



Our Shepherd

LUTHERAN SCHOOL

A Great Place To Grow.

Our Shepherd is a ministry dedicated to joyfully proclaiming Jesus Christ as Lord and Savior of the world while providing a rich educational experience in a Christ-centered environment.

2025-2026

OUR SHEPHERD LUTHERAN SCHOOL
PARENT/GUARDIAN/STUDENT HANDBOOK

Introduction

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

At Our Shepherd Lutheran School, we are reminded over and over again of the nature of our loving God – He is a creator. God is constantly working in the hearts of His people and making things new.

We have the exciting promise of a new school year that lies ahead. We look to make new friendships, learn new realities about God’s creation around us, and share new experiences. God is at work in the hearts of His people.

While the things around us may be new or different, we know that we can always rely on God’s promises. The most important promise that you will hear every day at Our Shepherd is the promise of eternal life in Heaven – all because of Jesus. Another amazing promise is that God will be by our side for each step of every day. When you feel overwhelmed by the tasks at hand, God is there to pick us up and hold us in His loving arms.

Each one of us has an important role to play in the education of children. Teachers are committed to helping students unravel the mysteries of God’s creation. Parents/guardians have the responsibility of caring for and nurturing children in the home to prepare them for their learning experiences at school. Students have the responsibility of being dedicated learners to become active members of society.

The purpose of this handbook is to present to the parents/guardians and students of Our Shepherd Lutheran School a description of the policies which govern students in our school.

We are not a public school, and participation in our program is a privilege. When a family makes the commitment to be part of Our Shepherd, they agree to follow all of our school guidelines. Our guidelines are based on the premise that we strive to honor God in all that we do.

Prior to enrolling at Our Shepherd, please review the expectations outlined in this handbook and prayerfully consider whether your beliefs are aligned with ours. Non-compliance with school policies would imply the lack of desire to be part of this school. The simple solution would be to strive to develop a sense of belonging and work to become a solid part of our program. The alternative would be to enroll elsewhere.

All of the staff of Our Shepherd Lutheran School are eager to work with our students and their parents/guardians. In order for education to be successful, each part of this team needs to work with one another. We look forward to being part of this team at Our Shepherd, and pray that you have a wonderful, Christ-centered experience as part of our family.

In Jesus’ words, “Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these.” What a blessing to be called to serve!

Mission Statement

Our Shepherd is a ministry dedicated to joyfully proclaiming Jesus Christ as Lord and Savior of the world while providing a rich education experience in a Christ-centered environment.

Purpose

The purpose of Our Shepherd Lutheran School is to provide a quality Christian education guided by Lutheran doctrine and to serve as a mission outreach of the congregations to our local communities. Our Shepherd is much more than a private school; we desire to provide our children with the best education in the Word of God and secular subjects, so that they may be God's children growing into their life's calling.

Philosophy

We believe, teach, and confess that the ultimate purpose of Lutheran education is to teach about Jesus, that Jesus is God's son, who came to earth to live, died for our sins, rose from the dead, ascended into heaven, and that Jesus will return and take all who believe in Him to heaven for eternity.

At Our Shepherd Lutheran School, the Gospel of our Lord and Savior Jesus Christ is central to all we do. Further, we believe that the Word of God commissions us to make disciples of all nations (Matthew 28:16-20); that Christian education, as carried on in the program of our school, is a training of head, heart, and hands for a life of discipleship, that all subjects in our curriculum serve to communicate Christianity in and through the classroom; and that our children learn to observe all things as children of God.

Our Shepherd Lutheran School's program is a program of Christian education based on the conviction that learning and living take on meaningful dimensions only when related to Christ. The school equips students with the knowledge, skills, and critical thinking abilities necessary for success in their chosen vocations and life.

Our Shepherd Lutheran School seeks to invite students to receive Jesus Christ as their Lord and Savior through the power and work of the Holy Spirit.

Objectives of Christian Education

Our Shepherd Lutheran School will

1. Nurture students' faith in Jesus Christ by helping them understand the Gospel and its implications for their lives.
2. Share the Good News of Jesus Christ with students and their families, including those outside the traditional church community, according to the Great Commission, and as expressed in our Lutheran Confessions (Missouri Synod). *"Go therefore, and teach all nations."* Matthew 28
3. Equip students to live out their faith in their daily lives, both in the church and in their interactions with the wider community, including academics, vocation, and relationships.
4. Provide quality education, founded in God's Word and guided by the Holy Spirit, to cultivate Christian values.
5. Support parents and families in their role as primary educators of their children.
6. Seek to develop Christian leaders for the Church, community, and world.

General School Information

Access to our School: Our Shepherd's doors are locked throughout the school day. Please enter our building through the main doors at the church/school lobby. At the school entrance, on the right, follow the instructions for requesting entrance. Please have a photo ID in hand.

Our Shepherd Lutheran School is an integral part of the ministries of its six sponsoring congregations: Faith Lutheran, St. John Lutheran, St. Paul's Lutheran, Zion Lutheran, Grace Lutheran, and Holy Cross Lutheran.

Our Shepherd is a LCMS (Lutheran Church Missouri Synod) school serving students grades Kindergarten through 8. We are accredited by the NLSA (National Lutheran School Association) and are proud of our Christian and academic educational programs. We follow the State of Ohio academic standards, and our students in grades 3-8 take part in the Ohio State Tests every spring.

In addition to our Christian and academic offerings, Our Shepherd provides enrichment in the areas of Computer, STEAM (Science-Technology-Engineering-Art-Math), Art, Music, and Physical Education for all of our students. Our middle school students also participate in an enrichment program that introduces film, programming, logic and games, and drama, among other topics.

Our Shepherd identifies students who show academic need and provides in-class support, small group and 1:1 intervention to close the academic gap. We work closely with our partner public schools to determine if a student's needs require service through a special education program, and we help families make informed decisions about their child's best placement.

Our families may use the EdChoice Scholarship program to cover a portion of the tuition. Other scholarships are also available. Information about tuition and scholarships can be found in our registration packet and on our website.

School hours are from 8:10 AM - 2:45 PM. Walking into the building after 8:10 is tardy. Classes begin at 8:15. Drop Off occurs from 7:45-8:10. Students report to the early room session in the gym (or other designated area). For non-bus riders, an After-Care program is available. There is a per hour cost and students must be pre-registered and have a deposit on file before using this service. Students who leave school early for an appointment or other activity will need to be signed out by a parent or guardian. . The student will be responsible for missed assignments.

General School Rules

Students:

- Students may enter the building by the main entrance between 7:45-8:10 a.m.
- Students must be unpacked, in their classrooms, and seated quietly no later than 8:15.
- Once students enter the building, they may not leave the school grounds during school hours.
- Students are to leave school by 3:00 p.m. unless they have permission to remain later or are involved in a structured after-school activity.
- Students not involved in an after-school activity will report to the office to call home at 3:00 p.m.
- Once students leave the building, they are not to re-enter the building.
- Phone calls may be made with teacher or supervisor/monitor permission.

Parents/Guardians:

- Parents/Guardian must report to the office immediately upon entering the building.
- Parents/Guardians are not permitted to go to their child's classroom without prior permission and after checking in at the office and receiving a visitor badge.
- Parents'/Guardians' full responsibilities are outlined in this handbook in a later section. Please review those responsibilities carefully.

ALL: Upon review of this handbook, the signatures of both the student and a parent/guardian are required indicating that this handbook has been reviewed and all parties agree to abide by the dictates of this handbook.

Accreditation

Our Shepherd Lutheran School is proud to have achieved both a Charter from the Ohio Department of Education and National Lutheran School Accreditation. Both of these accreditations are on-going which enables the school to continue to do self-examination, which leads to beneficial growth for staff and students.

Administration

The Association and School Board (Trustees)

Our Shepherd Evangelical Lutheran School is operated by the Our Shepherd Evangelical Lutheran School Association, Inc., an association of six Lutheran Church-Missouri Synod congregations in the Lake and Geauga County areas. These churches are Faith Lutheran, St. John Lutheran, St. Paul's Lutheran, Zion Lutheran, Grace Lutheran, and Holy Cross Lutheran. A **Delegate Assembly** composed of members from each of the congregations elects trustees, **School Board members** who oversee the general administration of the school. Major functions of the School Board include the development of school policies and the overseeing of the principal, faculty, and staff members.

The Principal

The principal, with the help of the faculty, suggests changes and policies for the improvement and welfare of the school. It is the principal's responsibility to see that the policies of the School Board are carried out within the school on a daily basis. The principal serves on the School Board as the permanent advisory member.

The Faculty

All of Our Shepherd's classroom teachers are required to be properly certified and licensed by the State of Ohio. Some hold multiple licenses. Religion classes are taught by qualified Lutheran teachers or pastors.

Admissions

Our Shepherd Lutheran School admits students of any race, color, gender (as Biblically understood), nationality, religion, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, gender (as Biblically understood), national and/or ethnic origin in the administration of its educational policies, athletics, and other school administered programs.

Admission Priorities Policy

Our Shepherd Lutheran School exists to serve both member and non-member parent/guardians and children in our community who sincerely desire a Christ-centered education. God's directive to all parents/guardians is, "Bring up your children in the discipline and instruction of the Lord." Included in God's directive to all of us is regular church attendance.

Registration for the following school year begins in January.

1. All children of families currently enrolled at OSL.
2. Siblings of current students of OSL
3. Community members

Admission Requirements

When registering a child for the first time, the person responsible for the child must present the school with a copy of the child's official state-certified birth certificate, and copies of the most recent report card and standardized test scores. During the enrollment process for students entering first grade through eighth grade, the Administrative Assistant will request records be sent to Our Shepherd Lutheran School from the school where the student last attended.

Prior to accepting a student transferring from another school or home-schooling situation, all academic, attendance, behavioral, and health records must be received from the school previously attended prior to admission. Admission will be pending until records are received and reviewed. During the summer months, a final decision will be delayed until all documentation is received.

As a new student at Our Shepherd, the transcripts will be thoroughly examined. Any deficiencies will be noted and disclosed to the teacher. In instances of previous academic or behavioral difficulties, the OSL faculty, parents/guardians, and the student must work together to demonstrate improvement.

All new students will be subject to a 9-week probation period. During this time, the staff will check in weekly to ensure the student meets our academic threshold and maintains appropriate behavior and attendance. Parents/Guardians will be notified of any concerns found with the student's performance. Failure to meet any of the expectations (academic, behavioral, or attendance) will result in the student's removal from our school.

If there is a child/children custody document in effect, a copy must be kept on file at the school office. This document must be a written order from a court or state agency (e.g. Children's Services Board). The custodial parent/guardian is presumed to have full authority with regard to tuition, record release, and enrollment.

Children transferring to Our Shepherd Lutheran School will not be accepted if there are outstanding debts due a previous school.

Admissions Interview

An admissions interview will be conducted with all new students and their family representative(s). As part of this interview, the student will be presented with assessments to determine their personal level of learning. Our Shepherd will endeavor to meet the needs of all students to the best of our ability. Our Shepherd reserves the right to refuse admission to students where it is deemed that the necessary services to meet their needs are not available at OSL.

Age Requirements

Kindergarten Program – students must be 5 on or before August 1 of the current school year.

Name Change

In the case of a change in custody (not adoption), unless and until the school receives a probate court order changing a child's name, the legal name to be used by the school is that set forth in the domestic relations orders and decrees.

After Care 2025-2026

For a fee, the OSLS After Care Program provides care for your child in a secure environment by certified teachers that can also provide help with homework where needed. After Care students will also have opportunities for outside or gym time and will also be provided a snack.

After School Hours: 2:45-5:00 pm. Please note-These times may be adjusted based on utilization of the program.

After Care is held in the school cafeteria. When arriving to pick up your child, please use the church (not school) call button to alert the after care staff. In the event of a conflict, after care will be in the school library and you will use the door at the Jackson St. side of the building in that case.

All students using After Care must have a registration form on file. Registration Forms can be found on our website and in the school office. Adults picking up children must have a form of ID before the student will be released.

Fees per child: \$5.00 per hour with 1/4hr. increment charge \$1.00 per minute after 5:00 p.m.

Pre-Payment of \$50 per child is required to use the program. Checks should be made out to OSLS. If your child is more than \$25 in arrears, he/she will not be allowed to use the After Care Program until the past due balance is paid in full and a \$50 deposit is made toward future charges.

Student rules of behavior in After Care are the same as the school rules. Students who do not adhere to the rules will be spoken to, and a conference with the parent/guardian may be scheduled. If necessary, the Principal may address the situation, and eventually the student may be suspended from use of the service.

At this time, OSLS does not offer a Before Care Program. If sufficient interest is shown by our students' families, this decision will be revisited in the future.

Health and Immunizations

The State of Ohio requires students to have specific immunizations. Parents/guardians are asked to provide this information to the school office or nurse. Students who do not provide documentation of this immunization by the 14th day of school are subject to exclusion from school.

Families are required to demonstrate proof of vaccination or to complete a Legal Immunization Exemption Form. These forms are available in the school office. At the beginning of each school year, or at a student's initial entry, a parent/guardian has 14 days to present written evidence that the pupil is in compliance with the state School Immunization Law. After the end of the 14-day grace period, the pupil will be excluded from school until evidence is submitted. Linked here is a schedule of the [State of Ohio Immunization Requirements](#).

For any medication of any kind, please remember that Our Shepherd must have a medical form signed by both parent/guardian and the doctor. This includes over the counter medicine such as Tylenol, aspirin,

Motrin, Benadryl, or anything they might be carrying with them (such as emergency inhalers or Epi-pens).

Information concerning physical exams will be provided by either the school nurse or athletic director as needed.

If a student is found to have a communicable disease, the school should be contacted immediately. Also, if any communicable disease is discovered at school, that child's parents/guardians will be notified immediately, and a note from a physician may be required before that student is allowed to return to school.

Homework

Homework at Our Shepherd is intended to provide students with the opportunity to practice skills they have learned in the classroom. It also serves the purpose of allowing parents to be part of the educational team, helping their children in their learning journey.

While we value student learning and completing their school work, we also value the time that families need to spend together with one another. Homework is not intended to impede that time or prevent it from taking place. If a child's homework becomes too much, or creates stress on the family, we provide parents the opportunity to talk to the teacher to discuss modifications that would be appropriate during that time.

Assignments not completed at school may be brought home for completion by the next school day. The amount of homework depends upon the grade level, ability and study habits of the child. An average time expectation is approximately:

1st-2nd 10-20 minutes per night

3rd-4th 30-40 minutes per night

5th-6th 50-60 minutes per night

7th-8th 70-80 minutes per night

- Parents can assist by providing encouragement and a quiet place to study. Providing too much help is discouraged.
- Consult with the teacher if assignments are consistently burdensome
- Daily planners will be given to students of grades 3-8. They will be expected to use them for keeping track of assignments.
- Chromebooks and textbooks should return to school each day for use in class.
- Incomplete assignments interfere with class discussions of a previous lesson.
- Students absent because of illness will be given extra time to complete assignments missed.
- Students who travel with their family while school is in session will not be given work in advance of their absence. Missed work will be provided when they return.

Legal Notices

Non-Discrimination Policy

Our Shepherd Lutheran School welcomes students of any race, color, gender (as Biblically understood), nationality, religion, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. OSL does not discriminate on the basis of race, color, gender (as Biblically understood), nationality and/or ethnic origin in administration of its educational policies, athletics, and other school administered programs.

Crisis Management Plan

The Crisis Management Plan is reviewed yearly and is filed with the Ohio Department of Education. Copies of this plan are available for viewing in the school office. The plan addresses emergencies with general response options for canceling school, dismissal, sheltering in place, lockdown and evacuation (including evacuation due to a situation with the Perry Nuclear Power Plant).

Safety and Security

Safety Drills

Fire, tornado, lockdown, and other safety drills are conducted during the school year, in accordance with local and state laws. Periodic fire, health, and safety inspections are conducted by the Painesville Fire Department and the Lake County Department of Health.

Entering the Building

Access to our School: Our Shepherd's doors are locked throughout the school day. Please enter our building through the main doors at the church/school lobby. At the school entrance, on the right, follow the instructions on the wall for requesting entrance. Please have a photo ID in hand.

Video Surveillance

Video surveillance is conducted in public areas of the school 24 hours a day. Recordings of the surveillance are stored for a limited time, except in the case of specific reported incidents. These recordings are property of Our Shepherd Lutheran School and may be viewed only by authorized school or law enforcement personnel. Because this footage shows more than just a single child, to protect the privacy of all people on school grounds, recordings will not be shared with parent/guardians or other parties except in special circumstances approved by the OSLS Board, the principal, or specifically requested by law enforcement or other legal proceedings.

Lockdown Procedures

In conjunction with the Painesville City Police Department and other local schools, this procedure has been developed to ensure that both parties, the school(s) and law enforcement, can work together seamlessly in the event of a lockdown.

Initiation: Different levels of lockdown may be prudent depending on the situation. The Principal or designee will make an announcement declaring a level of lockdown using the public address system. If the Painesville City Police are not already aware of the lockdown, they will be contacted at this time.

Types of Lockdown:

Level 1 - Students and Staff are secured in the building - no admittance to or exit from the building.

Level 2 - Student and Staff are secured in classrooms – no movement in hallways.

Level 3 - Students and Staff are secured in place – no movement within the classroom.

Accountability: Staff members will take attendance and be prepared to notify Incident Commander of missing students or additional students, staff or guests sheltered in each classroom.

Recall: A prearranged signal for returning to normal activities will be shared with the staff.

Communication and Coordination: The means of two-way communication between a central location and each secured area is through the use of two-way radios as well as cell phones and classroom phones. The public address system will also be used by those throughout the building to communicate information and updates.

Information about a lockdown event will be shared with parents/guardians at the earliest possible opportunity via email. Please note that once a lockdown begins, there will be no admission into nor exit from our building.

School Communication

Communication should follow the following procedures:

1. Any general issues such as calling in for student illness, pick-up arrangements or change of transportation should be addressed with the school office.
2. Bring any behavioral or academic concerns or issues to your child's homeroom teacher. **Contact the teacher by email or school phone to schedule a meeting.**
3. If your concerns or issues are not addressed by the teacher, please bring those concerns to the principal.
4. If the principal does not address your concerns or issues, please bring your concerns to the Chairperson of the OSL School Board and request that the matter be placed on the next OSL School Board meeting agenda. The OSL School Board Chairperson can be reached by submitting a written request in a sealed envelope to the school office. The school secretary will also be able to provide the current Chairperson's email.

School Closings

In general, Our Shepherd aligns its school closures with Painesville City Local Schools. However, from time to time there may not be alignment as Our Shepherd may have reasons to close that are not caused by weather. OSL's school closings are reported on the local television stations, the school's website and Facebook page, as well as via email using the Jupiter system. Do not call the school office or send an email inquiring about school closings as those lines will not be monitored if school is not in session.

Parent/Guardian -Teacher Conferences

Teachers are expected to alert and confer with parents as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. Parents may also request a conference by contacting the teacher. Email is the preferred method to contact a teacher. All staff email addresses follow the same pattern of the individual's first initial and full last name @oslpainesville.org.

Parent-Teacher conferences for students are scheduled each fall. Conferences provide an opportunity to discuss each child's progress and to assist the parents in understanding the educational program. Communication is encouraged whenever the parent or teacher determines

the need for such.

Classroom problems or concerns must first be directed to the teacher concerned. If the situation demands further clarification, the principal may be contacted. Only after these steps have been taken should the OSL School Board chairman be contacted.

Student Life

Academic and Ability Testing

The State of Ohio Department of Education and Workforce (ODEW) Standards are used as a basis for our academic courses of study. Students in grades 3-8 take part in the Ohio State Tests (OSTs) every Spring. Students in grade 2 will also be given a standardized ability test. Test results for individual students will be distributed to parents/guardians.

Activity Schedule

Students should consult the OSL school year calendar and *The Shepherd's Staff* for information about all the school activities (All events are available electronically at www.oslpainesville.org). Students are encouraged to participate in the varied school activities in accordance with their skills, talents and desires.

Awards

Awards are given for academic achievements (honor rolls), sports, band, etc.

1. Honor Roll: All A's – This award is given to students in grades 4-8 who have received all "A's" in a quarter.
2. Honor Roll: A-B – This award is given to students in grades 4-8 who have earned all "A's" and/or "B's" in a Quarter.
3. Honor Roll: Merit Roll – This award is given to students in grades 4-8 who have earned all "A's" and/or "B's" in a quarter and no more than one "C".
4. Valedictorian is the eighth-grade student(s) with the highest-grade point average from grade six through the first three quarters of grade eight. In order for students to qualify for this award, they need to have been a student at Our Shepherd for a minimum of three years.
5. President's Award for Educational Excellence is given to those students who meet the following qualifications: A rating of advanced or accelerated on standardized tests in 7th grade exams, have a minimum of a B+ average from grades six through the first semester of grade eight, and other criteria as established by the award itself. This award is given by the Office of the President of the United States.
6. Honor Roll awards are given at the end of each quarter during Chapel.
7. Eighth grade cumulative awards are given during graduation.

Birthdays

Students may bring a treat to share to celebrate a birthday or a book may be donated to the school library in the child's name as an alternative. Please do not distribute party invitations throughout school unless the entire class is invited or they are distributed to all boys or all girls.

Cell Phones and Communication

Please see the Acceptable Use of Technology Policy found in Appendix B.

If a parent needs to contact a student, or a student needs to contact a parent, they must go through

proper channels with the school office. With staff permission, students may use a school phone to contact their parents.

Field Trips

Students will have a permission form on file for all field trips. It is the parent/guardian's responsibility to provide car seats if needed and as determined by Ohio law. All drivers are required to present a current driver's license and proof of insurance. Students who have been suspended will not be permitted to attend field trips. Adults attending overnight field trips/camps will be required to have a background check/screening. Parents must sign a

Holiday Parties

Most generally, parties are given for Christmas, Valentine's Day, and as an end of the year event. Teachers will request assistance from parents/guardians as needed.

Lunch Program

At this time we do not offer a hot lunch program. All students will pack a lunch each day. **We no longer allow Door Dash and other meal delivery services for our students.**

Note on Food Delivery: Our Shepherd Lutheran School does not accept or allow any food deliveries to our schools (i.e. GrubHub, Doordash, Uber Eats, etc.) during the school day. We will not allow this food/drink to be delivered to the school - it will be turned away at the door.

If your student does not have a meal when they arrive at school, the parent/guardian can deliver one to the school office, but it must be done so before their child's lunch period. If a student does not have food at their lunch time, a nutritious, prepackaged meal will be provided by our lunch supervisor.

Lunch Times:

K-2: 11:00-11:30

6-8: 11:35-12:05

3-5: 12:05-12:35

National Junior Honor Society

This is both an academic and service society for which fifth grade (fourth quarter) through eighth grade students are eligible. Student applicants are reviewed by a faculty committee whose identity is known only to the society's faculty advisor.

Newsletter

Parents/guardians and students are encouraged to read the weekly school newsletter, *The Shepherd's Staff*, which will keep them informed about what is happening at our school. *The Shepherd's Staff* is sent via email at the end of every school week.

Parent/Guardian Responsibilities

Please see the section marked Parent/Guardian Responsibilities in Appendix D for a complete description of OSL's expectations.

Parent/Guardian Conferences with Teacher

Conferences will be held after the first nine weeks of school. Parents/Guardians may request a conference with a teacher at other times in the year.

Parent/Guardian Teacher League (PTL)

The PTL is an auxiliary organization of the school which supports many of the school's programs. All parents/guardians have membership and are urged to participate in the meetings and activities of the group. Information about meetings and activities is published in The Shepherd's Staff.

Physical Education

All students are required to participate in Physical Education. Students who are unable to participate in physical education are required to have a physician's note to that effect. Students in grades 6-8 will have PE twice per week and are required to change for PE: gym shorts (no spandex), t-shirt (no tank tops; no inappropriate words or graphics), and athletic shoes.

Physical Privacy Policy

Notwithstanding any other Board Policy, student restrooms that are designated for one sex/gender shall only be used by members of that sex. "Sex" means the biological condition of being male or female as determined at birth based on physical differences, or, when necessary, at the chromosomal level. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (i.e., changing clothing for gym class or costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students based on their sex.

Recess

If a child is well enough to be in school; then the child should be adequately dressed for weather conditions, and should be outside for recess. The school does not have personnel available to supervise individual children who remain indoors during recess. When all children remain in due to inclement weather, the playground supervisors remain in with them. **In general, children will have indoor recess when the temperature, including wind chill, is below 15-20 degrees.**

Children who have special medical conditions should have a doctor's signed statement that they must remain indoors. The note should indicate the length of time that the child should remain indoors. If there are special circumstances, please contact the school nurse.

Recess is a privilege that can and may be restricted.

Publications/Distribution of Materials

The general public, students, parents/guardians and staff members may not use school facilities for the promotion of any group or vested interest without the principal's approval. Materials not directly related to the school may not be distributed on school premises without the approval of the principal.

Sports

We will make every attempt to provide seasonal sports programs for our students. Much of our success in that endeavor depends on having an appropriate number of athletic participants. The Athletic Director and/or coaches will give specific regulations to the students. Students should be mindful that grades must be kept up for participation; detention and suspensions will limit or suspend participation; and unsportsmanlike conduct will not be tolerated by athletes, parents, guests, or fans. This type of behavior will result in immediate removal from a game and possible suspension from the team. See the Athletic Director for the Athletic Contract for further information about the Athletic program.

Substitute Teachers

Substitute teachers are to be given the same respect and courtesy afforded to regular teachers. Your cooperation will enable the substitute teacher to continue your classwork until your regular teacher returns.

Technology

All students will have access to Chromebooks or other computer devices. Middle school students will have the ability to use the devices at home. Other home use of school devices is determined by the individual classroom teacher. All home usage falls under the school rules related to our conduct code for internet access.

Please see Appendix B for a complete explanation of our Acceptable Use of Technology policy.

Textbooks and Chromebooks

Textbooks and Chromebooks are loaned to students from the Painesville City School District. They are to be cared for by the students. Damaged or lost Chromebooks, text books or library books will result in the student making restitution as needed. Grade cards and records will be held until restitution has been made.

STUDENT LIFE SUMMARY

The success of our school's programs is contingent upon:

1. The earnest prayers of all concerned.
2. Cooperation of the student, home, school, and congregations as we look to Matthew 18:15 for guidance.
3. Everyone who is a part of Our Shepherd Lutheran School continues to be motivated by the love of our Lord and Savior, Jesus Christ, in thoughts, words, and actions.

Student Progress

Student Records

The permanent records of students are open to their parents/guardians. Students may view these records with written permission of their parent/guardian.

Reporting of Pupil Progress

Reports of student progress will be given to students through an intermediate report and a report card during each quarter of the school year. Parents/guardians may also use the online grading system, Jupiter Ed, to inquire on their student's progress. Parent/Guardian-Teacher Conferences will be held after the first nine weeks of school. Parents/guardians may request a conference with a teacher at other times in the year.

Grading

All grading procedures will utilize the following scale:

| | | |
|---------|---|----------------|
| 90-100% | A | Excellent |
| 80-89% | B | Above Average |
| 70-79% | C | Average |
| 60-69% | D | Unsatisfactory |
| 50-59% | F | Failing |

Work Habits

Work habits are a separate part of the recording process and are not included as an academic grade. The work habits grade will be reported as an S (satisfactory performance) or N (needs improvement). Work habits include a student's ability to organize their materials, use classroom materials appropriately, stay on task, work independently when appropriate, work cooperatively with classmates when appropriate, submit work in a timely manner, follow both written and oral directions, and actively participate in classroom content discussions/work.

Academic Probation

A student in 3rd – 8th grade may be placed on academic probation when a student has two or more "Ds" or "Ns" in any subject area. A student on academic probation has two weeks to work with the teachers in order to show improvement. During this two-week period, the student is ineligible for all extracurricular activities.

If the student shows satisfactory progress as deemed by the Principal and the teacher, they may be removed from academic probation and eligible to return to extracurricular activities. If the student does not show satisfactory progress as deemed by the Principal and the teacher, the student may be removed from Our Shepherd Lutheran School.

Promotion and Retention

Promotion in all grades will be determined by student achievement. Students not meeting basic expectations may be retained at the same grade level. Student abilities will be given consideration according to school standards, 504, and/or Individualized Service Plans when applicable. When retention is a possibility, parents/guardians will be contacted. A meeting will be held with the parent/guardian, teacher(s), and principal participating. A final decision will be made by the principal. The parent/guardians will then be informed of this decision in writing.

Volunteers

Volunteers provide important services to our students and establish a vital link between school and community. Volunteers may work one day a year or several days a week as school schedules permit.

1. Sign in - After admission to the building, volunteers are required to come to the office to sign in. For safety and security, all volunteers must wear a visitor name tag at all times. Please respect that classes may be in session and should not be interrupted without prior notice from the office. Volunteers must sign out when they are leaving the building.
2. Confidentiality - Volunteers must protect teachers' and students' right to privacy. They may not disclose school information or personal matters, whether shared with them directly or overheard. They should discuss student problems or concerns with only the staff member with whom they are working or the principal.
3. Security – Regular volunteers may be required to provide information to OSLS for a basic background check through Protect My Ministry or a similar organization.
4. In order to foster student independence, after the first week of school, parents/guardians are not permitted to accompany their students to their beginning class. The school staff will be sure to get students where they need to be.

Volunteers in school building should:

- Be punctual and reliable
- Wear the visitor name tag at all times
- Practice the professional ethics of confidentiality
- Become familiar with school and classroom policies and practices
- Be willing to adjust to each teacher's individual style and follow his/her directions
- Set a good example in appearance and behavior for students
- Have a positive attitude, be enthusiastic and cheerful

Attendance Policy

A complete Attendance Policy is found in Appendix A.

Acceptable Use of Technology

A complete Acceptable Use of Technology is found in Appendix B.

Student Code of Conduct

A complete Student Code of Conduct is found in Appendix C.

Parent/Guardian Responsibilities and Expectations

A complete Parent/Guardian Guide is found in Appendix D.

Dress Code

Our Dress Code is found in Appendix E.

Appendix A: Attendance Policy

School Hours/Leaving School Early

School hours are from 8:10 AM - 2:45 PM. Walking into the building after 8:10 is tardy.

Classes begin at 8:15. Students who arrive early on the bus are to go to the early room session in the gym (or other designated area). For non-bus riders, an After-Care program is available. There is a per hour cost and students must be pre-registered and have a deposit on file before using this service.

Students who leave school early for an appointment or other activity will need to be signed out by a parent/guardian. The student will be responsible for missed assignments.

Absences

Our Shepherd Lutheran School believes that regular attendance is necessary for a student to obtain a strong education. Absences of any kind interfere with the consistent delivery of instruction. When a student is absent, it is difficult for that student, their teachers, and for the class as a whole as time is taken away from regular instruction to bring the absent student back up to date with their classmates. Additionally, missing too much school has long term, negative effects on students, such as lower achievement and graduation rates.

Further, we believe that attendance is the responsibility of the parent/guardian. As such, we ask that when registering your child at Our Shepherd, you read and agree with our Attendance Policy. **If you do not believe that you can meet these attendance requirements, please do not apply at Our Shepherd.**

Because we take attendance seriously, and as we are required to report attendance to the State Department of Education, Our Shepherd has developed the following attendance requirements. **Failure to comply with these requirements may result in removal from the school.** The school office must be notified prior to 8:30 am the day of any absence. If there is no email or call to the office or note prior to the student's absence stating the reason for the absence, the absence may be considered unexcused. The parent/guardian must provide written documentation to Our Shepherd detailing the absence.

If a student is unable to come to school, the parent or guardian is required to email or call the office prior to 8:30 am to register the absence. The email address is office@oslpainesville.org. Parents/guardians may also call the school at **440.357.7776**.

Any absence from school is unexcused unless it is for one of the following reasons:

1. **Illness or injury of the child.** The parent/guardian must provide documentation to Our Shepherd. Any absence for illness or injury which exceeds three days absent from school must be certified in writing by a physician or appropriate health official.
2. **Illness in the family necessitating the presence of the child.** The parent/guardian must provide documentation to Our Shepherd stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
3. **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
4. **Death of a relative.** In this situation, the absence is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the principal.
5. **Medical or dental appointment.** The parent/guardian must provide a written statement from the physician or dentist upon return to school.

6. **High school visitation for 8th graders.** The parent/guardian must provide documentation from the high school verifying the date and time of the visitation.
7. **Emergency or other set of circumstances.** The parent/guardian must provide documentation to Our Shepherd detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the principal.
8. **Pre-approved enrichment or extracurricular activities.** A student who is absent from school for the sole purpose of traveling out of town to participate in an enrichment activity approved by the principal or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation detailing the dates and enrichment or extracurricular reasons for these absences.
9. **Observance of religious holidays.** A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to Our Shepherd detailing dates of all such religious holidays.

Excused vs. Unexcused Absences

When the parent/guardian knows in advance that his/her child will be absent for more than one day and knows the number of days the child will be absent, the parent/guardian need only email on the first day of the absence and report the number of days the child will be absent. Any absence beyond 3 consecutive days requires a doctor's note for it to be considered excused.

Ohio law requires districts to track the hours that a student is not in school attendance (including tardies and early dismissals) and Ohio Administrative Code provides definitions of allowable excused absences. The chart at the end of this appendix aligns the chronic absence tiers with Ohio's attendance laws.

Leaving School

Medical appointments during school hours should be avoided when possible. Parents who need to take children out of school during the day must first report to the office. Parents must sign their children in and out. A student who is absent for two or more class periods will be counted as one-half day absent.

Once a child is on school property, he/she may not leave school grounds without written permission from the parents and approval from the school principal, secretary, or teacher. No child will be released without proper approval. If a child is missing from class and cannot be located within the school or on school grounds, the school will initiate call(s) to the parents and/or the local police department.

Assignments During Absences

Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete schoolwork while ill. The student will be allowed a sufficient amount of time to make up assignments. "Sufficient time" is relative to the length of absence and the nature of assignments missed. Upon the return of the student, it is the student's responsibility to find out what work must be completed. The teacher will then discuss the assignments with the student and decide upon a completion deadline. Assignments not completed by the deadline will be treated as missed assignments.

Regardless of the type of absence, the student must complete all necessary work to be considered for promotion. Work not made up shall be considered incomplete which could be considered grounds for retention or removal from the school. The timeframe for making up work is 2:1, two days are allowed for making up work for every one day of absence.

Wellness Policy

In order to be in school, all students must be fever-free (without fever-reducing medication), vomit-free, and diarrhea-free for at least 24 hours before returning to school. All students must have current emergency contact information on file with the office, including contact information for someone who would be available to pick up the student within 30 minutes in case of an unexpected illness.

Vacations

Regular school attendance is important. As much as possible, please schedule vacations during school holidays and summer break.

Academic Vacation Contracts

When a family plans a vacation during the school year, they are REQUIRED to meet with their child(ren)'s teachers PRIOR TO THE VACATION in order to make a plan for how the learning that is missed will be covered. It is the responsibility of the parent/guardian to support their child while they complete their assignments. Failure to do so may result in the student(s)'s removal from the school.

Please be advised that teachers do not prepare work in advance for students who will be absent for any reason. Teachers are not responsible for re-teaching material covered while a student is absent. This becomes the responsibility of the parent/guardian. Upon the return of the student, it is the student's responsibility to find out what work must be completed. Special circumstances may dictate an individualized approach to make up assignments.

Students going on vacation during the school year may be given some of their assignments by the teacher(s) in advance. However, it is not possible for the teacher(s) to provide all of the work prior to the absence. For this reason, students will receive additional work upon their return to school. In general, two days are allowed for making up work for every one day of absence.

Truancy

Truancy is defined as not reporting to school when school is in session without a legitimate excuse.

Habitually Truant, (per House Bill 410) is defined as any student who is absent without legitimate excuse for: 30 or more consecutive hours, 42 hours in a month, or 72 hours in a school year.

The school must assign the child/parent/guardian to the Absence Intervention Team within 10 days of the triggering event; the team must develop and implement a TIP, Truancy Intervention Plan. If the child/parent/guardian is not making adequate progress after the TIP is implemented, the school will file truancy charges against the child, parent, and/or guardian with the Lake County Courts.

We recognize there may be documented illness issues directly affecting attendance. However, the State of Ohio does not distinguish between excused and unexcused absences – only the time missed. Accumulated tardy time is added to absence time for attendance purposes. (i.e. 20 tardies times 3 minutes per tardy = 60 minutes= one hour). Based on documented illness, these numbers may be affected.

| Tardy Threshold | Consequence |
|---|---|
| <u>Tardy</u> : arriving at school after 8:10 am | Tardy recorded by minutes |
| <u>Tardy</u> : more than 1.5 hrs but less than 3 hrs. 3 hrs. or more | Half day absence is recorded Full day absence is recorded |
| After every 5 tardies . . . | a half day unexcused absence is recorded A pattern of tardiness will be reported to Child Protective Services. |
| If a student accumulates 5 tardies in any given quarter, | the parents/guardians, along with the student will be required to meet with an attendance intervention team. The student will be placed on attendance probation . Attendance Probation requires a meeting with the student, parent/guardian, teaching staff, and principal during which an Absence Intervention Plan is created and signed by all parties. |
| A student has 10 tardies before the end of the first quarter, 20 tardies before the end of the second quarter, or 30 tardies during the entire school year. | Regardless of the reason, this student will be removed from the school. |

From time to time, there may be extenuating circumstances affecting tardiness. These circumstances will be considered by the administration, and a final ruling will be made regarding the child's enrollment in the school.

| Absence Threshold | Consequence |
|---|---|
| <u>Chronic absenteeism</u> is defined as missing 10% for any reason. <ul style="list-style-type: none"> • 12 hours (2 days) per month or • 92 hours (18 days) per year. OR 5 absences in any given quarter | A student will be placed on Attendance Probation . Attendance Probation requires a meeting with the student, parent/guardian, teaching staff, and principal during which an Absence Intervention Plan is created and signed by all parties. |
| A student who is chronically absent cannot be successful in their education. If this level of absenteeism continues, further steps will be taken. | |
| <u>Severe chronic absenteeism</u> is defined as missing 20% of school for any reason. <ul style="list-style-type: none"> • 24 hours (4 days) per month or • 184 hours (36 days) per year. OR A student misses 10 days of school before the end of the first quarter, 20 days of school before the end of the second quarter, or 30 days of school before the end of the third quarter. | A student will be required to attend an Expulsion Hearing with the student, parent/guardian, teaching staff, principal and a member of the Board of Education. At this meeting, an agreement will be offered to the parent/guardian which includes the following clause: the student will be removed from the school (expelled) unless they show zero absences moving forward . <u>An exception will be made only for illness if a doctor's note is presented and only if the absences are less than 5% of the school time.</u> If the parent/guardian refuses to sign the agreement, the child will be removed from the school. |

APPENDIX B: TECHNOLOGY ACCEPTABLE USE POLICY 2025-2026

Our Shepherd Lutheran School makes a variety of communication and information technologies available to students through computer/network/internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the students' computers far outweigh any disadvantages.

Definition of School Technology System: The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following: • telephones, cellular telephones and voicemail technologies

- email accounts
- servers
- computer hardware and peripherals
- software including operating system software and application software
- digitized information including stored text, data files, email, digital images, video and audio files
- internally or externally accessed databases, applications or tools (internet- or NDEC-server based)
- school provided internet access
- school filtered public Wi-Fi
- new technologies as they become available

Acceptable Use: Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with the student Code of Conduct. Students are advised that they should not allow others to use their chrome books as each student is responsible for behavior carried out under their user account. Note, all home usage falls under the school rules related to our conduct code for internet access.

Cell Phones and Communication: We are a society that is reliant on our cell phones, the internet, and the perceived need to be in constant contact with our family and friends. Our students are no different. Many of our upper grade students have a cell phone and belong to

one or more social media websites. It is our hope that the Our Shepherd Family is using these avenues of communication in positive ways.

1. Students are encouraged NOT to bring cell phones or other personal electronic devices with them to school.
2. Please note that cell phones are not permitted in the classrooms, hallways, gym or at lunch. Students with verified medical needs who need their devices for monitoring purposes will be permitted access to their devices.
3. Teachers will collect cell phones when students arrive at school. They will be kept in the students' homeroom or designated classroom in the morning and returned at the end of the school day. Refusal to turn the phone over to the teacher is an act of insubordination (failure to follow a reasonable request) and may result in suspension from school. Phones are to be silenced when they are turned in.
4. Smart watches are not permitted during the school day because they can act as cell phones.
5. If a parent needs to contact a student, or a student needs to contact a parent, they must go through proper channels with the school office. With staff permission, students may use a school phone to contact their parents.

Conduct for Internet Access Through the technology program at Our Shepherd Lutheran School, we strive to provide an educationally rich experience while equipping our students with necessary technology skills for both today and the future.

Persons who use Our Shepherd's equipment to access the internet are expected to conform to the policies in this document. Users are expected to read, understand, and obey these rules. Users are also expected to maintain high ethical standards.

Access to the internet enables students to explore many avenues of information and possibly exchange messages with internet users throughout the world. Every effort will be made to safeguard our students' safety. It is our intent to apply technology to the educational betterment of our students as well as for the proclamation of the Gospel of Jesus Christ. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately parents and others responsible for the minor students are responsible for establishing and communicating the standards that their children should follow when using media and information sources. Please note that no student will have access to the internet unless supervised by a staff member.

Our Shepherd Lutheran School has taken precautions to restrict access to controversial materials. We follow all guidelines as established by the Children's Internet Protection Act (CIPA) <http://www.fcc.gov/cgb/consumerfacts/cipa.html>. In addition, we use software programs which block inappropriate content and sites.

Google Workspace for Education Each student will have a Google Workspace for Education account managed by Our Shepherd Lutheran School. This account will be the conduit through which apps are downloaded to the Chromebook.

Home internet Access THE CHROMEBOOK DOES NOT HAVE A FILTER FOR THE internet WHEN AT HOME! Parents/guardians, please take the necessary precautions for internet safety with your student!

Reminder: The School provides internet filtering on the school's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

- a. While at school students are required to be connected to "OSLS_DEVICE" for filtered internet access.
- b. All students should recognize and guard their personal and private information. While on the internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- c. All activity on the Chromebooks is monitored through Go Guardian. Students are subject to disciplinary action for inappropriate use of Chromebook devices, including visits to non-educational or inappropriate websites. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported cloud service. Our Shepherd Lutheran School uses Go Guardian to monitor all student use of Chromebook. The Principal will receive alerts on all questionable Chromebook activity. The School reserves the right to take disciplinary action regarding unacceptable use of Chromebook. This includes home use of Chromebook. Students with repeated infractions will lose the privilege of home Chromebook use. Students are still responsible for getting all coursework completed as if they had their Chromebook present.

Privilege: Access to the Our Shepherd Lutheran School computer/network/internet is a privilege, not a right and may be revoked if abused.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of a computer/network/internet system or any components that are connected to it. In addition, students may not access the OSL network with personal devices.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- cyberbullying
- gaming
- threatening, pornographic, harassing, defamatory or obscene material
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the internet
- copyrighted material, plagiarized material or materials protected by trademark
- use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property)

Vandalism or Mischief: Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action. Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

Student Access: Student internet access will be under the direction and guidance of the administrators and teachers. Students must adhere to the following:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use or copy passwords, data or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Do not destroy or damage data, networks or other resources.
 - d. Abstain from overriding the internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games or movies).
 - b. Avoid plagiarism. Also respect and practice the principles of the school community.
 - c. Communicate only in ways that are kind and respectful.
 - d. Report threatening or discomforting materials (cyberbullying) to a school administrator or teacher.
 - e. Avoid accessing, transmitting, copying or creating material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works) and that violate the school policies (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
 - f. Avoid sending spam, chain letters or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual that is injurious to the reputation of the school, the Church, or an individual, whether the action occurs on school property or off grounds.
 - i. Print only materials that are assigned by a teacher and are for educational purposes.

Social Media: Always keep in mind that you are representing yourself, your family, your school, and most importantly, your Lord when you are posting messages online.

1. Facebook and other social media sites are not to be accessed by students at any time using Chromebooks, computers or tablets owned by Our Shepherd Lutheran School.
2. No inappropriate comments should be made about teachers, staff, parents/guardians, or other students of Our Shepherd Lutheran School. You will be held accountable for your texts/posts. Do not share your personal devices with others who might text/post on your behalf.
3. "Let the words of my mouth (my text messages and online posts) and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer." Psalm 19:14

Chromebook Responsibilities It is the student's responsibility to arrive at school each day with their

chromebook in hand and fully charged. Students need to charge their Chromebooks each evening. Charging cords should remain at home. Repeated instances of uncharged or forgotten Chromebooks will result in students losing at-home privileges.

Screensavers/Background Photos Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures. Such acts will result in disciplinary actions.

School Email and Communication Tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities or administrative needs. All communications within these tools should adhere to the above mentioned rules.

Subject to Monitoring: All network/internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. Our Shepherd Lutheran School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of Our Shepherd Lutheran School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Fines Related to a Chromebook

- Chromebooks, cases, and the chargers will be turned in to the OSLS staff when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, a minimum of \$50.00, but not to exceed the replacement cost of the Chromebook. The Principal will make the final determination of any fees assessed.
- If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. If this charge is not paid, a theft report is filed with the Painesville City Police.
- In the case of damage to the Chromebook throughout the year, the student/parent/guardian will be charged a damage fee of a minimum of \$50.00. This will be assessed for damage, not ordinary wear and tear due to typical use.

Repair costs for the 2025-2026 school year are:

- Screen \$90.00
- Keyboard Repair \$50.00
- Repair Chromebook exterior \$50.00
- Replace Charger \$30.00
- Replace carrying case \$35.00
- All other damage require replacement \$250.00

Consequences for Violation: Violations of these rules may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of

misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

The school reserves the right to issue additional or more detailed rules for the use of technology resources and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

A FINAL NOTE FOR Parents/Guardians: Know what is going on in your child's life. You should know their social media passwords so you can monitor their accounts. Review their cell phone once in a while and check to see if you approve of their text messages. It is incredibly easy to text or post something you know you would never say to someone face to face. For a child, this is a temptation that is extremely difficult to overcome. They are going to make poor decisions sometimes, but it is our job as parents/guardians to use those incidents as teachable moments to talk about what it means to live for Christ and most importantly to be forgiven by Christ.

Appendix C: Student Code of Conduct

As God's children, we will:

1. RESPECT authority by doing what is asked the FIRST time.
2. RESPECT others with our WORDS and our ACTIONS.
3. Take RESPONSIBILITY by completing our SCHOOL WORK on TIME and to the BEST of our ABILITY.
4. Take RESPONSIBILITY by caring for our SCHOOL and all our MATERIALS.
5. Take RESPONSIBILITY for our ACTIONS.
6. Show RESILIENCE by giving our BEST EFFORT all of the time.

Students of Our Shepherd are expected to live by a standard of behavior consistent with the principles of conduct encouraged in the Christian home and church and taught by the living example of Jesus Christ. The Word of God is our source of Truth and our final authority regarding conduct. This standard requires behavior attributes of:

| | |
|-----------------------|-------------------------|
| Honesty | Integrity |
| Modesty | Responsibility |
| Self-discipline | Consideration of others |
| Courtesy | Morality |
| Dependability | Desire to learn |
| Respect for authority | Cooperative spirit |

Those who follow these guidelines will receive verbal praise, written praise or class-wide reinforcements/rewards.

Discipline Policy

To achieve the goals of Our Shepherd Lutheran School, it is essential that the school have a positive and effective school discipline program.

It is essential that parents and teachers work together, trust and support one another. What is being taught as Christian values in the school must be reinforced in the home and vice versa. By enrolling their children in Our Shepherd Lutheran School, parents/guardians enter an implied contract with the school to uphold these values. The school will educate their children so long as the children abide by the school's academic and disciplinary standards. A student who violates disciplinary norms breaches the contract, justifying disciplinary action, including suspension or expulsion.

While at school, or when involved in school-related activities, students are under the care, guidance, leadership, and authority of their teacher(s). Each teacher, in consultation with the principal, is responsible for establishing the rules, procedures and consequences of misbehavior that will govern his/her classroom or school activity. Each teacher shall establish a climate in the classroom that is fair, just, and caring.

When the school administrator is alerted to discipline situations or events that occur outside the normal school day that involves OSL students, administrative action may be taken. Students who exhibit conduct unbecoming a Christian outside the normal school day hours and are involved with the activities that damage school property, harass staff, or damage the school's reputation by such

conduct will be disciplined according to the school discipline policy and Code of Conduct Consequence Progression.

Guidelines for Code of Conduct Violations Because we believe that students are still learning and developing, we realize that they will sometimes need some type of correction. Usually this is carried out by the teacher in an informal way. On occasion, more serious misbehavior will justify stronger disciplinary action, including detention, suspension, expulsion or criminal actions.

Search and Seizure Because school officials have a legitimate interest in the personal safety and protection of all students within their care, they reserve the right to search for and seize weapons, other dangerous or illegal objects, or when objects are believed to have been stolen - when the school official has reasonable grounds to believe that such are in the possession of a student. Teachers and other staff members shall make the administration aware of reliable knowledge concerning the whereabouts of such materials.

Probation Policy

Our Shepherd Lutheran School makes every effort to work with students and families to provide a supportive learning environment. From time to time, students struggle to meet the attendance, behavior, and academic expectations of the school. If, after meeting with the student and the parents, it is deemed that insufficient improvement has been made, a student may be placed on probationary status. There are three specific reasons for probationary status – attendance, behavior, and academics.

Behavior Probation It is our desire that students who receive one suspension will be placed on a Behavior Probation. After the first suspension, the student and their parents/guardians will meet with the principal and teaching staff to discuss a plan for improved behavior. This plan may include behavior monitoring through a check-in/check-out.

Fighting, Harassment, and Bullying

Fighting, harassment or bullying of any sort will not be tolerated at Our Shepherd Lutheran School. As children of God, we should treat everyone with respect and as we would want to be treated. From time to time however, students may not get along and as such, should employ other avenues of conflict resolution rather than resort to fighting, harassment, or bullying. (Prov. 11:27)

Fighting can be defined as instances where two or more students exchange blows (hitting/kicking) in a state of anger with intent to injure another. Students have the right to defend themselves to ward off unwanted physical assaults of another student. However, when advised to stop by the principal, a teacher or another adult, the student must stop. At that time, continued aggression will be deemed as fighting.

Harassment and bullying can be defined as instances in which students **repeatedly** engage in behaviors such as using threats, put-downs, teasing, obscenities, gestures, and/or physical contact such as kicking, tripping, pushing, pinching, hitting, chasing or play-fighting. Cyber bullying is also unacceptable as explained in the Technology Policy in Appendix B.

Infractions will be evaluated and appropriate discipline will be administered.

Demerits, Detentions, Suspensions, and Expulsions

Discipline is not a means of punishment, but rather a tool for self-control. Students need to show love and have respect for one another's rights and privileges.

Demerits are issued to students in grades 4-8 for the breaking of school rules, which may include, but are not limited to showing disrespect, not behaving appropriately with other students, chewing gum, running in the halls, or breaking of classroom specific rules. Students are notified when he/she receives a demerit and are recorded in Jupiter Ed for parent/guardian and student review, as well as documented on paper in the office. When a student receives his or her third demerit, the parent/guardian will be notified in writing.

Detentions are issued to students who receive four demerits. Detentions may be issued for other specific offenses as deemed necessary by the principal or classroom teacher.

Detentions are most generally served on Thursdays from 2:45-3:45 PM. Students are expected to be working on a school task during this time which may include homework, a given task, studying for an exam, or reading. Those on varsity sports teams will forfeit one game for each detention received.

National Junior Honor Society (NJHS) members will be suspended from organization meetings and activities for a specified period of time as listed in the NJHS bylaws.

Suspensions are issued to students who have received three detentions or for other more serious offenses. Only the principal can issue suspensions. Suspension periods, which will be determined by the principal, will be from one to five days. Students who receive a suspension will forfeit their participation in varsity sports, class field trips for the remainder of the school year (no refunds of monies already paid toward trip), and NJHS membership. Criteria for suspension include, but are not limited to the following:

- A. Repeated Level 2 and Level 3 behaviors
- B. Truancy
- C. 3 detentions

Short term suspensions shall be imposed by the principal upon students who commit violations which warrant suspension and are less serious in nature as determined by the principal. Short term suspensions may be either in-school or out-of-school as determined by the principal. The principal shall notify the student's parents/guardians and teacher(s) of the suspension. At the end of the period of suspension, the student shall return to school accompanied by his/her parents/guardians.

A student who is suspended for an extended period shall return to school at the end of the prescribed period accompanied by his/her parents/guardians. At that time, there shall be a reintegration meeting with the student, parent/guardian, principal, and teacher(s). Arrangements will be made for submitting work while serving a longer suspension period.

Emergency Removal (Term Suspension) is the removal of the student by the principal from school for a period of time not to exceed ten days.

Expulsion A student will automatically be placed under expulsion review after two suspensions or an emergency removal from the school premises.

- A. Within 48 hours of the second suspension or an emergency removal, the principal shall issue written notification to the student and student's parent/guardian declaring the student's susceptibility to permanent expulsion after additional infractions. A copy will also be issued to the School Board Chairperson.
- B. Either the School Board or a representative committee of such shall grant the student an impartial hearing, if requested by the student or the parent/guardian. The principal will also be

in attendance. A hearing will be called within ten (10) days of the request by the parent/guardian, and the student will remain in suspension until the matter is resolved.

- C. After the hearing the Board Chairperson shall convene a special School Board meeting to act on the evidence set forth in the expulsion-review hearing. A quorum shall decide by majority vote whether to expel or reinstate the student. Board action shall be effective immediately. The Board Chairperson will communicate the decision to the student and family.

Right to Appeal

A student and his/her parent/guardian(s) or have a right to appeal any action taken by the principal and staff against the student. All appeals are to be presented to the School Board.

Level 1 Behaviors

Level 1: Classroom Managed Behaviors are addressed by the attending staff member and the use of an intervention strategy should be implemented.

Behaviors

Talking out

Off task

Not prepared for class

Delay in following directions

Active refusal to work

Non-compliance or Non-participation (not following whole class instructions, head on desk, zoned out)

Disrespect

Sleeping in class

Verbal defiance

Hyperactivity and/or fidgeting

Invasion of personal space

Impulsivity

Pacing (emotional pacing or self-regulatory pacing)

Level 2 Behaviors

Level 2 Classroom Managed Behaviors are addressed by the attending staff member. These behaviors include escalated or repeated offenses from Level 1.

Behaviors

Escalated behaviors listed from Level 1

Repeated behaviors listed from Level 1

Abuse of school property/equipment

Mild physical aggression

Mild verbal aggression

Vulgar Language/Profanity

Responses

Previous responses plus:

Teaching or practice of expected behavior

Conference with teacher and/or administrator

Demerit/Detention

Parent involvement

Loss of school privileges

Level 3 Behaviors

Level 3 behaviors are addressed by the attending staff member to identify the behavior and begin immediate problem solving. These behaviors require Administrative support.

Behaviors

Strong and repetitive acts of defiance

Severe Physical aggression

Severe verbal aggression

Repeated vulgar language or profanity

Possession of Weapons

Cheating

Vandalism, trespassing, theft

Responses

Previous responses plus:

Continued Level 2 Responses and -

Individualized behavior intervention plan

MTSS (Intervention) Team

Parent Involvement

Administrative considerations including detention, suspension, and expulsion

Definitions

- ☐ **Mild physical aggression:** use of excessive force within game or play, but without the intent to harm
- ☐ **Mild verbal aggression:** use of inappropriate language to make fun of another student
- ☐ **Severe Physical aggression:** use of excessive force with the intent to harm someone
- ☐ **Severe verbal aggression:** targeted use of inappropriate language to insult or cause emotional harm to someone

Appendix D: Parent/Guardian Responsibilities

Our Shepherd strives to develop a **partnership between the home, school, and church** as agents of Christian education. Parents/guardians are responsible for bringing up the child in discipline and instruction. In meeting their responsibilities, parent/guardians will see that their children receive the full value of Christian education by setting a Christ-like example for them in ways such as:

1. Attending church regularly
2. Frequently communing at the Lord's Supper
3. Supporting the work of the school and church, generously and cheerfully, according to their God-given abilities
4. Participating regularly in family devotions
5. Cooperating with Christian educators
6. Participating in school and church activities
7. Living, with the help of God, a life of Christian love, obedience and concern

Our Shepherd Parent Code of Conduct

"Let all that you do be done in love." - 1 Corinthians 16:14

The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school events, and when interacting with Our Shepherd's employees and/or students.

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following:

- Teachers, administrators, and parents/guardians want all children to learn in a safe environment,
- Teachers, administrators, and parents/guardians must work together for the benefit of all students,
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect,
- The school should be provided an opportunity to resolve issues of concern before public criticism.

Prohibited Behaviors

In order to provide a peaceful and safe school environment, Our Shepherd prohibits the following behaviors by parents, guardians, visitors, and spectators:

- Abusive, threatening, profane, or harassing communication, either in person, by e-mail or text, voicemail, phone, or other written or verbal communication,
- Disruptive behavior that interferes or threatens to interfere with Our Shepherd operations, including the effective operation of a classroom, an employee's office or duty station, school grounds - including sporting events, parking lots, and playground,
- Threatening to do bodily harm to an Our Shepherd employee, visitor, fellow parent or guardian, or student,
- Threatening to damage the property of an Our Shepherd employee, visitor, fellow parent, guardian, or student,
- Damaging or destruction of school property,
- Defamatory, offensive, or derogatory comments regarding the school or school staff made publicly to others, including the use of any social media and/or web sites.

Consequences

Depending upon the severity of the incident, parents/guardians, visitors, or spectators may be removed from, or otherwise banned from the school campus and participation in school-sponsored events under school trespass laws. An incident may also result in a student being removed from or asked not to return to school. In situations involving lesser infractions or where remediation is viable, a warning will be issued in writing prior to the filing of trespass and issuance of a formal ban.

Parent Grievances

The School Board of Our Shepherd Lutheran School encourages students and/or their parents/guardians to discuss their questions or concerns regarding the education of their children with the school personnel as early and as directly as possible. As a Christian community, we expect all concerns to be addressed appropriately and respectfully. It is expected that all concerned parties will seek resolution as quickly as possible in a loving and caring manner. Students will learn from watching how adults deal with differences, reflecting the love of God in all our actions. (Matthew 18:15-20)

Procedure

Our Shepherd Lutheran School staff, board, and personnel will ensure that policies of procedural fairness and natural justice are followed when decisions affecting the rights of a student are made. This applies whether the decision relates to a matter of discipline (i.e. suspension or expulsion from school) or to an important facet of the student's educational program (i.e. admission into a class or a mark assigned by the teacher).

Students or parents who question decisions or actions taken by teachers, staff, or administration are expected to seek resolution by pursuing the following steps:

1. Express your concerns directly with the person whose judgment or decision is being questioned. This may be done in person, via email or by phone. If in person, the parent/guardian must stop in the office to schedule a meeting with the teacher.
2. If this does not resolve the situation, inform the Principal. The Principal will then meet with you and those directly involved to work toward resolution. The Principal will make a timely decision in regards to the situation and provide a written summary including a timeline of decisions made, and steps taken. This documentation requires a signature from all parties involved.
3. If those involved are not satisfied that they have received fair treatment, they may appeal, in writing, to the School Board. The School Board Chair may invite the person who made the appeal to the next board meeting. They may be invited to share their concerns. The Principal will present the details of the appeal and then will be asked to leave the meeting. The School Board will make an independent ruling and inform all parties in writing of its decision. The School Board's decision is final and binding.

Matthew 18:15-20 15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. 18 "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. 19 "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. 20 For where two or three gather in my name, there I am with them."

Matthew 28:16-20 The Great Commission 16 Then the eleven disciples went to Galilee, to the mountain where Jesus had told them to go. 17 When they saw him, they worshiped him; but some doubted. 18 Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. 19 Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

APPENDIX E: DRESS CODE 2025-2026

The School Board and faculty support the notion that all students are to be dressed in a manner that will not hinder the educational process, that will promote a positive image among our students, and that will provide a positive Christian witness to the community and beyond.

The dress code is not intended to inhibit self-expression, but to limit distractions in the classroom in an effort to promote a strong educational atmosphere. Our dress code is intended to promote modesty and should reflect our lives as children of God. Current clothing styles/trends do not determine our decisions related to the dress code. The school administration reserves the right to make the final decision whether students are within the dress code requirements due to interpretation, change in fashion, or the safety of the student.

Enforcement of the Dress Code *begins at home*. Parents/guardians of younger students must be involved in teaching their children what it means to be neat, modest, and appropriate in their dress. Older students need to be involved in their personal enforcement of the Dress Code with the understanding that they are accountable to their parents/guardians, the school, their teachers and classmates, and above all, the Lord. The faculty and staff will hold students accountable to the principles of the Dress Code. The faculty will support the parents/guardians in teaching these principles regarding neat, modest, and appropriate dress.

Student Dress Code (K-8)

CHAPEL takes place every Wednesday morning and we encourage students to dress nicely (no jeans).

In general:

- Clothing must be clean and in good repair. Torn or ragged type clothing is not allowed, even if designed in that manner.
- No chains are allowed on clothing.
- Shoes can be open-toed but must have a back on them (safety). However, Crocs are not permitted.
- Winter boots are not to be worn in the classrooms.
- Outer coats are not to be worn in class. **Solid-colored** sweaters, fleece jackets or hoodies may be worn during colder months. Hoods must remain down, and a shirt must be worn underneath.
- Embroidered designs/emblems on clothing are allowed that are no larger than a quarter. Silk-screened emblems, sequins, glitter, logos, writing of any kind, etc. is not permitted on any clothing.
- No writing except Our Shepherd Lutheran School is permitted on clothing.
- School spirit wear will be allowed on specified Spirit Days (OSL Polo shirts may be worn any day)
- Student's hair must be neat and worn so that vision is not impaired. Unnatural hair color is prohibited.
- No headbands with decorative attachments are permitted.
- 6th-8th grade girls only will be permitted to wear make-up in moderation.
- Jewelry may be worn in moderation and must be school appropriate.

Hand Rule: No scoop tops on shirts or dresses that begin lower than the hand when placed at the base of the neck (applies to both front and back of top). No buttons unbuttoned below the bottom of the hand when placed at the base of the throat.

Skirt Rule: Skirts, dresses, and shorts must be no shorter than the tips of the fingers when arms are placed at one's side.

NOTE: It is advised that students dress in layers. Classrooms have different temperatures; dress accordingly (bring an appropriate sweater or a solid colored fleece).

Boys

Boys must wear solid colored shirts including collared dress shirts, polo style (golf) shirts, turtlenecks, sweaters, Henley style shirts, and band-collared shirts. Boys may NOT wear t-shirts, sweatshirts or shirts with camouflage.

Boys' bottoms must be solid khaki, navy, gray, or black pants or jeans. Belts are suggested where there are belt loops for students in 4th-8th grade. Pocketed shorts that are knee-length are permitted, weather permitting, as long as they are solid khaki, navy, gray, or black. Boys may NOT wear athletic pants, sweatpants, camouflage, or saggy pants.

Girls

Girls must wear solid colored shirts including collared dress shirts, polo style (golf) shirts, turtlenecks, sweaters, Henley style shirts, and band-collared shirts. Girls may NOT wear t-shirts, sleeveless shirts, sweatshirts or shirts with camouflage or patterns. Shirts may NOT show midriff, cleavage, shoulder, or back area.

Girls' bottoms must be solid khaki, navy, gray, or black pants or jeans. Belts are suggested where there are belt loops for students in 4th-8th grade. Pocketed shorts that are knee-length are permitted, weather permitting, as long as they are solid khaki, navy, gray, or black. Skirts and jumpers must be solid color khaki, navy, gray, or black, and can't be shorter than the length of a girl's arm/hand when extended at her side. Solid color leggings can only be worn under a skirt or jumper. Girls may NOT wear athletic pants, sweatpants, camouflage or patterned pants, or stretch/yoga/stirrup/jeggings. Bottoms cannot be tight fitting or low cut.

Dress Code Violations

Dress code violations will be treated according to the demerit/detention/suspension policy outlined in the Student Code of Conduct.



Our Shepherd Lutheran School

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MELISA CARLSON, PRINCIPAL

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Signature Page 2025-2026

Upon review of the Our Shepherd Lutheran School Student/Parent/Guardian Handbook, both the parent/guardian and the student sign below to acknowledge and agree to their review and understanding with the policies contained within the Student/Parent/Guardian Handbook to include the Acceptable Use of Technology Policy, Student Code of Conduct, Parent/Guardian Responsibilities, and Dress Code.

Student Name (Printed) _____

Student Signature _____

Date _____

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____

Date _____