



Our Savior
CHRISTIAN ACADEMY

2026-2027
BY-LAWS AND
BOARD POLICY
HANDBOOK

Growing faith in Jesus through scripture.

This manual contains the policies of Our Savior Christian Academy set by the School Board of Our Savior Christian Academy.

By Laws

Section 1: Governance Policies

- 1.001 Purpose
- 1.002 Standard of Authority and Fellowship
- 1.003 Identification
- 1.004 Duties and Responsibilities
- 1.005 Confidentiality

Section 2: Academy Board Policies

- 2.001 Board Membership
- 2.002 Voting
- 2.003 Board Meetings
- 2.004 Mission Development

Section 3: School Administration Policies

- 3.001 Ministry Review
- 3.002 Staff Accountability Flowchart
- 3.003 Budget Planning
- 3.004 Tuition Assistance
- 3.005 Needs Assessment
- 3.006 School Evaluation
- 3.007 Mission Statement
- 3.008 Staff Medical Emergency and Crisis Intervention
- 3.010 Memorials

Section 4: Personnel Policies

- 4.001 Employment Agreements
- 4.002 Job Descriptions
- 4.003 Employment at Will
- 4.004 Equal Employment Opportunity
- 4.005 Immigration Reform and Control Act of 1986
- 4.006 Fingerprint Based Background Check
- 4.007 Additional Working Hours
- 4.008 Education and Experience
- 4.009 Employment of Minors
- 4.010 Continuing Education
- 4.011 Bereavement Leave
- 4.012 Health/Disability/Retirement Coverage
- 4.013 Holiday Time
- 4.014 Jury Duty
- 4.015 Paid Time Off (PTO)
- 4.016 Unemployment Insurance Benefits
- 4.017 Workers Compensation
- 4.018 Confidentiality
- 4.019 Appropriate Attire
- 4.020 Substance Abuse

- 4.021 Sexual Harassment
- 4.022 Treatment and Discipline of Children
- 4.023 Mandated Reporting of Child Abuse
- 4.024 Hours of Work/Attendance
- 4.025 Performance Appraisals
- 4.026 Temporary Personnel
- 4.027 Possible Causes for Termination
- 4.028 Regular Pay
- 4.029 Pay Adjustments
- 4.030 Personnel Records/Verification of Employment
- 4.031 Problems/Concerns
- 4.032 Morals Policy
- 4.033 Staff Guidance and Counseling

Section 5: Student Policies

- 5.000 Statement of Faith
- 5.001 Attendance
- 5.002 Student Driver and Parking
- 5.003 Confidential Information
- 5.004 Conflict Resolution
- 5.005 Dis-enrollment
- 5.006 Dismissal
- 5.007 Discipline Policy
- 5.008 Dress Code
- 5.009 Drug and Tobacco Policy
- 5.010 Electronic Devices, Cell Phones, etc.
- 5.011 Walker/Bike Rider Permission
- 5.012 Emergency Evacuation Plan
- 5.013 Field Trips
- 5.014 Funerals and Other Church Functions
- 5.015 Health and Medication Guidelines
- 5.016 Internet Communication Policy
- 5.017 Late Pick Up Policy
- 5.018 Collections
- 5.019 Student Evaluation for Promotion or Retention
- 5.020 Independent Toileting
- 5.021 Releasing Children
- 5.022 School-Related Conduct Off School Property
- 5.023 Failure to Thrive
- 5.024 Academy Honesty
- 5.025 Snow Days
- 5.026 Suspension and Expulsion
- 5.027 Tardy Policy
- 5.028 Transportation
- 5.029 Visitation Policy
- 5.030 Requirements for Valedictorian and Salutatorian
- 5.031 Laude System

- 5.032 Credit Recovery
- 5.033 Excessive Absence
- 5.034 Absences- Excused
- 5.035 Absences- Extra Curricular Activities
- 5.036 Notice of Nondiscriminatory Policy as To Students
- 5.037 Reactivation Policy
- 5.038 High School Transfer Credits
- 5.039 Parent / Caregiver Intimidation Policy
- 5.040 Lunch Bunch

Section 6: Curriculum and Instruction Policies

- 6.001 Material Review

Section 9: Athletic Program Policies

- 9.001 Philosophy
- 9.002 Coaching Guidelines
- 9.003 Parent / Guardian Guidelines
- 9.004 Player & Parent/Guardian Guidelines`
- 9.005 Disciplinary Actions
- 9.006 Eligibility Requirements
- 9.007 Definitions
- 9.008 Qualifications For A Letter
- 9.009 Standards Of Activity Participation
- 9.010 End Of Season

Section 10: Social Media Policies

- 10.001 Social Media Policies

BYLAWS

Our Savior Christian Academy A Nonprofit Corporation

March 19, 2020

Article I: Purpose for which the Corporation is Organized

The Corporation is organized to provide a Christ-centered learning program, which promotes developmental and academic readiness, relevant to each child's spiritual, intellectual, physical, and social needs. Our Savior Christian Academy is a ministry under Our Savior Evangelical Lutheran Church.

Article II: Standard of Authority and Fellowship with Our Savior Evangelical Lutheran Church of Platte City Missouri

Our Savior Christian Academy hereinafter referred to as the Academy has a direct relationship under Our Savior Evangelical Lutheran Church of Platte City, Missouri, hereinafter referred to as the Church, as one of her ministries. The Board of the Academy shall be its own board reporting to the Church Action Board.

The Academy Board will create guidelines in accordance to the needs of the school, and in unity with the church mission and vision.

The Academy Board may revise these Academy Board bylaws through the review of the Academy Board and the formal presentation to the Voter's Assembly.

Article III: Board Members

The Academy Board should consist of at least six (6) seats, in addition to Board Chair. A minimum of three (3) seats, not including the Board Chair, shall be held by active Our Savior Lutheran members. Persons serving on the Board shall show a vested interest in the mission, and abide by policies they set forth, by which the Academy operates.

A. Board Terms

1. Board members shall serve no longer than four (4) consecutive years.
2. Board members will be eligible to return after a one (1) year sabbatical.
3. Board members shall be self-sustaining.
4. Board member seats are filled by name requests from the current Board, invited by the Board Chair and approved by a voice vote at the next Academy Board Meeting.

B. Board Chair

1. The Board Chair must be an active member of Our Savior Lutheran Church and in good standing.
2. The Academy Board nominates a candidate for the position of Academy Board Chair. The current Academy Board chair brings forth the nomination for election at large by the Voters' Assembly.
3. The Board Chair is elected for a 2-year term and may serve a maximum of three terms.
4. To avoid a Board Chair vacancy, the Board Chair may be appointed by the Academy Board for another term.
5. The Board Chair is encouraged to sit on the Church Action Board (CAB).
6. The Chairperson has the right to bring forth or table any vote pending before the Board.

C. Removal from the Academy Board

1. A Board member may be removed from Academy Board, as approved by the Board through a majority vote, for one or more of the following reasons:

- a. violation of the Trust Agreement.
- b. lack of vision, mission and support of Our Savior Christian Academy
- c. scandalous life.
- d. willful neglect of duties.

Article IV: Mission and Vision Statement

Mission

Growing faith in Jesus through scripture.

The mission of this congregation shall be to give honor and glory to God, to carry out His will, to proclaim the Gospel of Jesus Christ to all the world, to manifest the unity of our faith in Jesus Christ as our God and Savior, to foster Christian fellowship and love, and to extend a helping hand in human need, which will be accomplished by preaching of the Word of God, the administration of the Sacraments, and by the religious instruction of all the members according to the confessional standard of the Evangelical Lutheran Church.

Vision

Our Savior Christian Academy shares the love of Jesus with young children and instills in each student a love of learning and desire to serve the Lord through a Christ-centered curriculum. Our Savior Lutheran Church and School exist to save the spiritually lost, to grow the faith of the spiritually saved, and to equip the saved to be courageous Christian witnesses to the non- believing world.

Article V: Identification

The school shall be called Our Savior Christian Academy, and carry the logo of a knight. The school's identifying verse shall be Ephesians 6:10 "Put on the full armor of God so that you can take your stand..."

Article VI: Duties and Responsibilities

- A. The basic duty and responsibility of the Board will be to support Senior Administration.
 1. Support Christian nurture of all children enrolled.
 2. Establish objectives, set policies for, and supervise the Academy program.
 3. Provide for active expression of the Christian love and concern as an integral part of the total Academy.
 4. Approve the Academy curriculum, analyze its performance, and seek its constant improvement.
 5. Comply with all mandated regulations.
 6. Study and consider help suggested by the Lutheran Church Missouri Synod.
 7. Prepare and submit an annual budget to the Board while overseeing the appropriated funds.
 8. Provide for public recognition of various achievements and accomplishments.
 9. Maintain the Academy focus to support the Church mission, purpose and philosophy.

Article VII: Confidentiality

A Trust Agreement shall be signed by all board members and staff. The agreement outlines the importance of confidentiality and conflict resolution (Matthew 18).

Article VIII: Quorum

Quorum

A voting quorum shall be 4 voting members. Senior Administration and the Chair are not considered voting members except to complete a quorum or break a tie.

Article IX: Performance Review

A review of the Called Senior Administrator shall be performed yearly. Staff reviews shall be conducted by Senior Administration at least yearly.

Article X: Staff

The Called Senior Administrator shall report directly to the Senior Pastor. In addition, he / she will be accountable to the Academy Board. The Called Senior Administrator shall facilitate his /her position with all authority, rights and responsibilities as outlined in the Call document and job description.

The teaching and support staff shall report directly to Senior Administration.

IN WITNESS WHEREOF, we the undersigned, hereby certify that the above and foregoing By-Laws and for the Corporation were adopted by all Directors of the corporations on the **19 March 2020**

Director
Director
Director
Secretary

Our Savior Christian Academy Bylaws- 3
19 March 2020

SECTION 1 – GOVERNANCE POLICIES

1.001 – Purpose for Which the Corporation is Organized

- I. The purpose for which the Corporation is organized is to provide a Christ centered learning program to teach socialization, developmental and academic readiness, relevant to each child's spiritual, intellectual, physical, and social needs. The Christian Academy Board promotes the benefit children receive from significant interaction with Christian adult role models.
- II. The basic objectives of this Board are to plan and administer, to determine policies, to select personnel for the various agencies, to provide the necessary means and facilities for the agencies, and to direct and supervise the tuition-based educational programs of the congregation.

First Adopted: October 9, 2012

Last Revised: November 7, 2013

Last Reviewed: February 28, 2019

Review Schedule: Every 3 Years

1.002 – Standard of Authority and Fellowship with Our Savior Evangelical Lutheran Church of Platte City, MO

- I. Our Savior Christian Academy hereinafter referred to as the Academy has a direct relationship with Our Savior Evangelical Lutheran Church of Platte City, MO hereinafter referred to as the Church. The Board of the Academy shall be its own board reporting to the governance of the Church.
- II. The Academy Board will create guidelines in accordance to the needs of the school, and in unity with the church's mission/vision.

First adopted: November 13, 2012

Last Revised: February 28, 2019

Last Reviewed: February 28, 2019

Review Schedule: Every 3 Years

1.003 – Identification

- I. The school shall be called Our Savior Christian Academy and carry the logo of a knight. The school's identifying verse shall be Ephesians 6:10 "Put on the full armor of God so that you can take your stand..." The school will facilitate ministry under a separate agreement with Our Savior Evangelical Lutheran Church of Platte City, MO.

First Adopted: November 13, 2012

Last Revised:

Last Reviewed: February 28, 2019

Review Schedule: Every 3 Years

1.004 – Duties and Responsibilities

- I. The basic duties and responsibility of the Board are to:

- A. Be responsible for the Christian nurture of children enrolled in the Academy of both members and non-members.
- B. Establish objectives, set policies for, and supervise the Academy program.
- C. Provide for active expression of Christian love and concern as an integral part of the total Academy.
- D. Work with organizations and other Boards and committees to coordinate Academy activities.
- E. Study and consider information suggested by the Lutheran Church-Missouri Synod.
- F. Review and recommend an annual budget. Oversee and appropriate voter-approved funds.
- G. Provide for public recognition of various achievements and accomplishments.
- H. Conduct annual evaluation of the senior administrator.
- I. Maintain the Academy focus to hold up the Church mission, purpose, and philosophy.

First Adopted: November 13, 2012

Last Revised: February 21, 2017

Last Reviewed: February 21, 2017

Review Schedule: Every 3 Years

1.005 – Confidentiality

- I. A Trust Agreement shall be signed (annually) by all board members and staff. The agreement outlines the importance of confidentiality and conflict resolution (Mathew 18).

First Adopted: November 13, 2012

Last Revised: November 7, 2013

Last Reviewed: February 28, 2019

Review Schedule: Every 3 Years

SECTION 2 – ACADEMY BOARD POLICIES

2.001 – Board Membership

- I. The Academy Board should consist of at least six (6) seats, in addition to Board Chair. A minimum of three (3) seats shall be held by Our Savior Lutheran members, not including Board Chair. Persons serving on the Board shall show a vested interest in the mission and abide by policies set forth.
 - A. Board Terms
 1. Board members shall serve no longer than four (4) consecutive years beginning with the year 2008.
 - a. Board members will be eligible to return after a one (1) year sabbatical.
 2. Board members shall be self-sustaining.
 3. New Board members are recommended by members of the Board, and approached by the Academy Chairperson, and then are voted on by the Board.
 4. Board members receive an Academy Board Welcome Packet at their first meeting, this includes all documents and forms helpful for all new members.
 5. Board members receive quarterly training regarding various topics to ensure educational and spiritual standards for the Academy are strengthened.
 - B. Board Chair
 1. The nominating committee of Our Savior Lutheran Church officially nominates a candidate for the position of Academy Chairperson based on the recommendation of the Academy Board.
 2. The Chairperson is elected for a 2-year term and may serve a maximum of three terms.
 3. The Chairperson has the right to bring forth or table any vote pending before the Board.

First Adopted: November 13, 2012

Last Revised: November 15, 2016

Last Reviewed: January 10, 2017

Review Schedule: Every 5 Years

2.002 – Voting

- I. **Quorum**
 - A. A voting quorum shall be a majority of the voting members, including one meeting chair.
- II. **Breaking Ties**
 - A. The meeting chair is not considered to be a voting member except to complete a quorum or break a tie vote.
- III. **Meeting Chair**

- A. The meeting chair can be one of the following positions in this order.
1. The Academy Board Chairperson
 2. The Principal of OSCA
 3. The Vice-Principal of OSCA

First Adopted: November 13, 2012

Last Revised: January 21, 2014

Last Reviewed: January 17, 2019

Review Schedule: Every 5 Years

2.003 – Board Meetings

- I. The Board meetings are an open session as needed. After the open attendance portion of the meeting has ended, the meeting continues in executive session. If no one is present for open attendance, then the meeting defaults to executive session.
- II. The Board meeting times and dates are set by the current Chair Person and are posted on the Academy calendar.

First Adopted: November 13, 2012

Last Revised: November 15, 2016

Last Reviewed: September 13, 2021

Review Schedule: Every 5 Years

2.004 – Mission Development

- I. OSCA shares the same mission as Our Savior Lutheran Church

First Adopted: May 14, 2013

Last Revised: October 18, 2018

Last Reviewed: October 18, 2018

Review Schedule: Every 5 Years

SECTION 3 – SCHOOL ADMINISTRATION POLICIES

3.001 – Ministry Review

- I. Ministry review for the superintendent shall be conducted yearly, with ongoing discussion during Academy Board meetings
- II. Performance reviews for the teaching staff will be conducted by the Administration yearly and performance review for the Administration will be conducted by the Superintendent yearly.

First Adopted: November 13, 2012

Last Revised: November 15, 2022

Last Reviewed: November 15, 2022

Review Schedule: Every 3 Years

3.002 – Staff Accountability Flowchart

- I. The Superintendent will be accountable to the Academy Board and report directly to the Pastor. Senior Administrators shall manage the school reporting directly to the Superintendent. The Superintendent and Senior Administrators are given the rights, authorities and responsibilities as outlined in the job description.
- II. The teaching and support staff shall report directly to the building's Senior Administrator. Staff are given the rights, authorities and responsibilities as outlined in their job description.
- III. All offices flow through the Pastoral office.

First Adopted: November 13, 2012

Last Revised: October 20, 2022

Last Reviewed: October 20, 2022 FIND 14-OCT-25

Review Schedule: Every 3 Years

3.003 – Budget Planning

- I. The school engages in pre-enrollment along with statistical history to anticipate future student capacity. Based on prayerful consideration of those numbers, which includes the will of the Lord, the budget is then derived for board approval. The Board approved budget is then presented to the congregation.

First Adopted: November 13, 2012

Last Revised: September 19, 2019

Last Reviewed: November 15, 2022

Review Schedule: Every 3 Years

3.004 – Tuition Assistance

- I. Parents may be offered multiple payment options to better meet their stewardship needs before tuition assistance is provided.
- II. A meeting between the family and the principal/superintendent is held to discuss and conduct a needs assessment.
- III. Prayerful consideration is given to the family's request in conjunction with the financial viability of the school.

- IV. All tuition assistance requests are in conjunction with what the word of God commands and outlines stewardship to be. Proverbs 3:27-28; Mathew 25:21; 1 Corinthians 4:2

First Adopted: November 13, 2012

Last Revised: January 10, 2017

Last Reviewed: September 20, 2023

Review Schedule: Every 3 Years

3.005 – Needs Assessment

- I. An annual-needs assessment may be conducted in the following areas and used to make recommendations for future planning.
 - A. Student information, such as achievement results, classroom work, attendance data, student transfer data, dropout data, language and ethnicity data, and gender data.
 - B. Test results, including results disaggregated by student group and test item analysis.
 - C. School conditions, including student access to books, supplies, and extended learning opportunities; number of teachers; class size; instructional dollars per pupil; supplementary grants and funds; support staff, technology in the school; relevant curriculum; staff professional development opportunities; and governance and organization.
 - D. Teacher data, including language fluency, experience, degrees, credentials, and special certification.
 - E. School/family relationships, participation and satisfaction with the school and parent involvement in program planning and implementation of education and training, resources for training, frequency of contacts.
 - F. Community information, including poverty rates and other demographics; housing, employment, and business opportunities; protection of public health services, services for homeless or migrant families; connections with tribal councils; and access to transportation and parks.

First Adopted: November 13, 2012

Last Revised: February 21, 2023

Last Reviewed: October 23, 2024

Review Schedule: Every 3 Years

3.006 – School Evaluation

- I. School improvement is a process to ensure that all students achieve at high levels. An effective school improvement planning process guides schools to develop a strategic and ongoing plan that focuses on quality education. A School Improvement Plan (SIP) is the primary vehicle for aligning, coordinating and prioritizing the work of the school and community in the context of raising student performance.

A. Clear Sense of Purpose

1. Each Board member needs to be aware of his or her responsibility. Orientation and training of new members are vital in order for everyone to participate actively and efficiently.

B. Action-Oriented Meetings

1. Decisions shall be made and plans of action developed and implemented. The Academy Board shall meet regularly.

C. Evaluation

1. In addition to evaluating the progress and effectiveness of the objectives and strategies in the School Improvement Plan (SIP), the Academy Board shall continually evaluate and improve processes and procedures.

D. Evaluating School Improvement Process (SIP)

1. The Academy Board addresses student achievement goals and strategies based upon accurate, data- based analyses of student proficiency levels and other school performance data. The Academy uses the following elements to determine whether our SIP includes all necessary information:
 - a. Needs Assessment
 - b. Identification of Goals
 - c. Identification of Objectives and Strategies

First Adopted: November 13, 2012

Last revised: February 21, 2023

Last Reviewed: November 19, 2024

Review Schedule: Every 3 Years

3.007 – Mission Statement

- I. The mission statement of OSCA will be reviewed with staff annually, and posted in every classroom.

First Adopted: May 14, 2013

Last Revised:

Last Reviewed: February 21, 2023; Find Newer Version?

Review Schedule: Every 3 Years

3.008 – Staff Medical Emergency and Crisis Intervention

- I. Senior Administration shall:
 - A. Plan and conduct meaningful staff training in identifying, preventing, and controlling crisis situations.
 - B. A staff person who is CPR certified will be on campus at all times.
 - C. All administration and staff are required to review any safety plans.

First Adopted: October 11 2016

Last revised: September 19, 2019

Last Reviewed: November 15, 2022

Review Schedule: Every 3 years

3.010– Memorials

- I. Memorials made to the school will be handled following the guidelines of Our Savior Lutheran Church’s memorial policy.

First adopted: October 20, 2022

Last Revised:

Last Reviewed: October 20, 2022 FIND 14-OCT-2025

Review Schedule: Every 3 Years

SECTION 4 – PERSONNEL POLICIES

4.001 – Employment Agreements

- I. For synodically rostered teachers, who are Called, the agreement, which will be titled "Addendum to Call," will serve as an indication that both parties intend to continue with the relationship. Other terms, conditions, and expectations of employment will be set out specifically or by reference to this employee handbook or other sources.
- II. For non-Called teachers or staff, the agreement, titled "Letter of Intent to Employ," sets out terms and conditions of employment. All employment agreements are contingent on successful completion of an employee packet.
- III. All employees sign either a contract and/or an offer letter at time of employment. Non-contract employees will be issued a personnel action form prior to the new school year if employment is continuing.
- IV. OSCA offers binding contracts to faculty. The school plans for the academic year with the assumption that these employees will fulfill their contracts. When employees request a release from a contract during the summer before the school year starts or during the school year, the learning of impacted students is greatly disrupted. Employees may not be released from their contract except for unusual circumstances that will be reviewed by the Board of Education before such release is granted. The Board considers each request for release from a contract on an individual basis, but contracted employees must understand they will not be released unless a suitable replacement is found. In addition, the Board may require a Dissolution Fee of \$500.00 as a condition of release from a contract.

*First adopted: March 7, 2012
Last Revised: January 10, 2017
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.002 – Job Descriptions

- I. All positions have job descriptions setting out the requirements and specific duties of that position.
- II. All employees receive a copy of the job description(s) that cover the position(s) for which they have been Called or contracted to serve the school.

*First adopted: April 11, 2012
Last Revised: February 11, 2014
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.003 – Employment at Will

- I. Employment may be terminated at any time and without prior notice to the employee.

*First Adopted: April 11, 2012
Last Revised:*

*Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.004 – Equal Employment Opportunity

- I. OSCA is in full agreement with the Intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignments, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national origin, ancestry, sex, handicap, or any other factors not pertinent to performance.
- II. Because the school is an integral part of the church body, certain positions demand extensive understanding of, and commitment to, the doctrinal view of the Lutheran Church-Missouri Synod. It is preferable, and in some cases necessary, to seek out individuals with specific religious training and synodical recognition.

*First adopted: April 11, 2012
Last Revised:
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.005 – Immigration Reform and Control Act of 1986

- I. OSCA is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.
- II. As an ongoing condition of employment, employees will be required to provide documentation verifying their identity and legal authority to work in the United States, which includes the completion of Form I-9, Employment Eligibility Verification.

*First Adopted: September 11, 2012
Last Revised: April 25, 2023
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.006 – Fingerprint Based Background Check

- I. Our Savior Christian Academy will conduct a state and national fingerprint-based criminal background check on applicants, employees and volunteers for the purpose of employment or access to children.
- II. In accordance with the Adam Walsh Act, OSCA will conduct a state and national fingerprint based criminal background check on employees and volunteers for the purpose of employment and/or volunteer work which requires contact with children.

A. Missouri Automated Criminal History Fingerprint Portal (MACHS) Registration Code

1. OSCA's unique four-digit MACHS registration code is 8936. This code is to only be given out to applicants of OSCA and is not to be available to the general public. OSCA will ensure a valid and completed job application, volunteer form, license application, or

other intent to work/license form is obtained by the prospective applicant prior to being given the MACHS registration code.

B. Applicant Privacy Rights

1. Prior to fingerprints being captured, the employee or volunteer must be provided a copy of the “Noncriminal Justice Applicant’s Privacy Rights” and the Federal Bureau of Investigation’s (FBI) “Privacy Act Statement.” When registering for fingerprinting through the MACHS portal, this information is provided and acknowledged during the registration process. If not registering through the Patrol’s MACHS portal, OSCA will provide a hard copy to the applicant.

C. Security Violations

1. OSCA will ensure the Criminal History Record Information (CHRI) received is protected from receipt until destruction and will establish appropriate technical and physical precautions to secure the CHRI.
2. If a security violation occurs with CHRI, whether malicious in intent or not, the violation will be reported to OSCA’s Local Agency Security Officer (LASO). The LASO will complete a Missouri State Highway Patrol (MSHP) SHP-71 Security Incident Report form and forward the completed form to the MSHP Criminal Justice Information Services (CJIS) Security Unit. OSCA designates the following individual to act as the LASO:
 - a. Lori Albright
Principal/Teacher
14155 N. Hwy Platte City, MO
816-866-1597
lalbright@oursavioracademy.eduk12.net

D. Security Awareness Training

1. To comply with the FBI CJIS Security Policy, basic security awareness training is required for all personnel who have access to CJI prior to accessing the information and completed annually thereafter. OSCA completes security awareness training via CJIS online and proof of completed and current security awareness training will be retained indefinitely for all personnel with access to CHRI.

E. LASO Training

1. To comply with FBI CJIS Security Policy, the agency LASO is required to complete enhanced Security Awareness Training prior to assuming duties but no later than six months after initial assignment, and annually thereafter. OSCA completes LASO training via CJIS online and proof of completed and current LASO training will be retained indefinitely for the agency LASO. The CJIS online administrator will ensure Security and Privacy: Security Role training on CJIS online is assigned to the LASO. Trainings are on CJIS Online (www.cjisonline.com). The MSHP, CJIS Division, Trainer/Auditor can be contacted for assistance. OSCA’s LASO will also serve as the CJIS Online Administrator.

F. Access, Use and Retention of CHRI

1. Only authorized personnel of OSCA may access, view or otherwise use CHRI and shall not share or disclose CHRI to unauthorized personnel. OSCA will not maintain hard copies of results.

G. Dissemination

1. OSCA will disseminate to the applicant of record for personal review or challenge purposes only. The request must be in writing and the applicant must appear in person, with identification, and sign a secondary dissemination log.
2. Authorized personnel will document when CHRI is disseminated to the subject of the record on a secondary dissemination log. In addition, authorized personnel will ensure CHRI is not disseminated to unauthorized personnel. Secondary dissemination logs will include, at a minimum, the date of secondary dissemination, the name of the subject of the record, the name of the person or agency requesting the record, a description of the shared record, the purpose of the request, how the dissemination occurred, and the name of the disseminator. The secondary dissemination log will be retained for at least 3 years or until a compliance audit can be conducted by the MSHP.

H. MACHS Portal Access

1. OSCA will ensure all MACHS portal access is current. Any user that no longer needs access will be removed immediately by the Agency LASO or the MACHS Administrator. OSCA's LASO will contact the MO State Highway Patrol, CJIS Division, Trainer/auditor for assistance with Administrator rights to the MACHS portal. OSCA will ensure that Rap Back subscriptions are kept up-to-date and removed when the applicant is no longer employed by or volunteering for the agency. Rap Back subscriptions and validations will be conducted by the MACHS administrator of the agency.

First adopted: July 15, 2024

Last Revised: October 23, 2024

Last Reviewed: July 21, 2026

Review Schedule: Every 3 Years

4.007– Additional Working Hours

- I. In addition to regularly scheduled working hours during school days, teaching staff are expected to be available for other activities during their 10-month school year employment. Examples might include:
 - a. Curriculum review and preparation at the start of each school year.
 - b. Clean up and organize at the end of each school year, to include curriculum, staffing, and facility evaluations.
 - c. Regularly scheduled and special meetings established by Administration.
 - d. Special events or programs involving the students from the school.
 - e. Perform extra duties as assigned.

First Adopted: September 11, 2012

Last Revised: July 20, 2017
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years

4.008 – Education and Experience

- I. Employees and applicants for employment are required to submit records to support their educational achievements, professional qualifications, and teaching or related experience.

First Adopted: September 11, 2012
Last Revised: October 19, 2023
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years

4.009 – Employment of Minors

- I. The hours of employment and working conditions strictly follow the regulations set forth by Federal and State Laws.

First Adopted: September 11, 2012
Last Revised: March 11, 2014
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years

4.010 – Continuing Education

- I. Pursuant to Missouri licensing codes, employees are required to participate in twelve (12) hours annually of in-service or continuing education workshops, classes and conference experiences to develop attitudes and skills necessary for their position. Our Savior Christian Academy determines what classes will be offered in conjunction with Missouri State guidelines. Continuing education will be offered during days/hours designated for teacher in- service.

First Adopted: September 11, 2012
Last Revised: October 19, 2023
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years

4.011 – Bereavement Leave

- I. Employees will be granted paid time off in the event of the death of an immediate family member.
 - A. **Family Member:** Immediate family is considered to include mother, father, sister, brother, child, spouse, grandparents, foster parent, and mother or father-in-law.
 - B. **Time off allotment:** Employees will be allotted three days for the death of a family member.
 - C. **Additional Needs:** Additional needs should be discussed with the administration.

First Adopted: September 11, 2012
Last Revised: July 21, 2026

*Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.012 – Health/Disability/Retirement Coverage

- I. If employees work forty (40) hours per week they are entitled to participate in the current benefit plans offered.

*First Adopted: March 7, 2012
Last Revised: May 6, 2014
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.013 – Holiday Time

- I. Designated holidays and time off are indicated on the school calendar. OSCA maintains the right to alter days off to facilitate continuing education and hold regular staff meetings.

*First Adopted: September 11, 2012
Last Revised: May 6, 2014
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.014 – Jury Duty

- I. It is recognized that employees have a need to respond to the demands of our state. All employees will be granted time off to respond to a summons for jury duty unpaid.

*First Adopted: September 11, 2012
Last Revised:
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.015 – Paid Time Off (PTO)

- I. Paid time off (PTO) shall be reviewed each school year. PTO does not roll over to the next year, and unused days are not reimbursable.
- II. Leave of Absence (LOA)
 - A. Extended leaves of absence will be considered on an individual basis. All PTO must be used prior to the beginning of an authorized leave of absence.
- II. If a staff member has exceeded PTO, then staff members may be required to compensate a substitute.

*First Adopted: September 11, 2012
Last Revised: October 11 2016
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years*

4.016 – Unemployment Insurance Benefits

- I. OSCA is exempt from Federal Unemployment Tax (FUTA) because it is a Section 501(c)(3) exempt organization under the Internal Revenue Code (see

also Missouri Revised Statutes). Thus, employees of OSCA are not eligible for an unemployment claim.

First Adopted: September 11, 2012

Last Revised: August 31, 2017, December 5, 2023

Last Reviewed: July 21, 2026

Review Schedule: Every 3 Years

4.017 – Workers Compensation

- I. Employees injured during the course of their employment are covered by Workers Compensation Insurance. All injuries, no matter what the severity, must be reported to Administration at once but no later than 24 hours after the injury.

First Adopted: October 9, 2012

Last Revised: May 6, 2014

Last Reviewed: July 21, 2026

Review Schedule: Every 3 Years

4.018 – Confidentiality

- I. It is the responsibility of all staff members to safeguard privileged information relating to church and school business, members of the congregation and student body, and student families except in cases where the law requires disclosure.

First Adopted: October 9, 2012

Last Revised: December 5, 2023

Last Reviewed: July 21, 2026

Review Schedule: Every 3 Years

4.019 – Appropriate Attire

- I. All staff are expected to dress in a manner that does not cause a distraction in the learning environment. Examples include bright colored hair, excessive piercings, and undergarments being visible. The Administration will inform any staff if their attire is not appropriate. Not adhering to the uniform policy could result in a written warning placed in the personnel file. Any school employee that attends a school sponsored activity must look professional and modest

First Adopted: May 23, 2013

Last Revised: July 21, 2026

Last Reviewed: July 21, 2026

Review Schedule: Every 3 Years

4.020 – Substance Abuse

- I. OSCA is a “drug free” environment. An employee is expected to refrain from reporting to work under the influence of any substance (legal, illegal, or prescribed), which may impair his/her ability to perform job duties in a safe and efficient manner. Any employee under the influence of a substance, which impairs the ability to perform job duties in a safe and efficient manner, will not be allowed to work and will be offered a ride home. Possession of illegal substances

will result in termination of employment and notification given to the proper authorities. The employer has the right to request employees to submit to a drug screen without notice.

- II. OSCA is a “smoke free” campus and employees are expected to refrain from smoking on the premises during school hours and/or school functions. Smoking within the buildings is not permitted at any time.

First Adopted: October 9, 2012

Last Revised: September 26, 2017

Last Reviewed: July 21, 2026

Review Schedule: Every 3 Years

4.021 – Sexual Harassment

- I. OSCA is bound to God’s will for life and ministry and will, therefore, maintain an environment which is free from harassment.
- II. We ensure that all professional church workers, professional teaching staff, other employees, members, students, student families, volunteers, guests and persons doing business with OSCA are treated with dignity and respect. Any form of unlawful, unscriptural, or immoral harassments, including sexual harassment or intimidations is unacceptable and will not be tolerated in any church or school facility or function. It is affirmed that this policy, under the First Amendment rights, is ultimately governed by the Holy Scriptures and the Confessions of the Lutheran Church.
- III. Any individual who has been found to have engaged in harassment will be subject to appropriate disciplinary action(s) ranging from a warning up to and including the possibility of losing one’s employment, membership, or enrollment at OSCA.
- IV. Sexual harassment lowers morale and is damaging to the work environment; it is also illegal. Sexual harassment in employment violates the provisions of the Fair Employment and Housing Act- Government Code Section 12940 (a), (h), and (j).
- V. Definition
 - A. Sexual harassment is any behavior which sexualizes the relationship or any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, participation, membership, or enrollment.
 2. Submission to or rejection of such conduct by an individual is used as a basis for membership, participation, employment, or enrollment decisions affecting such individuals.
 3. Such conduct has the purpose or effect of reasonably interfering with an individual’s work performance, or creating an intimidating, hostile, uncomfortable, or offensive work, classroom, or parish-life environment.
- VI. Examples of Prohibited Conduct:

- A. Forms of harassment include but not limited to words, attitudes, and actions which demean or cause emotional pain to another such as:
 - 1. Verbal harassment, such as sexual jokes or innuendos;
 - 2. Unwanted sexual advances or propositions;
 - 3. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement;
 - 4. Physical harassment, such as derogatory or sexually offensive posters, photographs, cartoons, drawings, graffiti, staring, glaring, or gestures.
- VII. Guidelines for Reporting Harassment:
 - A. When a complaint of harassment or sexual harassment is made, the person bringing the allegation will be treated with care, respect, and dignity, and will be fully informed of his/her rights. Privacy regarding identity will be limited to those empowered to investigate, or on a need-to-know basis.
 - B. The accused will be afforded due process and presumed innocent until proven otherwise. Every employee has a right to remedy any form of harassment. In order to secure this right, a complaint should be made to the Administration. A professional church worker, under Ecclesiastical supervision of the District President, who does not feel that appropriate corrective action has been taken, should set forth in writing:
 - 1. A description of the incident(s) of sexual harassment;
 - 2. The response, if any taken by the supervisor(s) and;
 - 3. The response the worker believes would be appropriate, and forward it to the Circuit counselor or directly to the District President, for review and further action.
- VIII. **Sexual Harassment Complaint Procedure:**
 - A. Provide a written complaint to the Administration or the Pastor as soon as possible after the incident. Include details of the incident, names of individuals involved, and the names of any witnesses.
 - B. Make senior administration aware of the issue.
 - C. All harassment complaints will be referred to the Pastor, the President of the congregation, and the Academy Board. The allegation(s) will lead to an effective, thorough, and objective investigation of the harassment allegation(s).
 - D. If the Academy Board and Pastor determine that unlawful harassment has occurred, it will recommend and oversee any remedial action commensurate with the severity of the offense. Any employee determined to be responsible for unlawful harassment will be subject to disciplinary action.
 - E. Whatever action the Academy Board and Pastor take against any harasser will be made known to the worker lodging the complaint.
 - F. The Academy Board and Pastor will not retaliate against an employee for filing a complaint and will not tolerate or permit retaliation by the administration, employees, or co-workers.

First Adopted: October 9, 2012
Last Revised: July 21, 2026
Last Reviewed: July 21, 2026
Review Schedule: Every 3 Years

4.022 – Treatment and Discipline of Children

- I. Because the Bible teaches that children are precious gifts from God, it is the belief of this school that children are to be treated with love, patience, gentleness, and respect. This policy is therefore adopted in order to ensure a safe, protective and healthy environment for all children who participate in any activities or programs at or under the auspices of OSCA. Child abuse includes verbal, physical, sexual or mental abuse of any kind. No abuse of any kind will be tolerated.
- II. Guidelines for Management and Discipline of Children
 - A. Acceptable methods of child discipline will include redirecting of attention and/or activity, removing privileges, removing a child from others, or providing whatever physical restraint is minimally necessary to protect a disruptive child from hurting him/herself or others.
 - B. Unacceptable methods of child discipline will include berating or demeaning language, hitting, slapping, spanking, or any physical means of inflicting pain or suffering on a child. The use of paddles, whips, belts, sticks, or any other instrument used to punish a child is strictly forbidden.

First Adopted: October 9, 2012
Last Revised: September 26, 2017
Last Reviewed: October 23, 2024
Review Schedule: Every 3 Years

4.023 – Mandated Reporting of Child Abuse

- I. School staff members are mandated reporters of child abuse. If a staff member suspects that a child has been abused, he/she will communicate the concern.

First Adopted: October 9, 2012
Last Revised: September 26, 2017
Last Reviewed: November 19, 2026
Review Schedule: Every 3 Years

4.024 – Hours of Work/Attendance

- I. The number of hours worked by each employee is determined at the time of hire. Permanent changes in the number of hours worked are subject to approval by the Administration.
- II. Absenteeism
 - A. The Administration shall authorize all absences from work time prior to the scheduled day of work. If this absence is unanticipated due to illness or other emergency; notification must be given prior to scheduled work start time. Excessive absenteeism will be considered grounds for termination. Any absences beyond the allotted sick/personal time may

be considered for review.

III. Tardiness

- A. Excessive tardiness may be considered grounds for termination.

First Adopted: October 9, 2012

Last Revised: September 26, 2017

Last Reviewed: October 23, 2024

Review Schedule: Every 3 Years

4.025 – Performance Appraisals

- I. All employees will receive an annual performance appraisal.
- II. Administration:
 - A. The job descriptions will be utilized by the employee's immediate supervisor as the primary guide in appraisal of performance.
- III. Format:
 - A. All performance for the time period involved will be taken into consideration. This will include specific occurrences. The employee will be given an opportunity to participate actively in this process.
 - B. The employee and the Administration will work together to establish goals for continued acceptance and improved performance.
 - B. Written documentation of the appraisals will be available upon request to the Academy Board.
- IV. Purpose:
 - A. The purpose of performance appraisals is to:
 1. Provide input for employees on their work performance.
 2. Identify areas of strength to maintain these areas for growth.
 3. Provide an opportunity to identify goals, which make the employee's satisfaction greater.
 4. Benefit the school as a whole.

First Adopted: October 9, 2012

Last Revised: September 26, 2017

Last Reviewed: October 23, 2024

Review Schedule: Every 3 Years

4.026 – Temporary Personnel

- I. Temporary personnel may be utilized.

First Adopted: October 9, 2012

Last Revised: September 26, 2017

Last Reviewed: November 19, 2024

Review Schedule: Every 3 Years

4.027 – Possible Causes for Termination

- I. Behaviors that could interfere with ministry, lead to warnings, disciplinary action or even termination include but are not limited to:
 - A. Absenteeism.
 - B. Failing to notify supervisor prior to the start of shift for any absence.

- C. Failing to observe the work schedule (starting time, quitting time, and other authorized periods).
- D. Loafing or other abuse of time during assigned work hours.
- E. Reporting for work under the influence of alcohol or narcotics or consciousness-altering substance, or having any of these on church/school property, unless prescribed by a physician.
- F. Interfering with any other employee's performance of duties.
- G. Performing unauthorized personal work.
- H. Violation of safety guidelines.
- I. performing work or caring for equipment in an unsatisfactory manner because of reasons such as carelessness, inattention, or failure to follow instructions.
- J. Any act which might endanger the safety or life of others.
- K. Abuse of children.
- L. Harassment of any kind including sexual harassment.
- M. Not complying with the contract.
- N. Failure to reach a high level of professional proficiency.

First Adopted: October 9, 2012

Last Revised: November 19, 2024

Last Reviewed: November 19, 2024

Review Schedule: Every 3 Years

4.028 – Regular Pay

- I. Regular pay periods for all school employees are on the 30th of the month.
- II. If a pay date falls on a weekend, paychecks will be distributed the Friday before.

First Adopted: October 9, 2012

Last Revised: June 26, 2014

Last Reviewed: February 25, 2025

Review Schedule: Every 3 Years

4.029 – Pay Adjustments

- I. All employee salaries will be reviewed as needed for the purpose of maintaining internal and competitive compensation for the jobs performed.
- II. The Academy Board, with cooperation from the Administration, has responsibility for this review. They will establish salary levels for each job category. The final approval of all salary levels remains with the Administration.

First Adopted: October 9, 2012

Last Revised: June 26, 2014

Last Reviewed: July 21, 2026

Review Schedule: Every 3 Years

4.030 – Personnel Records/Verification of Employment

- I. Information concerning employment with Our Savior Christian Academy is contained in personnel files. This information is confidential in order to protect privacy, and access to these files is restricted. The office will not release any

salary information on any employee without a written authorization from the requesting party. Medical files are kept separate from employment records and completely confidential.

First Adopted: October 9, 2012
Last Revised: June 26, 2014
Last Reviewed: February 25, 2025
Review Schedule: Every 3 Years

4.031 – Problems/Concerns

- I. The Administration is available to discuss problems of either a personal nature or concerning a school policy. Concerns of any grievance should be brought to the Administration's attention.

First adopted: October 9, 2012
Last Revised: June 26, 2014
Last Reviewed: March 18, 2025
Review Schedule: Every 3 Years

4.032 – Morals Policy

- I. Called Servant means anyone led to any position, volunteer or otherwise, within the Our Savior ministry. A called servant of the Word, with the help of the Holy Spirit, strives for a maturing faith in Christ, grounded in Scripture, and shaped by the Lutheran Confessions. He/she seeks personal spiritual growth through the means of Grace. God nurtures Christian faith to fullness in regular participation in worship, study of the Word of God, personal prayer, and fellowship with members of the Body of Christ.
- II. Servanthood
 - A. The Lord has called His servant not to a position of dominion or coercive power over the Body of Christ, but in order to carry out His mission.
- III. Professional Competence
 - A. The servant strives to maintain the highest levels of competence in his or her work. He/she recognizes the limitations of his/her experience. He/she undertakes tasks for which they are qualified by education, training and experience. He/she recognizes the need for ongoing education in order to remain professionally qualified, utilizing the appropriate professional, technical and administrative resources. The worker consults with other experts for the benefit of those served.
- IV. Integrity
 - A. A servant strives toward the highest standard of respect for others, of honesty and fairness. He/she inspires trust and confidence in the organization. He/she does not make false statements knowingly, mislead, deceive, or create unhealthy dependencies of others upon him/herself.
- V. Respect Others as the Creation of God
 - A. A servant views all people as those whom God created and for whom

Christ died. He/she strives to identify his/her own biases and eliminates discrimination in all of his/her activities. He/she recognizes that everyone stands under the judgment of God and requires His grace for all of their failings.

VI. Accountability

- A. A servant is accountable for his/her actions to the Lord, to the people of God, to society, and to himself/herself. Sincere love for the Lord and respect for the public position held by the Church motivates the servant to always hold to the highest Scriptural standard of behavior. This includes regular attendance at worship and Bible instruction.

VII. Violations of Ethical Conduct

- A. A servant is expected to familiarize oneself with these guidelines. When uncertain that a behavior, situation or action would be a violation of ethical behavior, he/she should consult with peers or their direct report. If a servant believes that another is guilty of an ethical violation, he/she should discuss the concerns with the person involved. If that is not feasible, he/she should bring the matter to the attention of the supervisor. Every effort should be made to resolve issues at the lowest possible organizational level. If something is perceived to be illegal, the servant should immediately report the matter to the appropriate supervisor or authority as required by law. No servant, however, should file or encourage the filing of ethical complaints that are frivolous or intended to do harm. It is our job to protect the people of God.

VIII. Faithfulness to the Church's Confession

- A. A servant accepts without reservation that the Scriptures of the Old and New Testament as the written Word of God and the only rule and norm of faith and practice. Our ministry together demands that nothing is taught that departs from the Scriptures. He/she holds up the doctrinal traditions of the Lutheran Church - Missouri Synod.

IX. STATEMENT of FAITH

We believe

... in God the Father, God the Son, and God the Holy Ghost - coequal, coeternal, three in one - one God (John 6:27, Romans 9:5, Acts 5:3-4).

... that God created this world and universe perfectly; but that man through his fall into sin, separated himself from God (Genesis 3:1-24).

... that Jesus, true God and true Man, came into this world; that He suffered, died and rose again from the dead; and by His action, paid for man's sin (Romans 4:25).

... that the Holy Spirit, through the Word, brings us to faith in Jesus Christ as our personal Savior (John 16:8).

...that we are saved by grace through faith and that good works, while they do not save us, are a witness to our faith (Eph. 2:8).

...that the entire Bible is the inspired Word of God; that it is without error and that God reveals His will and His plan of salvation through it (John 10:35).

...in the existence of hell, and that it is real (Matthew 25:46, Daniel 12:2-3).

...in the existence of heaven, where God will one day gather all His believers in Christ (Revelation 20:14-15).

...that man is saved by faith in Christ alone (Eph. 2:8-9).

...that God wonderfully and immutably creates each person as male or female, and that these two distinct, complimentary genders together reflect the image and nature of God (Genesis 1:26-28).

...that God created marriage to be exclusively the union of one man and one woman, and that sexual activity is to occur exclusively within that union (Genesis 2:24, 1 Corinthians 7:2).

...that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state of condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

- X. Our Savior Christian Academy is a ministry of believers who have joined together for the benefit of children and families. Our ministry promotes behavior consistent with the Holy Scriptures. Each position, payable or volunteer, propels the ministry mission and vision forward by sharing, teaching, and connecting through regular and faithful church attendance and Bible instruction.
- XI. By signing the Employee contract, you willingly agree to the standards of behavior outlined. These standards are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with the Ten Commandments. Violations of said biblical standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

First Adopted: November 11, 2015

Last Revised: October 11, 2016

Last Reviewed: July 21, 2026

Review Schedule: Every 3 Years

4.033– Staff Guidance and Counseling

- I. The guidelines for this policy are as follows:
 - A. All administration and teachers shall have yearly training in recognizing, managing and the understanding of how to provide proactive and positive approaches for positive student behavior.
 - B. Teachers in conjunction with administration may develop a Classroom Behavior Plan (CBP) to support or address behaviors, modifications or supports offered to children.
 - C. Teachers will be provided continued education regarding the handling of the Classroom Behavior Plan and its implementation.

First Adopted: October 11, 2016

Last revised: October 11, 2016

Last Reviewed: July 21, 2026

Review Schedule: Every 3 years

SECTION 5 – STUDENT POLICIES

5.000 – Statement of Faith

- I. Our Savior Christian Academy's religious beliefs are sincerely held, reflected in written governing documents, and lived out consistently. They are rooted in Holy Scripture and theologically supported by the Lutheran Church Missouri Synod.
- II. Full Disclosure: OSCA operates in full disclosure of our values and beliefs. As Christians, we know we are sinful by nature. We are redeemed through the death and resurrection of Jesus Christ, our Lord and Savior. Our Savior Christian Academy takes faith seriously. If a student operates outside the will of God, and knowingly rejects His commandments, or works to lead others astray, they are at risk for dis-enrollment.
- III. Routine Standard of Practice: Our routine standard of practice for enrollment is located on the OSCA webpage (<https://www.oursavioracademy.org/osca/enrollment>).
- IV. Clarity of Commitment: By the parent / caregiver signing the enrollment form, they agree to, and fully understand, the importance of the school's religious and Christian values and conduct code.
- V. We believe
 - ... in God the Father, God the Son, and God the Holy Ghost - coequal, coeternal, three in one - one God (John 6:27, Romans 9:5, Acts 5:3-4).
 - ... that God created this world and universe perfectly; but that man through his fall into sin, separated himself from God (Genesis 3:1-24).
 - ... that Jesus, true God and true Man, came into this world; that He suffered, died and rose again from the dead; and by His action, paid for man's sin (Romans 4:25).
 - ... that the Holy Spirit, through the Word, brings us to faith in Jesus Christ as our personal Savior (John 16:8).
 - ...that we are saved by grace through faith and that good works, while they do not save us, are a witness to our faith (Ephesians 2:8).
 - ...that the entire Bible is the inspired Word of God; that it is without error and that God reveals His will and His plan of salvation through it (John 10:35).
 - ...in the existence of hell, and that it is real (Matthew 25:46, Daniel 12:2-3).
 - ...in the existence of heaven, where God will one day gather all His believers in Christ (Revelation 20:14-15).
 - ...that man is saved by faith in Christ alone (Ephesians 2:8-9).
 - ...that God wonderfully and immutably creates each person as male or female, and that these two distinct, complimentary genders together reflect the image and nature of God (Genesis 1:26-28).
 - ...that God created marriage to be exclusively the union of one man and one woman, and that sexual activity is to occur exclusively within that union (Genesis 2:24, 1 Corinthians 7:2).
 - ...that God's timeless Word reveals His plan for humanity and His intentions for marriage and sexuality, which do not include same sex

relationships - but a loving warning and offer of grace for those who have strayed from His will (Romans 1:27, John 8:7-11, Leviticus 18:22-24).

...that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state of condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

First Adopted: August 1, 2006

Last Revised: August 10, 2021

Last Reviewed: March 18, 2025

Review Schedule: Every year

5.001 – Attendance

- I. Adherence to attendance requirements continue whether children are engaged in person to person or virtual instruction, which are set forth by DESE (Department of Elementary and Secondary Education) and are in accordance with the OSCA handbook.
- II. Regardless of the learning environment, assigned and completed work will result in ongoing improvement, a complete report card / transcript and attendance record. There may be times when children are required to attend experiences off-site or engage in learning opportunities outside the school day for credit (grade). For example, Archery students might be required to attend a tournament, Band students might be required to play for graduation and so on.
- III. For each student to continue to thrive, a strong partnership is needed between parents, caregivers and OSCA staff. OSCA may request proof of appointments for admittance to school, especially in the case of excessive absences.
- IV. In the event of a necessary absence during normal operation times, the parent or guardian is asked to contact OSCA at least 30 minutes prior to their child's scheduled session. Parents and caregivers should work to keep absences at a minimum, scheduling them when school is not in session.
- V. During virtual instruction, students will be given a member of staff to check in with before 12noon each school day. This daily communication, via e-mail, will be recorded as their attendance. Refer to OSCA's Operations Plan for more detailed information during a lock- down.
- VI. In the rare event we fail to hear from a parent or caregiver, OSCA will attempt to contact the family three times. If there is no response from the family and the student misses 3 or more consecutive days from school (virtual or in person), OSCA retains the right to forfeit their position assuming they no longer wish to attend.
- VII. Section 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a

combination of schools for the full term of the school year. A parent, guardian or custodian of a child or children who do not regularly attend school may be reported to the Department of Social Services, Children's Division, or to the county prosecutor's office. A violation of the compulsory attendance law is a class C misdemeanor.

- A. The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases.
- B. Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.

First Adopted: November 13, 2012

Last Revised: February 25, 2025

Last Reviewed: February 25, 2025

Review Schedule: Every 2 years

5.002 – Student Driver and Parking

- I. Operation of a motor vehicle on school property is a privilege granted by the Academy Board. It is not a right guaranteed to each student. This privilege can be suspended and/or revoked at any time based on the judgment of the school administrators. Vehicle must be registered at the OSCA office.
- II. Signature on permission form acknowledges that the student has read the Student Vehicle and Parking Regulations document and agree to abide by the regulations stated. Any violation of the rules and regulations will result in the suspension and/or revocation of driving privileges on school property. Student recognizes POOR ATTENDANCE and LATE ARRIVAL to school will JEOPARDIZE DRIVING OPPORTUNITY.
- III. Students and families release Our Savior Christian Academy from all liability associated with this action by the signature of the provided permission form.
- IV. Students desiring to park on campus will require the purchasing of a parking permit. The permit must be displayed on the rearview mirror. Students are issued one tag and this tag can be transferred to multiple vehicles driven on campus. Tags are not the property of the student but are proof of registration. Parking passes are not sold on a per term basis and are not refundable.
- V. Listed below are the rules that must be followed:
 - A. Student vehicles will only be permitted to park on school grounds when a permit is clearly visible hanging on the rearview mirror of the vehicle.
 - B. All vehicles should be locked while parked on campus. Students are to cooperate fully with administrators, teachers and the parking lot supervisor in complying with these rules.
 - C. The student parking regulations are to be adhered to at all times, including weekends and evening school sponsored events.
 - D. Driving from the school grounds during class hours, breaks, or lunch is not permitted unless permission is obtained from the office.

- E. Speeding or careless driving on the school grounds will result in revoking of driving privilege. Vehicles should not exceed 10 miles per hour on school property.
- F. Pedestrians and buses have the right-of-way and all vehicles are expected to yield.
- G. The school may inspect the interiors of student automobiles whenever a school official has reasonable suspicion to believe illegal, unauthorized or inappropriate materials are contained inside.
- H. Vehicles are subject to tow at owner's expense for violations or abuse of driving privileges on school grounds.
- I. Our Savior Christian Academy does not provide insurance for theft, damage or loss of a student's possessions or vehicle.

First Adopted: October 18, 2018

Last Revised: January 21, 2025

Last Reviewed: January 21, 2025

Review Schedule: Every 2 Years

5.003 – Confidential Information

- I. Information cannot be shared with anyone not listed on the enrollment form as a parent or guardian, except in the case of an emergency.

First Adopted: April 9, 2013

Last Revised: May 1, 2018

Last Reviewed: January 21, 2025

Review Schedule: Every 2 Years

5.004 – Conflict Resolution

- I. Matthew 18:15-20 outlines the appropriate direction for conflict resolution.
 - A. First, speak to the person with whom you have a conflict.
 - B. If there is no resolution, take someone with you.
 - C. Lastly, report the incident to the administration where all parties involved may be asked to participate in a conference.

First adopted: April 9, 2013

Last Revised:

Last Reviewed: May 19, 2026

Review Schedule: Every 2 Years

5.005 – Dis-enrollment

- I. If you are relocating, please provide Our Savior Christian Academy with a 30-day notice (or an equal tuition payment thereof).
- II. Disenrollment by OSCA may occur if your child has been absent 3 times consecutively, with no communication from the parent or guardian. OSCA will assume you wish to forfeit your child's placement prompting our accounts receivable to forward any final charges still due.
- III. In addition, if the student is not re-enrolling at OSCA and has not successfully met the graduation requirements, and /or we have not received a transcript request or attendance verification, or has not met the criteria outlined through

- the Missouri compulsory attendance law, the school will report said absence(s) to the appropriate authorities. OSCA is a mandatory reporter.
- IV. Official transcripts are mailed or emailed directly to the child's new school once all outstanding fees and tuition have been paid in full. Transcript forms can be found on the OSCA web site. Charges may apply.
 - V. Per the "OSCA 2026-2027 Enrollment Agreement"
 - A. OSCA is now utilizing continuous enrollment. At the 2026-2027 enrollment, students are automatically enrolled for subsequent school years until they graduate or the family OPTS OUT by completing an "OSCA Intent to Withdraw" form by January 31 each year.
 - B. OSCA requires at least thirty (30) days prior notice or equal tuition payment thereof, to terminate enrollment. All fees, past due amounts, book fees, final tuition payment or any other cost incurred while attending OSCA are due at the time of termination and I agree to pay all final fees in full. OSCA will not release transcripts until any fees are paid in full.

First adopted: April 9, 2013
Last Revised: January 21, 2025
Last Reviewed: January 21, 2025
Review Schedule: Every 2 Years

5.006 – Dismissal

- I. OSCA will only release students to a parent, guardian, or designated individual.

First adopted: June 27, 2013 Last
Revised:
Last Reviewed: January 21, 2025
Review Schedule: Every 2 Years

5.007 – Discipline Policy

- I. When a child experiences a classroom setback and is no longer able to participate with his/her peers, they are placed in a "safe setting." This allows the child to gain control.
- II. In the rare event that a child is not able to gain control, the school will contact the parent/guardian for the child to be picked up and a behavior plan (developed by an education team including parents/guardians) may be put into place. The plan holds all parties accountable for positive intervention strategies with a planned approach to moving forward with education.
- III. One aspect of a behavior plan may be to require counseling. If other processes have been used, professional counseling may be required for continued enrollment, at parent/guardian cost.
- IV. Administration has the final authority and may adjust this policy based on the situation.

First Adopted: June 27, 2013
Last Revised: November 19, 2024
Last Reviewed: November 19, 2024
Review Schedule: Every 2 Years

5.008 – Dress Code

- I. Our Savior Christian Academy has a standard of dress shaped by the biblical principles of modesty and countenance. These best practices are not meant to stifle creativity or one's personal choices. The goal is to focus on education while reflecting the incredible beauty found in God's human creation.
- II. Students must be in compliance with best practices of dress prior to entering the building, which continues until the end of the school day. The school day includes special events, sports, and anything else sponsored by the Academy unless special dress is approved by the administration.
- III. Best Practices
 - A. All clothing must be properly sized, modest and unrevealing in cut and fit.
 - B. Clothing and appearance should not draw undue attention.
 - C. Wear shirts with sleeves.
 - D. Wear shoes you can run in.
 - E. Refrain from hats, and hoods while in the building.
 - F. Coats may not be worn in the classroom. Sweaters or sweatshirts can be worn and kept in the locker to be used over your clothing on cooler days.
 - G. Come to school looking well groomed, neat and clean.
 - H. Refrain from dressing in a manner that could detract from learning or bring undue attention to yourself. This includes hair color, piercings or anything else in excess.
 - I. Refrain from wearing pajamas or other sleepwear.
 - J. Jewelry should be simple and reflect Christian principles. Satanic (including skull and crossbones) or anything with hidden meanings contrary to Holy Scripture should not be worn.
 - K. Administration holds the final authority regarding anything worn to school or at sponsored events.

First adopted: June 27, 2013

Last Revised: March 19, 2020

Last Reviewed: November 19, 2024

Review Schedule: Every 2 Years

5.009 – Drug and Tobacco Policy

- I. In order to encourage students to make healthy choices for their physical health:
 - A. Tobacco and drug products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school-sponsored events.
 - B. Tobacco and drug use off-campus can result in school enforced consequences such as in-school suspension, out of school suspension or expulsion.
 - C. Administration has the final authority and may adjust this policy based on the situation.

First adopted: June 27, 2013

Last Revised: February 23, 2022
Last Reviewed: March 18, 2025
Review Schedule: Every 2 Years

5.010 – Electronic Devices, Cell Phones, etc.

- I. Use of a student's personal technology is at the teacher's discretion. The school reserves the right to take away any form of technology that impacts the learning environment.

First Adopted: June 27, 2013
Last Revised: March 6, 2018
Last Reviewed: April 22, 2025
Review Schedule: Every 1 Year

5.011 – Walker/Bike Rider Permission

Walker/Bike Rider Permission Form Date Form Completed:

Student Name:

Contact Phone Number:

I have read the policy outlined below and will comply fully. I give permission for my child to walk to / from school or ride a bike to / from school. I release Our Savior Christian Academy from all liability associated with this action.

Parent / Guardian Signature:

WALKER/BICYCLE RIDER POLICY

Walkers and bike riders shall enter the school building via their assigned door. On school property, bike riders are required to park in a designated area. Each bike rider must wear a bike helmet.

Failure to follow this policy will result in suspension of walker/bicycle rider privileges.

In addition to this policy and because OSCA is dedicated to the safety and well-being of all our students, we strongly recommend the following guidelines.

1st Recommendation: We recommend that an adult or older sibling walk with any child in elementary grades or younger to supervise the walking and/or bike riding safety of the child.

2nd Recommendation: We recommend that children walk or ride their bikes to school in groups of at least 2 or more.

3rd Recommendation: The school discourages any walking across Highway 92

unless there is adult supervision.

First Adopted: August 16, 2018
Last Revised:
Last Reviewed: May 19, 2026
Review Schedule: Every 5 Years

5.012 – Emergency Evacuation Plan

- I. Fire, inclement weather, lockdown, and evacuation drills are conducted on a regular basis in accordance with state guidelines. In the event that children and staff must leave the facility, teachers will have a list of emergency phone numbers to reach parents and guardians.

First Adopted: June 27, 2013
Last Revised: September 16, 2014
Last Reviewed: November 18, 2021 FIND 21 JAN 2025
Review Schedule: Every 2 Years

5.013 – Field Trips

- I. Students participate in off-site field experiences. Additional fees may apply. The appropriate forms must be completed prior to the field experience or children will not be allowed to attend.

First Adopted: October 3, 2013
Last Revised: April 16, 2020
Last Reviewed: January 21, 2025
Review Schedule: Every 2 Years

5.014 – Funerals and Other Church Functions

- I. Since the school is connected directly to the church, there may be times that the Academy will be closed at both campuses due to funerals or other functions.

First Adopted: October 3, 2013
Last Revised: September 23, 2025
Last Reviewed: September 23, 2025
Review Schedule: Every 2 Years

5.015 – Health and Medication Guidelines

- I. Children's immunizations should be current or a Missouri Department of Health and Senior Services Religious Immunization Exemption (MO 580-1723 (4-12)) form must be on file.
- II. If your child has had a fever of 100°F or higher, shows signs or symptoms of being ill, do not send your child to school. If your child comes to school with any of these symptoms, parents will be notified to pick up the child. Children should remain out of school until they are fever free for 24 hours without medication.
- III. Children should remain out of school for 24 hours after vomiting or diarrhea.
- IV. Notify the school immediately when your child has a communicable disease or contagious skin disease.

- V. Medication will not be administered to children without the proper forms completed.
- VI. Children found to have lice should have treatment before returning to school. If lice are found at school, parents will be asked to pick-up their child to reduce exposure to other children.
- VII. In the case of an emergency, we contact 911 first, and then rely solely on your emergency contact information.
- VIII. If your child will not be attending school due to illness, please call or email the office 30 minutes prior to your scheduled session.

IX. Administration of Medications

- A. It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Prescribers should be encouraged to write prescriptions for medications to be given outside of school hours whenever possible. OSCA will not administer the first dose of any medication.
- B. The following guidelines have been established:
 - 1. Instructions for providing standing orders are done annually, at the beginning of each school year, regarding the administration of medications in emergency situations such as a severe allergic reaction or anaphylaxis
 - 2. Student information surrounding a prescription is considered confidential and will not be shared with all staff unless not to do so would endanger the student. Only staff who need to understand a child's medical condition will be informed.
 - 3. Drugs, including herbal preparations, will not be dispensed in excess of the manufacturer's recommended dosage.
 - 4. OSCA will not knowingly administer prescription medications using text that cannot be read and clearly understood.
 - 5. Medication must be delivered to attending staff in a properly labeled container from the pharmacy or in manufacturer's packaging.
 - 6. OSCA does not employ an on-site nurse, and therefore medications are administered by lay persons.
 - 7. Some medications may be self-administered if:
 - a. Written certification from a physician attesting to the student's need for and ability to administer the medication and that
 - b. OSCA assumes no liability as a result of injury arising from self-administering.
 - 8. OSCA documents when all medications are dispensed, which are kept in the student's permanent file.
 - 9. Procedures for collection, storage, and delivery of medications will be followed according to the label.
 - 10. OSCA will administer epinephrine pre-measured, auto-injection devices, that are given in the event of severe allergic reaction causing anaphylaxis only when there is an order (prescription)

to do so.

XII. Handling, Storage, and Disposal of Medications

- A. OSCA will secure locked storage for all medications to prevent diversion, misuse, or ingestion by another individual. Schedule II controlled substances, e.g. Ritalin, will be inventoried upon receipt.
- B. Expiration dates on any medications are checked on a routine basis (yearly).
- C. A parent/guardian may retrieve their student's medication from the school at any time. Unused medication is sent home at the end of the school session.

First Adopted: October 3, 2013

Last Revised: November 19, 2024

Last Reviewed: November 19, 2024

Review Schedule: Every 2 Years

5.016 – Internet Communication Policy

- I. Students and parents at OSCA school or auxiliary events will not:
 - A. Use the Academy logo or name.
 - B. Add links from blogs or group pages to our web site.
 - C. Photograph children, without parental permission, other than one's own and post to Facebook or any other social network.
 - D. Create group pages that include the Academy.
 - E. Engage in harassment or intimidation using the internet.
 - F. Post comments that are derogatory with regard to the Academy, students, or Academy and Church staff.
 - G. Use explicit, suggestive, humiliating or demeaning comments.
 - H. Post anything including photographs that would compromise anyone's privacy or that are used to demean, humiliate or otherwise embarrass anyone.
 - I. Use or receive explicit or suggestive updates, comments, or engage in anything contrary to Christ-like behavior through the Academy internet service, on school property, or at a school function.
- II. Students and Parents
 - A. Students and parents should recognize that the Academy takes no responsibility for securing permission for ensuing contact between those seeking "friends" status via social networking.
 - B. If students and parents choose not to abide by this policy as noted above, disciplinary actions may be taken.

First adopted: October 3, 2013

Last Revised: May 13, 2025

Last Reviewed: May 13, 2025

Review Schedule: Every 2 Years

5.017 – Late Pick Up Policy

- I. A \$5.00 fee can be charged for every 5 minutes you are late after the designated pickup time from school, including Kingdom Kids and other school functions. Administration has the final authority and may adjust this policy based on the situation.

First Adopted: October 3, 2013

Last Revised: October 14, 2025

Last Reviewed: October 14, 2025

Review Schedule: Every 2 years

5.018– Collections

- I. By enrolling for classes, the parent or caregiver has entered into a legally-binding contract to pay all tuition and fees, including anything non-refundable.
- II. **Call to Make a Payment Arrangement:**
 - A. If the account is in collection status and/or the balance due cannot be paid, the parent or caregiver should contact the school Comptroller. OSCA is committed to working with those who take time to communicate their needs. OSCA has the right to collect funds owed through multiple methods, including (but not limited to) payment arrangements that help support continued enrollment. If a parent or caregiver fails to abide by a predetermined payment arrangement, or if scheduled payment(s) are not rendered on time, enrollment can be terminated. Before a student can reenroll, bi-yearly, or yearly payment can be required.
- III. **Late Fees:**
 - A. If Our Savior Christian Academy does not receive the amount due on a student account by the billing due date, the following will happen:
 1. A late payment fee of \$45.00 for each billing cycle that the bill is not paid.
 2. A hold will be placed on the student(s) record. Holds due to non-payment may have the following consequences:
 - a. Current registration may be canceled including classes already attending.
 - b. Student(s) might be withheld from registering in the future, ordering a transcript, and/or being issued a diploma.
 - c. The student(s) may become ineligible for current or future tuition assistance.
 - d. The student(s) may become ineligible for a choice in electives.
 - e. The student(s) may experience suspension of services until the account is brought current.
 - f. The student(s) may experience termination of services due to the account being delinquent.

IV. Collections and Fees:

- A. Seriously delinquent accounts may be referred to a collection agency. Any charges incurred from this action will be assessed to the parent or caregiver.
- B. Any check or e-payment returned by the bank as unpaid may be assessed a \$45.00 returned charge and could result in current and/or future registration being canceled.
- C. Delinquent payment history could result in cash only accounts receivable.

First Adopted: January 19, 2023

Last Revised: June 24, 2025

Last Reviewed: June 24, 2025

Review Schedule: Every 2 Years

5.019 – Student Evaluation for Promotion or Retention

- I. Elementary and Secondary students will be evaluated for promotion based on homework, testing scores, knowledge of course work requirements and number of hours/days of instruction attended.
- II. High school students will be evaluated for promotion and graduation outlined in the Career and Educational Planning Guide. Promotion will be based on homework, testing scores, knowledge of course work and the number of hours/days of instruction attended.
- III. Progress reports describing the student's academic progress are sent home quarterly. Conferences may be scheduled any time, as needed. Parent/Teacher Conferences will be held yearly.
- IV. If administration and teachers feel it is in the student's best interest to be retained, it is a mutual decision between administration, teachers and parents/guardians.
- V. Incomplete Work Due to Illness or Life Changing Events
 - A. Due to illness or other life changing events, a student may receive an "incomplete" grade for a given quarter. This means that a child's classroom assignments have not been completed or that they have not been given to the teacher. The classroom teacher notifies parents and students. A set time is allowed for the child to complete the prescribed class work so that the "incomplete" can be changed on the child's class records. 'Failure' will be recorded if class work is not completed by the set date.

First Adopted: October 11, 2016

Last revised: November 15, 2022

Last Reviewed: April 22, 2025

Review Schedule: Every 2 years

5.020 – Independent Toileting

- I. Students are required to be independent in the restroom.

First Adopted: October 3, 2013

Last Revised: October 11, 2016

Last Reviewed: April 22, 2025

Review Schedule: Every 2 Years

5.021 – Releasing Children

- I. Children will only be released to an authorized person.

First Adopted: October 3, 2013

Last Revised: November 15, 2016

Last Reviewed: May 13, 2025 Review

Schedule: Every 2 Years

5.022 – School-Related Conduct Off School Property

- I. Students will be held accountable to the Academy for out-of-school misconduct that disrupts the educational environment, to include cyber-bullying or harassment. (See also 5.016 - Internet Communication Policy.)

First Adopted: October 3, 2013

Last Revised: November 15, 2016

Last Reviewed: May 13, 2025

Review Schedule: Every 2 Years

5.023 – Failure to Thrive

- I. When every appropriate action has been taken, including parent and caregiver / school team support(s), and a child chooses not to perform, they may be deemed Failure to Thrive. In such a case, a clear plan should be designed to afford the student every opportunity to engage and redeem themselves academically. All things should be considered. If in fact, the student continues to disengage, does not meet the plan, or for anything else unforeseen, the Administrator has the authority to deny continued or future enrollment.

First Adopted: June 29, 2017

Last Revision:

Last Reviewed: August 21, 2025

Review Schedule: Every 2 Years

5.024 – Academy Honesty

I. Philosophy

- A. Our Savior Christian Academy students are expected to uphold the highest standards of academic conduct and personal integrity. The OSCA faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship.

II. Academic Support

- A. Teachers in every department at OSCA share their particular subject – specific methods of note-taking and resources to help students develop good study habits.

III. Implications of Cheating

- A. Students who cheat deprive themselves of the opportunity to learn – especially, how to think. Knowing how to think critically in each subject area prepares students for university classes, as well as any profession they pursue. Cheating is destructive to the entire school community

since it damages relationships and engenders mistrust in teachers and classmates. Students who choose to cheat or plagiarize will face the risk that teachers and counselors may not want to write their letters of recommendation for college. If students are suspended for cheating or plagiarism, they are required to admit it in their college applications. Students face life-changing consequences when they choose to cheat rather than earning grades honestly through hard work and good study habits. If students are ever unclear about the guidelines regarding the correct way to cite sources, it is their responsibility to consult with their teachers before submitting an assignment. Cheating and plagiarism are forms of academic misconduct and are both dishonest choices that students can avoid. Ignorance about what constitutes cheating is not a defense.

IV. Definitions

A. Plagiarism

1. OSCA students are expected to cite each web page, book, or other sources each time they include any information in an essay or project of their own. Plagiarism includes but is not limited to the following guidelines:
 - a. Including the words of another writer without including proper citation. Copying and pasting from Internet or other electronic sources – even one sentence – is considered plagiarism unless there are quotation marks preceding and following the quoted material. Student writers also include a citation of the source (Works Cited page or Bibliography) at the end of their paper. This applies to other forms of expression as well – artwork, photography, computer coding, mathematical calculations, etc.
 - b. Citing the sources used but copying and pasting entire sentences (or photos/graphics/code) without using quotation marks or proper citation methods.
 - c. Presenting the ideas of another writer (scientist, computer programmer or artist) as one's own original thoughts (or a. Unless a student attributes the ideas to the correct source – even if the wording is changed – it can be considered plagiarism.) If the paper includes another author's ideas, the student must indicate with footnotes or in a Works Cited page where this source can be found. Writing is an extension of one's thinking, and most assignments challenge a student to articulate her own ideas – to differentiate between the opinions she arrived at through her own analysis and those she concluded by consulting other resources. Even if she shares the same opinion as another writer, and all the words/images in her essay are her own, she must give

credit to the sources used. This applies to music, artwork, coding, etc.

- d. Submitting another student's work as one's own, for example, an essay written by a sibling or another student.
- e. Submitting a paper or art work, etc. purchased from an Internet essay site.

B. Cheating

1. The following are additional examples of cheating:
 - a. Copying another student's work or assignment (including homework) to submit as their own.
 - b. Allowing another student to copy an assignment (including homework) with the intention of submitting to a teacher for credit.
 - c. Using an unauthorized set of notes such as a cheat sheet, graphic calculator or other storage device during a test or quiz.
 - d. Helping another student without permission on a test or quiz.
 - e. Stealing or borrowing or removing an exam from the classroom or taking it from a teacher without explicit permission.
 - f. Modifying or in any way altering a teacher's grades or official records.
 - g. Using a teacher's notes, manuals, or guides without explicit permission.
 - h. Submitting an assignment in two separate classes for different assignments without explicit permission from your teachers (in both subjects).

C. Consequences

1. The consequences of cheating or plagiarism may be severe. Students may receive an F on their assignment or test and may also face suspension for repeated offenses. The consequences of cheating and plagiarism at Our Savior Christian Academy may include any or all of the following:
 - a. **First Incident:**
 - i. Zero or reduced grade on exam or assignment
 - ii. Parent Conference
 - iii. Referral to Administration
 - b. **Second Incident:**
 - i. Zero or reduced grade on exam or assignment
 - ii. Parent Conference with Administration
 - c. **Third Incident:**
 - i. Students may be suspended or expelled.

D. Honors Classes

1. Honors students are expected to uphold the highest standards

of academic honesty; if students are discovered to have violated any of these policies in any assignments, they may be dropped from Honors or AP classes.

First Adopted: September 6, 2016

Last Revised: April 22, 2025

Last Reviewed: April 22, 2025

Review Schedule: Every 2 years

5.025 – Snow Days

- I. Snow days may be added to the school calendar. Should school be cancelled or delayed, a public message will be disseminated to families.

First Adopted: October 3, 2013

Last Revised: November 15, 2016

Last Reviewed: June 24, 2025

Review Schedule: Every 2 Years

5.026 – Suspension / Expulsion and/or Termination of Services

I. GENERAL

- A. Our Savior Christian Academy works to maintain a safe and Godfearing campus. In the unfortunate event that sin has prevailed, the following guidelines may be utilized.

II. DEFINITIONS

- A. Days. A "day" means a calendar day unless otherwise stated. A "school day" means a day upon which the schools of the District are in session (including during summer school) or weekdays during the summer recess.
- B. District. "District" means Our Savior Christian Academy and all campuses that exist.
- C. Expulsion. "Expulsion" means removal of a student from the immediate supervision and control, or the general supervision, of school personnel, as those terms are used in computing average daily attendance.
- E. Governing Board. "Governing Board" means the Governing Board (also known as the Academy Board) of the District. "Governing Board" and "Board" are synonymous throughout.
- F. Parent. "Parent" means a student's parent or legal guardian.
- G. Principal's Designee. A "principal's designee" is any one or more administrators at the school site specifically designated by the principal, in writing, to assist with disciplinary procedures. If there is not an administrator in addition to the principal at the school site, a certificated person at the school site may be specifically designated by the principal, in writing, as a "principal's designee" to assist with disciplinary procedures. An additional certificated person meeting the requirements of this subdivision may be designated by the principal, in writing, to act for the purposes of this article when both the principal

and the principal's primary designee are absent from the school site. The name of the person and the names of any person or persons designated, as "principal designee" shall be on file in the principal's office.

- H. Student. "Student" may include a student's parent, guardian or legal counsel or, for a disabled student, a surrogate parent if one has been appointed for purposes of individualized education plan (IEP) meetings.
- I. Superintendent. "Superintendent" means the Principal or the Called Worker in charge of all campus sites.
- J. School Property. "School property", all physical property including electronic files.
- K. Suspension. "Suspension" means removal of a student from ongoing instruction for adjustment purposes. However, "suspension" does not mean:
 - 1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
 - 2. Referral to a certified employee designated by the principal to advise students.
 - 3. Removal from a class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or the principal's designee.
 - 4. Behavior management techniques called for in a disabled student's IEP.
 - 5. Reassignment within the requirements of a disabled student's IEP.

III. SUSPENSION / EXPULSION AND TERMINATION OF SERVICES

- A. Grounds for Suspension / Expulsion. A student may be suspended or expelled from school when he or she:
 - A. Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense.
 - B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. "Firearm" means any device designed to be used as a weapon from which is expelled through a barrel a projectile by the force of any explosion or other form of combustion. Examples of "dangerous object" include, but are not limited to: B.B. and pellet guns, air rifles, pepper spray, razors, brass knuckles, fist packs, nunchaku, and any object likely to cause injury to person or property that has no reasonable use at school.
 - C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
 - D. Unlawfully offered, arranged, or negotiated to sell any controlled

alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this subsection, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault.
- O. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness and/or retaliating against that student for being a witness, or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
- Q. Engaged in, or attempted to engage in, hazing.
- R. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel.
- S. Made a terroristic threat against school officials or school property, or both.
- T. Committed sexual harassment. The sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create

- an intimidating, hostile, or offensive educational environment.
 - U. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
 - V. Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.
- B. Disruptive Acts. The following are examples of misconduct, which is deemed to constitute a violation. (This list is not considered all-inclusive, however.)
1. Verbal abuse and/or defiance of a supervisor, teacher, administrator or other district employee engaged in the performance of his or her duties.
 2. Intentionally falsifying or misrepresenting material information provided to a district employee or on District records, or altering, defacing, or destroying district records without proper authorization.
 3. Gambling.
 4. Hazing.
 5. Immoral behavior, possession/possession-for-sale of pornographic materials.
 6. Leaving school without permission of school authority or being in a restricted area.
 7. Violation of a governmental statute, ordinance or regulation.
 8. Violation of the Dress Code, Closed Campus, Computer Use Contract, or any other District Governing Board Policy and/or school regulation.
 9. An act of hate-motivated behavior.
 10. Engaging in any form of communication that is obscene, libelous, or slanderous.
 11. Challenging, provoking, or engaging in unlawful fighting.
- C. Termination of Services
1. Failure to comply with financial obligations and/or adjustments.
 2. Parent/Caregiver shows little or no follow through with administrator/teacher directives.
 3. The parent/caregiver shows little or no regard to policies, procedures, or services of OSCA.
- D. Notice to Parents.
1. At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent in person or by telephone.

2. The notice shall include the following:
 - a. A statement of the facts leading to the decision to suspend.
 - b. The date and time when the pupil will be allowed to return to school.
 - c. A request that the parent/guardian attend the informal conference with school officials regarding the pupil's behavior.

E. Reinstatement.

1. Reinstatement After Successful Probation Period. Upon satisfactory completion of the rehabilitation assignment, the Governing Board shall reinstate the student in a school of the District and may also order that any or all records of the expulsion proceedings be expunged.

F. Maintenance of Records.

1. The Governing Board shall maintain a record of each expulsion including the cause therefore. Records of expulsions shall be a non-privileged, disclosable public record. The expulsion order and the cause(s) therefore shall be recorded in the student's mandatory interim record and shall be forwarded to any school in which the student subsequently enrolls upon receipt of a request from the admitting school for the student's school records.

G. Procedure for Readmission.

1. On or before the date established by the Governing Board when the student will be reviewed for readmission, the student shall submit written documentation in support of readmission to the Superintendent. The student should describe his/her compliance with the rehabilitation plan recommended at the time of the expulsion order. Failure to submit documentation and/or to cooperate in the review for readmission may be deemed grounds for denial of readmission.
2. The Superintendent will review the written documentation in support of readmission, the accompanying information, and may request additional information as needed. The Superintendent also may schedule a conference with the student and the student's parent to review the written documentation in support of readmission.
3. The Superintendent will determine whether the student should be readmitted, and will give the student and/or the student's parent written notice of the decision. If the Superintendent readmits the student, the decision shall be final.
4. If the Superintendent denies the student's readmission, the Superintendent shall inform the student, in writing, of the decision, the reasons therefore, and of the student's right to appeal the Superintendent's decision to the Governing Board.

First Adopted: November 4, 2012
Last Revision: November 15, 2016
Last Reviewed: July 22, 2025
Review Schedule: Every 2 Years

5.027 – Tardy Policy

- I. Tardies can impact student grades and overall performance. Consequences are at Administration's discretion.

First Adopted: October 3, 2013
Last Revised: February 24, 2015
Last Reviewed: September 23, 2025 Review
Schedule: Every 2 Years

5.028 – Transportation

- I. Our Savior Christian Academy utilizes a school bus for educational purposes. The bus is used at Administration discretion. Additional fees may apply.
- II. BUS PROCEDURES
 - A. The school bus (any vehicle used to transport student) is an extension of the classroom. Students are expected to follow the same rules on the school bus as they follow in school, including the dress code. All bus passengers are under the direct supervision of the bus driver and should follow their directions immediately. All passengers are expected to comply with the following:
 1. Be on time at the designated bus stop. (Arrive at least 5 minutes prior to the approved stop time not earlier).
 2. Wait for the bus in a safe place, clear of traffic, stand at a specified area until the bus comes to a complete stop. Do NOT play in the street or on personal property while waiting for the bus to arrive.
 3. Wait for the driver's signal before boarding or crossing the street.
 4. Wait in an orderly line, do not crowd or push others when entering/leaving the bus. Use the handrail.
 5. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc., must be held on a student's lap. Large items which cannot be held in the student's lap or fit under the seat are not permitted on the school bus.
 6. Students must not have anything in their possession that might cause injury to another; e.g., sticks, breakable containers, knives, laser pointers, scooters, skateboards, large musical instruments, or any type of firearms or fireworks. No drugs or inappropriate sexual material. No animal, reptile, fish, or fowl is permitted on the bus, except service dogs with prior authorization.
 7. Students must sit down and remain seated (facing forward) until the bus comes to a complete stop at their stop/school. Follow directions of the driver in regard to seat assignments on the bus.

8. Do not extend hands, arms, head or any part of the body through bus windows.
9. Only exit the bus at a regular stop. Once the driver has shut the door and started to pull away from a stop/school, the bus will not stop again. When exiting, immediately walk at least 12 feet from the bus. Go straight to your destination.
10. Be respectful to the bus driver, fellow passengers, and passersby. Keep your hands, feet and other objects to yourself.
11. Students will refrain from excessive noise, boisterous behavior, fighting, vulgar or obscene language or gestures, and racial or sexual harassment.
12. Food or drinks may only be consumed on the bus with special permission from the driver. Keep the bus clean and exercise care to prevent damage.
13. Cellphone(s) are to be used at the discretion of the staff.

- B. Discipline procedures are designed to assure every student safe transportation to and from school and school-sponsored activities. Students who will not follow the bus rules will be disciplined according to District policies.

First Adopted: October 3, 2013

Last Revised: July 20, 2023

Last Reviewed: July 22, 2025

Review Schedule: Every 2 Years

5.029 – Visitation Policy

- I. All visitors, including parents, must enter through the building's main entrance and check in with the office during school hours.

First Adopted: October 3, 2013

Last Revised: August 17, 2023

Last Reviewed: August 21, 2025

Review Schedule: Every 2 Years

5.030 – Requirements for Valedictorian and Salutatorian

- I. The valedictorian and salutatorian must exemplify the three main degrees of excellence of Our Savior Christian Academy: Knowledge, Faith and Character. Final ratification for the valedictorian and salutatorian will be by the Academy Board.
 - A. Students will be nominated by teachers/staff.
 - B. Students must have a GPA of 3.75 or higher
 - C. Students must have performed 50 hours of unpaid tutoring/mentoring or volunteering.
 - D. Students must maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol.

First Adopted: November 15, 2016

Last Revised: November 15, 2016
Last Reviewed: June 24, 2025
Review Schedule: Every 2 Years

5.031 – Laude System

- I. Summa Cum Laude – GPA 4.0 and above with designated color of Red
- II. Magna Cum Laude – GPA between 3.99 and 3.87 with designated color of White
- III. Cum Laude – GPA between 3.86 and 3.75 with designated color of Blue
- IV. Additionally, any student who has a 3.75 and above with at least 7 semesters including honors classes shall be considered to have graduated with honors.

First Adopted: November 15, 2016
Last Revised: November 19, 2023
Last Reviewed: June 24, 2025
Review Schedule: Every 2 Years

5.032 – Credit Recovery

- I. No more than 4 attempts at credit recovery over the course of a student's high school career will be allowed for a student to graduate.
- II. Grades 9-12 may retake high school credit classes if they receive an "F" for their semester mark.
- III. Both the failing grade and recovery grade are calculated into the student GPA.
- IV. The transcript must reflect that the student attempted the failed course (and / or credit recovery is needed).
- V. Students may not use credit recovery as a means to boost their GPA for various school accolades including National Honor Society and the like.
- VI. All Credit Recovery courses come with an additional cost. Full payment must be provided prior to the start of the credit recovery course.
- VII. Credit Recovery is scheduled with a start and completion date. Failure to complete coursework on time could result in a failing grade.
- VIII. Credit recovery coursework is carefully selected to meet student needs and includes a faculty facilitator. There may be circumstances when credit recovery is not offered. The goal should always include maximum student participation during the regular school year so that recovery for credits is not needed.

First Adopted: July 20, 2017
Last Revised: January 21, 2025
Last Reviewed: January 21, 2025
Review Schedule: Every 2 Years

5.033 – Excessive Absence

- I. If a student accumulates ten (10) absences in a school year, the Principal or a designee shall/ could notify the student's parent, guardian, or custodian of the child's excessive absences by telephone, mail or email and identify a

reason.

- II. If a student in grades 6 through 12 is absent from school or any class five (5) times during a grading period (whether or not the absences are excused, prearranged, unexcused, or unlawful), it will be considered excessive. One or more of the following actions could be considered.
 - A. If the work has been satisfactorily made up, the student may be permitted to remain in class with credit.
 - B. If the student agrees to make up the work, he or she may be permitted to remain in class with credit and a grade of "I," incomplete, until the make-up work is completed and accepted by the teacher within a specified period of time.
 - C. If the student does not make up all of his/her work, the teacher may give the student whatever grade is appropriate, including an "F".
 - D. If the student's absences become so excessive that make-up work cannot satisfy the requirements for course credit and the majority of the student's absences were excused, the student may be permitted to remain in class with no credit or grade. The student may be dropped from the course and given a grade of "F".
 - E. If the student has an excessive number of absences, the Principal may take appropriate disciplinary action.
- III. Section 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.
 - A. The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases.
 - B. Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled at OSCA their parent, guardian or custodian must ensure that they regularly attend.
- IV. Exceptions to the Compulsory Attendance Law
 - A. A child who is determined by the superintendent of schools or the chief school officer of a school to be mentally or physically incapacitated may be excused from attendance at school for the full term required, or any part thereof.
 - B. A child between the ages of fourteen (14) and seventeen (17) may be excused from attending school full time by the superintendent of the public school or by a court of competent jurisdiction when legal employment has been obtained by the child.
 - C. A child between the ages of five (5) and seven (7) currently enrolled shall be excused from attendance if a parent, guardian or other person having custody makes a written request that the child be dropped from the school's roll.
- V. Revocation of Parking Privileges, High Schools
 - A. If a student has excessive absences (10), the student shall be notified

that his/ her parking privileges may be revoked.

B. Privileges could be reinstated if:

1. the student agrees to participate in an "Attendance Improvement Plan" approved by the Principal or a designee; or
2. the Principal finds that there was an extraordinary cause or excuse for the student's excessive absences, such as a long term illness, injury or disability.
2. If a student's parking privileges are revoked at a school, the revocation also applies to any Career Center and vice versa.

First Adopted: March 6, 2018

Last Revised:

Last Reviewed: February 25, 2025

Review Schedule: Every 2 Years

5.034 – Lunch Bunch

- I. Lunch Bunch adds fun and social engagement for children enrolled. Students bring their lunch from home and eat in the school cafeteria. Parents may also utilize this service on as "as needed" basis for a fee. Cost outlined on tuition schedule.

First Adopted: October 3, 2013

Last Revised: September 17, 2020

Last Reviewed: September 17, 2020

Review Schedule: Every 2 Years

5.035 Absences - Extra Curricular Activities

- I. Students who miss class or instruction due to participation in an extra-curricular experience must seek approval by Administration prior to the absence.
 - A. Such experiences will be counted as a "field trip." Examples include but are not limited to: 4H functions and college visits.
 - B. These experiences should not exceed two (2) contact days in any given school year.
 - C. Absences are recorded but do not count against qualifying percentages (such as A+).
- II. Only students participating on a team will be excused to attend team activities, including matches, tournaments or contests, during the school day. The administration has the final authority.

First Adopted: January 17, 2019

Last Revised: January 19, 2023

Last Reviewed: June 24, 2025

Review Schedule: Every 2 Years

5.036 – Notice of Nondiscriminatory Policy as To Students

- I. Our Savior Christian Academy admits students of any race, color, or national or ethnic background, to the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate

on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, and other school-administered programs.

First Adopted: November 18, 2021
Last Revised:
Last Reviewed: February 25, 2025
Review Schedule: Every 2 Years

5.037 Reactivation Policy

- I. If a student leaves OSCA and wants to return, an administrative charge up to \$500.00 may be assessed prior to the student re-enrolling.

First Adopted: March 19, 2020
Last Revised: February 25, 2025
Last Reviewed: February 25, 2025
Review Schedule: Every 2 Years

5.038 – High School Transfer Credits

- I. To receive high school transfer credits, an official transcript from an accredited institution must be submitted for evaluation. Transcript evaluation must be done at the time of enrollment.
- II. Transfer credits will be evaluated for comparable high school subjects where a full credit has been earned. Since high school programs vary, only an evaluation by OSCA will determine the actual number of transfer credits to be awarded.

First Adopted: September 15, 2022
Last Revised: April 22, 2025
Last Reviewed: April 22, 2025
Review Schedule: Every 2 years

SECTION 6 – CURRICULUM AND INSTRUCTION POLICIES

6.001 – Material Review

- I. Review of materials and the practices therein shall be evaluated every two to three (2 to 3) years to include: teacher evaluation of text, effectiveness of multi-sensory materials, and overall assessment which could include standardized testing results and in-class performance.

First Adopted: December 10, 2013

Last Revised: July 15, 2020

Last Reviewed: April 22, 2025

Review Schedule: Every 1 Year

SECTION 9 – ATHLETIC PROGRAM POLICIES

9.001 – PHILOSOPHY

- I. Winning isn't everything, nor is it the only thing. Athletes cannot get the most out of sports if they think the only objective is to win. Although winning is an important goal, it is not the most important objective.
- II. Failure is not the same thing as losing. It is important that athletes do not view losing as a sign of failure or a threat to their personal value.
- III. Success is not synonymous with winning. Neither success nor failure need depend on the outcome of a contest or on a won-loss record. Winning and losing pertain to the outcome of a contest, whereas success and failure do not.
- IV. Children should be taught that success is found in striving for victory! (Success is related to effort.) Athletes should be taught that they are never losers if they give maximum effort.

First adopted: September 11, 2012

Last Revised:

Last Reviewed: February 24, 2015

Review Schedule: Every 2 Years

9.002 – Coaching Guidelines

1. Demonstrate a positive Christian attitude toward players, officials and parents:
 - A. No profanity (major or minor);
 - B. All games start with a team prayer;
 - C. Will show respect for referees and refrain from criticizing referees in the presence of team players. Children get their "cues" from adults, and they cannot be taught to respect authority if they don't see that modeled from their adult role models;
 - D. Will show respect for players at all times by:
 - ❖ Modeling a Christian attitude
 - ❖ Using encouragement, not put-downs
 - ❖ Not yelling at players
 - ❖ Not using offensive language
 - ❖ Having a genuine desire to coach each child
 - ❖ Disciplining in a fair, Christian manner
 - ❖ Giving all players a chance to use their skills;
 - E. Will respect and adhere to school guidelines as far as practice limitations and tournament number restrictions;
 - F. Coaches will make sure team players congratulate and recognize the opposing team's effort by shaking hands with the opposing team;
 - G. Make sure all equipment is properly stored at the end of each practice and game.
2. Skills:
 - A. Will instruct all players equally;
 - B. Will attempt to play all players in all games fairly – 3rd-5th graders are to play a meaningful portion of each game (25%);
 - C. The emphasis for 3rd-5th graders is to develop entire team skills (not just starting team), as well as individual skills. Tournaments may be more competitive, limiting playing time. HOWEVER, coaches are encouraged to play each player so that throughout the season *each and every* player has meaningful playing time, both in seasonal games and tournaments.

3. Communication with school, players, and parents:
 - A. Coaches will meet with the parents at the beginning of the season before the first game;
 - B. A copy of all practices and games will be provided to parents in writing and/or by phone call to parents;
 - C. All eligible players will be notified of the first scheduled practice;
 - D. All games must be scheduled through the Athletic Director.
4. Practice, game, and tournament guidelines:
 - A. Teams may have two practices a week and are limited to 1.5 hours.
*Weekend or vacation day practices may be scheduled as one of the two practices and may be limited to 2 hours.
 - B. Tournament limitations:
*Basketball (3rd-5th) - 3
*Track Meets (3rd-5th) - 4
If a team qualifies, the state and national tournaments may be added.
 - C. Again, the coach should make every effort to give every player quality, meaningful playing time.
 - D. During state and national tournaments, the church service may be a part of the tournament. If this is the case, and a service is provided to the players to make room for Sunday morning games, the players MUST attend that service. If a player does not attend the mandatory service, he/she will not be allowed to play any of the Sunday games. During the season, if there are any Sunday games or tournaments scheduled, the players must attend church in order for them to be eligible to play the Sunday games.
5. Transportation:
 - A. All team players will be in their own seat belt;
 - B. Only licensed adults over 21 will be allowed to drive;
 - C. Coaches will make sure that transportation to out of town games is provided for all team players;
 - D. Maps will be provided to all parents;
 - E. Coaches must carry emergency information and parental consent forms for each child with them to all games and practices.

Consequences: The Athletic Director will assist the coaches in meeting these expectations, and will have further communication with coaches who are not adhering to guidelines and meeting expectations. Severe cases will be taken to the school board for action.

Coaches will use their own judgment when dealing with minor infractions. Consequences involving suspension from events, expulsion from the team, or a behavior slip must be cleared through the principal.

First adopted: September 11, 2012

Last Revised:

Last Reviewed: February 24, 2015

Review Schedule: Every 2 Years

9.003 – Parent/Guardian Guidelines

1. Support students who are playing and encourage them to develop skills;
2. Demonstrate a positive Christian attitude toward all students, coaches, and officials;
3. Demonstrate self-control and good Christian sportsmanship during the course of all events. (Abusive language and actions are not to be a part of our program from students or parents. Incidents will be dealt with for correction or persons asked to leave the event.) Will show respect for referees and will refrain from criticizing referees in the presence of team players. Will show respect for their own children by not criticizing them publicly at a game;
4. Assist with necessary physical arrangements for events in which their children participate (i.e. set-up, scoring, timing, admissions, concessions, clean-up, etc.);
5. Support students overall academic and physical health;
6. Parents are responsible for making sure their child is supervised by an adult at extracurricular events. Parents are expected to be present when their child is present – if not, they should make arrangements with another parent to provide supervision;
7. Children should be dropped off for and picked up from practice on time;
8. If parents have a concern or disagreement with the coach, this should be brought to the coach's attention privately. Concerns should not be brought to the coach's attention during or immediately following a game (24-hour rule). If concerns remain, the athletic director or principal should be included;
9. Siblings should not attend practices unless accompanied by a parent;
10. If a parent or other family member becomes a distraction during a practice, he/she may be asked to leave.
11. Provide your parental consent and sports physical form to the school office.

First adopted: September 11, 2012

Last Revised:

Last Reviewed: March 23, 2015

Review Schedule: Every 2 Years

9.004 - Player Guidelines & Parent/Guardian Guidelines

Practice Christian attitude toward coaches, teammates, officials, and opposing team:

- A. Accepting coach's directions, corrections, or constructive criticism with positive attitudes;
- B. Statements to teammates must be positive and up-building - no put-downs or yelling at teammates;
- C. Accepting official's call without negative comments, "dirty or angry" looks, sowing bad attitudes;
- D. Recognizing the officials as the authority;

- E. Respecting the talents of the opposing team. Showing good sportsmanship in winning or losing.

Attendance:

- A. Excused absences would include illness or family emergencies. Any absence is unexcused if a phone call is not made to the coach prior to the start of the event;
- B. Unexcused absences would include personal choice of not attending a practice or game to attend a different event. Unexcused absences will result in reduced or no playing time the next game;
- C. Team players must attend all games in a tournament; not just one or two. This includes if a team member has been benched by the coach or the school.
- D. Students cannot participate in any team events (including practices, matches or tournaments) until full payment for the sport has been received with a valid physical.
- E. Demonstrate a willingness to learn, improve, and do your best at all times.

Maintain self-control and respect for facilities:

- A. Any team player expelled from a game by officials will be subject to school discipline procedures and will not be allowed to play in the next game;
- B. Any student's behavior which would result in disciplinary action during school hours will also be subject to disciplinary action from the school if it occurs during any school event, game, or practice, at home events, or at a different school. This may include, but not limited to, talking back to coaches or officials, profanity, disrespect for teammates or opposing team, destruction of property, etc.
- C. It is required that players have a physical examination prior to the season.

Eligibility:

- A. Poor academic performance may deem a player ineligible. This would result from a grade below 70% in both cumulative and weekly grades in any one subject;
- B. Poor behavior may deem a player ineligible for a week. This would result from receiving two or more behavior slips in a week;
- C. After a player has been ineligible three times, he/she is removed from the team.

Athlete Code of Conduct

1. I hereby pledge to honor and support Our Savior Christian Academy by adhering to the team's Athlete and Extra Curricular Code of Conduct as stated below.
2. I will strive to honor God with my words, actions, and play.
3. I will seek to glorify God with the talents he has gifted me with.
4. I will communicate with my coaches regarding issues of injury, illness or expected absence before practice either by phone or in person.
5. I realize that glorifying God with my play requires me to care for my body with proper practice, nutrition, and rest. I will do it.
6. I will play by the rules of the sport, demonstrating and encouraging good sportsmanship, both in victory and defeat.
7. I will not leave the game site without seeking to shake the hand of my opponent and thanking the officials.
8. I will be a good steward, being respectful of the property and facilities of our school and any other school I visit. I will be diligent in picking up after myself.
9. I will be honest. I will not lie, steal, or cheat.

10. I will strive to play safely so that I may avoid causing injury to myself or others.
11. When I have conflict with a teammate or my coach, I will follow the principles outlined in Matthew 18.
12. I will humble myself to the good of the team. I will pursue understanding my role on the team, do it with excellence and strive to do more.
13. I will seek to encourage and assist my teammates in becoming better athletes and human beings.
14. I will be responsible for any uniform or equipment checked out to me and will return it in a timely
15. manner at the conclusion of the season. Any item not returned will be charged to me at the current replacement cost.
16. I will maintain excellence in my classes scoring a 70% or higher in both cumulative and weekly grades. Should my grades fall below this average, I will continue to practice but will be ineligible for games.
17. I understand that my coaches, athletic Director, and administrators have the final say in all things regarding my involvement in an activity.
18. I will require approval to participate from school administration, if absent from school on the day of the event.

Students and parents are required to sign the Athletic Code of Conduct form.

Student's Name:

Date:

Signature:

Parent's Name:

Date:

Signature:

Athletic Program - Parent/Guardian Guidelines

1. Support students who are playing and encourage them to develop skills;
2. Demonstrate a positive Christian attitude toward all students, coaches and officials;
3. Demonstrate self-control and good Christian sportsmanship, during the course of all events. Abusive language and actions are not tolerated and incidents will be dealt with for correction or persons may be asked to leave the event or may be banned from future events;
4. Will show respect for referees and will refrain from criticizing referees in the presence of team players or as a spectator at an event;
5. If a parent/guardian has a concern or disagrees with an action of the coach, this should be brought to the coach and Athletic Director's attention privately via email and not at the beginning, during or the end of an event.
6. Assist, when necessary, with the physical arrangements for events in which their children participate (i.e., set-up, scoring, timing, admissions, concessions and clean-up);

7. Support students overall academic and physical health;
8. Transportation to and from practices, matches and tournaments, is to be organized by parents/guardians. Students should be dropped off and picked up to these events on time;
9. Parents/guardians or siblings are not permitted to attend practices.

Name of Parent/Guardian:

Printed Name:

Date:

Signature:

First adopted: August 17, 2023

Last Revised: August 17, 2023

Last Reviewed: August 17, 2023

Review Schedule: Every 2 years

9.005 – Disciplinary Actions – 3 Strikes

Strikes may be valid for coaches, student athletes, and parents:

COUNTS AS ONE STRIKE: Examples including, but not limited to

1. Any act of bullying or unsportsmanlike conduct – pregame, during the game, or post game (including striking another person in anger);
2. Any technical foul related to unacceptable language/conduct/gestures, etc.;
3. Cursing, swearing, or inappropriate language;
4. Refusal to obey a coach (games or practices);
5. Unexcused absence from a game or practice.

COUNTS AS TWO STRIKES: Examples including, but not limited to

1. Any ejection from a game or match by a referee;
2. Getting into a fight (multiple times hitting another person in anger).

PLAYERS:

1st Strike – Must attend, but sit on the bench for the next half of an event, to begin immediately. Can still participate in practices. Appropriate apologies are required.

2nd Strike – Must attend, but sit on the bench for the next full event, to begin immediately. Can still participate in practices. Appropriate apologies are required. ISS or further school discipline may be included.

3rd Strike – Removed from the team, practices and games. Appropriate apologies are required. Further school discipline or ISS may be included. The student athlete will also be prohibited from playing in the first three games of the next season in which he or she participates. Must still participate in practices.

Any offense beyond this, the student athlete will be prohibited from participating in any sports season unless special permission is granted from the School Board.

NOTE: If a player quits a team, he or she will start the next season with one strike. The school has the right to refuse the privilege of sports to continuing offenders.

COACHES:

1st Strike – Must not attend the next full event. Teams will be coached by the assistant coach, athletic director, or another appropriate substitute approved by the principal and athletic director. Appropriate apologies are required.

2nd Strike – Must not attend the next two full events. Teams will be coached by the assistant coach, athletic director, or another appropriate substitute approved by the principal and athletic director. The coach will be removed from coaching at the 2nd strike. Appropriate apologies are required.

3rd Strike – Removed from the team, practices, and games. Appropriate apologies are required. The coach will be prohibited from participating in any sports season unless special permission is granted from the School Board.

OTHER ADULTS:

1st Strike – Will be asked to leave the event and may not attend the next event. Parents may also lose their privilege of observing practices if they become a distraction in any way by comments, yelling, or showing disrespect.

2nd Strike – Must not attend the next two full events.

3rd Strike – Banned from all games until further notice by the athletic director, principal, or School Board.

These policies and consequences have been put into place by Our Savior Christian Academy School Board in order to insure Christian integrity among students, coaches, and parents. It is our desire to put forth a good, Christian witness through our sports program. When this does not happen, problems occur, relationships are lost, and respect diminishes from other schools.

First adopted: September 11, 2012

Last Revised:

Last Reviewed: March 23, 2015

Review Schedule: Every 2 Years

9.006 – Eligibility Requirements for Students to Participate in Sports

- I. Student must be a creditable high school citizen.
- II. Student cannot be 19 years old before July 1 preceding the opening of school.
- III. Student cannot have graduated from a four-year high school.
- IV. Student cannot compete in more than four seasons of a particular sport.
- V. Student cannot attend more than eight semesters of high school.
- VI. Student must have entered school within the first 16 contact days of the semester.
- VII. Student must be enrolled in at least 0.5 credits of coursework.

- VIII. Student must have earned 2.50 units of player-eligible credit from the previous semester, not necessarily at OSCA.
- IX. Student cannot play sports under a false name.
- X. Students cannot commit an unsportsmanlike act while attending or participating in a high school activity.

First adopted: March 28, 2017 Last

Revised:

Last Reviewed: March 18, 2021

Review Schedule: Every 2 Years

9.007-- DEFINITIONS

I. CONDITIONING STANDARDS:

- A. Each squad must have fourteen (14) days of practice on fourteen (14) different days.
- B. Each individual must have participated in fourteen (14) practices on fourteen (14) different days prior to the first game in which that student participated, except when the student has been a member of another school sports squad immediately preceding and has had fourteen (14) days conditioning.
- C. Tennis must have a minimum of ten (10) days of practice.

II. PHYSICAL EXAMS AND INSURANCE:

- A. The school shall require each student participating in athletics a physician's certificate stating he or she is physically able to participate in athletic contests of his or her school.
- B. A student shall not be permitted to practice or compete for a school until the school receives verification that the student has basic health insurance coverage or actively participates in a medical cooperative.
- C. No student will practice, receive equipment, or participate in any way until a physical form is on file.

III. PRACTICE:

- A. Any attempt of a coach or teacher to teach, to provide supervision or to direct any phase of a game or activity to any squad. So-called "skill drills", "orientation meetings", etc. are considered practices.
- B. No student who is participating in a sport should work out for any other sport until the end of the current season.
- C. Practice on days other than when school meets must be approved by the head coach of the respective sport and administration. There will be no mandatory practices after 6:00 p.m. on Wednesday evenings or on Sunday. Open- gym practice may be held on Sunday afternoon. If a student has a reasonable conflict, he/she must notify the coach ahead of time.
- D. Senior athletes and cheerleaders may participate in two (2) sports, with the approval of both coaches. The student is required to choose one (1) primary sport, which will take precedent over the other activity in case of conflict.

IV. USE OF SPACE

- A. Before regular season practice, the school's designated practice area may be open to all students to work-out as long as there is a teacher present and no other team is practicing. However, no organized practice of any kind under the direction of a coach is permitted until the date set by the league. The head coach is to notify the principal of changes in regular practice times to avoid conflicts in scheduling. When practicing, only the lights that are necessary should be used to conserve energy.

First adopted: March 28, 2017

Last Revised: November 19, 2024

Last Reviewed: November 19, 2024

Review Schedule: Every 2 years

9.008 – QUALIFICATIONS FOR A VARSITY LETTER

- I. To qualify for a Varsity Letter, students must meet the requirements listed below for the area they wish to qualify in. They must also demonstrate Christ-like behavior in and out of school and end the season in good standing. Good standing is defined as regular attendance at practices, games/events and by returning equipment in good order.
- II. Participants not reaching the required participation may letter when the player has shown exceptional dedication for more than one season, thereby contributing to the team performance. Individuals must complete the season in good standing with the school and the coach, with the exception of disabling injury.
 - A. Academic Bowl:
 - 1. 3.5 cumulative grade point average (GPA).
 - B. Academic:
 - 1. A student must be enrolled as a full-time student at Our Savior Christian Academy
 - 2. Students qualify for an Academic Letter the second semester of their junior year.
 - 3. A student must earn a minimum of a 3.5 GPA for two (2) consecutive semesters.
 - 4. After receiving an Academic Letter, students who earn a 3.5 GPA or above for any semester thereafter will receive a gold bar to signify continued academic excellence.
 - 5. All credit awarding classes are included in the GPA.
 - C. Academy Service:
 - 1. A student can be nominated for an Academy Service Letter due to their consistent (more than one (1) semester) volunteering, mentoring, general support of the school with fund-raising events, helping during the school day and by being highly regarded by a or multiple staff members.
 - D. Archery:
 - 1. The Archer must have completed at least three (3) of the four (4) requirements.

- A. Completed twenty (20) hours of mentoring instruction or classroom leadership.
- B. Scored at least an average 250 in competition.
- C. Completed three (3) or more competitions with an averaged score of 250.
- D. Qualified for Missouri State High School Activities Association (MSHSAA) State competition.
- E. Band:
 - 1. Must have an “A” grade in Band the previous semester and an “Exemplary” or “Outstanding” rating in a MSHSAA District Solo & Small Ensemble or Large Group Music Festival or other competition or gathering.
- F. Baseball:
 - 1. Students must participate in one-half (1/2) of the total innings played and make a significant contribution to the team.
- G. Basketball Boys:
 - 1. Students must participate in one-half (1/2) of the total quarters played, while the player is an active member of the team.
- H. Basketball Girls:
 - 1. Students must participate in one-half (1/2) of the total quarters played, while the player is an active member of the team.
- I. Choir:
 - 1. Must have an “A” grade in Choir the previous semester and an “Exemplary” or “Outstanding” rating in a MSHSAA District Solo & Small Ensemble or Large Group Music Festival or other competition or gathering.
- J. Cross Country:
 - 1. Score 15 points on the point system.
 - 2. Run in at least 70% of the meets.
 - 3. Run in MSHSAA District or State competition.
- K. Drama:
 - 1. Earn the minimum of five (5) points based on the Official High School Thespians Point System. (See Appendix.)
- L. Football:
 - 1. Student must play a minimum of twenty (20) quarters out of a possible forty (40) quarters.
 - 2. Student must play a minimum of ten (10) quarters and up to nineteen (19) quarters for a provisional letter.
- M. Forensics:
 - 1. Participate in a tournament and qualify for semi-final
- N. Golf:
 - 1. Students must participate in at least one-half (1/2) the meets.
 - 2. A provisional letter will be issued if the player participates in at least two (2) tournaments.
- O. Gymnastics:
 - 1. Individuals must participate on a gymnastics team and compete within

competitions.

P. Internship:

1. Individuals must be recommended by their supervisor (during mid- or end-of-quarters).
2. Individuals would have volunteered their time outside of their normal internship hours to work at their internship business.
3. Individuals score 90% within their mid-quarter and end-of-quarter reviews.

Q. National Honor Society (NHS):

1. Individuals must hold a substantial position within the NHS for the minimum of two (2) quarters and meet all the necessary requirements for membership.

R. Rifle Team:

1. Individuals must consistently attain a score of 75/90 in the prone position.

S. Softball:

1. Individuals must participate in one-half (1/2) of the total innings played and make a significant contribution to the team.

T. Soccer:

1. Individuals must participate in one-half (1/2) of the total games played, while the player is an active member of the team.

U. Swimming:

1. Score twice the amount of points as meets you participate in.

V. Tennis:

1. Student must compete in one-half (1/2) of the matches or place in the conference or district contests.
2. Provisional letters may be awarded to participants who competed in three (3) meets.

W. Track Boys:

1. Students must earn ten (10) points or more for the season or place in the conference or the district meet provided there is one (1) more contestant than places awarded.
2. Students must follow the rules of the track program.
3. Students must train during the season for self-improvement.
4. A provisional letter is awarded when the student works during the season for performance improvement, follows all rules of the track program with work-out each day and completes the season in good academic standing.

X. Track Girls:

1. Students must earn ten (10) points or more for the season or place in the conference or the district meet provided there is one (1) more contestant than places awarded.
2. Students must follow the rules of the track program.
3. Students must train during the season for self-improvement.
4. A provisional letter is awarded when the student works during the season for performance improvement, follows all rules of the track

program with work-out each day and completes the season in good academic standing.

Y. Volleyball:

1. Students must participate in one/half (1/2) of the total games played by the team, while the player is an active member of the team.

First adopted: March 28, 2017

Last Revised: March 18, 2021

Last Reviewed: July 22, 2025

Review Schedule: Every 2 Years

9.009 – STANDARDS OF ACTIVITY PARTICIPATION

I. ACTIVITY FEES

- A. Activity Fees will be assessed for participating students by activity. Notification of rates will be made at the beginning of each school year.

II. ATTENDANCE ON DAY OF GAME

- A. In order to be eligible to participate in an activity contest or trip the student must be in school the day of the activity. Exceptions may be approved by administration.

III. TRANSPORTATION:

- A. Students who ride school transportation to school events are to ride the bus on the return trip. Exceptions may be made when a parent or caregiver signs the student out.
 1. Students not riding a bus home will be allowed to return only with members of their immediate family or other specified adults.
 2. Sponsors or drivers may stop buses at drive-ins, restaurants, etc, when proper arrangements have been made.
 3. Only members of teams or activity groups will be permitted to ride the bus unless special permission is obtained from the administration.

First adopted: March 28, 2017

Last Revised: January 21, 2025

Last Reviewed: January 21, 2025

Review Schedule: Every 2 Years

9.010 – END OF SEASON

- I. All student athletes will return all OSCA uniforms and/or equipment on or before the dates set by the head coach before participating in any other athletic program. Report cards or transcripts may not be released until all OSCA uniforms and/or equipment are returned to the school.

First adopted: March 28, 2017

Last Revised:

Last Reviewed: September 23, 2025

Review Schedule: Every 2 Years

SECTION 10 – SOCIAL MEDIA POLICIES

10.01 – Social Media Policy

- I. STUDENT USE OF SOCIAL MEDIA
 - A. Students may be held accountable for any text, post, tweet, chat, or other form of social media/phone application posting they make.
 - B. Students must abide by the policies of any social networking site they use, including restrictions on age.
 - C. Students shall not post anything that may be deemed inappropriate by OSCA Administration. Students should also understand that college admissions counselors and future employers review the social media postings of prospective students and employees and should refrain from posting any offensive or inappropriate material.
 - D. Students shall not post anything that is demeaning, mean spirited, or intended to harass or bully.
 - E. Students shall not misrepresent themselves by using someone else's identity or creating a fake profile/person.
 - F. Students shall not post or send electronically any images and/or videos of themselves that are of an explicit nature.
 - G. Students should refrain from posting digital images of others without requesting permission from those in the photo or video.
 - H. Students understand that they shall grant access to their electronic accounts (including, but not limited to social media and networking sites) upon request of administration.
 - I. Student's access to school wifi is not guaranteed, students may be denied its use at any time.
 - J. Students who do not abide by these terms and conditions will be subject to school disciplinary action.
 - K. Students are not allowed to use social media for personal messaging during school hours or related school events.

First Adopted: March 15, 2016

Last Revised: June 23, 2026

Last Reviewed: June 23, 2026

Review Schedule: Every 1 year

