



OUR SAVIOUR LUTHERAN SCHOOL ACADEMIC POLICIES

3.1 GRADUATION REQUIREMENTS

To meet the requirements for an OSL diploma, students must complete all required coursework listed below with a **minimum overall GPA of 70**, and complete all community service hours.

As a reminder, grade 8 HS Prep students are required to perform 5 hours; High School Students are required to perform 32 hours (minimum 8 hours per academic year) of Christian service before graduating from Our Saviour Lutheran.

SUBJECT	CREDIT	SUBJECT	CREDIT
English	4	Health • .5 NYS Requirement	.5
Social Studies • US History (1) • Global History/Geo (2) • Government (½) • Economics (½)	4	Visual Art/Music/Dance/Theatre	1
Mathematics • Including at least 1 credit of advanced math, such as Geometry or Algebra II	3	Physical Education • Participation continuous	2
Science • Life Science (1) • Physical Science (1) • Life or Physical (1)	3	Theology* Required for each year at OSL	2
World Language	2	Electives	3.5
		TOTAL	25

- *One 1/2 unit per year is required for each year the student completes at OSL
- Entering freshmen as of 2021-22 are required to take the following 7 Regents Exams: Algebra 1, Geometry, Global History, US History, English, and 2 Science Regents.
- Looking ahead- The City University of New York (CUNY) requires a minimum of a 75+ on the English Regents and a 75+ on at least one Math Regents Exam). A student that doesn't meet these requirements may meet alternative requirements including the SAT, ACT, and CUNY Assessment Test (CAT). *Students admitted into CUNY programs who do not meet these requirements may be required to take non-credit bearing remediation classes.*

3.2 GRADE ADVANCEMENT

The student must complete required courses and service hours for her/his present grade and have all course work passed either during the year or in summer school.

Failure is considered any cumulative grade below 70. All failed courses must be retaken in SUMMER SCHOOL which has a fee. Families may choose to take summer school courses outside of OSL, but must provide evidence of registration and completion upon re-enrollment. Failure to do this may prevent the student from being admitted to the school for the next year, or result in the retaining of the student in their present grade level.

3.3 TUTORING

Tutoring and extra help with any aspect of a course of study is always available to any student who wishes it. In addition to help during class time, our faculty is available by appointment with most staying after school hours for pertinent questions until 3:30pm.

3.4 TRANSFER TO ANOTHER SCHOOL

A transfer request is obtained from the school office. The school Withdrawal Form must be completed before transfer and before records are sent to the new school. All financial obligations to Our Saviour School must be paid before any records are sent.

3.5 GRADING POLICY & ALMA

A passing grade for any course offered through Our Saviour Lutheran School is a 70. Students should strive to do their very best and recognize that many 2 and 4 year colleges and universities as well as potential employers seek to embrace individuals with a passion for learning and continuous improvement. Therefore students should aim for grades well above 70.

ALMA is the platform for students and families to check grades and see progress from their individual course teachers. Students are welcome at any time in the quarter to set a time to speak with their course teacher about their grades. The grading scale is approved by the principal.

GRADE POINT AVERAGES (GPA) are calculated using the following point system: A = 4 pts., B = 3 pts., C = 2 pts., D = 1 pt., F = 0 pts. The numerical GPA is found by dividing the grade points by the credit value of a course. Cumulative grade point averages are calculated for each student after each year based on all subjects that the student has taken.

When a student has taken a course twice, for the purpose of making up for a failed course or for an improvement, the grade for the course is the higher of the two.

Students receiving earned grades lower than a 55 in any quarter will be required to attend a meeting with Executive Leadership to discuss an improvement plan coordinated with faculty and homeroom teachers at the beginning of the following quarter.

LETTER GRADE	GRADE POINTS	NUMERICAL GRADE
A+	4.0	97-100
A	4.0	94-96
A-	3.7	90-93
B+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	64-66
D-	0.7	60-63
F	0.0	0-59

3.6 REPORT CARDS

Report cards are distributed electronically on the Friday following the end of each quarter of the school year. Parents are notified by email. A grade for each course is given. With the final grade report, the average in each course for the year is listed. This grade is then entered on the student's permanent record. Midterm and final grades are included in the second and fourth quarter grades respectively. Regents scores are not included in a student's GPA. All grade changes must be approved by the Principal.

3.7 FINAL COURSE GRADES

Quarter grades, midterms and final exams are of equal weight in determining yearly marks which are placed on transcripts.

3.8 COLLEGE COUNSELING

A primary goal of Our Saviour School is that its graduates enter college in a degree program suitable to support their individual gifts and talents. Student support for the college decision making process is done with the assistance of all faculty and staff, especially with the college counselor and the Director of Programs for students entering collegiate athletics.

The major responsibility for entrance into college rests with the student, and consistent effort through high school is a major part of this responsibility. Resources available through OSL include: college visits and tours, library of college catalogs, college handbooks and guides, college entrance test information, financial aid information, as well as personal counseling. Students should refer any college counseling questions to their class advisor or any administrator.

3.9 PARENT-TEACHER CONFERENCES

In order to maintain good communications between school and home, Parent-Teacher Conferences are scheduled biannually. Details will be published on the school website, in *The Falcon's Nest*, and in a letter sent home with each student a week before conference time.

Parents and guardians are free to set additional appointments outside of these designated times with course teachers during non-school or non-teaching hours. Conferences are available in person, via phone, or via Zoom unless noted otherwise. Parents/Guardians must sign the register at the front office and receive a visitor's pass from the receptionist before going to meet with the teacher.

3.10 TEXTBOOKS

OSL participates in the NYS textbook loan program. State owned books are loaned to students free of charge while school owned books are rented. Books should be treated with respect and students should not cause further damage to them. Students who permanently lose or severely damage a textbook will be required to pay a \$60 fee. In addition to the loaned books, students may be required to purchase certain books to be used in conjunction with their textbooks. Teachers will inform parents of these necessary purchases by means of a letter sent home with the student.

3.11 ACADEMIC PROBATION

Academic probation is evaluated for all students at the end of each quarter and shall be based on the grade point average (GPA) earned by the student. A student who achieves less than a 70 overall GPA will be placed on academic probation. If the student receives at least a 70 GPA in the following quarter, he/she will be removed from academic probation.

Students receiving earned grades in any course lower than a 55 in any quarter will be required to attend a meeting with Executive Leadership to discuss an improvement plan coordinated with faculty and homeroom teachers at the beginning of the following quarter.

Students on academic probation will need to have an improvement plan in place that they are abiding by in order to continue to participate in extracurricular activities. Students remaining on academic probation for two consecutive quarters may incur other consequences such as loss of scholarship, revoking of additional privileges or having their study hall and tutoring time adjusted. A final academic probation consequence may result in dismissal from OSL.

3.12 GRADUATION AWARDS

Graduation awards are presented at the graduation by the school. The awards for Academic Excellence are presented to the valedictorian and salutatorian. Awards can vary depending on the year.

3.13 HOMEWORK

Students are expected to keep track of all of their homework and classwork assignments to further their learning. Any misunderstanding about assignments should be clarified with the classroom teacher. Study hall time is to be used to complete homework assignments or study for upcoming quizzes, tests and to review materials.

3.14 NEW YORK STATE REGENTS DIPLOMAS

In order to receive a New York State Regents Diploma, students must fulfill the requirements for an OSL Diploma. For a Regents Diploma a student must receive a passing grade of 65% or higher on the following Regents Exams: English, any Math Regents Exam, Global History, United States History and Government, and any Science Regents Exam.

A student may receive an Advanced Regents Diploma if they receive a passing grade of 65% or higher on the following Regents Exams: English, Integrated Algebra (or Algebra Common Core), Geometry, Algebra 2/Trig, Global History, US History, Living Environment, and one Physical Science Regents. Advanced Regents Diploma also requires three years of World Language with a proficiency exam (Checkpoint B). A student may earn Honors designation on the Regents or Advanced Regents Diploma if they achieve a 90+ average on required Regents exams.

3.15 HONOR ROLL

Honor roll students are on a list that is compiled each quarter. A student must have a 90+ grade point average with no grade below a 70 to qualify for the high honors list. Honor roll students must have a 80+ grade point average with no grade below 70 to qualify. Honor and high honor roll for the year is compiled by averaging the yearly course grades.

3.16 NY STATE TESTS & STANDARDIZED TESTS

The PSAT/NMSQT is given to students in grades ten and eleven in October. The SAT is usually given here at Our Saviour School in October, May, and June.

New York State ELA and Math exams are taken by all students in grades 8. In addition, grade 8 also takes the New York State Science exam. These exams are given in late Spring and results are usually available by September.

3.17 VALEDICTORIAN AND SALUTATORIAN

The student with the highest grade point average at the end of the third quarter of the senior year is designated as the class valedictorian. The student with the second highest grade point average at the end of the third quarter of the senior year is designated as the class salutatorian.

3.18 FIELD TRIPS

Field Trips are useful extensions of classroom learning. As such, instructors plan and organize them as they would a lesson plan. Adult chaperones supplement the teacher's supervision. All rules that govern students' behavior in school apply also to Field Trips. Students must wear the entire uniform. Any exceptions will be published by the appropriate school Administrator.

3.19 FACULTY LOUNGES

Students are not permitted in the faculty lounges.

3.20 TUITION POLICY

Any unpaid balance that remains after two months of missed payment date(s) in FACTS will result in the child not being allowed to continue in class and blocked from access to grades on ALMA. However, students are still responsible for their assignments and need to ensure they are completed to prevent loss of credit. Parents/Guardians will be notified in advance of suspension due to overdue tuition. See the business office for further explanation.