

OUR SAVIOR LUTHERAN SCHOOL CHRIST-CENTERED EDUCATION

2018-2019 PARENT-STUDENT HANDBOOK

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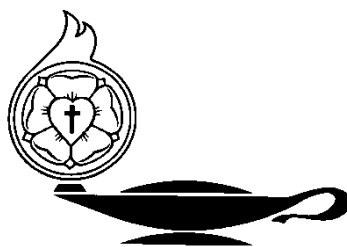


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The Purpose of Our Savior Lutheran School

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

The Philosophy of Our Savior Lutheran School

Our Savior Lutheran School, established (as Redeemer Lutheran School) in 1955 as an educational ministry of Our Savior Lutheran Church, offers a quality, Christ-centered education to prepare children and young people to be responsible citizens, faithfully serving God and people through their lives.

Based on the conviction that God's Word is central to all of life, the programs and practices of Our Savior Lutheran School reflect the Lutheran understanding of God's Law and Gospel. Compelled by the love of Christ, we are committed to education in a caring and nurturing atmosphere in which the whole person (spiritual, intellectual, social, physical, emotional) can grow to Christian maturity.

Using their God-given abilities, students and teachers strive for excellence using effective learning and teaching materials and methods. The classes are taught by Lutherans who are academically prepared, and meet the requirements to teach in the state of Michigan and in a Lutheran school. Students are expected to develop as capable stewards of their unique talents, as they respond to the Holy Spirit at work through God's Word.

The curriculum, from preschool through eighth grade, is designed to build on each student's earlier learning and to prepare for success at the next grade level. After beginning each day with a devotion, students learn to master the prescribed courses of mathematics, language arts, religion, social studies, science, music, art, and physical education. Computers are available in each classroom. Ancillary classes are offered from time to time.

Believing that God has sent Jesus to redeem all nations, and that all believers are one in Christ, and because Christian education is preparation for Christian living, Our Savior Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

Our Savior Lutheran School strives to serve families in a variety of ways, for we are partners with parents in the Christian education and nurture of the young, walking in oneness of spirit and purpose with the home. Regular oral and/or written reports and information on the student's progress and the school's programs go to the home. Staff and students are led to pray for and serve others in all aspects of daily living. With faith in God as central to our educational endeavor, students, staff, and families are offered opportunities for worship, fellowship, service, and sharing the Word and ways of God. The school is also eager to do what it can to strengthen the Christian home life.

Since Jesus commissioned his followers to "teach whatever I have commanded you," it is our firm conviction to carry on an educational program that will please God as it helps children "to grow in wisdom and stature, and in favor with God and man.

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:

- 1) Arrange an appointment with the principal (949-0710) to become acquainted with OSLS,
- 2) obtain the application and Pledge of Support form, tuition form, and all other necessary forms for enrollment
- 3) present health forms and birth certificate for kindergarten students or present previous year's report card for grades 1-8
- 4) finalize and arrange to pay all fees for the school year, and
- 5) Attend an adult instruction class at Our Savior Lutheran Church if you are not already affiliated with a congregation of the Lutheran Church-Missouri Synod. The school's purpose is to work with parents in teaching the Christian faith as found in the scriptures and taught in the Lutheran Confessions. The class allows families unfamiliar with the Lutheran Church-Missouri Synod to learn about 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 Scriptures and the Lutheran confessions, but I 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. 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 with Art, Music, and Physical Education in the lower grades, along with Catechism, Math, and Science in the upper grades provides students with the full benefit of a teacher's expertise while generally maintaining the stability of the self-contained classroom.

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 children 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 including cursive in Grades 2-6 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, geometry, and statistics. Connections are made to upper level math as well as to jobs where these skills would be used. The teacher then goes over all areas of concern for the students. At this level, the teacher is a reference for students to guide and to assist in areas of concern, allowing students 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 and laptop computers. The students may use the computers as their skills allow. In grades three and 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 grades seven and eight spreadsheet applications are used for keeping data and calculating that data. Presentation applications are used by students 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
7:45 am	faculty devotions
8:15am	doors open
8:30am	classes begin
8:31 am	Morning Prayer
8:40 am	doors locked
10:00am	kindergarten snack
10:00am	morning recess (1-4)
11:00am	kindergarten recess
11:40am	grades 5-8 Lunch
12:00pm	Wednesday, Friday kindergarten dismissal
12:00pm	grades 1 - 4 lunch
12:00pm	grades 5-8 recess
12:20pm	grades 1-4 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 -- 4:00pm (M-F)

Secretary's office hours 8:00am -- 4:00pm

Family Guidelines and Information about Our Savior Lutheran School

The following section of the handbook covers the rules and regulations of Our Savior Lutheran School and is organized in alphabetical order. Please contact the school office for clarification of a rule or regulation.

Absence:

Parents need to contact the school office (949-0710) prior to the start of the school day if children are to be absent from school. Please call in each day of an absence. 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:

To comply with State regulations, parents must complete a new student information sheet when there is a change of address or phone number.

Appointments:

Please try to arrange doctor or dentist appointments outside of school hours whenever possible. Please let your child's teacher know of appointments well in advance.

Athletics:

Our Savior Lutheran School offers an athletic program which allows teams to compete 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.

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 given to the students. Parents are invited to attend.

Band:

Two ensembles are available for students in grades 5-8-Beginner and Advanced Band. They prepare for a variety of performances each year including the Spring Concert.

Bicycles:

Students may ride bicycles to school. Bicycles should be placed in the bike rack and locked.

Board Meetings:

Our Savior School Board meets in general session on the first Monday of the month unless a holiday or other event will not permit the meeting. The dates are included on the school calendar and publicized in the EFN. The 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. **Parents should contact the chairman of the school board one week prior to the upcoming meeting if they have need to speak to or present a specific topic.** Call the school office for information. (949-0710).

Book bag:

Students should have a book bag to carry books to and from school.

Books

Students should take care of their books. Damage beyond that of normal use including but not limited to broken bindings, writing in or on the books, and/or damage to the cover will result in a fine issued to the student.

Boots:

During wet, cold, or snowy weather, students should wear boots to school and during recess. Please make sure to label the boots with your child's name. Another pair of shoes is needed during the school day.

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. Parents should 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. 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. If a **Kindergarten** student is to be regularly dropped off at a stop 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 office if you wish to use GRPS bussing service.

Catechism Class:

The Pastor of Our Savior Lutheran Church teaches catechism class. This class helps the students 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 four times a week in the seventh and eighth grades. These classes are required of all students.

Chapel Services:

Morning Prayer is held daily at Our Savior School giving the students and teachers an opportunity to hear God's Word and respond in prayer. Additionally, the assigned portion of the Catechism from the Learn by Heart Schedule will be recited and a portion of a hymn will be sung. Morning Prayer is lengthened during Advent (the season preceding Christmas) and Lent (the season preceding Easter) to include a Psalm, a reading, and a short Homily. Matins, a more robust morning prayer office, is held weekly usually on Wednesday morning at 8:35 am. Matins includes more hymns than Morning Prayer and a longer homily.. Matins is occasionally moved to a different day of the week to celebrate church festivals such as Good Friday or Ascension-these changes will be identified in the EFN as well as the online calendar.

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 Kantor or choir director. **Parents and members of the OSLS congregation are encouraged to attend chapel services.**

Chimes:

Participation in the school chime choir is required of students in 5th through 8th grade who are not in band. Practices are during the school day. The chime choir plays in chapel, during special services, and at the spring concert.

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 students because it is a vital part of the student's upbringing. Home, school, and church 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, during special services, and at the spring concert.

Classroom Visitation:

We invite parents to visit the classroom, thus enhancing the understanding of the child's progress and the nature of the activities in which he/she participates.

Communication-During Emergencies:

In the event of a Man Made Emergency (electrical outage, gas leak, water outage) or Natural Disaster that results in the evacuation of the facility, parents or guardians will be alerted by phone, text, or email by school personnel.

Communication-Every Friday Note (EFN):

The Every Friday Note (EFN) is the weekly school newsletter sent home and emailed on the last day of school for the week. This note is designed to help inform families about school and church events as well as other related activities. All announcements for the EFN should be submitted in writing to the school office by Wednesday. The principal (editor) has the authority to accept or reject messages for inclusion.

Communication-Field Trips:

Permission slips for an outside classroom activity will be sent home to be signed and sent back. **A note not returned will be interpreted as an affirmative answer.**

Communication-From Parents to Students or Students to Parents during the School Day:

Phone messages for students will be given to the student by a secretary or communicated to the teacher by voice mail during the school day. Students may use the copy room phone in case of 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 and 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.

Dismissal:

Students will not be allowed to leave school during the day unless appropriate authorization has been given from their parent or guardian. This may include a note or phone call as the need arises. If a note is not possible parents or guardians are requested to call the school office prior to 3:00 p.m.

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 Guidelines:

Our Savior Lutheran School is a Christian school and this is reflected in our dress. Students should dress modestly and appropriately for school and school-sponsored activities. Clothing for school should be in good condition and free from holes. Appropriate footwear is required at all times.

During warmer months of August thru October and April (after Spring Break) thru June, shorts with a hem and of appropriate length may be worn.

During winter months, students are to come prepared with appropriate outerwear including winter jackets, snow pants, and boots.

On days with full Matins or Morning Prayer or when attending services at Our Savior Lutheran Church, students are to dress particularly nicely. Girls are to wear dresses, or blouses or sweaters with skirts or dress slacks. Boys are to wear shirts with collars and dress slacks.

Examples of Inappropriate dress include

1. T-shirts with slogans, sayings, or advertisements that are objectionable to the school philosophy or have a double meaning, or clothing that depicts or has symbols of violence and destruction
2. Tank tops, tops with spaghetti straps, or clothing exposing the midsection or undergarments
3. Sweatpants
4. Pants that do not fit at the waist or are not of an appropriate size
5. Hats (except those that go with a uniform)
6. Long Earrings
7. Hair styles, make-up, clothing, jewelry, or accessories which tend to draw unfavorable attention to the wearer. (with the exception of spirit days)

If a student comes to school dressed inappropriately the following steps will be taken

- 1st Violation: A reminder will be given to the student about appropriate dress
- 2nd Violation: A phone call home will be made asking for a change of clothing
- 3rd Violation: A detention will be given for defiant behavior.

Drills-Including Fire Drills, Lockdown Drills, and Severe Weather Drills

Fire drills are held periodically so that students and staff are familiar with procedures that allow a safe and orderly exit from the building in case of fire. Other drills include Lockdown Drills held three times during the year which involve students sheltering in their classrooms and Severe Weather drills held twice a year which involve students sheltering in the basement or other approved facility.

Electronic Device Policy (including cell phones)

While Cell Phones and electronics have become a significant part of American Life, there are also some significant problems that are associated with technology particularly in a school setting as they can become a distraction from learning.

Students may bring cellphones to school but they are to be powered down during the school day and they should not to be out-- instead if they are brought to school they should be kept in the locker or backpack until the end of the school day or if students are in Extended Care after they have been picked up. They should also be put away during after school functions such as athletic activities, plays, or concerts as they have the tendency to draw us from our interactions with those in our immediate community. Permission may be given to use a cell phone, but must be sought from a staff member, and is considered for that time only. Urgent communication between parents and students should be performed through the office during the school day.

Electronic devices such as Kindles or other e-readers may be used during the school day, but are to be used for reading only. Again, permission should be sought before use. Electronic gaming devices are prohibited.

Please understand that cell phones and other electronic devices are brought to school at your own risk. The school assumes no accountability for lost or stolen personal property.

Use of electronic devices and cellphones must comply with the "Proper Use Declaration". 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 via announcements on local TV stations, the school's Facebook page, and FastDirect Emergency Notification. Should this happen during the school day, parents will be notified by phone, email, or text.

Extended Care:

We provide before and after school care service. See Extended Care Services on page 18 in this handbook.

FastDirect:

FastDirect is your access to grading, communication between the teacher and parent, credit card and debit payments, and a record of payments made throughout the school year. Please check FastDirect regularly to see your child's progress for it records assignment and test scores and is updated periodically. To find the FastDirect application, go to the school's website (www.oursavior-gr.org/school) hover over the tab Academics and click on FastDirect There you can sign in with the information provided by the office at the beginning of the year. If you have lost your login information or it isn't working, call the office and help is available.

Fees:

All fees are due by September 20 of each school year.

Field Trips:

Field Trips to plays, concerts, nature centers, museums, and events are arranged by the school and teachers as they seek to enrich student learning. Parents receive notice of the event in the EFN and 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 if a note is not returned, we will interpret that to mean an affirmative answer. Please note that in many instances, we must rely on parents for transportation.

Drivers are required to:

- sign the field trip form for drivers,
- go directly to and return directly from the event,
- 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 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.
- Follow all traffic laws.

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.

Gym Rental:

Please check with the office for cost and availability. If the gym is available, then appropriate paperwork should be completed and keys may be issued.

Gym Shoes:

New or very clean gym shoes with rubber soles are required for the gym at all times. These shoes are for indoor use only.

Half Days:

There are partial school days during the year for conferences and meetings. On half days, school is in session from 8:30 am to 12:00 pm. Half days are noted on the school calendar and announced in the EFN.

Health Appraisal:

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. This information helps the office contact the parent or authorized person if illness or injury should occur.

By state law, students must comply with the State of Michigan regulations regarding entrance into a Michigan school. A Health Appraisal, signed by a doctor, must be on file in the school office when a student enters a Michigan school for the first time. 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 for 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.

Hot Lunch:

Parent volunteers serve hot lunch. A head parent (see school directory for contact name) coordinates the schedule and menu. This hot lunch is offered a few Fridays each month. **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 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

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 they have been symptom free for 24 hours** (for fevers-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 the cause of absence is a communicable disease, the school must be notified.** Please call the office each day your child will be absent.

In the event a student becomes ill at school, the office will call parents/guardians. If parents are unable to be reached, the office will call the individuals listed on the emergency contact portion of the child information form.

Injury:

Injuries will be given appropriate first aid. Small injuries like cuts or scrapes will be washed and bandaged by the teacher or school staff. For more severe injuries, medical treatment will be sought using the information from the Enrollment Form and the Medical Release Form and parents will be contacted.

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 when one is eligible.**

Laptop & Netbooks:

Personal Laptop and netbook computers will be allowed in the classroom under the same rules as stated in the *Electronic Device Policy* (see above), and according to the same usage rules for school computers. Teacher approval needs to be given for a child to use any computer (school owned or personally owned) during the school day. The personal computer is the complete responsibility of the student and parents. If a student requests that the computer be secured, it will be locked in the school office and not in the classroom.

Library:

The school library is staffed by the librarian and a group of volunteers. Please contact the school librarian with questions regarding the library.

Lost and Found:

Please mark all items of clothing and shoes with initials or names. If an item is lost, please check with the office.

Lunches:

Lunches are brought 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 in the office 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 during the first and third trimester. The EFN will provide details about parent-teacher conferences.

Our Savior Lutheran School exists to help parents with their God given responsibility of giving their children a Christian education. We are partners in this work! Close contact with the school through written communication, by phone, text, or email is encouraged. Appointments to discuss concerns can be arranged with the teacher concerned keeping in mind the school schedule to avoid disrupting classroom schedules especially the routines at the beginning or end of the day. If concerns arise that cannot be addressed with a conference with the teacher, a conference with the teacher and the principal should be arranged.

Parking:

All vehicles are to park in the lot. The driveway is used by the public school busses, and must be kept open to allow for drop off and pick up. Parents who drop off their students in the morning may do so through the driveway when the bus has gone, or they may park in the parking lot and walk their students into school. When picking up, please park in the parking lot. At dismissal, you may enter the school to pick up your child, or your child will be walked to your vehicle. Be sure to follow all traffic safety laws and the parking lot's directional arrows.

Parties:

Each classroom has three parties during the year: Reformation Day, Christmas, and Valentine's Day. The room parents will coordinate all parties with the teacher.

Piano Lessons:

Parents interested in having their student take piano lessons during the school day should inquire at the office.

Pictures:

School pictures will be taken at the beginning of the school year.

Parent-Teacher League (PTL):

The Parent - Teacher League (PTL) is a vital part of OSLS. All parents and faculty members of Our Savior Lutheran School are members of the organization. Families 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.

Property Destruction:

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 three times each year. Parents should go over their children's report cards together as this gives the opportunity to provide praise, encouragement, and direction in their child's education.

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. The Ten Commandments serve as the source of our rules and our motivation for fulfilling those commandments is love for "we love another as Christ has loved us."

Out of love for our others, we desire to help them achieve success and know more deeply Christ's love for them. The following are a few examples of how we help others succeed:

Example: We encourage each other. "Do not let the speech from your lips become vulgar or foolish." (Ephesians 4:29)

Example: We follow directions the first time given.

Example: We walk in the halls and the classroom.

Example: we maintain silence in the hallways, and appropriate level of voice in the classroom.

Example: We play in a cooperative and inclusive way at recess.

Example: We clean up after finishing a project, activity, lunch, or work.

Example: We leave toys or electronics that will distract from learning and success at home.

Classrooms have carefully developed rules that are focused on student success; please contact your child's teacher for additional details.

Severe Weather:

Office staff monitor weather condition through weather radio. If a tornado warning is issued, an announcement is made to all teachers and students to seek shelter in the lower level room (under the stage), in the restrooms; and/or in the hall between the kitchen and the gym. In the case of severe weather, parents may pick up their children, but no student will be released early without a parent during these times.

Smoking:

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 any time.

Tardiness:

Students are considered tardy if they arrive in the classroom after 8:30 a.m. Students who arrive at school between 8:31-8:40 a.m. should report to the gym immediately for Morning Prayer or Matins. Students who arrive later than 8:40 a.m. should report to the office first and then they will be directed to their class. Repeated tardiness undermines student and class success, so parents will be notified of repeated tardiness. Five tardies are the equivalent of one absence for the year. Students are not considered tardy if they ride a school bus which is late or if they were at a scheduled appointment and return with an excuse slip.

Telephone:

See Communication-From Parents to Students or Students to Parents during the School Day

Testing:

MAP (Measures of Academic Progress) testing takes place in the fall, winter, and spring of the year. These tests are not part of the grade of a student but only serve as a measure of growth. They help to analyze student strengths and weaknesses in Math and Reading. Scores will be communicated with families at Parent Teacher conferences during the school year as well as with the final report cards.

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. If there is outstanding tuition and/or fees at the end of the school year, report cards will be withheld and enrollment for future years may be delayed.

Volunteers:

Our Savior Lutheran School relies heavily on its parent volunteers. Parents are encouraged to volunteer for at least 10 hours each school year. Information on volunteering is also available at Orientation in the Fall. Volunteers working with children are required to have background checks.

Withdrawal:

Parents may withdraw their students from school at any time for any reason. Parents should speak with the principal and give the school one week's notice. Parents will be reimbursed unused tuition.

Work Bees:

During the summer, families of OSLS help with repairs and major cleaning of the building and grounds. Parents should watch for event dates that they may volunteer their time.

Christian Discipline at Our Savior Lutheran School

Disciplinary Philosophy

Christian Discipline is administered with the thought in mind that the child be guided to make positive choices in accordance with the Ten Commandments and God's Word. Christian discipline always has the good of the child uppermost in mind and is focused on repentance and forgiveness. 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 in 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 both students and teachers the Ten Commandments to direct us to love God and love our fellowman.

A student should fear, love and trust God at all times in his personal daily living, showing thanksgiving for blessings bestowed upon him as God's redeemed child. **(You shall have no other gods)**

A student should fear and love 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.)**

A student is expected to use behavior that honors God at chapel and other worship settings. Behavior that dishonors God or makes it difficult for others to worship God, will not be tolerated. God provides His Word through weekly services so that we can hear Him, be forgiven of our sins, and be strengthened in the faith. **(Remember the Sabbath Day by keeping it holy.)**

A student should fear and love 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). Students will honor their teachers by using their voices in a pleasing way in the classroom. Backtalk, disrespectful side remarks, excessive talking, and rude talking all disrupt the classroom and will not be tolerated. Students are expected to conduct themselves in accordance with school and classroom rules. Gum, toys, weapons, electronic devices cause a disturbance and are not to be brought to school. The teacher will collect such items and in instances of students bringing weapons to school further action will be taken. **(Honor your father and mother.)**

A student should fear and love 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, and the like break this commandment and result in appropriate consequences. 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.)**

A student should fear and love God and lead a pure life in word and deed. 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 fear and love God and his fellow man by respecting the rights and property of others. Stealing property from others, "borrowing" without asking permission or destroying property break this commandment. 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.)**

A student should speak well of his neighbors, explaining everything in the kindest way. Lying and all forms of malicious tale bearing designed to hurt others break this rule. 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.)**

A Student is not to seek to get those things which are not rightfully his/hers or to turn friends, family, or teachers against one another. **(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.)**

While most offenses in school are minor and will be covered under a Classroom Discipline Plan, repeated rule breaking or major violations will result in a referral. These actions are classified as Misbehavior (detracting from a positive learning environment), Misconduct (severe conduct that threatens physical or emotional harm to self or others), Willful Insubordination (disrespect for education, religious, physical, or emotional well-being of staff or students), or Unlawful Misconduct (action that violates school code, or city, state or federal law). Violations are cumulative during a trimester and consequences can be found on the Our Savior School Discipline Referral Rubric. For more detail, see School Board Policy 02-06-03.

Our Savior School Discipline Referral Rubric

	First Violation	Second Violation	Third Violation	Continued Violation
Misbehavior	C-D-P control; verbal reprimand; PW; parent contact; detention (1 session)	C-D-P control; verbal reprimand; PW (1 week); Parent contact; detention (2-3 sessions); ISS; behavior documented.	PW (2 weeks); detention (3-5 sessions); ISS; parent contact mandatory; behavior documented.	Same as third violation with possible referral to principal and/or School Board for further action, counseling, evaluation or suspension; behavior documented.
Misconduct	verbal reprimand; PW (2-4 weeks); detention (2-3 sessions); ISS (1 day); suspension (1 day); behavior documented.	detention (5 sessions); PW (4-6 weeks); ISS (2 days); suspension (2 days); behavior documented.	ISS (3 days); suspension (3 days); possible recommendation for expulsion; behavior documented.	suspension (10 days); recommendation for expulsion.
Willful Insubordination	suspension (4 days); behavior documented	suspension (5 days); possible recommendation for expulsion; behavior documented.	suspension (10 days); recommendation for expulsion; behavior documented	expulsion
Unlawful Misconduct	suspension (5 days); recommendation for possible expulsion; notification of police when applicable; behavior documented.			expulsion; notification of police when applicable; behavior documented.
Truancy	parents notified; student makes up time after school; all missed assignments completed without teacher assistance; grade earned in made-up assignments lowered by one grade.			parents notified; student receives incomplete or failing grades on all missed assignments; truant officer may investigate truancy and, unless student is exempt from attending under the compulsory attendance law, may proceed with filing a misdemeanor for non-compliance against the parent(s).
Bus Conduct In Coordination with Dean Transportation	Detention	Detention and Bus Riding Withheld 1 week	Detention and Bus Riding Withheld 1 Trimester	

CDP Classroom Discipline Plan PW Privileges Withheld ISS In School Suspension

Extended Care Services:

Purpose:

Our Savior Lutheran School wishes 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 for grades K-8)

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

8:30-9:30am for preschool students. One teacher will be assigned to supervise the students in one classroom.

Preschool and Kindergarten Parents: There is no extended care offered for the 11:45am or 12:00pm dismissal times. If a child is still at school fifteen minutes past the dismissal time, the family will be charged double the regular extended care rate.

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

One teacher will be assigned to supervise the students in one classroom. A schedule of activities will be posted.

Finance:

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

Standard Fees: **\$2.00 per student (before & after school) per half hour**

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

Charges are levied at every half-hour attendance check. Each student will be charged the full amount for any portion of an attendance period.

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

Extended Care Enrollment:

Children can be enrolled in extended care in two ways.

First, elective enrollment occurs when you send a note or email to the school office enrolling your child in extended care on a regularly scheduled basis. Please indicate the days and hours your child will be enrolled. Withdrawal of your child occurs by sending a note indicating your child no longer needs the service. Please indicate transportation arrangements in the note.

Second, mandatory enrollment occurs when your child remains after 3:45 pm. Students who are not picked up by parents or other authorized adults at 3:45 pm will be automatically enrolled in extended care services. Students who are participating in extracurricular activities are exempt during the time of the activity.

Snacks:

No snacks are provided.

Health Policy:

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

Hand washing:

Signs are posted at each sink with instructions for hand washing.

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.

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.

Spills of body fluids, feces, nasal and eye discharges, saliva, urine and vomit will be cleaned up immediately.
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.
Discard fluid contaminated material in double plastic bags that have been securely sealed.
Clothing or other items to be sent home with a child will be wrapped and closed in a plastic bag.
Other staff may need to be brought into the room to assist in the supervision of children while this is taking place.

Tables:

Tables will be cleaned after each use with a three-step cleaning method – clean, rinse, and disinfect. Toys will be cleaned, rinsed, and disinfected semiannually and as needed.

Illness :

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.

Please keep your child at home if any of the following symptoms are present.

A temperature of 100 degrees or higher (temperature must be normal for 24 hours before returning to school.)

Diarrhea

Vomiting

Any rash that may be contagious

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.)

Health and Family Resources:

Kent County Health Department 700 Fuller Avenue NE, Grand Rapids, MI 49503 phone: (616) 632-7100 web:

<http://www.accesskent.com/Health/HealthDepartment>

Baxter Holistic 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 in the parent student handbook 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

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. Athletic eligibility involves several factors including the student's parents opinion, the maintenance of a C average for grades, the health of the student, and the input of the coach. 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 aligns 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.

Coaches are expected to maintain these goals and values during practices and games. The actions of both players and coaches are a reflection of Our Savior Lutheran Church and School and most importantly, Christ. As role models, coaches are to set an example for their players, other coaches, referees, parents, fans and the entire Our Savior community.

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.