

**“Heart, Mind, Body, and Spirit,
All to The Glory of God”**

STUDENT - PARENT HANDBOOK

2018 - 2019

GRADES K—12



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A Ministry of Our Savior Lutheran Church

To the Parents

OSNAS welcomes you and your child! We believe that your association with us will be a happy and rewarding experience. It is our desire that as the parent, you will be involved in helping us achieve our mission; ***“To Glorify God by helping students fulfill their potential in Heart, Mind, Body, and Spirit in a nurturing Christ-centered environment.”*** Our staff will be glad to assist you in any way we can, please do not hesitate to ask for assistance and guidance.

This Handbook will explain to you the philosophy, policies, and procedures of your school. We ask all parents to study the Handbook carefully and accept the responsibility of making sure his/her child/children understand its contents. We ask each student to abide by the stated rules and be governed by the intended spirit of the Handbook. If there are any questions concerning this publication, please feel free to contact us.

We believe that the commitment you have taken to enroll your child/children at OSNAS represents an important step in your God ordained duty to provide a well-rounded, Christ-centered education to help fulfill God’s plan for their lives.

OSNAS commits to providing an excellent Christian education. If students complete all requirements for graduation they will receive a New York State general high school diploma.

In the Name of Our Savior,

Dolores Reade
Principal/Administrator

Rev. Ronald W. Stelzer
Founding Pastor

Gary D’Aquino
Dean of Students

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SECTION I: IDENTITY AND GOVERNING PRINCIPLES

Article I: Our Name

- “Our Savior” identifies us as an extension of Jesus Christ’s Great Commission to, “Go make disciples of all peoples, baptizing them in the name of the Father, the Son, and the Holy Spirit, teaching them to observe whatever I have commanded you.”
- “New” identifies us as clearly distinctive from most other schools (public, parochial, and private).
- “American” identifies us with the promulgation and preservation of the high ideals on which this nation was founded.
- “School” identifies us as a place of learning.

Article II: Purpose

Training and education are most successful when there is an ongoing, cooperative effort involving home, church, and school.

OSNAS is an extension of the home, whose task is to bring children up in the discipline and instruction of the Lord; and the Church, whose mission is to, “Go make disciples of all nations, baptizing them in the name of the Father, the Son, and the Holy Spirit, teaching them to observe whatever I (Jesus) have commanded.” OSNAS works with the home and church to assist young people to grow toward mental, physical, spiritual, and social maturity.

Article III: Our Mission Statement

Our Mission: To **Glorify God** by helping students fulfill their potential in **Heart, Mind, Body, and Spirit** in a nurturing Christ-centered environment.

The Heart is the core of all affections. The Bible uses the term **Heart** to reference emotions, intellectual activity, volition, morality, and spiritual condition. At OSNAS we feel that the core of most learning comes from the teacher/student relationship. Just as Jesus taught truths that affected the **Heart** of the person, we follow His model by teaching from the Scriptures that demonstrate truths that cannot be taught from a textbook alone. These truths lead to producing Christian character that results in students who demonstrate generosity in Christian love, integrity in behavior, graciousness in judgment, forgiveness in conflict, kindness in relationships, faithfulness in service, enthusiasm in attitude, industriousness in labor, and perseverance through trials. This fruit takes place in the **Heart** of the individual through the working of the Holy Spirit.

The Mind is the thinking, reasoning, and planning aspect of human existence, as well as awareness, intellect, and volition or will. Along with the fear of the Lord, it is the source of our wisdom. God's word tells us to be renewed by the transformation of your **Mind**. It is our goal to accomplish this task by enabling your child to experience the joy of learning as a God given gift. In addition to providing your child with the best available academic curriculum, he/she will be surrounded with living curriculum teachers, dedicated to the Lord and their calling to teach, motivate, listen and lead by example! OSNAS is here to assist you in your goal to educate the **Mind** of your child to achieve academic excellence.

The Body, referring primarily to our external, physical substance, is a vital part of human existence, and without it, we would not exist here on the Earth. God's word tells us that our **Body** is the temple of the Holy Spirit. Therefore, OSNAS provides co-curricular activities that challenge the **Body**, and not only the physical **Body**, but also the **Heart, Mind** and **Spirit**. Our athletic motto: "In Jesus' Name We Play," is stressed to all participants, which reinforces the qualities of sportsmanship, teamwork, cooperation, obedience, encouragement, pride, humility and competitiveness, while teaching the Christ-like way to deal with success and failure.

The Spirit is *the* vital component in man. It is the immortal soul that distinguishes man from all of God's creation, and is our primary way through which we can communicate with God. It distinguishes the paths we choose in life. God uses the **Spirit** in us to guide, correct, encourage, and teach. It is our goal at OSNAS to nourish the **Spirit** through proclamation, prayer, Bible study, intercession and community. The smaller class sizes at OSNAS gives your child the environment to grow spiritually alongside their classmates and teachers as God continues to work in us all.

The entire ministry staff at Our Savior New American School, including the board members, administration, and faculty is committed to provide a Christ-centered environment for your child to flourish in every area of his/her life. From the Heart, Mind, Body and Spirit, it is our goal to see that your child will do all things, "**TO THE GLORY OF GOD.**"

Therefore, the spiritual, moral, and academic spheres are inseparable, complementary, and necessary components of education and are in harmony with the roots of our American and Christian heritage. The focal point is the Gospel of Jesus Christ; the foundation is the Bible; and the primary goal is to help parents instill the love of God and the love of learning in each student so that their lives will be a powerful witness for Christ to the world in which they live and serve.

The biblical and philosophical goal of Our Savior New American School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Our Savior New American School, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school, and to refrain from activities or behavior that is not consistent with biblical based Christian beliefs, values and morals. Thus, Our Savior New American School retains the right to refuse enrollment or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing

homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

Article IV: Statement of Faith

We adhere to, defend, and advance the doctrines of the Church of the Reformation and its four guiding principles:

1. **Sola Scriptura**: The Bible is the Word of God and is authoritative on all subjects it touches. We interpret it according to its plain sense.
2. **Sola Gratia**: Man's eternal salvation cannot be earned, but is a free gift of God's grace, offered on the basis of Jesus Christ's sacrificial atonement on the cross.
3. **Sola Fide**: Man receives salvation by faith in Jesus, Son of God, Savior and Lord, manifested in His sinless life, death, and bodily resurrection.
4. **Solus Christus**: Entrance into heaven is found exclusively through Jesus Christ. John 14:6 Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me. (NIV84)

We accept the Confessional writings of the historic Lutheran Church as a faithful exposition of God's Truth.

Some non-negotiable beliefs include: a literal interpretation of Genesis and Creation; the innate sinfulness of man; and the doctrine of the Trinity.

Article V: GUIDING VERSES

1. ***You Can Expect To Raise A Child You Can Be Proud Of***
Psalm 127: 1-3
Proverbs 22: 6
Genesis 18: 18-19
2. ***Fathers And Mothers Are Responsible To God For What Their Child Learns, And That Their Child Learns***
Deuteronomy 6: 2, 4-9; 11: 18-21
Psalm 112: 1-4
Psalm 78: 1-8
Psalm 34: 11
Proverbs 1: 7-8; 3: 1-10; 4: 1-4; 6: 20-23; 13:20
1 Corinthians 15: 33
Ephesians 6: 4

3. ***The Bible Is The Most Important Book***
2 Timothy 3: 14-16
4. ***God's Word Is The Door To Successful Living***
Psalm 1: 1-3
Joshua 1: 7-8
5. ***Jesus Christ Is The Key***
Isaiah 33: 6
Colossians 2: 8
2 Corinthians 10: 5
6. ***The Church Helps Promote All Of The Above***
Matthew 28: 18-20
Deuteronomy 31: 12
Ephesians 4: 11-13
Luke 2: 22, 41, 52

Article VI: Summary of OSNAS' Distinctive Features

The distinctive features of our educational model are:

1. ***Admit God to the Classroom:*** Specifically, this means using the Bible as a tool of serious study, reference, and application. This in itself will greatly improve academic achievement and the moral climate in our school.
2. ***Christian and Classical Mold:*** OSNAS identifies with the movement of restoring the Christian and classical approach to education, which gives children a thorough knowledge of basic factual material, equips them to think, and ultimately enables them to influence their world under the Lordship of Jesus Christ.
3. ***Evangelical Christian Perspective:*** Curriculum, board, and faculty with an evangelical Christian perspective.
4. ***Strong Phonics Program for Reading:*** Employing the best methods for giving all students the basic reading skills they need to excel in every academic subject.
5. ***Foreign Student Program:*** Approved International Student Program with SEVIS.
6. ***Small School Advantage:*** Size of the student body facilitates a wide range of co-curricular opportunities with over 95% student participation, enhancing the development of community and leadership skills.
7. ***Home-School Students:*** Students may supplement their education by taking selected courses.

Article VII: School Governing Board

Our Savior New American School (OSNAS) is incorporated under the Education Law of the state of New York and is a ministry of Our Savior Lutheran Church. It is organized and operated exclusively for educational purposes. OSNAS shall be operated and managed in accordance with its educational and religious mission, values, and philosophy as a tax-exempt corporation under section 501 (C) (3) of the Internal Revenue Code of 1986, as amended. The Board of Directors, under the Bi-Laws of Our Savior New American School, shall be responsible for the financial planning, long term stability, and activities of the Corporation and shall make such rules, regulations and guidelines for the promotion and advancement of the Corporation as the Board of Directors may deem advisable.

Article VIII: Admissions Policy

Our school is designed to serve all families that share our vision and desire help in achieving spiritual, moral, and academic excellence. **Families are expected to be in active pursuit of these goals in the home and also through participation in a local Christian church.** OSNAS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available to students in the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admission policies or other programs.

Article IX: Enrollment Procedure

The enrollment procedure is as follows:

1. Complete and submit the following forms to OSNAS along with your registration fee of \$250.
 - Enrollment Application
 - Parent Questionnaire
 - Student Questionnaire
 - Copy of Birth Certificate or U.S. Passport
 - Copy of most recent report card or if high school student a transcript.
 - Copies of health records including immunizations
 - Pastoral recommendation
 - Copy of IEP or 504 (if applicable)
2. Submit the following forms to your previous school.
 - Academic Records request (please request all years or at least 4 years prior to current school year.) Secondary level students need an official transcript with raised seal in a sealed envelope.
 - Student Evaluation/Recommendation
3. Upon receipt of application, an appointment will be made for an interview with the parent and student. During this interview, the application, records, and recommendations, will be discussed. Following the interview, an appointment is

made for evaluative testing which includes: Reading Comprehension, Math, Writing Sample, and Grammar. All records and test results are evaluated and, after prayerful consideration, a determination is made as to the suitability of the applicant to attend OSNAS. Parent will be notified by mail as to the school's decision.

4. Upon notice of acceptance, please submit the following forms to OSNAS.
 - Medical History
 - Physical Examination
 - Media Release
 - Sign up for a tuition payment plan or submit a FACTS Grant in Aid application.

The enrollment procedure requires parents:

- Carefully reading the Student/Parent Handbook and the Code of Conduct.
- Making the necessary financial arrangements required by the school, signing up for a tuition payment plan or submitting a FACTS Grant and Aid application
- Submitting completed Medical Health History, Immunization, and Physical Examination forms.

Enrollment at OSNAS is for a period of one year. Re-admittance for the following year will be based upon the student meeting academic requirements, discipline standards, and financial as well as other miscellaneous obligations. New applications must be completed and registration fees submitted for each successive academic school year.

The student testing and evaluation process allows the school administration to place students in the appropriate grade level or course.

Article X: Financial Policy

It is important that all parents understand and share in the spirit of financial responsibility. Parents should feel that what OSNAS offers is worth sacrificing for. We need to realize that all OSNAS staff, the church, and many individual members are sacrificing to make OSNAS possible. Therefore, when tuition is considered, no one should ask, "How little can I pay" but "How much can I contribute to help make OSNAS possible?" The formulas for tuition determination are meant to help those who really need and deserve to be helped. The Finance Committee is available to meet individually with parents to discuss financial aid.

Thankfulness for the partnership we all share in the great blessing of Christian education should set the tone for all of our interactions.

A. *Registration Fees*

Registration fees need to be submitted at time of application.
Registrations fees for accepted students are non-refundable.

B. *Tuition*

The tuition schedule for the current school year will be in the application packet. Please note that there are reduced rates for those who wish to pay on an annual basis. Discount will be given if payment in full is in by **July 10th**.

Parents who elect not to take advantage of the reduced tuition rate when paying in full by **July 10th** will be enrolled in the FACTS Tuition Management Program.

FACTS is a convenient program that offers a choice of payment methods. Parents may choose to pay by check or money order with convenient payment invoices, or have tuition payments automatically deducted from their bank account. Any family enrolled in the FACTS Tuition Management Program will incur an annual, non-refundable administrative fee of approximately \$43.00.

C. Tuition Assistance

Limited scholarship funds are distributed to students who have demonstrated financial need by filling out a FACTS Grant and Aid application. The application fee is \$30 and you can get to their website by clicking on the FACTS logo towards the bottom of the schools home page. The completed Grant and Aid application will be reviewed by the school finance committee. A tuition proposal, based on the information received from FACTS, will be emailed to you to pray about. Instructions will be given in the email as to how to proceed next.

D. Tuition Payment Guidelines

Tuition for each month is due effective the 5st of the month.

Failure to keep tuition current will result, at the discretion of the School Board, in withholding your child from classes.

E. Tuition Payments/Student Records

In the event of withdrawal, transfer, or expulsion of the student after September 1st, a Withdrawal Fee (one months' full tuition) will be added to any prorated tuition due. If tuition has been pre-paid, a refund will be prorated to the date of withdrawal prior to assessing the Withdrawal Fee. Registration fees will **not** be refunded or prorated for any reason.

I. Fundraising

The tuition costs pay for our staff's modest salaries. Other operating expenses such as furnishings, school and office supplies come from the funds raised by OSNAS families. Supplementing our income through fundraising enables us to fund these needs without placing additional financial burdens on tuition costs.

Article XI: Health Entrance Requirements

A child entering OSNAS' Kindergarten Program must be five years old on or before December 31st.

Before beginning school, the following records must be on file for each student:

- a) Physical examination records;
- b) An up-to-date immunization record;
- c) Health History forms.
- d) New students must have a new physical.

For continuing students, physicals are required in grades Pre K, K, 2nd, 4th, 7th, and 10th. A record of these requirements must be on file in the school office prior to the first day of school.

A sports physical is **required** yearly, regardless of grade if student plans to participate in sports. Submit to health office by September 1st.

A sports physical is **required** prior to tryouts for any team.

Article XII: Parent Orientation and Involvement

OSNAS assumes there will be active and substantial parental involvement in the education of children. Therefore, after enrollment into school, parents are required to participate in the following activities:

- a) Open School Night sessions prior to the opening of each academic school year.
- b) All scheduled “parent conferences” to discuss student progress.
- c) Daily monitoring and assisting with academic subjects as assigned by the classroom teacher.

SECTION II: STUDENT CONDUCT AND DISCIPLINE

Article I: Importance of Etiquette and Order

For maximum learning to occur, we need to provide an orderly environment that is rooted in love for Our Savior and respect for all those involved. The greatest commandment..... (Matthew 22: 37-39). Rules and standards must be understood and enforced. Application of love and discipline at home and at school must be firm and consistent to provide a safe atmosphere most conducive to learning. Etiquette and order are an essential part of our individual and corporate witness.

Article II: Overall Guidelines

We obey our Savior and Lord Jesus Christ and God’s Holy Word. Therefore, we:

- a) Treat God with reverence at all times.
- b) Treat teachers and all staff with respect and obedience.
- c) Treat fellow classmates with courtesy and kindness (the Golden Rule).

Article III: Rules We Live By

In This House... (Joshua 24: 15)

1. We obey our Lord Jesus Christ and God’s Holy Word.
2. We pray **for** one another. (not about)
3. We tell the truth in love.
4. We consider another’s interest ahead of our own.
5. We speak quietly and respectfully with one another.

6. We do not hurt one another with gossip, unkind words or deeds including slander on the internet.
7. When someone treats us unfairly or unkindly, we forgive him.
8. When someone is discouraged, we encourage him.
9. When someone does well, we praise him.
10. We do our work unto the Lord with all our heart.
11. When we have work to do, we do it without complaining.
12. When we do not know what to do, we ask.
13. We take good care of the school property, others' property, and what belongs to us.
14. We dress and groom in a way that honors Christ and we avoid that which is immodest, sloppy, or distracting.
15. We help and encourage others to obey the rules.
16. We don't have to be asked twice.
17. We address and answer adults respectfully (Yes Sir, Yes Ma'am; No Sir, No Ma'am).
18. We raise our hand and do not interrupt.
19. When we go out in public, our behavior honors Our Savior; we act just as if we were in school.
20. When we disobey or forget any of the Rules of This House, we accept the discipline and instruction of the Lord.
21. Students will act respectfully during pledges to the American flag, Bible and Christian flag. They will listen to the devotion and announcements for each day.

Article IV: Scriptural Guidelines for Disciplining Children

Origin and Nature of Sin

Isaiah 14: 12-15

Origin of Sin in Man

Genesis 3

Man's Sinful Nature

Psalm 51: 5, 58: 3

Sin and Grace

Ephesians 2: 1-10

Two Natures

Galatians 5: 17; Romans 7: 14 - 8: 4

God's goal is for us to get control of our old nature and our new nature to get control of us—cheerful and complete submission to God's authority.

Lack of Submission = Rebellion = Satan Worship

1 Samuel 15: 23

2 Peter 2: 10

Submission to God Means Submission to God's Delegated Authority

Romans 13: 1-2, 7

1 Peter 2: 13-14, 18

1 Peter 3: 1

1 Peter 5: 5

Colossians 3: 18 - 4: 1

Numbers 12, 16

Bad Examples:

Good Examples:

1 Samuel 24: 4-6; 26: 9-11

2 Samuel 1: 14

Exceptions:

Exodus 1: 17

Daniel 3: 17-18; 6: 10

Matthew 2: 13

Acts 5: 29

This is "The fear of the Lord" Proverbs 1: 7; 9: 10

A Child's Obligation = Honor and Obey

Ephesians 6: 1-3
Colossians 3: 20
Luke 2: 51

Consequences of Rebellion

Exodus 21: 15-17
Deuteronomy 21: 18-21
Deuteronomy 27: 16a
Proverbs 30: 17

Parents' Obligation = Direct, Instruct, Discipline

Proverbs 22: 6
Proverbs 29: 15, 17
Ephesians 6: 4
1 Timothy 3: 4-5
1 Samuel 3:13

Common Mistakes in Child Training:

1. Setting a Bad Example
2. Lack of Prayer
3. Lack of Attention (unavailable, disinterested, lazy)
4. Careless Delegation (TV set, ungodly teachers, unscreened friends: 1 Corinthians 15: 33)
5. Ignoring Little Infractions (Luke 16: 10; Matthew 25: 21)
6. Training a Child to Ignore You Until You Are Angry
7. Justifying Instruction (what comes before why)
8. Bribing for Obedience (manipulation does not challenge self-will)
9. Allowing Excuses (afraid of confrontation. Contrast Bible)
10. Losing One's Temper
11. Over protectiveness and over controlling

The parents' goal is to apply external control and gradually work themselves out of a job as the child demonstrates growing internal control (responsibility). Subdue the old nature and encourage the new nature. This is not a smooth curve; it has its bumps.

Key Elements: Time of Instruction
 Entrust responsibility and freedoms
 Moments of Conflict

When Conflict = Rebellion:

A. Active Rebellion

1. Defiantly saying, "No"
2. Attacking parents (verbally or physically)
3. Knowingly disobeying
4. Temper tantrums
5. Deliberately not paying attention

B. Passive Rebellion

1. Consistent forgetfulness (by choice)
2. External obedience with a bad mental attitude
3. Obeys only on own terms

4. Does what is required, but not how it should have been done

Rebellion = A child deliberately asserts his will over the parents' authority

Article V: Discipline – Practical Guidelines

The Pastor, Principal, Dean of Students, teachers and staff at OSNAS all have the goal of encouraging our students to represent the name of Jesus, in thought, word and deed. When unacceptable behavior occurs the purpose of the discipline action is to correct the student's behavior, help the student understand the reason the behavior is incorrect and to discourage repeated misbehavior.

A. *Offenses Which Always Require Disciplinary Action, but not limited to:*

1. Disrespect
2. Disobedience
3. Dishonesty (lying, cheating, and stealing), including academic.
4. Obscene language and gestures
5. Willful damage to property (vandalism)
6. Fighting (all involved)
7. Possession of dangerous or illegal items.
8. Dress code violation
9. Bullying
10. Not completing assignments on time, including homework.

B. *Correction of Offenses*

Teachers, teachers' aides, and adult supervisors will oversee the conduct of students throughout the school day. Students should expect to be corrected by an adult whenever necessary. In the case of minor infractions, parents will generally **not** be contacted unless the Dean's corrective action has proven unsuccessful, in which case the principal and Dean will be informed. The Dean will be informed daily of any student misconduct and will take appropriate action.

C. *Disciplinary Action*

Detention: Our interest is in helping the individual student and preserving a Christian, academic atmosphere. Teachers have classroom rules and will use corrective measures in class. The corrective measures may result in a loss of privileges. If a student does not respond to these measures, the Dean will issue a discipline notice and notify the principal. The consequence may be detention. The detention will be served on the assigned day from the end of the school day until 5:00pm. Failure to show or be late on the assigned day will result in an added day of detention. The school finance committee has decided to assess the family of students serving before or after school detention a fee of \$10.00 per day per student. This fee will be invoiced on a weekly basis and will be expected to be paid promptly. We pray that you will realize the need for this fee as the school has to subsidize the cost of paying the teachers that have to stay after school to supervise your child/children. Please share this fee with your child as a way to re-enforce proper behaviors and to encourage your child to possibly help avoid this type of disciplinary measures in the future.

- **Disciplinary alternatives:** can be, but are not limited to, the following: extra assignments, loss of lunch recess privileges, after school detention, parent conferences, or appearance with parent before Disciplinary Committee of OSNAS School Board.
- **Suspension:** The offenses that may be serious in nature or repeated behaviors that lead to frequent detentions can lead to in school or out of school suspension.
- **Expulsions:** Behaviors that are offensive in nature, including, but not limited to repeated suspensions where it becomes necessary to separate the offenders from the rest of the students for the good of all involved, may lead to being expelled from OSNAS.

D. Due Process

Parents may have questions or concerns about anything from classroom assignments to school policies. The faculty or staff member that is most closely associated with the matter should be contacted first. Generally, teachers are contacted for classroom procedures, discipline, assignments, homework, curriculum, and classroom events. The principal or Dean, although possibly aware of the situation, would become involved, if no solution is reached between the teacher and the parents.

Article VI: General Rules of Behavior

Students are not to use or possess any of the following items while on campus, on school buses, or at any school sponsored function, trip, outing, etc.:

1. Weapons of any kind.
2. Cell Phones, iPods, hand-held games, or other electronic devices. (Must be turned off and stored in locker.)
3. Cigarettes, alcohol, illegal drugs.
4. Cameras or Video (Except when approved by staff for special events.)
5. Public displays of affection should not be anything more than what would be customary between all brothers and sisters in Christ.
6. Gum

Any electronic device confiscated during the school day will be handed over to the Dean. It will be held overnight and picked up after school the following day for \$10 fee will be charged. Second infraction the student gets caught with their phone out will be \$20.00 and to be picked up the following day of the school. Third infraction the students get charged \$30.00 and is not allowed to have phone on campus. When they report to school in the morning the phone must be left with the Dean of Students and can be picked up at the end of the day. *All phones must be locked up in their lockers when reporting to school. Repeat offenses will result in more severe consequences. Disciplinary action for repeat offenses will be at the discretion of the school administration/Dean.

Discipline Notices

RenWeb discipline infractions will be recorded on RenWeb

Article VII: Damage to School or Personal Property

It is expected that a plan for reimbursement be made for **any** damages; whether or not the individual acknowledges the act, or if it is accidental.

Lockers

Students in grades 4-12 are assigned lockers. Students in grades 6-12 must purchase locks. Locks are to be purchased through the school office for a fee of \$10.00. It is the students' responsibility to lock their lockers and not to share their locker combination with other students. Students who lose their assigned locks will need to purchase a new one. Students are required to keep their lockers neat and clean. **No personal locks** are permitted on lockers. Personal locks will be cut off. **No stickers, tape or inappropriate pictures** should be displayed on or in the lockers. **The school reserves the right to inspect any locker at any time.**

Article VIII: Dress and Grooming Code

A student's appearance should be honoring to Our Savior at all times. It is also our desire to keep the dress code as simple as possible in order that it may easily be followed and enforced. OSNAS encourages parents to remain closely involved with their children's appearance. The school expects parents to enforce and support the dress code. Students who fail to adhere to the dress code will not be allowed to attend school for that day. Parents will be called to pick up their child or their child will remain at in school suspension. (Parents may bring acceptable clothing for their child, allowing their child to be admitted back into school for the remainder of the day.)

All students are to come to school dressed in the **OFFICIAL SCHOOL UNIFORM, WITH SCHOOL LOGO.** Uniforms are to be purchased through Lobel's.

Uniforms will consist of the following:

Boys

Khaki or Navy slacks
Short sleeve polo in burgundy, white or navy
Long sleeve polo in burgundy, white or navy
V-neck long sleeve pullover in navy
V-neck vest in navy
Crew neck pullover in navy
Unisex cardigan sweater in navy
Brown Belt
Closed toe shoes (black or brown) or sneakers

Chapel Day – Wednesday Attire (Boys)

Khaki or Navy slacks
Oxford short sleeve white shirt with OSNAS Logo
Oxford long sleeve white shirt with OSNAS logo
Navy/tan striped tie or solid blue
Closed toe shoes or sneakers

Girls

Knee length jumper in burgundy or navy for grade K-6
Two kick pleated skirt in khaki, burgundy or navy
Slacks in khaki or Navy
Short sleeve polo in burgundy, white or navy
Long sleeve polo in burgundy, white or navy
V-neck long sleeve pullover sweater
V-neck vest in navy
Crew neck pullover in navy
Unisex cardigan sweater in navy
Knee high socks or tights in white, burgundy or navy
Closed toe shoes (black or brown) or sneakers

Chapel Day – Wednesday Attire (Girls)

Jumper- K-6
White blouse – short sleeve or long sleeve with OSNAS logo
Slacks or skirts, from the above list
Closed toe shoes (black or brown) or sneakers

General Attire

Conservative appearance
No hats, caps, scarves, do-rags or bandanas worn inside the building
No visible tattoos
No body piercing
No bare feet, flip-flops or sandals
No undergarments showing

Girls Attire

No cleavage showing
No midriff skin showing
No spaghetti straps or halter tops
Shorts and Skirts must be worn to the knee
A maximum of two earrings worn in the lobe of each ear

Boys Attire

Chapel Shirts must be tucked in
Pants are to be worn at the waist
No earrings or piercings
Clean-shaven
No dreadlocks, braids, or dyed hair

Hair:

Boys hair should be neatly trimmed, not fall below the collar in the back nor below the eyebrows in the front. Both boys and girls hair should be worn in a style that does not obstruct vision or hinder participation in the learning process. Hairstyles that are extreme, disruptive, or have distracting colors are not permitted.

All rules stated above will be enforced. All decisions regarding the appropriateness of dress and grooming will remain at the discretion of the School Administration.

SECTION III: BASIC ACADEMIC MATTERS

Article I: Accreditation and Certification

OSNAS has membership in LSA (Lutheran School Association) and ACSI (Association of Christian Schools International) and is presently in the Accreditation Process with NLSA (National Lutheran Schools Association). As a non-public school, OSNAS has met the state requirements to be registered by the state and approved by the superintendent of our local district as offering a “substantially equivalent” education.

Accreditation by a state or regional governmental agency is a process designed to foster self-improvement and to ensure that an institution meets certain standards. However, many accredited schools fall far below the standards we set for ourselves at OSNAS. That is why we exist, and why so many parents and students choose OSNAS over older schools that are accredited already.

Although many OSNAS teachers are state certified and have a Master’s degree, our main concern is that teachers are well qualified and apt to teach. In addition, certification requires one to learn methods and content that is sometimes contrary or inferior to our standards of excellence and Christ-centeredness. We do not demand certification, but we do demand above and beyond what certification is meant to give.

Accreditation of a Christian school is **not** necessary for a graduate who wishes to enroll in a college or university. The basic criteria for college admissions are academic and extracurricular achievement and national standardized tests. The program of OSNAS is designed and implemented to allow its graduates to stand on their own achievements and merit.

Article II: Faculty

All staff members of OSNAS have been carefully selected on the basis of their usefulness to promote our educational ideals. The most outstanding requirements for the instructional staff are knowledge of the subject matter and ability to communicate it, an unselfish spirit of dedication to children, belief that the Christian school ministry is their service to God, and a complete and personal acceptance of our Lord and Savior, Jesus Christ.

Article III: Facilities

The school represents a ministry of Our Savior Lutheran Church and is, therefore, privileged to use all of its facilities as needed. With few exceptions, all activities of the school day will take place on the church/school premises and designated athletic field.

Article IV: Homework

Homework is important, but it will not be oppressive. It is an excellent way for parents to be involved in a child's education and monitor progress.

Parents can help by giving your child a proper environment for study. Parents need to be firm in setting priorities for your child and eliminating some of the distractions that interfere with getting homework completed, including television and video games. If you do not understand the homework policy, please discuss it with your child's teacher. Three missed homework assignments will result in detention.

Article V: Library

All books and other materials taken from the library must be checked out. Books may be checked out for two weeks and may be renewed. A fine of five cents per day will be charged on each book not returned on the due date. Charges will be billed to you on a monthly basis. There will be a charge for books damaged beyond reasonable wear; and the students must pay for lost books in full.

We are also blessed with a large, modern, public library within a short walking distance. Periodically our students will go, with parental permission, to this library to develop library skills and take advantage of all that is available. Students must abide by the rules for use of this library.

OSNAS Technology Center is used to assist and re-enforce the learning process. Our technology center is equipped with state of the art computers with filtered internet access.

Article VI: Requirements for Graduation

The following is a list of credits needed for graduation from Our Savior New American School:

| <u>Course</u> | <u>Number of Credits</u> |
|----------------------|---------------------------------|
| Bible | 4.0 |
| English | 4.0 |
| Social Studies | 4.0 |
| Math | 3.0 |

| <u>Course</u> | <u>Number of Credits</u> |
|-------------------------|---------------------------------|
| Science | 3.0 |
| Health | .5 |
| Physical Education | 2.0 |
| Art | .5 |
| Music | .5 |
| Public Speaking | .5 |
| Logic | .5 |
| Computer | .5 |
| Comparative World Views | 1.0 |

| | |
|-----------------------------|------------|
| Foreign Language | 3.0 |
| *Electives | <u>2.0</u> |
| Total Credits Needed | 29 |

*Electives include such subjects as Art, Music/Choirs, etc.

**All seniors are to take the Terra Nova Tests and College Board SAT as part of the graduation/exit examinations. Seniors are required to complete 30 service hours before graduation.

Senior Fee: All Seniors are required to pay a graduation fee of **\$185.00** before October 1st to cover the cost of diploma, cap & gown, transcripts, yearbook, Senior T-shirt and all associated fees.

Article VII: Curriculum

Curriculum is carefully selected for excellence in accordance with our educational philosophy. Children receive regular instruction in Bible, English (including electives in Math (including Algebra I & II, Geometry, Pre-Calculus, Calculus, Applied Business Math), Social Studies (including electives in Criminal Justice and American Experience), and Science (including Earth Science, Biology, Chemistry, Physics, Geology and Anatomy). In addition, students receive instruction in Physical Education, Art, Music (including choirs and musical drama), Foreign Languages (including Latin and Spanish), Computer, and Chapel. Advanced placement courses are offered in Calculus, American Government, Chemistry, U.S. History, Literature and Composition, Chemistry, Physics, and Language and Composition.

***Part of the regular curriculum is the required summer reading program in all grade levels, instructions and assignments will be given at the end of the school year.** Some Honors level and AP courses may have additional reading during summer.

Withdrawal From A Course

Students complete a course selection form in the spring preceding the school year. If a student wants to withdraw from a course within the first three weeks of the school year a form, obtained from the guidance office, must be completed. With parental and guidance counselors permission, a student may withdraw from a course. Required courses may not be dropped.

Article VIII: Home-Schooling

OSNAS enables and supports parents who desire to teach their own children at home. Home-schooling parents are welcome to use the OSNAS faculty, facilities and program to enrich their children's education. Students can participate in the courses desired. It is the parents' responsibility to see that their child is present when the desired course meets.

Article IX: Monitoring and Communicating

Reporting student progress is an important part of parent/teacher communications. It is the responsibility of both the parents and teachers to keep each other informed concerning the performance of each student. In addition to unscheduled and informal communications, several reporting methods will be utilized.

- A. **Assignment Books** will be given to grades 1 – 12. On each page there is a place for comments to be used by parents or teachers.
- B. **Conferences:** Regularly scheduled conferences will be a part of the school's reporting process.
- C. **RenWeb:** RenWeb is an online program that provides parents and students access to lessons and assignments. Through the parent portal, parents can gain access to their child's assignments, grades, and monitor their child's academic progress. Parents will need to create a username and password to gain entry into the portal.

Article X: Academic Grading & Transcript Policy

Should a student achieve a grade below 55 for a quarter (at the teacher's or administrator's discretion) it may be recorded as a 55. Such decisions will be determined with careful consideration of the student's effort level, completion of assignments, the level of difficulty of the course, and the academic integrity of the school.

Underachievement may result in detentions or restriction of all extracurricular activities

All grades will be posted numerically with the exception of PASS/FAIL courses. PASS/FAIL courses cannot be counted toward the GPA.

Teachers must give calculated grades, along with effort and conduct information to the Records Department within 4 school days after the quarter ends.

If a student has been legally absent, the teacher may at his or her discretion post an "I" for incomplete. The student will have 2 weeks from the end of the quarter to make up the missing work. If at the end of 2 weeks the work is not complete the student will receive a grade of "55". Teachers are to keep track of the student's grades and update the student's grade with the records department by the 2-week deadline.

For report cards, if there is an error in calculation, be it computer or typographical, the request to change a grade must be made in writing to the Guidance Office along with the reason for the change.

Grades are posted to transcript at the end of the SEMESTER (2 quarters). If there is an error in calculation, be it computer or typographical, the request to change a grade must be made in writing to the Guidance Office along with a reason for the change.

Partial credit is not given for any class to a student who does not complete two full scheduled semesters for full year.

SAT and ACT scores can only be posted on the transcript if the student is on the school's score report or the student has his original College Board score report.

Sports posted on the transcript are taken from individual sport rosters. If you have participated in a sport and are mistakenly not on the roster, please submit a letter from the official coach of the team to the Guidance Office.

Final examinations are 20% of the final grade for major subjects (Math, English, Bible, Science, Social Studies, CWV and foreign languages). Final Examination scores are posted on the report cards, but are not posted on transcripts.

Students are required to take Final Exams on the dates posted. Students must have a verified excused absence and call Attendance office on the day of exam in order to reschedule. Please see attendance policy for excused absences. All unexcused absences will be rescheduled with the Guidance office. Unexcused absences will take a 20 point reduction.

Students who have attended other non-public or public high schools must submit an official transcript from that school with a raised seal.

A student's passing subject grade level must reflect a 65% or higher. A subject grade reflection below 65% constitutes a failing class; therefore students who fail a course during the regular school year and wish to attend a summer school other than OSNAS, or a school in the district which you live in must present an official transcript with a raised seal from that school before the class can be posted to the transcript. A PASS/FAIL class can be posted with credit, but cannot be included in the GPA.

Guidance will provide transcripts to institutions as requested up to the final transcript. A processing fee of \$20.00 will be applied to any requests thereafter. Any senior must be up to date with tuition, signed forms and graduation fee before we can send transcripts to the institution.

Courses are given 1/2 credit or 1 credit per year. Honors and advanced placement courses are weighted according to difficulty. The weighted grade is computed by multiplying the number of grade points (90-100=4, 80-89=3, 70-79=2, 65-70=1) by 1.1 or 1.2.

The computer formulation for weight for an Honor Class is 1.1 and Advanced Placement Class is 1.2.

Honor Roll: In keeping with our goal of excellence we recognize those students who have worked diligently and whose academic and effort grades are commendable.

The criteria are as follows:

High Honors: 95 average, no failures E (excellent) or G (good) in effort.

Honors: 90 average, no failures E (excellent) or G (good) in effort.

Valedictorian: To qualify for the honor of valedictorian, a student must be enrolled at Our Savior New American School for 3 years, exhibiting academic excellence through course of study and class rank.

Academic Dishonesty: Any form of academic dishonesty of any kind with respect to examinations, course assignments, unauthorized recordings of lectures, plagiarism,

alteration of records, or illegal possession of examinations is strictly prohibited. Any student who knowingly assists another student to engage in academic dishonesty is also guilty of academic dishonesty. Plagiarism is the knowing use, without appropriate attribution, of the ideas, expressions, or work of another, with intent to pass such materials off as one's own. Teachers will be using an online plagiarism checker to monitor written work.

Plagiarism may take many forms including the following:

- Copying word for word from any outside source without proper acknowledgement. This applies to the whole paper, a section, a paragraph, a sentence or a few words.
- Submitting in whole or part a paper written by another student or family member.
- Submitting in whole or part an assignment written by another student.
- Paraphrasing ideas from any outside source without proper acknowledgement.
- Downloading a paper.

No credit will be given for any academic work tainted by compromised integrity and disciplinary measures will be taken. Consequences may be but not limited to:

- Zero for the assignment with no make-up possible.
- Double zero
- Detention/Suspension

Appointments

Any student needing to meet with the guidance counselor must complete a "request for appointment form. An assigned time and pass will be given to the student for the earliest time possible. Parents and guardians will need to call and make an appointment to meet with the guidance counselor or principal.

Article XI: Records

All records (academic and health) must be in school prior to the start of the school year. **No one can attend school if records are incomplete.**

SECTION IV: SCHOOL ROUTINE

Article I

HIGH SCHOOL SPORTS ELIGIBILITY STANDARDS

OSNAS is a high school (not a prep school) and complies with National Federation Criteria for student-athlete eligibility. Accordingly, Student-athletes may play four

seasons of senior high school athletic competition in any sport commencing with their entry into ninth grade and prior to graduation. These seasons are ordinarily consecutive, except under extraordinary circumstances when a student's failure to participate in a season due to illness, accident or similar circumstances beyond the student's control.

Participants are not post-grads, 5th year seniors or beyond their teenage years. Seventh and eighth graders in compliance with NYS laws, who meet skill level and physical maturity requirements, may participate in a sport without forfeiting any of their four-year high school eligibility commencing with the 9th grade.

Academically, contestants must be bona-fide students passing five of the following core subjects, Bible, Math, Science, English, Social Studies, and physical education. Athletes are expected to avoid all involvement with alcohol, tobacco, non-prescribed drugs, or improper sexual contact. In both academic and athletic settings, dress, conduct and language should be honoring to Our Savior and above reproach. Violators subject themselves to suspension or expulsion from participation.

Article II: Attendance Policy

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. Faithful attendance is necessary for the maximum benefits. Absences totaling more than 27 days in one academic school year may result in failure. If a student goes over the limit in any class, the student may not receive credit for the class. For students in a two day a week class the amount is equal to 13.

We abide by New York State regulations for attendance as well as the Compulsory Education Regulations. Requirements include end of the year reporting for excessive absences and tardiness.

Perfect attendance will be recognized at the awards ceremony held in June.

A. *Excused Absences*

1. Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
2. Illness in the immediate family that requires the student's presence.
3. Death in the family.
4. Official college-visit.
5. School approved field trip or athletic trip

B. *Unexcused Absences*

1. Vacations
2. Transportation
3. Oversleeping
4. Working
5. Visiting relatives/friends

The coding system used for the computer is as follows:

| | |
|----|----------------------|
| EA | Excused Absent |
| UA | Unexcused Absent |
| ST | School Trip/activity |
| ET | Excused Tardy |
| UT | Unexcused Tardy |

To communicate a child's absence, one of the parents must call the school office (Mrs. Caroline Grimaldi) at **631-588-2757 ext. 272** by 10:00 a.m. on the day of the

nonattendance. You will receive an email notification and or voicemail about the days said absence or tardiness. Written or verbal notice in advance of anticipated absent days is also acceptable. **Upon return to school all students are required to bring a note to the attendance office. For absences more than 3 days, students are required to bring in a doctor's/medical note.**

Students are required to turn in all missed assignments as well as make up any tests or quizzes they may have missed on the day they were absent.

C. Early Dismissal

Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, a request must be made to the office. Parents must go to the office to pick up their child and sign the student out. **No student will have permission to leave unless accompanied by his parent(s) or guardian.**

Seniors who have a scheduled 9th period study hall on Friday may leave at the end of 8th period, provided they have a note on file from their parents or guardians and they do not have a scheduled after school activity, e.g. sports or drama rehearsals. Senior students who qualify for driving permissions may not drive other students to or from class without signed parental permission from both students' parents. A copy of student's license and registration is required on file.

D. Tardiness

It is important that students always be on time to school and to class. By being prompt, the student is demonstrating self-discipline, responsibility and respect for others. These qualities are not only an important part of our Christian witness, but are also for academic achievement and success and good citizenship in every walk of life. The student will receive a written warning for the first and second tardy and Parent Conference for the third tardy violation. **A third violation will result in detention and or loss of one grade point per affected quarter.** These violations are also classroom policy. They will be enforced per class and will affect your grades.

Students and parents are aware of the attendance policy at various meetings as well as in individual classroom and parent/teacher conferences.

All attendance is posted on the quarterly report card.

E. Penalties

Each student is expected to be fully ready to participate at the assigned starting time. Excessive absences or tardiness can lead to failure, suspension or expulsion from school.

Article III: Change of Address or Telephone Number

If you change your address, telephone number, or work location, please notify the school. It is important that your emergency contact numbers are current.

Article IV: Closed Campus

We follow a closed campus policy. Students must stay under direct supervision of a teacher or aide from their arrival time until dismissal. Upon arrival at school, students are to go immediately to class. Students are not permitted to leave campus.

All parents and visitors to the school must register at the welcome desk. The receptionist will call for you to go to your appointment.

Senior students are allowed to drive to school if they provide the following to the guidance office: a valid driver's license, registration and certificate of insurance. If senior students drive to school, upon arrival at school they must park their cars, lock them and immediately go to class. They may not return to their cars during the school day.

Article V: Communicable Diseases

In consideration of the health and well-being of all of our students and teachers, please notify the school **immediately** if your child is diagnosed as having a contagious disease. A sick child should stay home rather than cause many others to become sick. If a student is too sick to come to school but well enough to do some work, assignments may be found on RenWeb.

Article VI: Emergency School Closings

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to inclement weather, which makes the roads impassable or unsafe. In case of emergency closings, such information will be broadcast over the radio no later than 7:30 a.m. School closing information is broadcast on the following radio station WALK, 97.5, on television, News Channel 12, on our website, and through parent alert. Every effort will be made to update the website and to notify the radio station and television station of our decision as early as possible. Ordinarily, we will close whenever the Middle Country School District closes. This applies to **early** dismissal as well. **PLEASE** make sure you have a "plan" that your child(ren) is(are) familiar with as to what to do on an early dismissal day in the event that you will not be home (e.g. go to a certain neighbor's house, etc.).

Article VII: Field Trips

Field trips are planned for their educational value. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign this permission slip and return it to the school. **NO** student will be permitted to go on a trip without this permission slip being on file in the office. Parents may be invited to participate in field trips, but as in the case of helping in the classroom, parents help under the supervising authority of the teacher. Students who do not exhibit proper classroom behavior may be excluded from field trips.

Students in the secondary level will not be permitted to go on major trips unless academically eligible and tuition is up to date.

Article VIII: Fire Drills and Crisis Drills

Throughout the year there will be unannounced fire and crisis drills. When the fire alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. All doors must be shut, lights turned off, and absolutely no talking will take place. Each student is to remain with his classmates at all times. All classes will have an “assigned exit” through which they are to pass. A signal will be given to reassemble in the classroom. During crisis drills students are to follow directions of the classroom teacher.

Article IX: Health Records

Students entering school are to present a certificate of immunization (See Section I, Article XII). A copy of Kindergarten student’s birth certificate must be on file. Physicals are required upon entering OSNAS. Blank medical forms are available in the office.

Article X: Illness During School Hours

If a pupil becomes ill during the day, he may be excused to go home by the administrator or school nurse. Before the pupil is excused, however, the school nurse will contact a parent. For this reason, it is important that the school have the correct home and office telephone numbers of both parents. It is the parents’ responsibility to arrange for the child to be picked up. **NO** child may be dismissed without being signed out in the nurse’s office and at the welcome desk. Students cannot call their parents to be picked up. The nurse will call.

Article XI: Lost and Found

Please label all clothing, lunch boxes, and personal property. Label and cover all textbooks. This expedites the search for the rightful owner. All items found should be turned into the office. Lost items that are not claimed after a reasonable length of time will be given away.

Article XII: Lunch Program

Students have the option of bringing their lunch to school or buying lunch. Snacks will also be available. Parents will be notified in advance of the menu and charge. No student will be permitted to leave the school for lunch.

Article XIII: Medications

Parents are asked to consider the potential dangers of having students bringing medication to school. The school recognizes that medications are justified in chronic health conditions and short-term acute health conditions, but **no medication** will be

administered without the written request of a parent and the directive of a physician. If a child is not feeling well, a parent will be phoned by the school nurse for permission to administer any medication, including aspirin or Tylenol.

Article XIV: Music

Only music, which glorifies the Lord, is permitted on the OSNAS campus. Beautiful music can be spiritually, emotionally, and psychologically beneficial.

Article XV: Office Hours

The school office will be open from 7:45 a.m. to 3:15 p.m. on school days.

Article XVI: School Calendar

The school calendar will be set up at the beginning of each academic year and posted on our website. If you do not have internet access, please request a printed copy.

Article XVII: School Hours

School hours are from 8:15 a.m. to 2:40 p.m., Monday through Friday, for grades one through twelve. Kindergarten hours are from 9:00 a.m. to 2:40 p.m.

Article XVIII: After School Supervision

Unsupervised students are not permitted to stay after school. Students who participate in an after school activity or sport or require extra help from their teachers must remain under the supervision of the coach/teacher or in the homework room.

Article XIX: After Care and Before Care

Before/After care is available for students in grades K-6. The \$10.00/hour fee is in addition to OSNAS tuition and is determined by the number of days attending per week.

Article XX: Student Injury

The staff of OSNAS will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious and parents cannot be contacted, the emergency medical release form allows the school to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained in the child's behalf.

Article XXI: Supervision of Students

Supervision of students in the school building is provided fifteen minutes before school starts and throughout the school day. Students must go to their classrooms immediately when they are dropped off at school. During this time it is understood that a child is the responsibility of OSNAS, and as such, we retain the authority to exercise supervisory and disciplinary measures.

Students are expected to leave the building for home at dismissal time unless they are staying after school for a supervised school activity, at which time they must remain on school grounds in a supervised area. OSNAS is not responsible for any student who leaves the school grounds.

Concerning sports events listed as HOME games; school supervision extends only to those students who are on the team. Parents are responsible for the whereabouts and activities of their other children (those not on team) during these sports events.

Parents are responsible for the whereabouts of their children during any after school activity or evening school event.

Article XXII: Transportation

OSNAS does not provide transportation to and from school. If parents want bus transportation, it is their responsibility to apply for it with their local school districts. The normal deadline for this application is **March 31**.

Children are expected to practice safe and courteous bus behavior. The privilege of riding the bus may be revoked for children who do not behave properly.

If students are to be picked up by someone unfamiliar to the school, the school must be notified in advance. If the school is **not** notified in advance of any change with respect to transportation, students will be sent home in the usual manner.

It is the parents' responsibility to contact the school with respect to any changes in transportation plans. Students will not be allowed to make phone calls to make "last minute" arrangements.

Article XXIII: Telephone Calls and Messages

All telephone calls and messages to students or teachers must be directed to the school office. No student or teacher will be called out of class except in case of emergency. Student use of the telephone will be limited to **emergency phone calls only**.

Cell phones are not to be used during school hours. Cell phones, which are heard or seen, will be confiscated. Cell phones must be turned off and stored in lockers.

Article XXIV: School Chapel

Wednesday is Chapel Day. Students and Teachers are expected to attend and participate respectfully.

ENDING REMARKS

The goal of Christian education and personal growth is not a five-day a week, ten month a year affair. It is a constant and ongoing team project of home, church, and school.

Parents and children are encouraged to attend church, Sunday school, and Bible class regularly throughout the year. Members of Our Savior Lutheran Church are strongly encouraged to participate in Wednesday Christian Education Nights as a family.

Parents and students are expected to conduct themselves as representatives of Jesus Christ, OSNAS, and their church at all times. Christian language, dress, and behavior is even more important in public and after school hours as we are constantly to be positive witnesses for our Lord and advertisements for Our Savior New American School.