



OUR SHEPHERD LUTHERAN SCHOOL

2023-2024

Handbook & Calendar



I TIMOTHY 6:18-19



THEY ARE TO DO GOOD,
TO BE RICH IN GOOD WORKS,
TO BE GENEROUS AND
READY TO **SHARE**,
THUS STORING UP TREASURE FOR
THEMSELVES AS A
GOOD FOUNDATION FOR THE FUTURE,
SO THAT THEY MAY TAKE HOLD OF
THAT WHICH IS TRULY LIFE.

9201 East County Road 100 N
Avon, Indiana 46123
317-271-9100
(3-year-olds through 8th-grade)



OUR SHEPHERD LUTHERAN SCHOOL

2023-2024 School Year Theme Verse

They are to do good, to be rich in good works, and generous and ready to share, thus storing up treasure for themselves as a good foundation for the future, so that they may take hold of that which is truly life.

1 Timothy 6:18-19

Mission Statement

The mission of Our Shepherd Lutheran School is to joyfully share the Gospel to build and nurture Christ's children by educating them for life on earth and into eternity.

Vision Statement

Growing with our school families in faith, learning, and relationship through Christ's loving example.

OUR SHEPHERD LUTHERAN SCHOOL

TABLE OF CONTENTS

<u>Pg#</u>	<u>Heading</u>
2	School Theme, Mission Statement, Vision Statement
4	Core Values
5	Purpose
6-7	Philosophies
7	Statement of Belief
8	Statement of Belief Concerning Relationships
9	Biblical and Doctrinal Charge to Parents

POLICIES

<u>Pg#</u>		<u>Pg#</u>	
11	Accreditation	24	Homework Policy
11	Administration	24	Late Start
11	Arrival (1st-8th)	24	Library
11	Arrival (Early Childhood/Kdg)	25	Lunch
11/12	Attendance	25	Music
12	Birthdays	25	New Student Enrollments
13/14	Bullying	26	Non-Discrimination Policy
14	Chapel	26	Outdoor Play
14	Church & Sunday School Attendance	26	Parents, definition of
14	Class Schedule	26	Privacy
14/15	Communication	26	Remind (Text Reminders)
15	Cumulative Record	26	Returned Checks
15/16	Curriculum	26	School Closings
16	Damages	27	School Safety
16	Dismissal (All grades)	27-29	Student Behavior (1st-8th grades)
17/18	Dress Code / Appearance Standard	30/31	Student Behavior (Early Education)
19	Early Release	32	Student Financial Assistance
19	Eligibility	32	Tardiness
19	Extended Care	32	Technology
20	Enrollment Period	32	Testing
20	FERPA	33	Tuition Payment
20	Field Trips	33	Visitors
21	Grading System	33	Volunteers
21/22	Gym & PE	34	School Calendar
22/23	Health and Safety	36	Acknowledgement of Understanding
24	Home/School Concerns		

OUR SHEPHERD LUTHERAN SCHOOL

Core Values

SHARE: 1 Timothy 6:18-19

¹⁸ They are to do good, to be rich in good works, to be generous and ready to share,
¹⁹ thus storing up treasure for themselves as a good foundation for the future, so that they may take hold of that which is truly life.

We SHARE God's Word through love and service in our school and community.

- Love
 - Each other
 - For Christ
 - For Community
- Service
 - To church
 - To community
 - To others
- God's Word
 - Chapel
 - Religion Classes
 - Memory Verses

BUILD: 1 Thessalonians 5:11

¹¹ Therefore encourage one another and build one another up, just as you are doing.

We seek to BUILD character and responsibility through Christ-centered relationship

- Relationships
 - Families
 - With students
 - With Christ
- Character
 - Honesty
 - Compassion
 - Self-Confidence
- Responsibility
 - For self
 - To others

NURTURE: Colossians 3:16

¹⁶ Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God.

We Nurture the individual by modeling faith and fostering a love of learning.

- Faith/Worship/Prayer Life
- Learning
- Individual

OUR SHEPHERD LUTHERAN SCHOOL

PURPOSE

The purpose of Our Shepherd Lutheran School is to serve as a part of the ministry of the congregation to provide a quality education for God's children and to support parents as they fulfill their role to nurture their children as they develop spiritually, intellectually, physically, emotionally, and socially.

In partnership with parents we will provide an environment so that God's children will develop

1. **SPIRITUALLY** – knowing in faith the redeeming grace of God through Christ's death and resurrection and growing into a loving relationship of service to Him.
2. **INTELLECTUALLY**– acquiring knowledge and understanding of God's world so that they may develop talents and skills for responsible Christian living and service.
3. **PHYSICALLY** – treating our bodies as temples of the Holy Spirit through regular exercise and proper nutrition.
4. **SOCIALLY** – learning to relate to, interact with, accept and respect all of God's creation.
5. **EMOTIONALLY** – learning to recognize themselves as children of God, persons of worth, made by God in His image.

OBJECTIVES & GOALS FOR THE SCHOOL

- To provide a safe, clean, and attractive environment;
- To offer and rotate materials according to the children's needs;
- To lead the children to believe in and talk with God. To show the children the love of Jesus by nurturing the whole child;
- To help the children become aware of and have an interest in the world around them;
- To provide the children many opportunities to show love and concern for others;
- To help the children develop desirable speech habits and build their vocabulary;
- To provide the children with an opportunity to work with all kinds of materials in order to foster creative expression;
- To encourage the children to develop a positive attitude toward teachers, school, and learning;
- To keep parents informed about the program;
- To build a sense of trust, autonomy, and initiative in the children;
- To bring parents and children closer together through Christian activities;

PHILOSOPHY, 1st-8th GRADES

We believe that children are a gift from God and created in his image and for his work (Genesis 1:27, Ephesians 2:10). He created each child with unique gifts and abilities to glorify Him (1 Corinthians 12:4-31). We were meant to be in community with each other, building each other up and encouraging one another (1 Thessalonians 5:11). Our instruction and teaching has a core focus on relationship, first and foremost. We intend to build and nurture each child in the unique gifts God has given them, both academic and personal.

OUR SHEPHERD LUTHERAN SCHOOL

We also believe in the power of partnership with our families. Together as teachers and parents, we can work to give each child the attention they need and the appropriate instruction that will provide not only a solid base, but a confidence in growing skills. We desire to provide opportunities and resources for our families to grow in their faith and relationship with their children as well.

We believe children learn best through a variety of instructional methods. As teachers we seek to improve our instruction and utilize proven best practices. Children learn not only through classroom instruction but the opportunities provided outside of the classroom, whether on campus through service and outdoors activities, or off-campus exploring the wider world and having the opportunity to practice social responses as we meet others on field trips.

Our philosophy is encompassed in the words “beknown”. First known by our Heavenly Father, we desire to impart this knowledge to each child - that they are uniquely created, loved, and known by their God and Creator. Additionally, students are known by the faculty and staff, not just by name, but by their individual gifts. Finally, we desire to pass on the gift of being known through the students - that they know who they are and can share the gift of being known by God to others and be part of the greater mission here on earth.

PHILOSOPHY, EARLY EDUCATION

We believe that children are a gift from God and are strong, capable learners. Our teaching practices reflect our belief that Jesus Christ is all and in all. We honor the importance of a Christ-centered developmentally appropriate environment for the children as they play, learn, and grow.

We believe that early childhood education must be holistic in nature in order to address the student’s intellectual, social/emotional, physical, creative, and spiritual growth. We place value in adjusting the environment to meet individual student needs. Therefore, we pay careful attention to each student’s individual capabilities so that the environment can be enhanced to appropriately challenge the children as they grow and mature.

It is our belief that young children learn best about God’s world through hands-on experimentation and exploration of real items. Play is integral to a young child’s growth and development for it is through play that a child unveils the world around them. Through a balance of guided, directed, and free choice play, students are provided with opportunities to express wonder and curiosity. Teachers are able to provide rigor and support students as needed to foster a lifelong love of learning through an inquiry-based approach centered on student interest.

We value the importance of relationships with children and their parents. A positive, loving relationship between the teacher and each individual child is the foundation for learning. Furthermore, this view is also reflected in the positive partnership fostered between teachers and parents to optimize a student’s success.

OUR SHEPHERD LUTHERAN SCHOOL

STATEMENT OF BELIEF

Our Shepherd Lutheran School of Avon is a member of The Lutheran Church—Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

Our Shepherd Lutheran School believes in educating the whole child - spiritually, academically, physically, emotionally, and socially. Education should first help students to understand who they are as unique and divinely created children of God. This understanding gives rise to a need in students to fully develop their gifts and talents with which they have been blessed by our God. Teachers and others – parents, administrators, Board members and staff – aid this development by working to provide an affirming, disciplined, Christ-centered environment. Faith and learning are integrated in every aspect of Our Shepherd Lutheran School thus preparing students for servant leadership in our society.

LCMS congregations and schools voluntarily choose to belong to the Synod and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The LCMS “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations, schools, and ministers. However, the voluntary association as a member includes an agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the LCMS in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The LCMS in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the LCMS in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations, schools, and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS

OUR SHEPHERD LUTHERAN SCHOOL

congregation or school ministry operates according to its own constitution and bylaws – which are required by the LCMS Bylaws to be reviewed by the District through which the congregation/school holds membership in the LCMS – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation/school in specific circumstances. The Constitution and bylaws of Our Shepherd Lutheran School of Avon govern our decision- making and policies. A copy is available upon request.

STATEMENT OF BELIEF CONCERNING RELATIONSHIPS

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27).

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Our Shepherd Lutheran School in Avon as the local Body of Christ, and to provide a Biblical role model to the Our Shepherd Lutheran School members and the community, it is imperative that all persons attending and employed by Our Shepherd Lutheran School in any capacity, or who serve as volunteers, agree to respect and act according to this statement concerning relationships (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the behavior expectations of the Our Shepherd Lutheran School community.

BIBLICAL and DOCTRINAL* CHARGE TO PARENTS

The Bible speaks clearly on the role of parents as authority over their children. St. Paul writes of the fourth commandment in Ephesians 6:2-3 (ESV) “Honor your father and mother” (this is the first commandment with a promise), “that it may go well with you and that you may live long in the land.” We believe that parents are the first teacher of the child. We also believe that parents are subordinate to obedience towards God and his will in

OUR SHEPHERD LUTHERAN SCHOOL

their vocation as parents. It is a blessing and gift that God gives parents. Martin Luther writes of this in the large catechism,

“What is the honor towards parents required by this commandment, first, that they be held in honor and esteemed above all things, as the most precious treasure on earth. Secondly, that in our words to them we observe modesty, and do not speak roughly, haughtily and defiantly; but yield to them in silence, even though they go too far. Thirdly, also, with respect to works, that we show them such in honor, with body and possessions, as to serve them, help them, and provide for them when old, sick, infirm, or poor, and all that not only gladly, but with humility and reverence, as doing it before God.”

God has given some the vocation of teacher to assist in the education of the child where the parents give the responsibility. Martin Luther continues:

“In this commandment belongs a further statement about all kinds of obedience to persons in authority who have to command and govern. For all authority flows and is born from the authority of parents. Where a father is unable alone to educate his child, he uses a schoolmaster to teach the child. if he is too weak, her get the help of his friends and neighbors, If he departs this life, he delegates and confers his authority and government upon others who are appointed for the purpose.”

“In addition, it would be well to preach to the parent also and those who bear their office. Tell them how they should behave toward those who are given to them for their governance. This is not stated in the Ten Commandments. But it is still abundantly commanded in many places in the Scripture. God wants to have this included in this commandment when HE speaks of father and mother. He does not wish to have rogues and tyrants in this office and government. He does not assign this honor to them, that is, power and authority to govern, so they can have themselves worshiped. But they should consider that they are obligated to obey God. First of all, they should seriously and faithfully fulfill their office, not only to support and provide for the bodily necessity of their children... but most of all, they should train them to honor and praise God [Proverbs 22:6]. Therefore, do not think that this matter is left to your pleasure and arbitrary will. This is God’s strict command and order, to whom also you must give account for it [1 Peter 4:5]

It is our privilege and joy to educate your children. It is our expectation that students will respect and obey the authority conferred on us as their teacher, just as they should respect and obey the authority of the parent, placed over them by God. God’s law, his commandments, are a curb and a guide to all of us. We cannot, on our own, fulfill the law, but through Christ’s death and resurrection, we are made new, are forgiven, and saved. Praise be to God!

*We accept without reservation the confessional writings of the Evangelical-Lutheran Church, as found in the *Book of Concord*, as a true and unadulterated statement and exposition of the Word of God.

Policies

OUR SHEPHERD LUTHERAN SCHOOL

ACCREDITATION

Our Shepherd Lutheran School is a state and nationally accredited Christian school for grades PS-8, maintained and supported by Our Shepherd Lutheran Church. National accreditation is with NLSA (National Lutheran School Accreditation), and the school is also accredited with the state of Indiana. Our Shepherd is one of over 2000 Lutheran schools in the United States and one of over 60 Lutheran schools in the state of Indiana.

ADMINISTRATION

Our Shepherd Lutheran School is owned and operated by the members of Our Shepherd Lutheran Church. Final authority for all decisions of policy and property is vested to the congregation. The School Board administers the affairs of the school. The Board meets monthly and schedules special meetings as needed.

While the School Board establishes policy, it delegates to the principal the execution and administration of policy. Questions or concerns regarding school policy or administration of school operations are to be directed to the principal.

ARRIVAL (1st grade-8th grade)

Arrival begins at 8:10 a.m., with the exception of late start days (arrival moves to 9:10a.m.) Cars will enter the property and take the road to the left (there will be TWO-WAY TRAFFIC IN THE MORNING; stay on the right side). Advance to either 1) the front of the gym/church area to drop off near the canopy, or 2) the gym parking lot to park and walk your child(ren) into the building. The arrival/drop-off line is a continual motion line. **Do not park in the front church parking lot to walk your child(ren) into the building. This is a safety hazard as there is cross traffic.** If you must park and walk into the building, you are required to park in the gym lot.

Students not reporting to their classrooms by 8:20 will be considered tardy. Students arriving late must check-in at the office. The school secretary will record arrival as tardy and allow the parent to walk the child down to the classroom through the secure entry in the case of a late arrival.

ARRIVAL (Early childhood/ Kindergarten)

Cars will enter the property and take the road to the left (there will be TWO-WAY TRAFFIC IN THE MORNING; stay on the right side). Please park in the gym parking lot to park and walk your child(ren) into the building. A parent or guardian must escort their child(ren) to their classrooms at the beginning of the school day.

Students arriving late must check-in at the office. The school secretary will record arrival as tardy and allow the parent to walk the child down to the classroom through the secure entry in the case of a late arrival.

ATTENDANCE

In accordance with state laws, all pupils are held to regular and punctual attendance. All absences from school will be considered unexcused until proper notification called in to the school secretary excusing your child has been received. Personal illness of the child, a death

OUR SHEPHERD LUTHERAN SCHOOL

in the family, participation at a state fair event, or being a statehouse page constitutes an excused absence. When a student is absent from school for a reason other than the four listed above, the absence is considered unexcused

Parents are to call the school office **before** 8:25 A.M. on the day of the absence. If you do not notify the school office by 9:00 A.M. you will be contacted to explain the absence.

1. A child who is absent must bring a written excuse upon returning to school. This excuse must be signed by a parent or medical professional stating the reason for the absence.
2. Families planning to be gone for vacation and/or extended periods of time (two or more days) must notify the office in writing at least one week in advance, requiring consent from the classroom teacher and the principal.
3. A child whose absence is considered excused will have the same number of days to make up work as days absent. (If he misses two days he has two days after the return to complete that work). Teachers will assign make-up work after the child returns.
4. Students with unexcused absences will be required to take all tests and turn in all assignments the day of their return. Credit will only be given for assignments and tests turned in on that day.
5. Students returning from an absence of 3 or more days may be required to stay after school with the teacher to help catch up with the missing work from the absence.
6. Students arriving after 11:00 A.M. or who leave prior to 12:30 P.M. will be marked $\frac{1}{2}$ -day absent.
7. 8th-grade students who are shadowing at a high school will not be marked absent. Days must be scheduled in advance and approved by school administration.
8. Students having perfect attendance will be recognized at the end of each trimester and at the end of the school year.
9. Twenty or more total absences constitutes serious absenteeism that may result in the student not being promoted to the next grade.
10. CHOICE Scholarship students who are not in attendance for twenty (20) consecutive days must be reported to the state and may lose their scholarship eligibility.

BIRTHDAYS

Students in grades 1st - 8th may certainly celebrate their birthdays by bringing treats. Early Childhood classes allow only non-food treats. **Snacks or treats brought in without prior permission from the teacher will not be distributed. The date and treat should be previously approved by the teacher.** The teacher will notify parents of students with allergies so they are able to provide a safe alternative. Soda and candy are discouraged. Student and staff

OUR SHEPHERD LUTHERAN SCHOOL

birthdays are included in the morning announcements. Students are not allowed to pass out party invitations at school unless every child in the class is invited.

BULLYING

Bullying means: imbalance of power or overt, repeated acts or gestures, including: 1) verbal or written communications transmitted; 2) physical acts committed; or 3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Cyberbullying is harassment via text, email, voicemail, instant messaging, photo messaging, or any other electronic form or device. Communications that occur outside of school hours/events are the responsibility of the parents to enforce and manage.

Bullying Prevention Policy:

- 1) The principal and/or the classroom teacher will conduct bullying prevention instruction at least once a year. The date of the instruction must be kept on file.
- 2) All students will be asked to report to an adult any bullying that they see or hear about during school and school functions.
- 3) Bullying victims will be instructed to tell the bully to stop. If the bullying behavior does not stop, the victim must report the behavior to an adult.
- 4) The adult will be responsible for informing the principal and/or the classroom teacher.
- 5) All reports of bullying received by the principal and/or the classroom teacher will be conveyed to the parent of the bully and parent of the bully victim by phone call or e-mail.
- 6) After completion of an investigation into the reported bullying, the bullying behavior will be disciplined according to the procedure below and Our Shepherd's Student Behavior policy.

Bullying Disciplinary Procedures:

- 1) When the problem first occurs, the teacher will ask the pupil to correct his or her behavior and document it in the student information system.
- 2) If talking to the pupil is not successful, appropriate disciplinary measures will be taken (i.e. loss of recess, privileges, detention, etc.).
- 3) If the problem persists, the family of the pupil and the principal will meet and discuss the situation to take appropriate action.
- 4) If the family and the principal are not successful at correcting the behavior, the pastor and a School Board representative will be called to help work with the child and his or her parents.

OUR SHEPHERD LUTHERAN SCHOOL

- 5) Based on the severity of the infraction, the principal may impose an immediate suspension at any time.
- 6) If suspensions and accompanying parent-child-teacher agreements are not successful, the principal will recommend the expulsion of the child from this school. If the parent feels the expulsion is unjust, they may appeal the action to the School Board for a final decision.

CHAPEL

First through 8th grade chapel is held on Wednesdays at 8:40 am. This is a special time to gather together as a whole school to worship together and is led by our pastors and school staff. We encourage parents to join us for this time of worship.

Early Education chapel includes Early Childhood and Kindergarten and is held on the first three Thursdays of each month at 8:40am and on the 4th Wednesday of each month at 8:40 with the entire school body.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Religion classes in school during the week are no substitute for weekly worship. It is expected that children will attend services regularly with their parents. We expect our member families to worship faithfully at Our Shepherd, and our non-member families to worship at a church of their choice. Member families who become delinquent in this area will be reminded of their responsibilities from administration and the pastoral staff.

CLASS SCHEDULE

Early Childhood (full day) through 8th grade Monday-Friday 8:20 am–3:30 pm

Early Childhood. (half-day) Monday-Friday 8:20 am-11:30 am

School Doors open daily at 8:10am. Classes begin promptly at 8:20am. Any student entering the building after 8:20am will be considered tardy.

COMMUNICATION

We consider ourselves partners with you in ministering to your children. Therefore we make every effort to communicate with families at Our Shepherd about your child(ren) and about the happenings in school in general. We will be using the following regular vehicles to communicate with you. In addition, we will also attempt to maintain communication on an informal basis.

Ram News: This newsletter will be e-mailed home on the last day of each week of school. It will share news and activities from the current week, highlight the next week's activities, and serve to communicate necessary school information. This is our primary method of communication with parents and should be read each week. It can also be found on our website

<https://www.ourshepherd.org/school/for-parents/resources/school-newsletters/>.

FACTS Student Information System (formerly RenWeb): This parent and student information system will have the latest up-to-date grades, behavior reports, and

OUR SHEPHERD LUTHERAN SCHOOL

attendance information. The system also includes a student and family directory. <https://renweb.com/>

Google Classroom: Middle School teachers will use this platform to communicate student assignments. Parents may have access to this system to be informed of student work and due dates.

Classroom Newsletters: Additional information, specific to each classroom, will be sent home via email or posted through another means.

Parent-Teacher Conferences: After the midpoint of the first trimester, parents and teachers of 1st-8th grade students will meet to discuss each child's academic, behavioral, and spiritual growth. Evening appointments will be available, with other times available through appointment. Early Childhood and Kindergarten conferences will occur in mid-November. For other conference needs throughout the school year, contact may be made to or from individual teachers. Teachers will not leave class for a call or conference except for an emergency.

Other Teacher-Parent Communication: The teachers will report to parents in a variety of ways in addition to the formal conferences and reports. Phone calls, notes home, e-mail, and informal conferences are common methods of sharing information that can help in our cooperative effort. Parents are encouraged to use these same methods to communicate with teachers so that we can better achieve common goals.

PTL: Our Shepherd's Parent Teacher League (PTL) is a bridge for parent-school information. PTL exists to foster the relationship and communication between parent and school. PTL holds meetings and activities a minimum of five times throughout the calendar year.

CUMULATIVE RECORDS

Cumulative records are maintained for each child. Teachers are responsible for recording test results, grades, and behavior. These records are confidential and will be filed in the school office. Health records are also maintained in the nurse's office.

A parent or legal guardian shall be permitted to review their child's records within forty-five school days after the request has been made to the principal. Records will not be released except to transfer to another school, and no school records will be released until all financial obligations are met. An education record as defined by Indiana law is information recorded by the school and concerns a student who is or was enrolled in the school. This includes but is not limited to grades, attendance, disciplinary records (suspension/expulsion), immunization records, and birth certificate.

CURRICULUM

In keeping with the purpose of Our Shepherd Lutheran School, the curriculum is based on the Word of God. Religion is not a segregated subject in the day's work; rather, its influence permeates and gives substance to all other subject areas. The curricular areas are emphasized and taught with a progressive, hands-on, standards-based approach. The courses are taught with state approved, current textbooks, software, and support materials. Innovative teaching strategies, techniques, and programs are encouraged, shared and

OUR SHEPHERD LUTHERAN SCHOOL

implemented. Technology and computer literacy are integrated into the curriculum. In keeping with a Christian philosophy of education and with regard to requirements of the state of Indiana, children receive a thorough education in the following areas:

Art	Religion	Technology
Handwriting	Language Arts/English	Mathematics/Algebra
Memory Work	Music/Band	Physical Education
Reading	Science	Social Studies
Spelling	Health	Spanish

The above subjects are not necessarily scheduled each day. Some are included in unit studies taught periodically.

DAMAGES

Students are required to reimburse the school for the loss or damage to property, including school-owned Chromebooks or textbooks. Students will also be held responsible for other school equipment, furniture, facilities, and staff property that is carelessly or deliberately damaged, defaced, or marred. These fees will be assessed in the student information system and be reflected in your balance due at the completion of your school year. Refer to the technology agreement signed during enrollment.

DISMISSAL (All grades)

A student will not be dismissed to anyone except a parent or someone designated by the parents to take the child home. If it becomes necessary for someone other than a designated person to pick up the child, the parent must notify the school office through a written note or phone call. Photo ID will be checked before releasing the student.

Pickup is expected to be prompt. Any students not picked up within 10 minutes after dismissal time will be taken to extended care until a parent or emergency guardian arrives; parents will be billed for the time the child is in extended care. Specific arrangements and traffic patterns for pickup will be developed by the principal and teachers and distributed to parents.

- **Carline** - Enter property and turn left, lining up in a double line and stopping at the intersection of the gym parking lot and main parking lot. The line will alternate to form a SINGLE line and will continue around the gym parking lot. You will turn left at the intersection, to form a pick up line along the north side of the gym up to the canopy. A faculty member will call your assigned family number via walkie to another faculty member inside of the building. Students will be dismissed from the gym and will exit outside to meet you at a designated spot. If you have a child that needs help with a buckling, please proceed forward or to the main parking area to safely secure your child(ren) before leaving the property.
- **Inside Pick-Up** - If you wish to pick up your child from inside of the school, please park in the gym parking lot. You may enter through the gym doors and wait in the narthex/waiting area outside of the offices until your child(ren) walks through with their class.

OUR SHEPHERD LUTHERAN SCHOOL

- **Parking** - We highly discourage parking and having your child(ren) cross the carline. If you need to pick up your child from the main parking lot due to an appointment at dismissal, please call the office and the dismissing teachers will be alerted so they can walk your child across the flow of traffic to you safety.

DRESS CODE/APPEARANCE STANDARD

Philosophy: The students of Our Shepherd Lutheran School should give witness of their Christian faith and training in matters of dress and conduct. We expect our students, under the guidance of their parents, to exercise good judgment in the clothing they wear and in their personal grooming. Cleanliness, neatness, modesty, and common sense go a long way toward fulfilling dress expectations. The objective of the dress code is to aid the parents with minimal guidelines. Our goal is to enable students to choose to dress in a manner that shows respect and pride in oneself.

Guidelines: The following guidelines have been established for the comfort, safety, and health of the students.

1. **Appropriateness and Modest:** Students should be comfortable while carrying on normal school activities. Please consider the length and fullness of skirts and the nature of blouse or sweater necklines for older students. In Middle School shorts and skirts must be down to fingertip length when arms are relaxed at the side of the body. Early Childhood and Kindergarten students are required to wear shorts under skirts and dress to accommodate indoor and outdoor play. Tank tops, halter-tops, off-shoulder tops, sheer tops, and bare midriffs are not permitted. Bra straps and bands should not be seen through shirts. All shirts at the shoulder should be no less than three-fingers of width. Leggings are not to be worn as pants, but only under an appropriate-length skirt or dress. Although not prohibited, boys and girls, particularly in Middle School, must use discretion in the fit of shorts and athletic wear. Yoga pants, leggings, or other fitted athletic pants are prohibited. Additionally, students may not wear pajama pants or lounge wear.
2. **Footwear:** Appropriate footwear must be worn at all times. Inappropriate footwear includes shoes or sandals without backs including flip-flops, strapless shoes, and platform shoes. Indoor house slippers are not permitted at school as well as slides. Early Childhood and Kindergarten students should wear close-toed shoes appropriate for outdoor play.
3. **Outdoor Attire:** Proper outdoor attire (jackets, mittens, hats, and boots) should be worn when appropriate. Outdoor attire may not be worn indoors. Hats, sunglasses, and hoods are not permitted to be worn in the classroom.
4. **Proper Fit and Neatness:** Students' dress and total appearance should be neat, clean, and in good repair. All pants must be worn at the waist and may not drag on the floor. Pants may not have rips or tears that show skin above the knee.

OUR SHEPHERD LUTHERAN SCHOOL

5. **Good Taste:** Clothing may not have words, logos, phrases, symbols, or pictures that contradict what Christians profess. Clothing with symbols and/or names of liquor, beer, tobacco, drugs, or disruptive behavior are prohibited.
6. **Chapel Days:** Students are encouraged to dress appropriately for entering God's house on chapel days by wearing attire that is fitting for the occasion.
7. **School-Sponsored Activities:** Students attending after-school and school-sponsored functions must conform to the dress code policy unless the principal has given special permission for those functions.

Application: These guidelines cannot be so specific that interpretations are unnecessary. We welcome parents' opinions, but the principal will exercise final judgment in the application of the guidelines. It is our desire that parents will work with the school in helping our children to set good examples in their dress and their behavior.

Due to rapid changes in fashion and fads, Our Shepherd Lutheran School further reserves the right to disallow any other clothing that is deemed inappropriate for school wear. Written notice to this effect will be given if necessary. Parents are encouraged to contact their child's teacher before investing in questionable clothing.

The faculty reserves the right to review student appearance to deal with students who have not exercised good judgment regarding their appearance.

In the event that a student is inappropriately dressed, the following steps will be taken:

1. 4th Grade and younger:

1st offense: Student will be asked in private not to wear that clothing again (if extremely inappropriate, parents may be asked to bring a change of clothing immediately). The teacher will send a note home to parents and document the offense.

2nd offense: The student's parents will be called, informed of the situation, and asked to bring a change of clothes.

Additional offenses: lunch isolation in addition to the above subject to the age of the student and personal responsibility relative to that of the parent.

2. In Middle School:

- 1st offense: private verbal warning and noted in Renweb
- 2nd offense: sent to office to wait for new clothes or wear spare clothing from the office
- 3rd offense: lunch isolation in addition to all the above
- 4th offense and additional : detention, office referral, and in-person contact from office

OUR SHEPHERD LUTHERAN SCHOOL

EARLY RELEASE

Our Shepherd will have periodic early release days for required in-house staff professional development or special events. These early release dates will be noted on the master calendar for the school year and communicated to parents again prior to the calendar dates. On early release days:

- Students will be released at 1:30 p.m.
- Extended Care hours will not be available on early release days. Student not picked up by 1:30pm will be held in the office and charged an additional incident fee.

ELIGIBILITY (extra-curriculars: athletics)

If a student participating in an extra-curricular activity fails to perform (attitudes, grades, behavior) to his/her known potential, he/she is subject to probation (temporary) and/or suspension (termination) from that activity. The decision will be made in conjunction with the homeroom teacher, coach/athletic director, and/or principal and communicated to the parent by the athletic director/administration. **If a child is absent from school for three or more hours on a practice/game day/event day, he/she may not participate in that afternoon's or evening's activity without permission from the athletic director/administrator. Absences and tardies will be reported to the athletic director from the school office. The athletic director will notify parents.**

EXTENDED CARE (also see SCHOOL CLOSING on page 26/27)

Extended Care (ExC) is an extension of the school. As such, all school rules apply during extended care time. Extended Care operates each morning from 7AM – 8:10AM and after school from 3:30PM – 5:30PM. All rules and policies of Our Shepherd Lutheran School also apply to extended care as an arm of the school.

In order to comply with safety regulations ExC will maintain child/staff ratios as follows: three-year-old ratio is 1:10; 4's 1:12; and 5-years and older is 1:15. To ensure adequate staffing, **parents are required to sign their child up via an online portal at least 24 hours prior to student use.** In last minute situations, you are asked to call the office in order that adequate staffing and supplies are available for daily use. **Students who are brought to extended care without being signed up will be charged a flat \$5 fee in addition to the normal rate.**

The cost of Extended Care is \$2 per fifteen minute increment. The maximum charge for before school care for one child is \$8.00. There is a minimum charge of one hour (\$6) in the afternoon when staffing needs are greatest and all children receive a snack. This means that the maximum charge for one day of after school care for one child is \$14.00.

Children not picked up by 5:30PM will incur a late fee of \$5.00 per student every 5 minutes.

Billing for ExC will be handled through the school office. A statement will be emailed to families each month. Payments may be made in advance through the office or student information system.

Use of extended care is a privilege. Also, students may lose the privilege of attending due to inability to follow rules and/or show respect to those who work in extended care.

OUR SHEPHERD LUTHERAN SCHOOL

Additionally, families who have ongoing delinquent balances may be asked to pay prior to using extended care.

ENROLLMENT PERIOD

Members of Our Shepherd Lutheran Church and returning students may begin reenrollment for the following school year as deemed by the School Board. Open enrollment will begin after the reenrollment period ends.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA (20 U.S.C. § 1232g; 34 CFR part 99) is a Federal Law that protects the privacy of students' "education records". The term "education records" means, with certain exceptions, "records that are: (1) [d]irectly related to a student; and (2) [m]aintained by an educational agency or institution by a party acting for the agency or institution." 34 CFR 99.3

FERPA requires school to provide parents with the opportunity to inspect and review their education records (34 CFR 99.10 - 99.12) and requires schools to provide parents with the right to seek amendment of their education records if the parent believes the education records relating to the student contains information that is inaccurate, misleading, or in violation of the students rights of privacy (34 CFR 99.20 - 99.22). Consent for Disclosure Forms can be requested through the school office.

FIELD TRIPS

To enlarge a child's understanding of the world, the school schedules field trips suited to the age, interests, and educational needs of the children. Parents are notified of the date, time, and place of the trip in advance. Transportation is accomplished by car pools. Only children enrolled in the appropriate class or classes are permitted to participate on field trips. Permission forms are sent out by teachers via an online form and must be completed and turned in no later than one week in advance of the trip.

For all field trips, students must wear an Our Shepherd shirt and appropriate shorts, pants, or skirts. All students will be given dress guidelines by the teachers.

Participants who have completed a background check and turned in proof of vehicle insurance may volunteer to drive children on field trips or accompany children on the trip itself. The classroom teacher will decide which parents shall participate, subject to the oversight and consent of the principal and/or early childhood director.

In the case of eating out at restaurants, overnight trips with hotel stays, or the like, we require that parents abstain from ordering and drinking alcoholic beverages

Field trips are a privilege and not a right. Students must meet attendance, behavior, and academic expectations set forth by the classroom teacher in conjunction with the administration to be able to attend a field trip. In Middle School, students with missing work resulting in a failing grade will not be allowed to attend field trips, Parents will be notified at least 48 hours in advance.

Rules for drivers are as follows:

OUR SHEPHERD LUTHERAN SCHOOL

1. In accordance with state law, children under the age of 4 must be in a car seat. Children aged 4-7 will require a booster seat. All other children must be in a seat belt for the entire trip. Parents whose vehicles are not equipped with seat belts will not be allowed to drive. Children under the age of 13 must not be placed in any seats equipped with airbags. Younger children should be placed in rear seats.
2. Each field trip driver must:
 - have a valid operator's license and appropriate auto insurance and must file his or her driver's license number and insurance information with the school office before being allowed to drive.
 - be 18 or older.
 - abide by the rules of the road and all applicable federal, state, and local laws.
 - never leave children unattended in a vehicle.
 - pull off the road and stop the vehicle if a disturbance occurs.
 - verify the safety of all children in the vehicle before leaving the school parking lot.
 - always lock all doors.
 - never talk on the phone or text while driving.
 - drive directly to the destination and back to school without unscheduled stops for food or drink.

GRADING SYSTEM

The grading system for the elementary & middle grades is as follows:

A+ 100	B+ 92-91	C+ 83-82	D+ 74-73	
A 99-95	B 90-86	C 81-77	D 72-68	F 65-0
A- 94-93	B- 85-84	C- 76-75	D- 67-66	
E Excellent	S Satisfactory	N Needs Improvement		
M Missing	I Incomplete			

Students in grades 5 through 8 are recognized each trimester for high grades by being named to the High Honor Roll (4.0-3.5 GPA) or Honor Roll (3.49-3.0 GPA), which will be published in RAM News.

Grades may be checked via the student information system and progress reports will be sent out via email mid-trimester and at the end of the trimester.

GYM & PE

1. Gym attendance is required for all students except by doctor's or parental excuse. There is a one-week limit on parental excuses, and they must be for health reasons only.
2. Students excused from gym classes are responsible for all concepts and written work. Any prolonged injuries or medical excuse may require students to do research on related physical education topics. Those students excused may be

OUR SHEPHERD LUTHERAN SCHOOL

given other responsibilities or reassigned to other programs at the discretion of the teacher.

3. **Middle School** students may not wear Spandex or body hugging shorts. Shorts must have an inseam no less than 4 inches and must be modest, covering the buttocks and high upper thigh of students.
4. No equipment is to be used unless permission is given and supervision is available.

HEALTH AND SAFETY

Immunizations: Indiana state law requires that each child have a current immunization record, including dates immunizations were given, signed by a physician, on file. Initial Immunization forms are due at the time application. Updated immunization forms are due prior to the start of school. Students entering grades Kindergarten and 6 are required to have additional vaccines and must submit a copy of their updated vaccine records with these additional vaccines to the school year prior to the first day in order to attend school. **Objections and exemptions must be resubmitted every school year.**

Illness: Parents should not bring sick children to school. If a child has been placed on medication, the parent should make certain the child has been on the medication for at least 24 hours before bringing the child to school. The child must be free of fever for 24 hours (without the aid of medicine) before returning to school. This is for the benefit and protection of other children and school staff. If a child has a communicable disease (i.e. hand, foot, and mouth; ringworm; chicken pox; etc.) they must be cleared by a physician or be under the treatment of medicine. **A fever is defined** as a person when he or she has a measured temperature of 100.4° F (38° C) or greater, or feels warm to the touch, or gives a history of feeling feverish.

Absences Due to Illness; Notification: If a child will be absent for any reason, a parent must contact the school office (271-9100) by 8:20 A.M. In case of emergency, the child's teacher will attempt to contact the child's parents. If a parent can't be reached, the emergency contact will be called.

Allergy Management and Prevention: All children with allergies* must have completed a Food Allergy and Anaphylaxis Emergency Care Plan submitted prior to the first day of school. All teachers and staff will be made aware of students with allergies. A doctor's note stating the allergy and severity is required for the student. Staff cannot make accommodations for undiagnosed allergies, sensitivities, or intolerances. Teachers and staff are trained on how to use an Epi-pen and recognize signs and symptoms of anaphylaxis. Teachers will carry an emergency bag containing a first aid kit, emergency contact forms, Epi-pens, etc. in case of an emergency. Snacks/treats brought into school require prior permission from the classroom teacher. Teachers will notify parents of students with allergies so that they can provide a safe alternative. Snacks or treats brought in without prior permission from the teacher will not be distributed.

OUR SHEPHERD LUTHERAN SCHOOL

*An allergy is a documented medical condition involving an abnormal reaction to an ordinarily harmless substance called an allergen which can put one at a life-threatening risk of anaphylaxis.

Medication: Any necessary prescription or over-the-counter medication, including cough drops, must be in its original container and delivered to the school office. A parent must also complete a medication form in the school office.

First Aid: Each teacher has minor first aid supplies in the classroom. Other first aid supplies are kept in the school office. In the event of an accident, the teacher shall attempt to contact the parent as well as inform the principal. If a parent cannot be reached, the emergency contact listed will be contacted. In any situation except for minor scratches or bruises, school personnel will contact the parent so that parents are aware of the accident and can take further action if appropriate. Personnel will file a written report of the accident in the school office.

Head Lice: If a teacher or other school personnel believe that head lice are present on a student, that student will have his/her head checked by the school secretary. If lice are found, the following procedures will take place:

- All of the classmates of the student will be checked as well as any siblings.
- The child will be sent home with treatment instructions from the Centers for Disease Control (CDC) and/or the Hendricks County Health Department (HCHD).
- Based on guidance received from the HCHD, the parents will be strongly encouraged to use a prescription treatment, either Natroba™ or Sklice®, as these medications kill eggs as well.
- The student will be rechecked before being allowed to return to class after treatment to ensure there are no live lice.
- In accordance with the CDC, students are not required to be nit-free to return to school as long as no live lice are found.
- The school reserves the right to check the head of a student for up to a week after return.
- Notification will be sent home to parents in a class if two or more students in that class are sent home. No names will be used.

Substance Use/Weapons: Using, possessing, participating in any form of distribution of any controlled substances (including alcohol, cigarettes, lighters, prescription medicine, performance-enhancing drugs and/or all mind or mood altering substances constitutes substance use. Students may not possess any item that constitutes a weapon on school property (guns, knives, etc.) If any above substances or weapons are present or accessible to students they will be subject to disciplinary action. Our Shepherd Lutheran Church and School is a smoke-free campus.

OUR SHEPHERD LUTHERAN SCHOOL

HOME/SCHOOL CONCERNS

We, as Christian people, are encouraged to use the Matthew 18 “Chain of Command” for any and all concerns:

1. **Speak first with the teacher or person involved to discuss the area of concern.** This step can be taken numerous times.
2. If this does not resolve the problem, make an appointment with the principal to arrange a conference between parent, teacher/person, and principal about your concern.
3. If things are not satisfactorily solved, then speak with the president of the School Board.
4. As the last step, please speak with a pastor.

HOMEWORK POLICY

Definition: homework is considered 1) specific practice or instructional material assigned by the teacher to be completed outside of school hours, or 2) classwork assigned during the school day that was not able to be completed by the students during class time.

Middle School students with missing work are requested to stay after school on Fridays to complete all assignments. They will phone their parents earlier on the same school day, and Middle School teachers will supervise.

Students are expected to complete homework within the timeframe given by the teacher. If your child seems to be spending an excess amount of time on work brought home, please contact the classroom teacher to partner with strategies for finding success with the instructional expectations. Any classroom specific homework/classwork expectations will be communicated to students and families at the beginning of the school year.

NOTE: In order to help teach responsibility, students will not be allowed to call home for the parent to deliver the late assignment.

LATE START

Our Shepherd will have periodic 1-hour late start days for required in-house staff professional development. These late start dates will be noted on the master calendar for the school year and communicated to parents again prior to the calendar dates. On late start days:

- The school doors will open at 9:10 a.m. Classes will begin at 9:20 a.m.
- Extended Care hours will open at normal time (7:00 a.m.) and be extended until the start of the school day (9:10 a.m.). The fee structure will remain the same at \$2/15 minutes of attendance.

LIBRARY

LIBRARY CIRCULATION POLICY

Borrowing materials: Students with a good patron standing are allowed to check out materials to bring home. Early childhood and kindergarten students may check out up to 2 items. Students in 1st grade – 8th grade may check out up to 3 items.

OUR SHEPHERD LUTHERAN SCHOOL

Loan Periods and renewals: All materials with the exception of Reference materials have the same lending period based on the students grade level. Students in early childhood and kindergarten classes have a lending period of one week. The lending period for students in grades 1-8 is two weeks.

Lost or damaged items: Items not returned within 45 days of the due date will automatically be assumed lost. Items that are lost or damaged will be charged a replacement cost as listed in the library's catalog. With approval, a replacement copy may be substituted, however a restocking fine of \$2 will be charged.

Overdue materials: Reminders will be sent home with the student if an item is overdue. Library materials not returned by the due date will incur a fine of 10 cents per day and a restricted patron status until the material is returned and fines are paid. Grace will be granted if the item is returned within the first week of the due date.

LUNCH

The lunch program is a partnership with Avon Community School Corporation. Our Shepherd students are able to purchase the same lunches that Avon elementary school students have. A hot lunch costs \$3.25 and includes a choice of entrée (entrée of the day, vegetarian entrée, PB&J, or chef salad), vegetable, fruit, and milk. Milk is also available for \$.50 a carton.** The Avon Community School Corporation manages lunch accounts, but payments may be made to the Our Shepherd school office. Please contact the school office for more information if you believe your student may qualify for free or reduced-price lunches. All families are encouraged to apply as it helps our school receive federal funding for student services.

MUSIC

Your child's participation in designated, special school sponsored events is an indication of the strength of our partnership and your support of Our Shepherd Lutheran School. Events typically include participation in choir, school fairs, and plays. Please mark those dates on your calendars as the children are expected to participate when their choir sings. If there is some reason that they cannot attend, a written note of explanation should be returned to the teacher in charge.

NEW STUDENT ENROLLMENTS

New students will be assigned to grade levels at Our Shepherd Lutheran School according to the following ages:

Early Childhood	Students must be 3 years old and fully potty-trained by August 1st; no pull-ups are allowed.
Kindergarten	5 years old by August 1 of the current school year
Grade 1 and beyond	At the discretion of the teacher and administration. Students in grades 2-8 must provide any requested student records before enrollment and placement is finalized.

OUR SHEPHERD LUTHERAN SCHOOL

NON-DISCRIMINATION POLICY

Our Shepherd Lutheran School admits students of any race, color, nationality or ethnic origin with all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in administration of educational policies, admission policies, athletics, or other school administered programs.

OUTDOOR PLAY

Our Shepherd Lutheran School will use the [Child Care Weather Watch](#) as a guide on whether or not to go outside.

PARENTS, DEFINITION OF

School policies regarding actions or responsibilities of a parent shall be construed as referring to a student's parents or permanent legal guardian.

PRIVACY (See Federal Educational Rights and Privacy Act (FERPA))

The Federal Educational Rights and Privacy Act (FERPA) protects the rights and privacy of children and parents / guardians in the areas of personal information, health and medical history and other pertinent information. The school and all staff members adhere to the confidentiality of such information.

REMIND (Text Reminder Communications)

Remind is a texting application that allows us to communicate with our parents. We ask that all parents utilize Remind in order to receive the most up-to-date communications and reminders. To sign up text 81010 and in the message area type: @oslsalert1

RETURNED CHECKS

Any check returned for insufficient funds will be assessed a \$40 fee.

SCHOOL CLOSINGS

The principal determines school closings or two-hour delays due to inclement weather. If school is closed all school activities are canceled for that day. If school is closed, Extended Care will be closed. If school is delayed two hours, Extended Care will also delay opening two hours.

e-Learning Days: Our Shepherd Lutheran School has been approved by the State of Indiana to conduct e-Learning Days in lieu of school closings due to inclement weather or required staff professional development. All assignments for the day of closing will be emailed and posted on the teacher's online page no later than 9am. Teachers are required to be available via phone and email for help through 4pm of the closing day.

Weather related school closings are announced via Remind (an app - see above) and Facebook.

OUR SHEPHERD LUTHERAN SCHOOL

SCHOOL SAFETY

As part of the church and school security plan, surveillance cameras are located at key areas of the building. They do not record audio, and the footage can only be viewed by specifically designated people for security reasons.

All doors are locked during the school day and require permissions to access the building through our camera and doorbell system.

An emergency action plan for the school is in the principal's office. It is regularly reviewed and updated.

Seclusion and Restraint Plan Notice: Our Shepherd Lutheran School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana-accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Parents can access a full copy of our school's plan by request in the school office.

STUDENT BEHAVIOR for 1st-8th Grade Students

Our Shepherd Lutheran School expects each student to develop character traits that exemplify the Christian life and enhance the child's self-esteem and sociability, in order to provide a congenial environment conducive to high student achievement. The staff and board of Our Shepherd believe that students living their faith will exhibit self-control. While children are at school, whether for regular attendance or for special events, they are to respect all schoolteachers and other church and school personnel, (i.e., principal, pastors, aides, extended care workers, secretaries), as their God-appointed guardians.

Your child's supervising teacher will communicate classroom behaviors, benefits, and consequences within 24 hours of an incident occurring via email or phone call. Children are expected to be quiet while the teacher is instructing, to complete schoolwork quietly, and to respond obediently to the directions of the teacher.

Teachers and other staff emphasize positive recognition of good behavior, acknowledging successful efforts of students to conduct themselves in an exemplary manner.

All students will be expected to follow principles that prepare them for lifelong success: honesty, trustworthiness, working to reach their highest possible levels of achievement, listening actively, and thinking of others.

1. Students must walk, not run, on school property except when explicitly permitted during recess and other designated activities.
2. Students must keep to the right in hallways.
3. Students must remain on school grounds throughout the school day and while enrolled in extended care.

OUR SHEPHERD LUTHERAN SCHOOL

4. Students shall remain in the building unless accompanied by a supervising adult or given permission to leave.

The following are strictly forbidden and will not be tolerated:

1. Aggressive behavior, horseplay, fighting, violence or use of force against students, school or church staff, or visitors, as determined by the supervising teacher or administration.
2. Using force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct to interfere with school purposes, or urging other students to engage in such conduct.
3. Nuisance items such as squirt guns, cap pistols, and other toys should not be brought to school. Such items will be confiscated. Dangerous or addictive items such as alcohol, tobacco, controlled substances, firearms, knives, lighters, and matches will also be confiscated, and the possession of such items will result in suspension and/or expulsion from Our Shepherd.
4. Inappropriate expressions of affection as determined by the supervising teacher or administration.
5. Deliberately damaging school property or that of other students.
6. Stealing school property or that of other students.
7. Students may not carry or use cell phones on school grounds without permission from the teacher. These are to remain turned off in the child's backpack if they are at school. Such items will be confiscated if they are seen or heard and returned to the student's parent.
 - a. **Middle School:** Students who wear a smart watch to school are allowed to wear it as a watch, but communication via the smart watch is not allowed (because it is no different than on a cell phone).

Middle School homeroom teachers will determine at the start of the year which parents will allow their child to bring in a cell phone to school and ask parents to inform the teacher if this situation changes. Cell phones are required to be off from 8:10 am to 3:40 pm and kept in a designated area in the homeroom. Students found using a cell phone without permission during the school day will not be allowed to bring their cell phone to school for the next 30 days; if there is continued cell phone use during this consequence, an in-school suspension will be used.

Teachers may decide on field trips to allow students to bring cell phones along but will communicate with students and chaperones on appropriate usage and will reserve the right to remove the cell phone from the student if deemed necessary.

8. Gum chewing is a hindrance to proper maintenance of floors, furniture, books, etc., and therefore is not permitted at any time.
9. Gang symbols/hand gestures, activities, clothing, or accessories.

OUR SHEPHERD LUTHERAN SCHOOL

10. Engaging in an activity forbidden by the laws of the state of Indiana

Individual teachers may develop more detailed classroom rules in consultation with the principal.

Unfortunately, because of sinful human nature, there are occasions when a child fails to achieve a sufficient level of self-discipline to function effectively in the classroom. Repeated violations of classroom rules make learning difficult both for the misbehaving student and for others in the class. Subject to teacher discretion, Our Shepherd maintains the following procedures of response to student discipline problems:

- Parents will be notified of the student's behavior through e-mail or phone call and it will be documented in the student information system (Renweb).
- If a student continues modeling inappropriate behavior, it may result in lunch isolation or a 45 minute detention, to be served as soon as possible from 3:30-4:15. The homeroom teacher will notify the parent with the time and date. Parents will be responsible for picking up their child. Students not picked up by the end of detention will be sent to extended care at parents' expense.
- Additional occurrences between a student and any teacher which the student fails to address may result in a meeting which will be scheduled with the teacher, parents, and principal. Possible consequences and solutions will be discussed at this time.
- Every child is different. Consequences will be designed to fit the needs of individual students and situations. Consequences will be as logical as possible. At times, further intervention is required due to repeated behavior. Subject to teacher discretion.

*These above steps may be repeated as needed and may not be followed in order if it is deemed that moving to more immediate consequences is needed. Also, notices that are sent home need to be signed and sent back to school the next day.

In extreme cases where the teacher and administrator believe that a student's behavior is actively detrimental to self or others, the student will be removed from the classroom and immediately suspended for the day or until the parents, teacher, and principal can meet and come to a solution.

Expulsion: To ensure the safety of all students and protect them from harm, the principal, upon recommendation by the teacher and after consultation with the parents, may expel a student for the remainder of the school year for serious, flagrant, or repeated instances of misconduct, including (but not limited to) the following.

1. Acting in a malicious manner toward self or others.
2. Showing constant disregard or disrespect for the school staff or property.
3. Habitual use of profanity or vulgarity.

Expulsion may be appealed to the school board, which will consider the case within seven days of the appeal. The student will remain suspended from school until the board's decision is made.

OUR SHEPHERD LUTHERAN SCHOOL

STUDENT BEHAVIOR (Early Childhood Discipline)

Social-emotional development is a key component of the Early Education program at Our Shepherd. Learning these important social - emotional skills occurs within the context of a loving relationship. Our Shepherd Lutheran Early Education teachers strive to develop a positive, loving relationship with each student. Teachers use consistent routines, clear expectations, positive reinforcement, positive language, and redirection in the classroom to support students as they learn these skills.

We commit ourselves to a cooperative effort with parents to provide an atmosphere conducive to producing the following:

- Students who demonstrate their faith in Christ through words and actions.
- Students who exhibit pride in their school, in their learning and their accomplishments and the accomplishments of other students and staff.
- Students who develop a strong foundation of emotional intelligence and social skills.
- Students who know and obey rules and decisions of those in authority.
- Students who are accountable for their own actions.

We understand that within the learning process, children will make wrong choices. We believe wrong choices are valuable opportunities to help children learn conflict resolution skills, emotional regulation, empathy, and experience the love and forgiveness of Jesus Christ. (1 John 1:9) Individual situations are handled as needed with the purpose of enabling the child to grow and learn from his or her actions. Our responses to a wrong choice are as follows:

- When a problem situation arises, teachers respond without anger, proceeding with the best interest of the child and the other children in the classroom.
- If a child must be corrected, the proper behavior is discussed or modeled, and the child is redirected. If the behavior does not improve, the child may be removed from the activity.
- When used, consequences are provided not to punish, humiliate, or demean a child, but to allow the child to experience the results of a poor choice. This will enable him or her to make better choices in the future. Logical consequences will be designed to fit the needs of individual students and situations.
- Confession, forgiveness, and restoration are an integral part of children (and adults) learning from wrong choices. This process reflects that of what is shown to us from our Savior, Jesus Christ. (1 John 1:9) Children will confess the wrong doing, forgiveness will be given, and the child will be restored to be an important part of our classroom community.

*“If we confess our sins, he is faithful and just to forgive us our sins
and to cleanse us from all unrighteousness.”*

1 John 1:9

OUR SHEPHERD LUTHERAN SCHOOL

At times, further intervention is required to support children as they exhibit repeated behaviors.

- Teachers will maintain communication with parents and will share documentation as needed. Severe or chronic misbehavior may result in parent notification to pick up the child from school.
- For children displaying negative or disruptive behaviors or those demonstrating developmental challenges, a conference may be scheduled with teachers, parents, and the Director. Depending on the child's unique situation, we may recommend additional assessments, outside services, modification of services, or direct families to the appropriate resources/programs.
- Our Shepherd reserves the right to deny acceptance or withdraw a child from its program if a child's behavioral or developmental needs cannot be met, a child's behavior continues to significantly disrupt the educational environment, the safety of staff/children cannot be ensured, or the family has not followed through on Our Shepherd's recommendations or procured the necessary services required to provide the child enough support to be successful in our classroom environment.

In extreme circumstances, when a child presents a safety or health hazard, it may be necessary for Our Shepherd administration to determine what is best for the overall safety of that child and the rest of its students without resorting to the progressive steps listed above. We specifically reserve the right to refuse admission, terminate enrollment, or limit a child's participation in the Early Education program.

Biting Policy

Biting during the early childhood years, while a common developmental stage in the younger years, is outside of the developmental norm for a three and four year old. The goal of our policy is to help correct the child's undesirable behavior and to ensure the health and safety of everyone in our program.

If biting occurs these steps will be taken:

1. The bitten child will be given first aid and comforted. The parents of each child will be notified of the incident, but specific names will not be provided.
2. A parent conference will be scheduled if two instances of biting within a short period of time are demonstrated. The purpose of the meeting will be to work on strategies in the classroom and at home to prevent biting.
3. If biting does not improve, Our Shepherd may implement a policy that may include, but is not limited to, reducing a child's scheduled class time or removing the child from the program.
4. NOTE: If a bite breaks the skin, the parent of the child who bit may be called and asked to remove their child for the remainder of the day. If a second bite that breaks the skin occurs, the child's enrollment in the program will be terminated.

OUR SHEPHERD LUTHERAN SCHOOL

STUDENT FINANCIAL ASSISTANCE

The Student Assistance Program aids families with financial hardships in paying the tuition costs for students enrolled in the school. Forms and information are available in the office.

Applications for Student Assistance can be filed any time, however priority assistance is given to those who file their application and corresponding documentation by the beginning of the school year.

Each family desiring assistance must complete and submit an Application for Student Assistance Form and a copy of their latest federal 1040 tax return showing the first two pages documenting dependents and adjusted gross income.

Our Shepherd is a participating school in the state's Choice Scholarship program and the Lutheran Scholarship Granting Organization (SGO). Please contact the school office after your enrollment/reenrollment is complete with the required tax documents to apply no later than the end of August if you think you may qualify. Information can be found at <http://www.doe.in.gov/choice/>

TARDINESS

Tardiness disrupts classroom order and affects not only the child, but also the teacher and the rest of the class. **School begins promptly at 8:20 a.m.** Students who are not in their classrooms and ready for the start of their school day by the start of announcements are considered tardy and will be marked as such in the student information system (Renweb).

Students who arrive late to school because of a medical appointment will have their tardy considered excused if they bring a note from the doctor's office.

TECHNOLOGY

Students in grades Kindergarten through 8th will have access to technology. All students and parents have signed an Acceptable Use Policy detailing the expectations of technology use in the admission packet at the beginning of each school year. Copies are available by request. Students in 1st-8th are expected to have access to a device for school work at home. Our Shepherd will provide students with Chromebooks for in-school use while in the building during school hours. **Any repairs or replacement of the school-owed device due to misuse or damage is the responsibility of the parent (see DAMAGES).** Students are expected to adhere to appropriate use and care of all devices whether personal or school-owned.

TESTING

The Indiana Statewide Assessment, iLearn is given each spring to students in grades 3 through 8. These iLearn tests are part of the state accreditation process. Students in grade 2 - 3 take the Indiana Reading Evaluation and Determination (IREAD3) in early spring.

Our Shepherd also gives a formative assessment three times a year (i.e. NWEA, etc). This benchmark test helps the teachers tailor their instruction to meet the needs of all students in their classes. Results of these tests will be sent home to parents. The Early Childhood and Kindergarten utilize ISPROUT and Portfolios for age/grade appropriate assessments. Our Shepherd also utilizes other benchmark and diagnostic assessments such as MAP

OUR SHEPHERD LUTHERAN SCHOOL

fluency screener for students in K-2 as required by the state of Indiana for dyslexia screening.

TUITION PAYMENT

Families are able to select several payment options for paying tuition. These include one-pay and two-pay options and 10-month payment options. The school secretary handles tuition payments and is the main contact if you have questions.

Any family who is having difficulty paying their tuition is asked to notify the school secretary as soon as possible.

VISITORS

Parents and grandparents are welcome to visit the school. However, we ask that you arrange the visit with the teacher who will help select the best day and time. **All parents and visitors must check in at the school office to sign in and receive a visitor badge during school hours before going to a classroom.** Upon completion of the visit, please return the visitor badge to the office and sign out. Permission from the principal must first be obtained for any other visitors. We encourage and enjoy visits by our alumni. These visits must be pre-arranged through the office and with the classroom teacher.

VOLUNTEERS

All volunteers must have a valid background check completed by the office. This is done at no charge and the form is available in the school office. All individuals wishing to volunteer will complete the following when serving and/or supervising any school-sponsored youth and child activities:

1. Those desiring to serve by leading or supervising children must be individually approved by the group/individuals responsible for the respective areas of ministry as well participate in and complete any necessary training before beginning the position.
2. An application for a background check must be submitted before driving and/or supervising children or youth at Our Shepherd Lutheran School. Our Shepherd reserves the right to run background checks on any and all volunteers.
3. Criminal background checks remain current for 3 years. If more than 3 years has elapsed since the most recent check, a new one must be completed. Our Shepherd reserves the right to run checks more frequently if needed.
4. If an accident or injury occurs while supervising youth, the adult in charge must complete an accident report form and submit it to the coordinator or administrator of the program in which the accident/injury occurred. Forms, to be completed online, are available from the school office.

OUR SHEPHERD LUTHERAN SCHOOL

Our Shepherd Lutheran School

2023-2024 School Calendar

28	Early Pay Deadline	July 2023							1-7	No School – Christmas Break						
		Su	M	Tu	W	Th	F	S			8	Classes Resume				
								1								
		2	3	4	5	6	7	8	7	8	9	10	11	12	13	
		9	10	11	12	13	14	15	14	15	16	17	18	19	20	
		16	17	18	19	20	21	22	21	22	23	24	25	26	27	
		23	24	25	26	27	28	29	28	29	30	31				
		30	31													
1-2	RAMS Round-Up Day (Move-in)	August 2023							February 2024							
2-4	Teacher Professional Development	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	
				1	2	3	4	5					1	2	3	
		6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	First Day of School	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
		20	21	22	23	24	25	26	18	19	20	21	22	23	24	
		27	28	29	30	31			25	26	27	28	29			
4	No School – Labor Day	September 2023							March 2024							
21	Early Dismissal (1:30pm) 1 st -8 th Parent / Teacher Conferences	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	
							1	2						1	2	
		3	4	5	6	7	8	9	3	4	5	6	7	8	9	
22	No School for P/T Conferences Midterm of 1 st trimester	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
		17	18	19	20	21	22	23	17	18	19	20	21	22	23	
		24	25	26	27	28	29	30	24	25	26	27	28	29	30	
									31							
9-13	No School – Fall Break	October 2023							April 2024							
26-27	No School – Teacher PD	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	
		1	2	3	4	5	6	7	1	2	3	4	5	6	7	
		8	9	10	11	12	13	14	7	8	9	10	11	12	13	
		15	16	17	18	19	20	21	14	15	16	17	18	19	20	
		22	23	24	25	26	27	28	21	22	23	24	25	26	27	
		29	30	31					28	29	30					
7	eLearning - OSLE Election Polling Site	November 2023							May 2024							
9-10	Early Childhood Conferences (No School - EE/LK only on 10 th)	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	
					1	2	3	4					1	2	3	4
10	End of 1 st Trimester (59 days) & Early Dismissal @ 1:30	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
		12	13	14	15	16	17	18	12	13	14	15	16	17	18	
22-24	No School – Thanksgiving Break	19	20	21	22	23	24	25	19	20	21	22	23	24	25	
		26	27	28	29	30			26	27	28	29	30	31		
22	Early Dismissal @ 1:30	December 2023							June 2024							
25-30	No School – Christmas Break	Su	M	Tu	W	Th	F	S	Summer Office Hours							
							1	2	May 2023 (continued)							
		3	4	5	6	7	8	9	28-30 Teacher Work/PD Days							
		10	11	12	13	14	15	16	31 Report Cards Available online Summer Office Hours (9am - 2pm) begin							
25	Christmas Day	17	18	19	20	21	22	23								
		24	25	26	27	28	29	30								
		31														

- First / Last Day of School
- 1-hr. Late Start for Staff In-Service
- Early Dismissal @ 1:30 pm
- Planned eLearning Day

- eLearning Days will be used for school closings due to inclement weather, elections, and required staff professional development; these will be communicated via social media, email, and text via Remind during inclement weather.
- School begins at 8:20 am (doors open at 8:10am) ; School day ends at 3:30 pm (11:30 am for early childhood half-day)
- Extended Care hours are 7am-8:10am and 3:30pm-5:30pm on full days when school is in session
- School Office hours are 8:00 am – 4:00 pm on school days during the calendar year. During summer break Mon.-Thurs. (hours posted in May)

OUR SHEPHERD LUTHERAN SCHOOL

Ephesians 6:4

“...bring them [children] up in the discipline and instruction of the Lord.”



I TIMOTHY 6:18-19



THEY ARE TO DO GOOD,
TO BE RICH IN GOOD WORKS,
TO BE GENEROUS AND
READY TO **SHARE** ,
THUS STORING UP TREASURE FOR
THEMSELVES AS A
GOOD FOUNDATION FOR THE FUTURE,
SO THAT THEY MAY TAKE HOLD OF
THAT WHICH IS TRULY LIFE.



OUR SHEPHERD LUTHERAN SCHOOL

ACKNOWLEDGEMENT of UNDERSTANDING

I acknowledge that I have received a copy of the student/parent handbook and will adhere to the policies and procedures herein.

Printed Name

(parent/guardian/staff/student)_____

Signed Name

(parent/guardian/staff) _____

Date Signed _____

For Office use ONLY:

Date Received _____

Initialed by: