

OUR SAVIOR LUTHERAN SCHOOL

PARENT/ STUDENT HANDBOOK

**1916 RIDGEWOOD AVE SE
GRAND RAPIDS MI 49506-5031**

616-949-0710

The Purpose of Our Savior Lutheran School

Our Savior Lutheran School operates as a discipling agency of Our Savior Lutheran Church assisting parents with their God-given responsibility of providing children a Christian education. The School's first priority is to proclaim Christ and to teach a thorough understanding of Holy Scripture according to the Lutheran confessions. The second priority is to develop God-given talents through high academic standards enabling each graduate to live confidently a holy and full life in Christian witness and service.

You shall therefore impress these words of mine on your heart and on your soul; and you shall bind them as a sign on your hand, and they shall be as frontals on your forehead. And you shall teach them to your sons, talking of them when you sit in your house and when you walk along the road and when you lie down and when you rise up. And you shall write them on the doorposts of your house and on your gates... Deuteronomy 11:18-20

Fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord.
Ephesians 6:4

But you must continue in the things which you have learned and been assured of, knowing from whom you have learned them, and that from childhood you have known the Holy Scriptures, which are able to make you wise for salvation through faith which is in Christ Jesus... that the man of God may be complete, thoroughly equipped for every good work.

2 Timothy 3:15,17

Control of School

The policies and activities of the school are controlled and guided by the Our Savior Lutheran School Board consisting of six members and the Pastor of Our Savior Lutheran Church. The Principal, Preschool Director, and PTL President are advisory members. This Board, together with its teaching staff, is entrusted with the management and administration of the school and is held accountable to the congregation.

Admissions

Our Savior Lutheran School has a primary responsibility to educate the students of the Lutheran congregations. It also enrolls students who hold membership in other churches and the unchurched. **Students entering Kindergarten and first grade, according to Our Savior School Board regulation must be five and six years old respectively by September 1 of that year for attendance in that grade.**

Enrollment Procedure

To enroll a child at OSLS, the parent(s) shall do the following:

- arrange an appointment with the principal (949-0710) to become acquainted with OSLS,
- obtain the application and Pledge of Support form,
- discuss bus, milk, and tuition fees where applicable,
- present health forms and birth certificate for kindergarten students, present previous year's report card for grades 1-8,
- finalize and arrange to pay all fees for the school year, and
- the parent(s) who are not affiliated with any church are encouraged to attend an adult instruction class at Our Savior Lutheran Church. This class deals with the teachings of the Lutheran Church -- Missouri Synod, in order that the home may know the same Savior taught to the students in school.

Non-discriminatory Policy

Our Savior Lutheran School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Inquiries about non-discriminatory policies of Our Savior Lutheran School may be referred to the principal.

Financial Support

Financial support of the school is provided by the weekly offerings, which are brought by the members of Our Savior Church. Tuition is charged for all students who are not members of Our Savior congregation. Some congregations may choose to provide full or partial tuition support for their member students. This enables these congregations to ease the financial responsibilities of interested parents while at the same time offering the advantages of a Lutheran

day school to all of their parishioners.

Pledge of Support

The following pledge of support is required to be signed by all parents of children at OSLS:

I/WE pledge to actively support Our Savior Lutheran School and will seek to serve Christ through my/our participation in this educational endeavor. I/We pledge the following:

My child and I will faithfully attend weekly church services and Sunday school sessions.

As a parent, I will maintain faithful stewardship of my time, talents, and treasures to the Lord and will endeavor to teach the same to my child.

I will do nothing to counteract or frustrate the Christian instruction of my child according to the standard of the Lutheran confessions, but will be supportive of such instruction.

I will in good faith make every effort to lead my child to conduct himself or herself as a Christian and will support the teaching, administration, and discipline provided by the faculty.

I will see that my child completes his/her daily assignments and is well prepared for class.

I will see that my child complies with the rules and regulations of the school as set forth in the School's handbook.

I will attend the orientation meeting of all parents to be held in the fall of the year.

I will pay all fees and tuition promptly according to the established schedule for the school year.

OUR SAVIOR LUTHERAN SCHOOL FAMILY VALUES POLICY

Our Savior Lutheran School operates as a discipling agency and mission of Our Savior Lutheran Church. Our Savior Lutheran Church is a member congregation of The Lutheran Church-Missouri Synod ("LC-MS").

Our Savior Lutheran School is a school *with* a mission, but it is more than that. Our Savior Lutheran Church considers Our Savior Lutheran School to *be* a mission, one form of fulfilling the Christian mission (Matt. 28:18-20) to its members and to the community. LC-MS Christians believe that the purpose of education is not ultimately to prepare people for life in this world, but to "make people wise unto salvation through faith in Jesus Christ." (1 Tim. 3:15).

Christian beliefs, as understood and taught in the LC-MS, pervade everything that is done at Our Savior Lutheran School. LC-MS doctrine and practice are derived from the Christian Scriptures, the Lutheran confessions, and the applicable resolutions of the LC-MS. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence gives testimony to the Lutheran faith and way of life.

The LC-MS is a creedal church, with definite beliefs on many points of Christian faith. For instance, the LC-MS affirms the sanctity of human life, including the life of an unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs. The LC-MS opposes a homosexual lifestyle and cohabitation or sexual relations outside the male-female marital relationship. These are only examples of the LC-MS's positions on a number of contemporary questions of conduct and morals.

Our Savior Lutheran School expects that the families of its students will not act in a way that is contrary to or disrupts the teachings of the LC-MS in matters of religious faith and personal conduct. Family members who are not LC-MS members are not required to believe or confess the teachings or beliefs of the LC-MS. However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the LC-MS or otherwise weaken the LC-MS Christian atmosphere at the school. Family members are expected to lead personal lives that do not violate the teachings of the LC-MS on matters of personal conduct, so that all family members may not undermine Our Savior Lutheran School's mission as an LC-MS Christian institution. If a family member of a student or applicant for enrollment challenges LC-MS teachings at Our Savior Lutheran School or conducts his

or her life in a way that is contrary to those teachings, the student or applicant may be expelled, suspended, or refused enrollment.

Family members who are unfamiliar with LC-MS beliefs and teachings on any subject should inquire about them from the Principal. He or she can refer questioners to appropriate publications or, if necessary, can arrange for the family member to be counseled by a pastor of an LC-MS church.

In all matters pertaining to the enforcement of this policy, the decision of the Principal regarding which actions uphold the beliefs and teachings of the LC-MS and which actions or conduct constitutes a violation of this policy shall be final and binding.

Instruction and Curriculum

Our Savior Lutheran School acknowledges God as the source of all true wisdom and knowledge. We teach all subjects from a Christian perspective. The Bible is the basis for all instruction, and students are encouraged to pursue excellence as good stewards of the gifts God has given them. Students are trained to become good citizens and consecrated followers of their Lord and Savior, Jesus Christ. Our Savior Lutheran School's academic test scores are commensurate with the urban and suburban schools in West Michigan.

The basic structure of OSLS is the self-contained classroom with some departmentalization. One teacher provides most academic learning, but some departmentalization is applied with teachers "traveling" from classroom to classroom teaching a specific subject. This process gives the student the full benefit of a teacher's expertise, while maintaining the stability of their classroom surrounding.

All studies are presented in the light of God's Word. A well-integrated course of Bible study, doctrine, and memory work is required of every student. Religion is not merely an added fourth "R". In the light of God's Word, all subjects become more meaningful to the child of God as ways of developing talents for greater service to a loving, redeeming God and His people. Devotions occur daily with opening and closing prayers.

Language arts are instructed in a balanced way using the best of the traditional basal and the best whole language methods that are available. The basic skills of word study, structural analysis, and comprehension are presented in basal texts and classic literature. Reading appreciation is fostered through modeling of good reading by both teachers and parents along with practiced reading by the student. Grammar, spelling, and handwriting are taught as integral components of the reading and writing process as well as separately with work texts to enhance the skills as needed.

Mathematics in Kindergarten through second grade are taught with a sound, hands-on approach. Students use manipulatives and paper/pencil to learn both the mathematical concepts and skills. In grades, three through six a textbook approach is used to cement the basic skills needed to handle advanced mathematics. Grades seven through eight are taught elements of algebra in a real life, text. The teacher then goes over all areas of concern for the students. At this level, the teacher is a reference for the student to guide and to assist in areas of concern, allowing the student to discover the problem solving skills necessary to arrive at the correct answer.

Science is taught in a combination of lab experience and textbook study. Life, earth, and physical sciences are taught at all grade levels. A general understanding and appreciation of God's creation is developed in the study of His workmanship throughout creation.

Social Studies curriculum offers a course of study that includes history, geography, economics, government, and sociology. Throughout, the students are given an understanding of God's world and the people He has placed into it.

The school has PC compatible computers. The students may use the computers as their skills allow. In grade four keyboarding skills are taught to prepare the student for computer work. In grades, five and six word processing is taught so that the students may prepare reports and articles for class. In grade seven and eight spreadsheet applications are used for keeping data and calculating that data. Presentation applications are used to help illustrate oral reports and speeches. The internet is introduced in third grade and used as an information resource for the student's research and enjoyment throughout the years. (Students will be asked to sign a "Proper Use Declaration". A filter is active on the computers.)

Music, art, and physical education round out the total program at OSLS. These courses teach the skills and appreciation to help fill the total picture of the student's needs.

Daily Schedule:

These times may change as needed. This is only a guide.

7:15am extended care begins
8:00am faculty devotions
8:15am ----- doors open
8:25am ----- (clear the hall)
8:30am ----- classes begin
8:35 am ----- doors locked
10:00am ----- kindergarten snack
10:00am ----- morning recess (1-4)
10:15am ----- kindergarten recess
12:00pm ----- kindergarten dismissal
12:00pm ----- grades 1 - 4 lunch
12:20pm ----- noon recess
12:30pm ----- grades 5 - 8 lunch
12:45pm ----- noon recess
3:25pm ----- closing
3:30pm ----- dismissal
3:45pm ----- extended care (charges begin)
5:15pm ----- last half hour session before late fees begin
Principal's office hours ----- 1:00pm -- 5:00pm (M-F)
Secretary's office hours ----- 8:00am -- 5:00pm

FAMILY GUIDELINES AND INFORMATION ABOUT OUR SAVIOR LUTHERAN SCHOOL

It is our intention to cover the rules and regulations of Our Savior Lutheran School in this section. These need to be followed by everyone so that the year may go smoothly. Please contact the office anytime something is unclear or not found in the handbook.

Absence:

So that the whereabouts of your child can be verified, please call the school office (949-0710) as soon after 8:00 a.m. as possible if your child is to be absent from school. It is only necessary to call the first day of an absence. When the student returns, a written excuse signed by the parent/guardian must be presented to the teacher. The number of days allowed to make up work will be equal to the number of days absent, plus one.

Vacations during school time are discouraged. **Parents are asked to meet with the principal and teacher should the possibility arise.** Teachers are not required to give out homework early and the parents should expect only a minimum of assignments that can easily be projected for the time of absence. Students/parents are responsible to see that work is completed on time in accordance with the homework make up policy.

Address Change:

Parents must notify the school office of any change of address and phone number.

Appointments:

Please try to arrange doctor or dentist appointments outside of school hours whenever possible. Students must have a written request from parents and permission of the principal to leave during class hours.

Athletics:

Our Savior Lutheran School offers an athletic program. Our school competes in games with area Lutheran Schools and other schools. The athletic director supervises all athletics. Parents are encouraged but not required to attend the athletic events. **Students must maintain an overall C average to participate.** See Athletic Policies on page 18.

Awards:

An *Awards Assembly* is held at the end of the school year. At this time all awards earned during the year for academic achievement, attendance, extra-curricular participation, etc. are handed out. Parents are invited to attend.

Band:

Lessons will be given to those students who wish to participate. Lessons will be available during the school day. **Students must maintain an overall C average to participate.**

Bicycles:

Students may ride bicycles to school as long as they are operated according to safety regulations. Bicycles must be placed and locked in the designated area. For the safety of all, bicycles may not be ridden on school grounds before, during, or after school.

Board Meetings:

The Our Savior School Board meets in general session every first Tuesday of each month. These meetings are open to the public and may be attended by anyone. The chair of the school board may call an executive session and all non-members will be excused, as the chair deems necessary. **Please contact the chairman of the school board one week prior to the upcoming meeting if you have need to speak to or present a specific topic.**

Book bag:

Each student should have a book bag to carry books to and from school. This is for the protection of the books and ease of carrying. Students should be made aware of the high cost of books and will be fined for the book damage beyond that which is expected in normal use during the year.

Boots:

Boots, for inclement weather, are not allowed in the classroom. If students wear boots, they must bring an extra pair of shoes to wear in the classroom. Please mark boots well since so many are alike.

Bussing:

Bussing may be provided by Grand Rapids Public Schools for students who live 1 1/2 miles or more from OSLS and who live within the Grand Rapids Public School (GRPS) district limits. Bussing is available only when GRPS is in session. Please allow at least one week at the beginning of the year for bus schedules to operate smoothly. **All students must be at their assigned stops five minutes prior to the designated pickup time - not at the door or front of the house waiting. No food or snacks** are to be eaten on the bus. Student misbehavior will be reported to the Principal and transportation office. If a problem continues after a warning is given, bus privileges will be taken away. Grand Rapids Public School bussing service is not required to wait for the student, unless they are ahead of schedule. If a **Kindergarten** student is to be regularly dropped off at a home that is unattended, the parent must write a letter to OSLS stating that this is permissible. A copy of the letter will be kept on file in the school office. Please contact the principal if you wish to use this bussing service. **NO FOOD OF ANY KIND IS TO BE EATEN ON THE BUS!**

Catechism Class:

The Pastor of Our Savior Lutheran Church teaches catechism class. This class helps the student learn more about God's Word and sacraments, identify more deeply with the Christian community, and participate more fully in its mission. Catechism is taught on the basis of the "Six Chief Parts" of Luther's Small Catechism three times a week in the seventh and eighth grades. These classes are required of all students.

Chapel Services:

These services are intended for the spiritual growth and worship life of the students. Each Wednesday morning at 8:35am the entire school body gathers together for worship in the gym. Some exceptions are made during Church holidays. In addition, daily services are held during Advent (the season preceding Christmas) and Lent (the season preceding Easter). Mission projects are initiated by students and teachers and publicized to the student body. Chapel offerings are collected to support these missions. Each class will sing in chapel according to a schedule provided by the Music Director. **Parents and members of the congregation are encouraged to attend chapel services. Those choosing not to attend should refrain from loitering in the hallway during the service.**

Chimes:

Participation in the school chime choir is available to 5th through 8th graders. Practices are during the school day. The chime choir plays in chapel and during special services. Since there is a limited number of members in the chime choir, the 8th grade students have first pick.

Church and Sunday School Attendance:

As the "Pledge of Support" says, **"My child and I will faithfully attend weekly church services and Sunday School."** The teachers will take attendance to help track this for the student because it is a vital part of the student's upbringing. Home, school, and church must work together to build the **family** in the faith.

Choir:

Participation in the school choir is available to 5th through 8th graders. Practices are during the school day. The choir sings in chapel and during special services.

Classroom Visitation:

Visitors are welcome. OSLS does have an open-door policy which asks that you make an appointment through the principal for a classroom visit.

Communication:

The Every Friday Note (EFN), sent home, usually on Friday, with your child, is designed to help facilitate communication between school and home regarding school, church, and other related activities. The EFN is also posted on line at www.oursavior-gr.org All announcements for the EFN should be submitted in writing to the principal's office by Wednesday. Please help your child to be responsible for prompt delivery, and return of requested information. The principal (editor) has the authority to accept or reject messages for inclusion.

Phone messages will be sent to the teacher's voice mail and the teacher will give the message to the student at the appropriate time. Parents are asked not to interrupt the activities of the classroom unless it is of importance. **The use of the phone by students should be kept to emergencies only.** After school arrangements should be settled before the student leaves for school in the morning. **A note is required if a student is not using the usual mode of transportation.** This will help avoid verbal misunderstandings as well as to make students more responsible for their whereabouts. If there is an unforeseen change during the day the school must be notified no later than 3:00 p.m.

Permission slips for an outside classroom activity will be sent home to be signed and sent back. Please watch for these and return them promptly so no child is left questioning whether he or she is to go on the trip. **A note not returned will be interpreted as an affirmative answer.**

Dismissal:

Students will not be allowed to leave school during the day unless a note has been sent from home reporting that the child is to leave with a parent or authorized person.

Students should bring a note if they are deviating from their normal after school ride situation. If a note is not possible parents are requested to call the school office prior to 3:00 p.m. so that each child's teacher can be notified.

Doors Locked:

For security purposes, the school doors are locked. They will be unlocked at the appropriate time for students and parents to enter before and after classes. To enter the building at any other time please push the call button by the small window at the side of the front porch and the office will be able to recognize you and release the door lock.

Dress Code Policy:

Early Childhood Education (Preschool)

We strongly encourage play clothes and athletic shoes for preschool. Because preschool incorporates lots of hands-on experiences for children, clothes can come home with paint, felt marker, or whatever on them. Despite activity aprons, busy little hands can always find their way under aprons. For your piece of mind and for your child's freedom, please dress in PLAY clothes. Tennis shoes provide comfort and safety for your child. Most accidents occur when children are running, climbing, and playing while wearing sandals, dress shoes, or loafers.

Grades Kindergarten Through Eighth

Our Savior Lutheran School is an institution of Christian learning. We feel that the school should maintain a quality of dress that complements our general school and academic standards. All students are expected to dress appropriately for school and school-sponsored activities.

Appropriate footwear is required at all times. School is not a showcase for the latest styles or fads; it is a place of instruction, training, and study. Student dress should be decent, in good taste, neat and clean, worn in such a manner to present a positive Christian image, and should not be distracting to the learning situation.

- We request all students dress particularly neat on all chapel days. On Chapel days girls are encouraged to wear blouses or sweaters with skirts or dress slacks. Boys are encouraged to wear shirts with collars (tucked in), and dress slacks.
- Shorts may be worn the months of April (after Spring Break), May, June, August, September, and October. They must have a hem.
- During inclement weather, students are to come prepared with appropriate outerwear.

The preceding paragraph is the dress code policy. The following partial list is provided to familiarize parents and students with some of the school's expectations regarding appropriate dress.

1. INAPPROPRIATE DRESS

1. T-shirts with slogans, sayings, or advertisements that are objectionable to the school philosophy or have a double meaning
2. Tube tops, tank tops, spaghetti straps, clothing exposing the midsection or undergarments, or shorts that expose the buttocks

3. Swimwear
4. Inappropriate cosmetic make-up
5. Tattoos
6. Long Earrings (safety reasons)
7. Hats (exceptions are Scout hats worn with uniforms)
8. Hanging suspender straps or unhooked overalls
9. Pants that do not fit at the waist or are not of an appropriate size
10. Clothing that is not hemmed
11. Clothing that depicts violence, destruction, or symbols of violence and destruction
12. Symbols or clothing pieces used by gang, tagger, crew, or clique groups to identify memberships
13. Exaggerated or faddish hair styles, clothing, jewelry, or accessories which tend to draw unfavorable attention to the wearer.

Those students who violate the dress code will be assigned one or a combination of the following consequences:

1. Collection of offensive item
2. Change of clothing
3. Time-In
4. Suspension

Phone calls will be made or a written note will be sent home to parents for each offense.

Cell Phone and Electronic Device Policy

The use of cell phones and electronic devices has become a major part of life in the new century. Other electronic devices are not allowed for use during the school day at all unless with the specific permission of a staff member. With a signed permission slip a student will be allowed to bring a cell phone to school under the following conditions:

The cell phone is registered with the school office

The cell phone is kept in the locker or backpack; turned off during school hours as well as during school functions in which the student participates.

The cell phone is not to be used during school hours

All phone calls during school hours are to be approved through the school office. Parents who need to communicate with their children are asked to do this through the school office during school hours. Cell phones may be used after school (after 3:45pm) or after a school event.

Please understand that cell phones/pagers are brought to school at your own risk. These items, as well as other personal items or electronic devices brought to school by students are their responsibility. The school assumes no accountability for lost or stolen personal property.

Students who do not comply with this policy will have the devices confiscated and returned only to a parent or a guardian.

Emergency Closing:

School closing due to inclement weather conditions or any emergency is announced in the early morning over radio stations WOOD AM (1300) and WCUZ AM (1230) and many others in the GMAIL System. This includes TV stations WOOD TV-8, and WZZM TV-13. Also, check their [web pages](#).

Should this happen during the day, room mothers of the PTL will phone ahead to parents at home and at work if possible. No one will be dismissed early without a message to someone. Arrangements should be made at the beginning of the school year so students know where to go or what to expect in the case of an early closing.

Extended Care:

We provide before and after school care service.

[See Extended Care Services on page 17 in this handbook.](#)

Field Trips:

These trips may take many forms (plays, tours, and investigations) and are arranged by the school and teachers with

the students' interest and learning in mind. Parents receive notice of the event in the Every Friday Note (EFN) or by a special letter from the teacher. The school seeks written consent of parents before a student is permitted to go on a field trip with a school group. For this purpose a slip requesting permission will be sent home in advance of a trip and it should be returned promptly so the student may attend the outing. If a note is not returned, we will interpret that to mean an affirmative answer. In many instances, we must rely on parents for transportation.

Drivers are required to:

- sign the field trip form for drivers,
- not make stops going to or from the destination unless an emergency arises,
- buckle all students into seat belts and boosters (when required) during each trip,
- see that each student rides in the same vehicle both going to and coming from the field trip (changes may only be made by the teacher),
- be responsible for student behavior in the vehicle; any discipline problem (ie. loud talking, improper language, etc. is to be reported to the classroom teacher)
- clear any audio or video tapes played during travel time with the classroom teacher,
- supervise all movement from vehicle to buildings, and
- allow no eating or drinking in the vehicle without the driver's permission.

Fire & Severe Weather Drills:

Fire drills are held periodically so that an orderly exit can be made in the event of fire. Two severe weather drills and two lock down drills must also be included.

General Fees:

A general fee per student is charged to provide special services, workbooks, art supplies, and other items as listed on the form. This fee is to be paid by Sept. 20 of each school year.

Graduation:

After successfully completing the academic requirements of OSLS, eighth grade students are eligible for graduation. Graduation is held at Our Savior Lutheran Church during the final week of classes. **Please watch the EFN for date.**

Gym Rental:

Please, check with the Athletic Director for cost and availability.

See school policy in the school office

Gym Shoes:

New or very clean gym shoes with rubber soles are needed for wearing in the gym at all times. These shoes are not to be worn anywhere else.

Half Days:

There are partial school days during the year for conferences and meetings. Our school day ends at noon anytime there is a 1/2 day. Please, watch the Every Friday Note for these days.

Health:

It is imperative that your child's **Enrollment Form** is filled out very carefully with home and work phone numbers and that the school is notified of changes during the year. Make sure that your child's **Medical Release Form** is filled out with signature and insurance number. This form is not used as a general permission form, but is taken with the teacher whenever the students leave the building. It has proven very valuable when parents cannot be contacted in time of emergency. These forms help the office contact the parent or authorized person if illness or injury should occur.

By state law, the school must maintain a health file. The school secretary must keep this file up-to-date. The county health department may determine the status of attendance for students with incomplete records, and which students need immunizations, visual exams, and hearing exams, and refer the matter to the Principal for further action. The principal will then enforce the attendance laws to bring the file up-to-date.

Homework:

Homework fosters good study habits independence, responsibility for future education. The challenging curriculum at Our Savior Lutheran School requires some work to be completed at home. The amount of homework, however, depends on the grade level, the student's ability, and study habits. Parents can aid the student by providing encouragement, materials, and a quiet place for study. Providing too much help is to be avoided as the student may become too dependent on the parent. If the student is unable to complete assignments for any reason, the parent or guardian should send an explanatory note, so the teacher may be informed and assist in the completion of the work. If the assignments are constantly burdensome, the teacher should be informed.

For those students struggling with the completion of their homework, or for those whom the parents, guardians or teachers feel are falling behind or becoming overly frustrated, after school tutoring is available. Our Savior has many capable staff and volunteers who are very willing to assist in this area. Please talk to the principal for a current list of tutors.

Hot Lunch:

The volunteer room mothers serve hot lunch. A head room mother (see school directory for contact name) coordinates the schedule and menu. This hot lunch is offered every other Thursday at a nominal cost. **Money should be sent to school by the Tuesday preceding the day of the hot lunch.** The return slip for hot lunch will be attached to the Every Friday Note (EFN).

Illness:

If your child is experiencing one or more of the following, please do not send him/her to school for 24 hours:

A temperature of 100° or higher

Sore throat

Diarrhea or

Vomiting

Any rash which may be contagious (e.g., strep throat and pink eye require 24 hours of prescription medication prior to returning to school, unless otherwise directed by your doctor.)

A student should be fully recovered before being sent back to school. **Students should stay at home until at least 24 hours after they no longer have a fever or signs of a fever (without the use of fever-reducing medicine).** Also, the ability to participate in all school activities including recess is a good measure of whether a student is ready to return to school. If a student is determined "**not ready for school**" or should a student become ill during the class day, a request will be made to have the student taken home until fully recovered. **If the cause of absence is a communicable disease, the school must be notified.** A phone call to the office on the day of the first absence is needed, and then a written excuse is required when the student returns.

Injury:

If a student is injured or becomes ill, every effort will be made to contact the parent. If medical attention is needed, the information on the Enrollment Form and Medical Release Form will be used. Medical treatment will be sought and continued efforts for contact will be made. If it is a small injury, as in a cut or scrape, it will be washed and bandaged by the teacher. Again, contact will be made to report the mishap to the parents.

Insurance:

The school maintains full insurance on the property. We also have a limited student accident plan in case an injury should require treatment. **Please, contact the principal for details on whom or when one is eligible.**

Library:

A volunteer group of parents staffs our school library. Children are allowed to check books out in an age appropriate manner as follows: Kindergarten and Young 5's are allowed one book, due one week later; Grades 1-4 are allowed two books due one week later; Grades 5-8 are allowed two books due two weeks later. All books must be returned before new books can be checked out. For renewals, the book must be brought in to be re-stamped. **Lost books must be paid for by the end of the school year or report cards will be withheld.**

To encourage reading, parents should express interest in the books, which children choose to read, listen to the child read, and read to the child. It is important for each child to have a book to read in school so extra time may be spent in

the enjoyment of reading and the pursuit of knowledge. There should be a reading time set aside at home for both required reading and entertainment.

Lost and Found:

A lost and found area is located near the office door. Please check the area frequently because items will be given to a needy cause if not claimed at the end of the year. **Please mark all items of clothing and shoes with initials or names.**

Lunches:

There is no daily hot lunch program. Lunches are carried to school by the student and eaten in the classroom. The classroom teacher or monitor will supervise the room. Each student is to observe good manners while eating lunch.

Medication:

If it is necessary for a student to take medication during the school day, parents must complete a Medication Form. This form will detail to the teacher and principal instructions for proper administration. The medication will then be kept with the teacher and dispensed from there. The school does not accept the responsibility for timing of medication or any care beyond the common courtesy of giving the medication so that a parent does not have to come to school to administer the medication. **By state law, the school is not to dispense any form of medication without direct permission of the parent.**

Milk:

The milk fee is paid at the time of registration for the whole year.

Parent-Teacher Conferences:

Formal Parent-Teacher conferences are held at the end of the first two marking periods. Watch the Every Friday Note (EFN) for details.

Parents are encouraged to keep close contact with the school through written communication, by phone, or by requesting that a conference be arranged with the teacher concerned. Cooperation between the home and school results in better understanding for the student. Ordinarily, concerns can be resolved through conferring with the classroom teacher. However, the principal should become involved in areas which could be helped with further consultation or available outside expertise.

Parking:

All vehicles are to park in the lot and **NOT** in the driveway. The driveway is for pick-up and drop-off before and after school only. Please do not park in the driveway waiting for students. Busses **MUST** be able to get through. The front row is for faculty and staff. This is for the protection of the students. No cars are to back out of those parking spaces while children are going to and from the cars. A child has a greater chance of being hit by a car that is backing up.

Parties:

Each classroom has four parties during the year: Teacher's birthday, Reformation Day, Christmas, and Valentine's Day. The room mothers will co-ordinate all parties in consultation with the teacher.

Physical Examinations:

All students must comply with the State of Michigan regulations regarding entrance into a Michigan school. A Health Appraisal (green form) signed by a doctor must be on file in the school office when a student enters a Michigan school for the first time.

Piano Lessons:

Lessons are provided for a fee by a certified piano teacher. These lessons are available for students in grades 4-8. Lessons will be scheduled during the day with class schedules in mind for the best time for the student. **Students must maintain a "C" average to participate in this activity.**

Pictures:

School pictures will be taken at the beginning of the school year for pre-school through eighth grade. Please read carefully the material that comes from the company.

Parent-Teacher League (PTL):

The Parent - Teacher League (PTL) is a vital part of OSLS. All parents, faculty and members of Our Savior Lutheran Church are members of the organization. Families will directly benefit from the active support and attendance at meetings and activities. The PTL's purpose is:

- to aid the Christian education program,
- to foster a working relationship and better understanding between parents and teachers, and
- to help make the teachers and parents better equipped to do the work of raising God's children.

PowerSchool:

PowerSchool is a communication application that is a grade book and much more. Please check this web application regularly to see your child's progress in class. This grade book is updated in real time. That means when a teacher places assignment and/or scores in the grade book they immediately become available to you. This a fast, easy way to stay connected with your child's assignments and grades.

Property:

Willful destruction of property will be charged to the parents at full cost.

Registration:

Registration occurs in the spring for current families. New families should contact the school office.

Report Cards:

Report cards are issued four times each year. Please go over the report card together with your child. Mention the good first and show you are pleased with the progress made. Then go over the area that needs improving. Show that you love your child and that you, as a parent, want only the best for them.

Rules:

Specific rules for students while under the supervision of Our Savior Lutheran School will fall under the "Christian Discipline at Our Savior Lutheran School" section found later in this handbook. Examples of these rules are:

- Gum is not to be brought to school.
- Candy may be eaten during lunch or with teacher permission.
- A soft inside voice is to be used in the building at all times.
- Everyone is to walk in the halls and the classroom.
- The language spoken in the school is to be for up-lifting and encouragement. (Ephesians 4:29) "Do not let the speech from your lips become vulgar or foolish."
- Always play in a cooperative manner at recess.
- Bring no toys or electronic devices that could become a nuisance.

This list is not to be considered limited to just these behaviors, but these are examples of good safety habits and rules.

Severe Weather:

In the event of a severe thunderstorm watch or a tornado watch, the teachers will be advised of the situation. No action will be taken other than to be alert and listening.

In the event this weather does become more severe and a tornado warning is issued by the weather bureau or state police, all teachers and students will be instructed to take shelter in the lower level room (under the stage) and the hall between the kitchen and the gym.

A parent, who wishes, may pick up their child. But no student will be released early without parent pick up during these times.

Smoking: ABSOLUTELY NOT ALLOWED

By state law, this school is declared a "Smoke Free Zone" for the benefit of all who use the building. There is to be no smoking anywhere in the building or on the school property at anytime whether school is in session or not.

Strings:

A certified string teacher provides lessons for a fee. These lessons are available for students in grades 2-8 (with teacher recommendation in grades 2-3). Lessons will be scheduled during the day with class schedules in mind for the

best time for the student. **Students must maintain a "C" average to participate in this activity.**

Tardiness:

Students are considered tardy if they arrive in the classroom after 8:30 a.m. Parents will be notified of repeated tardiness. Students will not be counted tardy if they ride a school bus which is late or have an excuse from a parent. **Five tardies will result in no perfect attendance for that quarter. Parents, do not make tardiness a habit for your child.**

Telephone:

See communications earlier in this handbook.

Testing:

At the end of each year, a standardized test (Iowa Test of Basic Skills) is given to check the students' progress. MEAP testing for grades 7 & 8 is done in the fall. These tests are not part of the grade of a student but only serve as a measure of achievement. The results will be mailed with the student's final report card. Please ask the principal if you would like an interpretation of the statistics.

Tuition policy:

The first tuition payment is due August 20th. Subsequent payments are due on the 20th of each month through May. See the full Tuition Policy in the office.

Video Library:

The school has a selection of videos that may be checked out for family use. Parents must check them out.

Volunteers:

Our Savior Lutheran School relies heavily on its parent volunteers. A list of volunteer opportunities is sent home with the registration packets each year. Information on volunteering is also available at Orientation in the Fall.

Work Bees:

During the summer, families of OSLS help with repairs and major cleaning of the building and grounds. **Please, watch for the dates of these events and volunteer your time.**

Policy 02-06-02

Christian Discipline at Our Savior Lutheran School

The Our Savior School Board authorizes the following to be established policy regarding Christian discipline at Our Savior Lutheran School:

Disciplinary Philosophy

Discipline in our school is Christian discipline. Therefore, it is not administered in a spirit of vengeance, nor with a thought of retribution, but rather with the thought in mind that the child be guided toward the achievement of behavior controls which make the child the kind of citizen who will grow in favor with God and man. Christian discipline always has the good of the child uppermost in mind. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love for the Lord Jesus, and love for the child. No form of corporal punishment will be used.

Basic Guidelines for Living at Our Savior Lutheran School

God's word gives us the Ten Commandments to direct us to love God and love our fellowmen.

A student should respect God at all times in his personal daily living, showing thanksgiving for blessings bestowed upon him as God's Redeemed. **(You shall have no other Gods)**

A student should respect God and his fellow students by using language becoming to a Christian. Language, which insults God's creation, profanity, or other "street language" will not be tolerated. **(You shall not take the name of**

the Lord in vain.)

In chapel or in any worship setting, behavior, which dishonors God or makes it difficult for others to worship God, will not be tolerated. God requires faithful, weekly church and Sunday school attendance. **(Remember the Sabbath day to keep it holy.)**

A student should respect God by honoring and obeying his teachers and other adults who are placed over him as God's representatives. All school assignments made by teachers are to be completed by students on time (see also Homework section). Back talk, disrespectful side remarks, excessive and rude talking disrupts others; and disruptive conduct to teachers and others will not be tolerated. Gum, toys, knives, or electronic items, which tend to create a disturbance, are not to be brought to school. The teacher will collect such items. **(Honor your father and mother.)**

A student should respect God by controlling his anger, and humbly take his place among his fellow students by showing love and forgiveness to all of his classmates. Fighting, possessing weapons, picking fights, **bullying**, etc. will not be tolerated. The possession or use of alcoholic beverages, cigarettes, drugs or fireworks in any form are not only illegal, but harmful. Such possession or use will warrant immediate suspension from school. **(You shall not murder.)**

Gestures, jokes, pictures, and statements which are sexually insulting to God's creation will not be tolerated. **(You shall not commit adultery.)**

A student should respect God and his fellowman by respecting the rights and property of others. Stealing property from others, "borrowing" without asking permission or destroying property will not be tolerated. The care of personal property and school property is required at all times. Cheating on school work in any way is a form of stealing information and someone else's knowledge. This is against school rules, and a sin against God's law. **(You shall not steal.)**

Lying and all forms of malicious tale bearing designed to hurt others will not be tolerated. Children of God will want to build up the good names of others, rather than tear them down. **(You shall not bear false witness against your neighbor.)**

Students are not to take or seek to get those things which are not rightfully theirs. **(You shall not covet your neighbor's house. You shall not covet your neighbor's wife or his manservant or his maidservant or his cattle or anything that is your neighbor's.)**

A detailed Discipline Code is available from the office.

Extended Care Services:

Purpose:

We wish to provide a convenient place of **Christian Care** where safety and help may be found for those who need assistance in the supervision of their children outside our regular school hours.

Program: (only operational during the school year)

7:15am -- 8:15am (before school)

One teacher will be assigned to supervise the students in one classroom.

3:45pm -- 5:45pm (after school)

One teacher will be assigned to supervise the students in one classroom or activity of the teacher's choice.

Finance:

The parents of a student placed in extended care will be charged:

\$1.50 per student (before & after school) per half hour

This charge is levied at every half-hour attendance check. Each student will be charged the full amount for any portion

of an attendance period. Fees will be paid to the office on a monthly basis. **Any fees not paid within thirty days of billing will stop services until paid.**

Guidelines:

To **enroll** your child into extended care services, simply send a note to the teacher and the school office. This note will then be official notice that your child is to stay afterschool on a regularly scheduled basis. If your child is staying for a shorter period, a note must be sent to the teacher and the office stating the date or dates, this will happen.

To **withdraw** your child from extended care is just as simple. Send a note stating that your child will no longer need the services. The note also must state how the child is to be transported home.

Any child at school after 3:45pm will be automatically enrolled in extended care services and the parents will be charged accordingly. **An assigned teacher will supervise the child, and no other adult may take the responsibility of supervision without a note from the parent.**

Any child at school after 3:45pm but fully participating in an extra-curricular activity is exempt from service and charges. This child must be under direct supervision of a teacher or an adult who is in charge of the after school activity. **No siblings may stay in the care of another teacher other than the assigned teacher for extended care.**

No snacks are provided.

Any child who is participating in an extra-curricular activity and is in school 15 minutes after the activity finished will be automatically enrolled in extended care services and charged accordingly.

Late fees will be levied at double the given rate if the child is not picked up by 5:45pm.

Health Policy:

Our Savior extended care staff will maintain a healthy school environment in the following ways:

- 1) **Hand washing:**
 - a) Signs are posted at each sink with instructions for hand washing.
 - b) All staff, volunteers, and children will wash their hands with soap and water at the following times (as applicable):
 1. The start of the day, before children arrive.
 2. Before preparing or eating snacks
 3. After using restroom, caring for sick children or contact with bodily fluids.
 4. Children will wash hands with soap and water before snack and after using restroom.
- 2) **Handling children's bodily fluids** – Staff will follow the standard precautions for child care recommended by the Centers for Disease Control and Prevention in handling any fluid that might contain blood or other body fluids. Standard precautions require treating all blood, fluids that may contain blood or blood products, and other bodily fluids as potentially infectious.
 - a) Spills of body fluids, feces, nasal and eye discharges, saliva, urine and vomit will be cleaned up immediately.
 - b) Clean and disinfect any surfaces, such as countertops and floors, or toys on to which the fluids have spilled – using a three step cleaning method: clean with detergent, rinse with water, and disinfect with approved disinfectant.
 - c) Discard fluid contaminated material in double plastic bags that have been securely sealed.
 - d) Clothing or other items to be sent home with a child will be wrapped and closed in a plastic bag.
 - e) Other staff may need to be brought into the room to assist in the supervision of children while this is taking place.
- 3) **Tables** will be cleaned after each use with a three-step cleaning method – clean, rinse, and disinfect. Toys will be cleaned, rinsed, and disinfected semi annually and as needed.
- 4) **Illness** -

- a) During school day -A child that is too ill to remain with the group will be placed in a separate area where he or she may be comfortably cared for and supervised until the parent or guardian can come and pick up the child.
 - b) Please keep your child at home if any of the following symptoms are present.
 - i) A temperature of 100 degrees or higher (temperature must be normal for 24 hours before returning to school.)
 - ii) Diarrhea
 - iii) Vomiting
 - iv) Any rash that may be contagious
 - v) Any other contagious condition (e.g. strep throat and pink eye require 24 hours of prescription medication prior to returning to school, unless otherwise directed by your doctor.)
- 6) **Health and Family Resources:**
- a) Kent County Health Department 700 Fuller Avenue NE, Grand Rapids, MI 49503 phone: (616) 632-7100 web: <http://www.accesskent.com/Health/HealthDepartment>
 - b) **Baxter** Wholistic Health Clinic 935 Baxter St Se, Grand Rapids, MI 49506, phone: (616) 456-5310

If closer supervision is necessary during an after school activity, the child will leave the activity and be placed in the extended care services. The parents will be charged accordingly.

Any child who cannot abide by the regular school disciplinary policies will not be allowed to attend extended care services after two warnings. Parents will be notified of the misbehavior at each occurrence. If after the second warning and second call to the parent the misbehavior continues, the parents will be given one week to find alternative care.

If you have any questions about how to enroll your child or if you have any concerns during the year, please call the school office (949-0710).

Our Savior Lutheran School Athletics Procedure

In an effort to follow the Philosophy for Our Savior Lutheran School Athletics, the following policy is outlined.

Athletics

Under the supervision of the Athletic Director, Our Savior Lutheran School offers a well-rounded athletic program. The primary objective of the program is to provide all students the opportunity to participate in a team sport. Practices are usually held after school, but may be held when free time is available during the school day, such as lunchtime. The student's teacher in consultation with the student's parent(s) and coach determines student eligibility for participation in athletics. The Principal, whose determination is final, may review a decision on eligibility.

A sports physical is required each year prior to participation in that sport program. These physical examinations are available here at Our Savior Lutheran School close to the beginning of the year for a nominal fee. The forms are available in the office.

Our Savior Lutheran School Athletic Philosophy

The program of extra curricular athletics at Our Savior Lutheran School is concomitant with the Purpose Statement of Our Savior Lutheran School (See Our Savior Lutheran School Purpose Statement). Extra curricular athletics are a supplementary vehicle for developing the complete and well-rounded Christian citizen of both the Kingdom of God and the nation in which we live. Excellence is the goal of each and every endeavor sponsored by the parents, the school,

and the faculty.

The athletic program at Our Savior Lutheran School has several goals. These goals include helping students learn discipline, cooperation, sportsmanship, and fundamental skills. Participation in team sports also helps students understand that hard work, sacrifice, and cooperation often are necessary to achieve team goals in a competitive program.

Discipline: Participating in team sports is a good avenue for teaching discipline. Students learn discipline in practices and games where everyone on the team has a job they are responsible for doing.

Cooperation: Through practices and games, students learn to cooperate and play together as a team. Successful team play requires that students learn to sacrifice "self" for the benefit of the team. Students learn that through cooperation and sacrifice the Team becomes successful, whether the game is won or lost.

Sportsmanship: Sportsmanship is taught at every practice and every game. Students are taught to work hard and play within the rules. Athletes are taught to graciously accept victory or defeat (according to the scoreboard). Students are always winners when they make their best effort and all are winners in Christ.

Athletic Skills: Students learn basic fundamental skills and have the opportunity to use those skills in competition, both within the team at practice and playing teams from other schools.

Education: In keeping with the Purpose Statement of Our Savior Lutheran School, academics are a first priority for the student athlete. Therefore, students will not receive preferential or deferential treatment in the classroom, in any way, as a result of their participation or abilities in extracurricular athletic activities.

The faculty, staff, and principal hope this book will help you with a smooth year here at Our Savior Lutheran School. It is our prayer that your child will grow in truth and understanding, learn about God's great creation, and live a faith filled life at school and home.