodations for these children must be made in order for treats to be acceptable. No candles are permitted.

III.Q School Sponsored Activities

All children that enroll in Our Savior Lutheran School are expected to participate in school sponsored activities. This may include such activities as singing in special church services and participating in the end of the year program.

III.R School Property

Our Savior strives to take good care of its facilities, grounds and equipment. We expect all children to show respect and appreciation for such properties by using them properly and helping to take care of them. Each child will be held responsible for any damages done to the property, including furniture and equipment that may be defaced, marred, or damaged in any way.

III.S End of the Day Dismissal Procedures

Designated Individuals for Pick-Up

Children will be released only to persons authorized by the parent on the Family Emergency Care Form. There must be at least two emergency contact persons listed on the form in the event that you are unable to pick up your own child. If you intend for someone other than yourself or your contacts listed on your emergency form to pick up your child, it is the parent's responsibility to notify the office (836-9600).

We recognize that there may be a time when you or your back-up persons will not be able to pick up your child. Should this happen, we request that you follow the procedure outlined below.

1. Permission **MUST** be given by the parent for the designated adult to pick up the child. When possible written permission is preferred but permission by phone will be acceptable.
2. The parent must give the office the full name and phone number of the designated adult.
3. Upon arrival of the designated adult, the adult must check in with the office and show a picture I.D. The employee will determine if the information matches that given by the parent.
4. A photocopy of the picture I.D. may be made and kept for 24 hours.

A child may not be released to anyone, including a parent, if a staff member has reason to believe they are under the influence of alcohol or other drugs that may impair their judgment.

Pre-K3 and Pre-K4

Students who are in Pre-K classes and not in After School care will be dismissed as follows:

- a. All parents will come into the school to meet their child in the classroom.
- b. Parents are asked to park in the larger parking lot located on the east side by the school office.

Elementary Grades

At the end of the school day children in grades Kindergarten through 5th will be escorted either to After School care or to the circle drive parking lot to await pick-up. Parents will form a line around the circle drive. The teachers will assist children into the car. Parents are not to park in the drive through lane and leave the automobile.

A teacher will remain with the children at the circle drive parking lot until 3:30 p.m. If at that time a child has not been picked up, the teacher will take that child to After School Care. Parents will be billed by the hour or at the drop-in rate for childcare.

III.T Entrance Door Security and Visitors

For security, the west door entrance to the school will remain locked at all times other than the designated time frames with high volume arrivals (7:00-9:00 a.m. and 5:00-6:15 p.m.) The doors are not unlocked from 3:00 – 3:30 pm, however from 3:15-3:30 p.m. teachers stand by the door to greet parents and students and monitor access. The east door entrance is locked at 5:00 p.m. All visitors must check in at the school or childcare office.

III.U Early Pick-up

Parents are to inform the office if their child will be picked up before the end of the day and then come to the office to sign the child out. The student will be sent to the office to meet the parent or the parent's designee.

III.V Gang-Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Our Savior Lutheran School and Childcare is a GANG-FREE ZONE.

IV. HOME/SCHOOL COMMUNICATION AND PROGRAMS

IV.A Information

Prior to the first day of school, families will receive a supply list, a school calendar and a tuition/fee schedule. Parents are encouraged to read the weekly school newsletter, *News and Notes*, in order to keep informed about school activities. Much of the information included above can also be found on our website www.oslaustin.org

IV.B School Books, Supplies, Instructional Equipment

The school provides the student with textbooks, workbooks, and other educational materials. We will require parents to pay for any damaged school property.

IV.C Beginning of Year Visits

Prior to the first day of school, the teachers will contact each family of his/her class and arrange for a home visit. These visits enable families and teachers to get acquainted, give the teacher an opportunity to share expectations and classroom procedures and answer questions the parents may have, and give the parents an opportunity to share information about their child.

IV.D Report Cards/Progress Reports

Our Savior Lutheran School has four nine-week grading periods. These are referred to as quarters. Report cards are issued at the end of each nine-week grading period for children in Pre-K 3 through grade 5.

IV.E Parent/Teacher Conferences

Our Savior believes that a student's success is enhanced when the parent and teacher become an educational team. There are two parent/teacher conference times for Pre-K 3 through Grade 5 set on the school calendar, one per semester. These conferences are mandatory for all parents. Parents may also contact their child's teacher by phone or set up additional meetings with the teacher at anytime during the school year. Parents are also invited to visit in the classroom. Classroom visits should be arranged with the teacher in advance.

We strongly urge parents not to deal with classroom issues at the start of the school day so that class time is not lost. Rather, it is important to arrange a private conference time with the teacher so that adequate time and attention can be given to addressing classroom concerns.

IV.F Promotion and Retention

Students are promoted at the end of each school year on the basis of progress in all areas of their development and on what is best for the student. If promotion of a student is in question, the teacher will meet with the parents and with the principal.

The principal makes the final decision on the retention of a student. Parents may appeal the decision to the School and Childcare Ministry Board.

IV.G Parent-Teacher Organization (PTO)

The Parent-Teacher Organization's purpose is to facilitate parent involvement and to support the children's and teachers' environment through fundraising, volunteering, and activities.

Service projects are organized to support the ministry of the school. Various fundraisers are also held throughout the year to supplement the programs of the school. All parents are encouraged to participate in this worthwhile organization. The PTO Executive Board conducts the business of the PTO and are annually elected.

IV.H Parent Helpers

Teachers can often use additional help with classroom projects. Please contact the individual teacher if you can help by volunteering at school or at home. There are numerous other opportunities throughout the school year in which parents' help and participation would be appreciated. Look for details in the weekly *News and Notes*.

IV.I Acts of Violence or Threats

Where appropriate, the police will be notified if any parent, guardian or representative of any child in our care commits an act of violence, threatens an act of violence, or implies a threat against any employee of or person on the property of OSL Church, School and Childcare. Such acts will also result in the suspension of services to the associated child.

IV.J Arguments and Personal Problems at School

It is central to the formation of a good learning environment for school to be a safe place for children. Parents must refrain from angry confrontations, loud, abusive and obscene language, and threatening or confrontational gestures. Disagreements and complaints must remain civil while on school property. Failure to do so may result in the cessation of services.

Parents enrolling their children at Our Savior Lutheran School must understand that as sinners children will at times engage in inappropriate behavior. At those times it is the duty of the school and of the parents of the offending child to work together to correct the behavior. It is not acceptable for other parents to attempt to correct, interrogate, or threaten children. Parents confronting children, that are not their own, may have their services terminated.

IV.K Peace-Making

If a parent/guardian should have a problem of one kind or another with a member of the faculty or staff, he/she should follow the Christian philosophy described in Matthew 18:15-17.

- Step 1: Voice this problem in person to that individual.
- Step 2: If, after this personal conference, the parent/guardian feels the problem has not been resolved, he/she may then discuss the matter with the principal of the school.
- Step 3: If the matter still has not been resolved after following the above two steps, he/she may then speak to the Chairman of the School and Childcare Ministry Board.

It is not helpful to the student, parent, or teacher to voice criticism in the presence of the child or outside of the immediate household. The working relationship between the child and the teacher can be damaged if the problem is discussed publicly.

IV.L Reporting Child Abuse

Our Savior Lutheran School follows all policies outlined in the Texas Minimum Standards for childcare centers. As a parent, you are able to review the Texas Minimum Standards and our most recent licensing inspection at anytime. Please, if you have concerns, feel free to contact

your director/principal. You can also contact our state licensing representative on the internet at www.dfps.state.tx.us. The statewide Abuse and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Our Savior Lutheran School staff are required by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect include: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

V. SCHOOL SERVICES

V.A Inclement Weather

The school and childcare will be closed in cases of exceptionally bad weather. On such days, if the Pflugerville Independent School District closes the Pflugerville schools, Our Savior will also close both the school and childcare. Parents should, therefore, assume that such weather announcements on radio or TV regarding Pflugerville ISD also apply to Our Savior. If the Pflugerville ISD announces a late opening, Our Savior Lutheran School will open at that same time.

V.B Worship

Chapel services are held each week on Wednesday at 8:30 a.m. The offerings brought to these services are used to help support designated mission projects. Parents/guardians are welcome to attend chapel services.

Students and parents/guardians are encouraged to attend church services regularly. Students are requested to attend Our Savior if their class is participating in a service.

All families are invited to attend Our Savior Lutheran Church. Sunday worship is at 8:00 a.m. and 10:45 a.m. with Bible study and Sunday school at 9:30 a.m. If you are interested in becoming a member at Our Savior, please contact the Pastor.

V.C Field Trips

Appropriate transportation will be used for all field trips as required by applicable laws. Children in the K-5th grade will be transported by the school bus and or school van. Children in the Toddler and Pre-K programs will not attend field trips outside of the school.

Students may ride with their parents in their own private vehicles, if parents so request, and attend the function with the group.

Parents must sign a permission form for their child to attend. Students who are unruly or uncooperative during a trip may be restricted from future field trips.

V.D Emergency Medical Attention

If your child requires emergency medical attention other than normal first aid, you will be notified immediately. In case of a medical emergency the office will:

1. contact EMS or transport the child to the nearest emergency care center
 - a. North Austin Medical center at Parmer and Mopac is closest.
2. give the child first-aid treatment or CPR when needed, and
3. contact the physician identified in the child's records.

Parents sign an emergency medical release form at the time of enrollment. Please keep the information on this form current.

V.E Student Records

The school office maintains records for students, which include registration, enrollment, medical forms, attendance, academic grades and achievement test scores. Parents have access to these records, but they are the property of the school and will be kept after the student leaves. With parental permission, records will be transferred when we receive an official transfer of records request from the school seeking the student's records.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Parents have the right to inspect and review the student's education records maintained by the school. Parents have the right to request that a school correct records, which they believe to be inaccurate or misleading. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance without consent, under certain conditions (34 CR § 99.31.) Parents do have the right to request not to disclose such information about their child. Further clarification can be found on the FERPA website at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

V.F Use of Social Media

Teachers and childcare staff may use on-line tools to enhance student learning, however, to protect the student's identities and prevent abuses by individuals outside of the OSL family, they will not initiate or accept social media relationship requests ("friend" or "contact" requests) from current students of any age or former students under the age of 18.

V.G Lunch Program

Our Savior has a hot lunch program. Milk is included with each hot lunch. The cost of a hot lunch and milk for students in grades K – 5 will be determined at the beginning of the school year and parents will be notified. Lunch fees are included in the tuition for students in the Pre-K classes. Children in grades K-5 may order a hot lunch or bring lunch from home.

Monthly menus are sent home and are posted. Parents will order lunches one month at a time using the monthly menu.

Children are not permitted to use the refrigerator or microwave. Classes eat together in the lunchroom (fellowship hall).

V.H School Library

OSL has a school library. The librarian provides a book usage contract for students and parents to sign. Students are taught the proper use of the library.

Students may not check out additional books if there are books that are overdue. A lost book will need to be paid for before another book can be checked out.

You may help expand our library through special gifts and contributions. We encourage you to honor your child's birthday with a gift to the **Birthday Book Club**.

V.I Extended Childcare

Before School and After School care is available for all students of Our Savior School. If you need these services, please speak to the school secretary or the childcare director for more information.

V.J Referral Tuition Credit

The family of an active OSL student can receive a \$300 tuition credit for each family that they refer to OSL who later enrolls at least one new student. The credit will be applied when the new family has had at least one new student enrolled and has paid tuition and fees for a period of three consecutive months.

VI. MANDATORY ASBESTOS PUBLIC NOTICE

OSL is working hard to maintain compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the office. If you have any questions or would like to examine the Asbestos Management Plan in more detail, please contact Dennis Starbuck, OSL's Asbestos Designated Person at 512-251-6890.

APPENDIX A: Discipline and Guidance Policy for Our Savior Lutheran Childcare

- ❖ Discipline must be:
 - Individualized and consistent for each child;
 - Appropriate to the child’s level of understanding; and
 - Directed toward teaching the child acceptable behavior and self-control.
- ❖ A caregiver/teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
 - Reminding a child of behavior expectations daily for using clear, positive statements;
 - Redirecting behavior using positive statements; and
 - Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.
- ❖ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threats of corporal punishment;
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking, or biting a child’
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child’s mouth;
 - Humiliating, ridiculing, rejecting, or yelling at a child;
 - Subjecting a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this Discipline & Guidance Policy as well as the Parent Handbook for Childcare and/or School		
Signature_____	Date_____	
Printed Name_____		
Child’s Name_____		
Circle one please: Parent	Guardian	Employee