



Our Savior

Lutheran School

**STUDENT & FAMILY  
HANDBOOK  
2017-2018**

**OUR SAVIOR LUTHERAN SCHOOL**  
7910 East St. Joe Highway  
Lansing, MI 48917  
517.882.3550  
517.627.1576 FAX  
[www.oursaviorlansing.org](http://www.oursaviorlansing.org)

**NAME****POSITION**

Mr. Matthew Couser	Principal
Mrs. Wendy Greve	Assistant Principal
Ms. Deb Walworth	School Secretary/Admissions
Mrs. Windy Carroll	Early Childhood Director/Extended Care & Extension
Miss Catie Berg	Preschool & Pre-Kindergarten Teacher
Mrs. Kelli Schaedig	Preschool & Pre-Kindergarten Aide
Mrs. Sara DeYarmond	Preschool & Pre-Kindergarten Teacher
Mrs. Denise Spohn	Preschool & Pre-Kindergarten Aide
Miss Kylie Allen	Kindergarten Teacher
Mrs. Sarah Wagner	Kindergarten Aide
Mrs. Rachael Engelbrecht	First Grade Teacher
Mrs. Beth Krause	Second Grade Teacher
Miss Grace Gilson	Second Grade Student Teacher
Mrs. Kristi DeBoer	Third Grade Teacher
Mrs. Kim Becker	Fourth Grade Teacher
Ms. Kate Miller	Fifth Grade Teacher
Mrs. Wendy Greve	Middle School Teacher (Homeroom 6th)
Mrs. Julie Conway	Middle School Teacher (Homeroom 7th)
Miss Mackenzie Drinan	Middle School Teacher (Homeroom 8th)
Mr. David Wright	Middle School Teacher
Mr. John Horak	Music Director/Teacher
Mrs. Summer Nobis	LSEM Special Education
Mrs. Barb Kaiser	Librarian/Classroom Aide
Mrs. Teresa Shaver	Food Service Director
Mrs. Jane Haviland	Food Service Assistant
Mr. Jeremy Smelker	Facilities Manager
Mr. Mark Konieczny	Athletic Director
Mr. Josh Wyatt	Technology Manager
Mrs. Jessica Goschka	Extension Lead Teacher
Miss Leona Herrin	Extension Lead Teacher
Miss Mariana Lozano	Extension Assistant Teacher
Miss Amanda Pratt	Extension Assistant Teacher

**GRAND LEDGE SCHOOL DISTRICT SHARED TEACHERS**

Physical Education  
 Art  
 Band/Music  
 Computers  
 Spanish  
 Speech

**CHURCH STAFF**

Rev. Bill Wangelin	Senior Pastor
Rev. Lang Yang	Hmong Pastor
Vicar Kyle Weeks	Vicar
Mrs. Sue Sundstrom	Church Secretary
Mrs. Becky Grocki	Communications Director/Receptionist
Mrs. Lisa Keefer	Business Manager
Mr. David Wright	Family Life Ministry Director
Mr. John Horak	Music Director
Mrs. Sharon Atkinson	Pastoral Assistant
Mrs. Sharon Miller	Food Bank Director



**OUR SAVIOR LUTHERAN**  
Church and School  
*Learn, Live, Share...Christ*

7910 E. St. Joe Highway  
Lansing, MI 48917  
Church 517.882.8665  
School 517.882.3550

Dear School Families:

Welcome to the 2017-2018 school year!

***It's All About Jesus***

*Jesus Christ is the same yesterday and today and forever.*

~ Hebrews 13:8

May God bless our efforts in teaching our children the foundational beliefs of the Christian faith. Our busy lives can present challenges. Yet we seek Jesus at all times. By God's grace, He will provide many opportunities to share and spread the love of Jesus.

God is concerned about details, the details of our lives, and our need for a Savior from sin. For this reason, God made a way to save us by sending His eternal Son to restore us as His holy creatures. The Father's hands created us, and by the Son's hands, spread wide on the cross for us, we receive redemption and a forever home even more amazing than God's created earth.



Commit to being families as God intended them to be. Let's partner together so that our children are fully prepared to share the Gospel and to defend the faith, wherever they go. Pray for Our Savior Lutheran School as we will be praying **for you!**

Please take time to acquaint yourselves and your children with the operation, programs, and policies of Our Savior Lutheran School. The Christian Education Team and Our Savior Lutheran Staff ask that your family become familiar with our mission, expectations, policies, and procedures. May our Heavenly Father bless us as we enter into what will be a very exciting year of learning.

Together, through the work of the Holy Spirit, we will equip our children with Christ-centered knowledge and experiences making an impact in God's Kingdom. **Learn, Live, and Share... Christ!**

**It's All About Jesus!!**

**God's Blessings on your school year!**

*Matthew Couser*

Matthew Couser,  
Principal

And the Word became flesh and dwelt among us, and we have seen his glory, glory as of the only Son from the Father, full of grace and truth.  
~ **John 1:14**

**Our Savior Lutheran**  
**STUDENT & FAMILY HANDBOOK**  
**2017-2018**  
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Effective 8-1-2017

## PURPOSE OF OUR SAVIOR LUTHERAN SCHOOL

### Our Savior Lutheran Mission Statement

Learn, Live, and Share Christ!

### School Mission Strategies

The ministry of Our Savior Lutheran School is to share Christ by teaching the Christian faith, promoting academic excellence and developing leadership skills for a life of Christian witness.

*"Train up a child in the way he should go; and when he is old, he will not depart from it."*  
—Proverbs 22:6

*"Go ye therefore and teach all nations"*— Matthew 28:19

From these words of Holy Scripture come the purposes for operating a Lutheran Christian School:

- ❖ To provide thorough instruction in God's Word so that your child:
  - May learn to know and trust Jesus Christ as their ever-loving Savior;
  - May be led by the Holy Spirit to do that which is God-pleasing;
  - May be prepared to live with God eternally in heaven.
- ❖ To assist the home in carrying out its role as commanded by God.
- ❖ To help children discover and develop their God-given talents and abilities, that they might use them to His glory and for the benefit of their fellow man.
- ❖ To maintain high standards of education at all grade levels, taught in the light of God's will and design.
- ❖ To assist parents in developing the kind of Christian character that will make the graduates of Our Savior leaders, serving God in church and in the world.

**Vision:** We desire to educate children grounded in Christian faith and moral values combined with high academic standards, technology skills and leadership skills for the 21st century.

## GENERAL INFORMATION

### Administration of the School

1. God's Word, as found in the Holy Bible, is the source of supreme authority.
2. The Board of Directors of Our Savior Lutheran Church is responsible for all ministries of Our Savior Lutheran Church.
3. Our Savior Lutheran School is a ministry of Our Savior Lutheran Church.
4. The senior pastor is charged with the administration of all operations of Our Savior Lutheran Church, including Our Savior Lutheran School.
5. The principal is charged to assist the senior pastor by administrating the operations of Our Savior Lutheran School.

### Accreditation

Our Savior Lutheran School is one of over approximately 1,018 Missouri Synod Lutheran elementary schools in North America and one of 80 in the State of Michigan. These schools are coordinated by regular teachers' conferences, principals' workshops and by the office of the Superintendent of Schools - the Michigan District of the LCMS, Ann Arbor, Michigan. Our Savior Lutheran School is administered according to the State of Michigan's required standards of elementary education. Teaching personnel are certified by the State of Michigan. Qualified Christian teachers teach God's Word together with a prescribed course of study leading to entrance into high school. In the spring of 2013, Our Savior Lutheran School concluded the accreditation process and received **National Lutheran Schools Accreditation (NLSA), Michigan Non-Public Schools Accreditation (MANS), and Michigan District Accreditation. The current accreditation is valid through 2018.**

### Preschool & Pre-kindergarten

Our Savior Lutheran preschool has been in operation since 1957. The objective of the preschool is to contribute effectively to the child's spiritual, social, intellectual, emotional and physical well-being. The

preschool is licensed by the Michigan Department of Human Services-Office of Children and Adult Licensing and is a direct subsidiary of Our Savior Lutheran School. The Christian Education Team and the

Board of Directors establishes policy for the preschool and pre-kindergarten classes under the direction of the principal, the early childhood director, and senior pastor.

Our preschool admits children of any race, color, nationality or ethnic origin. Children whose parents are members of Our Savior Lutheran Church are given priority for preschool enrollment.

### **Entrance Requirements for Our Savior Lutheran Preschool & Pre-kindergarten**

To be eligible for the 3-year-old preschool program, the child must reach the age of three by the first day of school. To be eligible for the 4-year-old pre-kindergarten program, the child must reach the age of four before the first day of school.

### **Enrollment Policy**

Our Savior Lutheran School admits students and administers its educational programs, and athletic and other school-administered programs in accordance with the law:

- Title VI of the Education Amendment Act of 1972 (Race, Color, or National Origin Discrimination),
- Title IX of the Education Amendment Act of 1972 (Sex Discrimination), or
- Section 504 of the Rehabilitation Act of 1973 (Handicap Discrimination),

Students will be admitted using the following guidelines:

1. Enrollments of current students and their siblings
2. Enrollments from members of Our Savior Lutheran Church
3. Enrollments from other Lutheran Church Missouri Synod (LCMS) church members and Lutheran Churches
4. Enrollments from the community received in chronological order
5. Enrollments will be processed until classes have reached maximum level of 25 students. Increase in class size may occur under special circumstances and after the principal's consultation with CET, the pastor, and the classroom teacher. If the maximum class size is reached, the principal is to establish a waiting list with members of Our Savior and our affiliated congregations given preference for future enrollment.

The following principles govern enrollment:

1. Primarily the religious program of the school should motivate the parent(s), and parent and child must agree to participate in the religious programs the school offers.
2. The parent(s) shall give assurance that they will cooperate with the school in all matters of program and policy.
3. All parents of prospective students shall set up an interview time with the principal.
4. All parents shall provide a name, address and phone number of previous school so information needed for enrollment may be requested.
5. All pupils who enter Our Savior Lutheran School are on a probationary period of up to nine weeks.
6. To be eligible for the kindergarten, the child must reach the age of five on or before the first day of school.
7. The state requires that a physical examination and an up-to-date immunization record be provided before the beginning of school. A copy of the birth certificate should be on file in the school office.
8. All pupils transferring from another school in grades 1-8 must present a transfer and grade card from their previous school; they must also complete all the required enrollment forms. According

to Michigan Law, the Education Amendment of 1974, "Protection of the Rights and Privacy of Parents and Students," Section 438, Subsection (b) (1), parts A and B, states that school officials, including teachers within the educational institution and officials of other schools in school systems in which students may intend to enroll, may receive a student's records without a written consent for such release.

9. The State of Michigan requires all children entering school in Michigan for the first time to have a physical examination and to be properly immunized. All children entering Our Savior Lutheran School must be immunized according to the Eaton County Health standards receiving the required diphtheria, pertussis, tetanus, polio, measles, rubella and mumps vaccinations. Record of these immunizations must be filed in the school office.
10. The child's acceptance is based upon meeting the qualifications given above, and upon the amount of classroom space available. Placement will be made according to the recommendations of the previous teacher/school. Until all records and forms are received, enrollment and grade placement are conditional. In the event that significant information is withheld or there is inaccuracy of information provided, and/or if upon receiving files from the student's previous school there is reason to be concerned about meeting the educational needs of the student, Our Savior reserves the right to reconsider the student's acceptance.

The principal will determine the length of probationary period in the above special cases on an individual basis. The termination or continuation of the probationary status will be a matter of review for the principal upon recommendation of the faculty.

11. Any student may be refused admission for any of the following reasons:
  - refusal to comply with enrollment policies;
  - history of not being able to function spiritually, emotionally or academically in a regular classroom;
  - history of discipline problems or social maladjustment;
  - the school's inability to provide specialized services such as special education, English as a second language and other specialized services for which staff are not trained.
12. All required forms (including, but not limited to, the enrollment application, immunization record, parent pledge and tuition contract) must be submitted before a child is officially enrolled.

## **Tuition**

Tuition Agreements are made available in the spring once a student(s) is enrolled through TADS. Tuition is paid directly to the school and is billed on a 10-month basis starting in August and extending through the following May, unless a special arrangement is made with the school office. A discount is given on total tuition for families with multiple children enrolled. Parents are requested to sign tuition contracts by July 1st. Parents have the option of prepaying their tuition in full and receiving a discount if paid by July 1.

A non-refundable enrollment application fee is due with enrollment forms.

**All tuition must be current at the end of each trimester. 8<sup>th</sup> grade students may not attend the 8<sup>th</sup> grade trip if accounts are not current. Parents that become delinquent in payment of tuition will jeopardize their child's continued enrollment at Our Savior Lutheran School.** Parents are encouraged to make arrangements with the school for the payment of delinquent tuition. Parents who do not make such arrangements will have their accounts reported to a collection agency, at the option of TADS, the tuition management company representing Our Savior.

**TADS** manages family tuition accounts, billing statements, and invoices for tuition collection. Contact the school office or business office with any questions. Visit [mytads.com](http://mytads.com) for your personal school financial records.

## **Tuition Assistance**

The Our Savior congregation has had a long-standing belief that tuition should not prevent a child from having the opportunity to obtain a Christian education. If any parent feels that they will be able to pay only a portion of the tuition, they are encouraged to apply for tuition assistance by submitting the appropriate application to TADS, an independent company that reviews all applications and recommends a tuition amount. Forms are available online at [www.mytads.com](http://www.mytads.com). The Tuition Assistance Committee (TAC) reviews TADS applications and assigns tuition assistance to families that qualify based on need. TAC makes communication of tuition assistance to the family through a letter attached to a tuition



contract. The deadline to apply for tuition assistance is May 1. Any questions regarding the tuition assistance process shall be directed to the principal.

It should further be noted that Our Savior Lutheran School does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic and other school-administered programs.

### **Refunds**

If a student withdraws from Our Savior Lutheran School, refunds may be issued using the following guidelines:

#### Tuition:

Tuition is due by the 1<sup>st</sup> of every month. If a student is withdrawn by the end of the first week of the month, tuition will not be charged for that month. If the withdrawal is after the first week of the month, tuition will be due for that entire month.

### **Fees**

Fees for lunch, class trips, outdoor education, milk, yearbook, sports, etc. will be paid via TADS to the school office. These fees are payable at registration along with payment for purchased items. All money turned in to the school office throughout the school year should be in an envelope with the following information clearly written on it: student's name, grade, amount enclosed and what it is for. Payments for lunch and extended care accounts may be made directly to the school or online through TADS.

### **Insurance**

The school has a blanket insurance policy that covers all students. Details are available in the business office and school office.

### **Authority Line**

In accordance with Matthew 18:15-17, "*if your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.*" If you are experiencing some problems with a teacher, you are requested to follow this line of authority:

1. The parents' primary contact regarding their child's welfare at Our Savior is with the respective teacher.
2. The principal may be contacted after parent/teacher discussion if the issue is not resolved.
3. The senior pastor may be consulted only after discussions with the teacher and principal.

### **Complaint and Grievance Procedure**

In order that we might give witness to the oneness we have in Christ, Our Savior Lutheran School desires to operate its programs in full compliance with all Federal civil rights statutes. That concerns might be handled in an orderly and fair manner, a complaint/grievance procedure for Title VI and Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973 has been established.

If any person believes that Our Savior Lutheran School or any part of the school organization has inadequately applied the principles and/or regulations of:

- Title VI of the Education Amendment Act of 1972 (Race, Color, or National Origin Discrimination),
- Title IX of the Education Amendment Act of 1972 (Sex Discrimination), or
- Section 504 of the Rehabilitation Act of 1973 (Handicap Discrimination),

he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Mr. Matthew Couser  
Our Savior Lutheran School  
7910 E. St. Joe Hwy.  
Lansing, MI 48917

A written statement concerning the grievance and acceptable accommodation to the grievance should be filed in the school office. All grievances will be kept on file. Grievances and grievance proceedings will be kept confidential on the request of the complainant. It is our intent that matters of concern will be

handled in a God-pleasing manner so that we might work in harmony, helping each other grow in faith and service.

## ACADEMICS AND SCHOOL LIFE

### School Calendar

The principal constructs a school calendar after reviewing the school calendars of Grand Ledge Public Schools. The proposed calendar is reviewed by staff and reviewed by the Christian Education Team. The state of Michigan requires public and non-public schools to be in session for 180 school days. Our Savior Lutheran School fulfills the requirement through our accreditation with Michigan Association of Non-Public Schools (MANS).

#### School Hours

Preschool		
3-year old:	Tuesday (am) & Thursdays (am)	8:15 - 11:15 am
Pre-kindergarten		
4-year old:	Monday (am)/Wednesdays (am)/Fridays (am)	8:15 - 11:15 am
4-year old:	Monday (pm)/Wednesdays (pm)/Fridays (pm)	12:15 - 3:15 pm
Grades DK-8		
Daily		8:15 am - 3:15 pm
Half Days		8:15 am – 11:45 am

### Before and After School

Students may enter the school building beginning at 7:55am and report to the Commons. At 8:00am (at the ring of the school bell) students may report to their designated classrooms and locker area. They are to go to their assigned classroom with the necessary materials for class work and are not to leave their room unless permission is received from their teacher. Classes are scheduled to begin at 8:15 am. Closing of classes begins at 3:05 pm with dismissal at 3:15 pm.

No student should be on the school premises after 3:30 pm unless requested by a teacher, participating in a supervised activity, or involved in the Extended Care/Extension Program. Parents are responsible for prompt pick-up already arranged at home before leaving for school. Remember, the staff has an extra responsibility when students are picked up late. Any student not picked up before 3:30 pm will be signed in at Extended Care unless another temporary arrangement has been made with the school office.

Groups using school classrooms or other sections of the building must use only the section of the building reserved prior for them. Please leave all rooms and equipment in proper condition to resume school activities the next day.

### After-School Dismissal Procedure

To foster less congestion, both inside and outside the building, as well as hopefully improving traffic flow in the parking areas and streets that surround our school, we are asking for your support and cooperation with the following procedures.

#### Parents, relatives, family friends, and car pool drivers ...

- may park in the parking lot and enter the school entrance doors to pick up their child(ren) inside the building.
- may park in the parking lot, meet your child on the sidewalk, and personally escort their own child to their own vehicle  
*(Parents with infants and young children may remain in/by their parked car within a parking spot and await their child to be escorted by an Our Savior staff member to their vehicle)*
- may curbside pick-up:  
Curbside pick-up is permitted along the front curbs of the school. Parents may pull up to the curb and remain in their car to pick up their child(ren). Children will be escorted outside the building by staff from both the church and school main entrances to the curbside pickup area in front of the school.
- shall refrain from leaving their car unattended along the curb in front of the school building before, during, and after school.

### **Other student pick-up and parking lot safety reminders...**

- Drive slowly and carefully along the sidewalk curb, to a parking spot, or leaving the church and school campus.
- The safety of all in the parking lot should be the number one priority.
- Follow the lead of any person directing traffic or on duty monitoring students. DO NOT block traffic flow by leaving cars unattended to go into the child's classroom or the office or to buckle kids into car seats. Park your vehicle in the parking lot.
  - If your child(ren) do not exit the building in a timely fashion for curbside pick-up...please
    - either pull around and re-enter the curbside pick-up line
  - Or
    - park in the parking lot and wait for your child to exit the building.
- Any adults needing to exit the driver's seat must park their vehicle in the parking lot. The drive-through areas (curbside pick-up) **must keep moving**. Children are NOT to walk into or across traffic lanes without adult assistance.
- At no time may students get in or out of the car on the driver's side as it poses a safety concern
- Cell phone usage must be hands-free only to give 100% attention to the children.

Everything connected with our school drop-off, pick-up, and parking lots must be done with safety in mind, first and foremost.

### **Bike Policy**

Bicycling is among the best ways to promote student well being. Our Savior Lutheran School supports bicycling as transportation as long as students live within bicycling distance.

The school regards the riding of bicycles to school by students as an assumption of responsibility by students and their parents – a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others. Our Savior Lutheran School assumes no liability for injuries occurring outside school property. Bikes shall be locked at the bike rack location near the school building.

Our Savior Lutheran School strongly recommends that students and their parents follow recommended bicycling safety guidelines and always use their common sense and good judgment. All children must wear a properly fitted helmet when riding a bicycle.

#### **3<sup>rd</sup> grade and below:**

Children in 3<sup>rd</sup> grade and below should be accompanied by an adult when bicycling to or from school. Parents are strongly cautioned to exercise great care and supervise carefully if children of this age wish to bicycle to school. Children in 3<sup>rd</sup> grade and below are unlikely to have the developmental and judgment skills for unsupervised bicycling. Students who ride bicycles to and from school must have written consent from a parent or legal guardian. Students should follow state law and safety guidelines for bicyclists.

#### **4<sup>th</sup> grade and above:**

Children in grades 4 and above may ride their bike to school. It is suggested that children ride in the company of others. Students who ride bicycles to and from school must have written consent from a parent or legal guardian. Students should follow state law and safety guidelines for bicyclists.

### **Communication**

The Our Savior Lutheran School News is shared weekly by email. A hard copy of the newsletter is available upon request. The Our Savior Lutheran home page at [www.oursaviorlansing.org](http://www.oursaviorlansing.org) lists current information that is updated weekly.

Our Savior Lutheran uses FastDirect Student Management System [www.fastdir.com/oursaviorlansing/](http://www.fastdir.com/oursaviorlansing/). FastDirect includes an email system that allows teachers and families to communicate and view grades and report cards.

Social media communication is available through our ministry Facebook page, facebook.com/oursaviorlutheranchurchandschool. Facebook posts are added to inform and share school and church ministry. Classroom websites are available to students and families with grade level and classroom information and updates.

Our phone notification system, BrightArrow Digital Voice Dialer, is an automated notification service designed for emergency notifications, attendance calls, ministry informational messages, and a variety of other school-related notifications. It can also be used for time-sensitive announcements such as school cancellations or weather-related delays. This system is integrated with FastDirect Communications.

## ACADEMICS

### Curriculum

The curriculum of Our Savior Lutheran School complies with the requirements of the State of Michigan. All teachers at Our Savior are either Michigan State certified or in the process of receiving their state certification in the first year at Our Savior. In addition, the curriculum is Bible-based and Christ-centered. Instruction is offered, but not limited to, the following areas:

#### Christian Studies

Bible History  
 Bible Study  
 Luther's Small Catechism  
 Church History  
 Memorization  
 Being a Christian Witness  
 Stewardship  
 Confirmation Instruction  
 Worship

#### Mathematics

General Mathematics  
 Pre-Algebra  
 Algebra

#### Physical Education

Individual & Team Sports  
 Lead-up Activities & Motor Skills  
 Sportsmanship Development

#### Social Studies

Citizenship

#### Social Sciences

Current Events  
 Ancient Civilization  
 Geography  
 United States History  
 Michigan History

#### Science

General Science  
 Earth Science  
 Physical Science  
 Life Science  
 Physical Science  
 Outdoor Education  
 Health

#### Language Arts

Reading/Literature  
 Handwriting  
 Grammar  
 Spelling  
 Writing Skills  
 Oral Expression

#### Spanish

8th Grade Spanish  
 7th Grade Spanish  
 6th Grade Spanish  
 5th Grade Spanish

#### Computer Education

Keyboarding  
 Communication & Collaboration  
 Presentation Programs  
 Digital Citizenship  
 Research & Information Fluency

#### Fine Arts

Visual Art  
 Music  
 Choir  
 Hand Bells & Hand Chimes  
 Band  
 Recorders

### Grading Scales

#### Grades 2-8

A	93 - 100+ %	B-	80 - 82 %	D+	67 - 69 %
A-	90 - 92 %	C+	77 - 79 %	D	63 - 66 %
B+	87 - 89 %	C	73 - 76 %	D-	60 - 62 %
B	83 - 86 %	C-	70 - 72 %	F	59 OR LOWER

#### Grades K-8

O – Outstanding      S – Satisfactory      I – Improving      N – Needs Improvement

Report cards contain letter grades, percentages, and teacher comments.

## Report Cards

Report cards are issued every trimester as an indication of the student's progress. In addition, midterms are sent home in grades 5-8.

We encourage parents to review their child's progress throughout the school year on **FastDirect**. See the school office for FastDirect activation. Consult your child's teacher with any questions or gathering of information.

Parent-teacher conferences are scheduled once per year in the fall. This conference is for consulting with parents regarding student's progress. An optional conference in the spring may be available if requested by the parent or teacher. Further consultations are encouraged at any time for parent and teacher communication.

## Awards

Every child at Our Savior Lutheran School has been given unique and special gifts and talents from our God. Students who demonstrate special efforts and achievements will be recognized.

Academic Honor Roll recognition in grades 5-8 will be determined using the following core subject areas:

- Christian Studies (including Memorization)
- Literature
- English Language Arts (including Writing/Grammar/Spelling)
- Social Studies
- Science
- Mathematics
- Spanish (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade only)

Honor Roll recognition will be:

**High Honors**- To be eligible for high honors, a student must have an average of 93% or higher with no grades in any core subject on the report card below 87%. Specials must be a B+ or higher.

**Honors** - To be eligible for honors a student must have an average of 83% to 92% with no grades in any core subject below an 80%. Grades in Specials must be a B- or higher.

Honor roll students will be recognized at the end of each trimester. Students receive ribbons for each trimester they achieve high honors or honors.

**8<sup>th</sup> grade valedictorian and salutatorian** -An 8<sup>th</sup> grade valedictorian and salutatorian will be chosen from the eighth grade. Student grades from the sixth, seventh and eighth grades (thru midterm of 3<sup>rd</sup> Trimester) will be averaged together to determine the awards. A valedictorian and salutatorian shall have been an honor roll student each trimester during their Our Savior career to be considered for this distinguished recognition. It is possible to have more than one valedictorian and salutatorian.

Attendance recognition will be determined as follows:

**Perfect church attendance awards** will be given to students who have not missed any Sundays during each trimester and school year. We celebrate student and family commitment to weekly worship. The following guidelines are written to help you understand the church attendance policy that will be in effect this school year:

Church attendance for the purpose of this policy will be taken in each classroom on Monday morning for the purpose of report cards and awards. If your child attends the Monday evening service, it is the responsibility of the student or parent, in the case of the younger students, to inform the teacher of the attendance at that service.

**Faithful church and exemplary school attendance certificates** will be given to students who do not miss more than a total of three Sundays or three school days during the entire school year. *Note: Three school days consist of any combination of absences, tardies and/or early exits .Also please note: For the health and safety of all students, students who are sick are strongly encouraged to be isolated at home until such time as they are well.*

Additional recognitions and awards will be presented as deemed appropriate.

### **Assessment Program**

In addition to regular subject matter assessment, the Stanford Achievement Tests is administered to every student in Grades 2 – 8 each spring. Test results are used for the guidance of the individual student and for curriculum planning.

### **Homework**

Generally, homework is work that has not been completed at school or work on a special project. When unfinished work is not completed at home, a written explanation from the parents is expected. Parents should also regularly review their child's work. In general, any homework not completed by the due date may result in a zero. Work must still be completed to ensure the student is learning the subject matter.

### **Make-up Work**

Students who are absent for any reason will be required to make up work missed in each class – one **day is granted for each day of absence**. Additional days may be granted solely at the teacher's discretion. **A day's absence does not excuse a student from the responsibility for the work due on the first day of the absence.** It is the student's responsibility to obtain all make-up work from his teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed. Parents should follow up with their student(s) to ensure all work is made up.

### **Planned Extended Absences**

Since the lessons and activities that occur in the class cannot be easily replicated and since each day's learning builds upon the learning from previous days, extended absences are strongly discouraged unless such absence is unavoidable. In cases where the planned absence is more than two days, a form for verification of a planned extended absence/advanced absence needs to be filled in the office two weeks prior to the absence. **Teachers will not be required to give assignments prior to the absence.** As a general rule, absentees are granted a day of grace to complete missing work for each day they are absent. This applies only to assignments that are made during the absence. Assignments made prior to the absence are due on the assigned date or immediately upon the student's return to class. Upon returning to class, the student is required to remain current on new assignments, while also completing make-up work as indicated above. In cases of excessive absence, the teacher may opt to give credit for completed make-up work rather than providing a letter grade for each assignment.

- The teacher is to be notified in writing of the absence a minimum of two weeks before the absence is to be taken. If your child has more than one teacher, each of them should get a note or email. Advanced absence forms are available for this purpose and parents are encouraged to use them to report their intentions to teachers and the school office.
- It is up to the teacher's discretion to provide class work in advance of the vacation period as lesson plans are often made at the conclusion of the week. Homework given prior will only be an estimate of what may be missed during the period of absence and may not be inclusive of all the material covered during the absence.
- **When the student returns from an extended absence, all teacher pre-assigned work, including tests, papers and projects are to be completed and turned in.** For any work not pre-assigned, the student will be given one day for every day absent or a maximum of five days to complete unfinished work. It is the parent's responsibility to contact the teacher to obtain instructions for

any missed academic work. If arrangements are not made between the family and the teacher, any missing work will result in an incomplete or zero for the work.

### **Classroom Devotions, Chapel Worship Services and Offerings**

Devotion and worship time is a central part of our school's life and community. God's Word teaches us that we are members of the Body of Christ. His Holy Spirit calls us to faith and moves us to draw near to Our Savior.

Daily devotions are conducted in each classroom. This is time to draw near to the Lord through hearing His Word, prayer and song.

Chapel worship is held once each week. In worship we:

- Praise God in song.
- Confess our sin, and hear the word of forgiveness in the name of Jesus.
- Listen to God's Word, meditate and pray to grow in faith.
- Unite in presenting our prayers, thanksgivings and petitions to a God who answers in a way that is best for us.

The chapel offering is an opportunity to give back to the Lord as He has given to us. Students are encouraged to participate in the chapel offerings. Each trimester has a designated offering to support local and global missions and needs.

Within the Christian life we learn that worship is more than meeting in church. Our life of work, play and worship is to be one in Christ. Parents, family and friends are always welcome to join us in worship.

### **Field Trips**

Our Savior Lutheran encourages educational trips as selected by the faculty.

- Trip locations will be selected by the faculty.
- Trips must have the approval of the school principal.
- Transportation will generally be provided using private vehicles. There will be a driver serving as chaperone in each vehicle. The driver/chaperone must be at least twenty-one (21) years of age with a valid operator's license. Anyone other than a parent will be at the discretion of the school.
- A driver will take only as many passengers as can be restrained by a shoulder harness and lap belt assembly. All passengers must use the seat belt assemblies provided in the vehicle. No student of any age will be placed in the front seat at any time.
- In agreement with the American Academy of Pediatrics, we not only require all children be restrained with a shoulder harness and lap belt assembly, we highly recommend all children under 4'9" (56 inches) and under 80 pounds be restrained with the aid of a safety booster seat.
- Individuals who provide transportation to school-sponsored events must be covered with adequate "No Fault" automobile insurance and medical coverage for the driver and passengers as approved by the State of Michigan.
- If transportation is provided to a school-sponsored event by means other than private vehicle, permission of the school principal is needed.
- A "Permission Slip" is required to be on file in the school office during the each respective field trip. This "Permission Slip" should be signed by the parent or guardian and returned to the issuing person of responsibility. Verbal permission will NOT be accepted.
- Chaperones, parent drivers and parents seeking to participate in the field trip are not allowed to bring additional children with the class or to the school-sponsored field trip.
- Individuals who provide transportation to school-sponsored events may not stop at any other destination during the trip without prior approval from the supervising staff member(s).

School trips will allow students to get better acquainted with community resources and provide experiences that will enhance or support classroom and extra-curricular learning activities. The trips are not a right for the misbehaving student to attend.

**Class trip** and **field trip** monies are charged through TADS. Class trips are designed to supplement the overall education experience of the children. The homeroom teachers plan the trips and make all

necessary arrangements. All children are expected to participate. In most cases there are fees associated with school trips.

### **7<sup>th</sup> and 8<sup>th</sup> Grade Fall Confirmation Weekend Retreat:**

The 7<sup>th</sup> and 8<sup>th</sup> grade confirmation retreat is a requirement of the confirmation program as developed by the Pastor and Family Life Minister. Students who are not members of Our Savior are not required to attend but are strongly encouraged to.

### **8<sup>th</sup> Grade Class Trip:**

The class trip is not required for completion of the academic program at Our Savior. Therefore, all Our Savior Lutheran School accounts (lunch, tuition, etc.) should be up-to-date prior to attending this activity. Please contact the homeroom teacher or school office with any questions.

### **Required Field Trip Attendance**

Field trips are planned to support the curriculum and expose students to learning experiences that cannot be duplicated inside the classroom. If you do not allow your child to go, your child is still expected to come to school. The teacher will provide assignments that will complement the field trip in a different way. If your child does not come to school that day, he/she is still expected to complete the assignment and will receive an absence for the day.

### **Outdoor Education**

Our sixth and seventh grade students spend two days at camp in nature-oriented, team-building situations. Fourth grade students spend a week at Annie's Big Nature Lesson. Facility leaders and instructors oversee activities with assistance from teachers and parents (guardians). There is an additional fee for this experience. This program is a part of our planned curriculum at Our Savior. Therefore all students are to be in attendance.

### **Field Trip Chaperones**

Our Savior Lutheran School will conduct background checks on any and all chaperones prior to any school field trip. Background checks forms are available in the school office. The background check form is to be completed and submitted to the school office each school year by participating chaperones.

### **Volunteer Driver Information**

Any volunteer driver for school field trips and other school functions must complete a **Field Trip Driver Form**. The form is to be accompanied with a copy of a driver's license and copy of car insurance and will remain on file in the school office as required by the State of Michigan.

**\*\*Important\*\*** Please be mindful that the State of Michigan law requires that children must be properly buckled in a car seat or booster seat until they are 8 years old or 4-feet-9-inches tall. Children must ride in a seat until they reach the age requirement or the height requirement, whichever comes first.

### **Computer & Technology Code of Conduct**

We encourage and develop student digital citizenship. The use of computers at school is for academic purposes only. Sites visited on the Internet are to be supportive of this effort. A student may not intentionally visit sites designed for entertainment or send or receive email with the exception of uploading or downloading materials between home and school.

Students having personal web pages/Facebook® accounts may not include ANYTHING (words or pictures) that would identify Our Savior Lutheran School or the name(s) of any student(s) attending Our Savior Lutheran School without prior consent.

All students will sign a code of ethics regarding use of the computers and other forms of classroom technology. The use of computers at Our Savior is a privilege, not a right. Failure to adhere to this policy could lead to the temporary or permanent suspension of computer privileges.



As always, students will strive to apply Philippians 4:8 to their electronic communication. *“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things.”*

### **Privacy of Information**

Information about students will be released from Our Savior Lutheran School as required by law, or as necessary to avoid immediate danger or physical harm to person or property, or as included in regular publications of Our Savior Lutheran School (i.e. School Directory, School Yearbook, etc.). Students should not disclose any personally identifying information without permission from his/her parent/guardian (in person, over the telephone, in written notes, or via the Internet).

Occasionally there are times that your child's name, image, or school work created by your child may be published on our website or in school publicity with or without revealing their full name or other personal information. Enrollment at Our Savior Lutheran School implies your permission to allow such activity. *If you do not wish to give your permission*, you must indicate that to the school by completing and turning in the Student Publicity Opt Out form. This form is available at registration and in the school office.

### **Substitute and Student Teachers**

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or are attending conferences. Students and parents will be as polite, helpful and considerate to these people as you would be with the regular teacher. Student teaching is a directed teaching experience under the supervision of the coordinating college (supervising educator) and the cooperating teacher (faculty member).

### **Support Services**

Our Savior Lutheran School utilizes local services for individual student counseling and parent consultation. Parental permission is required to use this service. Our Savior Lutheran Church and School has a partnership with Bess Starkweather, MA, LLP, Psychologist, who has office hours at Our Savior Lutheran. Families may contact her to receive services for children and families.

A Resource Room, operated in conjunction with Lutheran Special Education Ministries (LSEM) - Michigan, is available to students, parents, and teachers. The Resource Room teacher offers help and counsel to students, teachers and parents. The teacher also coordinates special education activities and screenings. These services are limited due to the contractual nature of the amount and frequency of services that Our Savior can offer to our students and families.

## **BEHAVIORAL EXPECTATIONS AND DISCIPLINE**

Attendance at Our Savior Lutheran School is an honor and a privilege. A student, who chooses to attend, accepts the responsibility of behavior consistent with the philosophy and guidelines of the school. This includes respect in word and action for church, parents, community, school staff and fellow students at all times. Accomplishment of the above requires self-discipline and a balance of strength and patience.

### **Discipline**

Christian discipline underlies the whole educational structure. It originates in the home. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

#### **Good discipline originates in the home and is continued at school. A parent should:**

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child God's Word, respect the law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.

5. Talk with the child about school activities; show an active interest in this/her report cards and progress.

Your interest and support at home are important to your children and greatly appreciated by his/her teachers. Teachers will think of each child as a precious soul so that he or she will receive the best possible education. An atmosphere of calm is essential to learning. The following will contribute to this atmosphere; quiet voices, careful handling of lockers, books and desks, and courtesy in traffic areas such as hallways.

### **School-Wide Rules**

1. Follow directions the first time they are given.
2. Do not engage in any behavior that jeopardizes the safety or learning of yourself or others. Keep hands, feet and objects to yourself.
3. Respond toward others in a positive manner as Christ would have you do. Unkind words, actions and inappropriate language will not be tolerated.
4. Follow all specific area rules (classrooms, playground, lunch room, commons, gym, etc.)

### **School-Wide Expectations**

#### ***Respect, Obedience, and Responsibility***

- As part of the Christian life, students are to respect and obey their pastors, teachers and other adults in positions of authority, such as secretaries, custodians and kitchen personnel, along with others who may be in the school from time to time.
- Students are to respect themselves and their fellow students. They are to demonstrate care for each other's personal study equipment, clothing and property.
- All children are deserving of a fair share of the teacher's time and are responsible for eliminating behavior that prevents other students from learning – such as excessive talking and disruptive behavior.
- Students are deserving of a safe environment while on the school premises and must accept the responsibility to follow rules necessary to achieve that goal.
- The student has the privilege to use educational materials and equipment and the responsibility to give them proper care.
- Slang, street talk, cursing the name of the Lord, or openly abusive and derogatory language is unacceptable. Our speech should "always be gracious" as Paul encouraged in Colossians 4:6.
- Indeed, all persons are due the respect that God desires people to have. All are special in God's eyes.
- Controlled or illegal substances are strictly forbidden

#### ***General Expectations***

- Students and parents are responsible for any willful damage to school or personal property.
- Lockers are to be locked at night and the weekends and the school is not responsible for lost, stolen, or damaged items.
- Students are to be prepared for each class with books, homework, supplies and all required materials.
- Cheating will result in a zero for the work.
- Gum chewing is not permitted in the school or church at any time.
- No carbonated beverages are permitted before, during, or after school. Exceptions may be made for parties with teacher permission.
- All snacks are to be under the direct supervision of a teacher.
- Cell phones, iPods, MP3 players, and other electronic devices are prohibited during school hours. They should be turned over to the teacher in the morning.
- E-readers and tablets are permissible for reading and learning activities with permission from the teacher with teacher supervision.

#### ***Playground Expectations***

- Follow direction of playground supervisors.
- Use equipment properly and safely.
- Play in designated areas only.

- Do not throw rocks, snowballs or other harmful objects.
- Boots must be worn in the snow.
- Students must be dressed appropriate for the weather, including hats and gloves in cold weather.

### **Hallway Expectations**

- Follow directions of teachers and all other staff.
- Always walk.
- Hallways are quiet zones.

### **Lunchroom Expectations**

- Students are expected to respect and follow the directions of the adult supervisors at all times.
- Students are to eat hot lunches made by the Hot Lunch Program at school or a homemade lunch brought to school. Students may not bring carbonated soft drinks for lunch.
- Students may not give away or trade items from their lunches. Lunches purchased or prepared by parents are to be eaten by the specific student for whom they were intended.
- Students are to use good table manners and courtesy while eating lunches.
- Students are to keep the lunch area clean and neat. Students who intentionally or accidentally make messes will clean up the messes they made.
- Students should eat in a timely manner, neither hurrying nor taking too much time. They are encouraged to eat their whole lunch.
- Students are to follow all established lunchroom procedures which include the following:
  - Saving seats for others is not permissible
  - Ask permission to leave the lunchroom to use the rest room and/or get water.
  - No running.
  - Speak and visit with peers in a respectable tone.
  - Do not visit students at other tables without permission.

### **Communication Process for Behavioral Problems**

When a student continues to misbehave, the teacher will contact the parents so they can cooperate in helping the child understand the problem and implement a plan for modifying the behavior.

The teacher may also ask the principal to assist in implementing a plan for modifying the student's behavior.

When a student or parent has a concern about discipline, it must first be discussed with the teacher. If the problem is not resolved, the student or parent should present the concern to the principal.

When parents observe or hear about incidents at school that concern them, they should immediately contact the teacher responsible for supervising the children. Seeking answers and solutions to such concerns will eliminate damaging gossip, accusations and hearsay.

## **Student Code of Conduct**

### 1. Code of Conduct:

The list of infractions is not all-inclusive and other conduct may also result in discipline. Our Savior Lutheran reserves the right to revise this code at any time as it deems appropriate. Proper notification of any revisions will be passed on to parents.

The following policies are in effect:

- While students go to or from school.
- On school property at any time.
- At all school-sponsored or approved events and activities, either on campus or off school campus.
- While being transported to or from school either on a bus or in personal cars.
- With respect to any misconduct toward any school employee.

2. Definition of Discipline Terms:

A. In-School Suspension (ISS) – Students will receive assignments from the teachers which must be completed to maintain current grade level. The student will solely work and eat lunch under the direct supervision of staff

B. Out-of-School Suspension (OSS) – The student may not attend school or school-sponsored activity for a specified period of time or until specified condition(s) is/are met.

C. School Detention (SD) – The student will receive work to be completed either before or after normal school hours under the supervision of an OSL staff member. Effort will be made to allow fair scheduling and arrangements with the parent(s).

D. Social Suspension/Probation (SSP) – Social suspension/probation will be used when a student displays inappropriate behavior during social functions including lunch hour, recess, athletic events and other school activities. A student on probation will be prohibited from attending any or all social functions, such as dances, athletic events, class picnics, assemblies, etc.

E. Expulsion – This is the permanent separation of the student from Our Savior Lutheran School.

3. Disciplinary Sanctions:

Given a school's need to impose discipline for a wide range of anticipated conduct, Our Savior Lutheran reserves the right to allow discretionary judgment upon unforeseen indiscretions of students.

The Christian Education Team (CET) may become involved with repeated misbehaviors, when deemed necessary by school administration. CET would participate in discussion with the student, and parents of the student, any necessary behavior modifications.

4. Student Guidelines for Possible Consequences:

(The following guidelines are for parent/student reference.)

ISS – In-School Suspension    OSS – Out of School Suspension    SSP - Social Suspension/Probation    SD – School Detention    CET- Christian Education Team

**Level I**

Level I offenses are less severe infractions and may be handled in the classroom; or if the behavior continues, are then referred to the school administrator. Level I infractions accumulate for one trimester only.

- 1st Offense      Teacher/Student Conference
- 2nd Offense      Parents will be notified
- 3rd Offense      ISS or SD with student; parent, teacher and school administrator conference with plan for behavior modification being implemented, student held accountable. CET involvement if plan is not heeded.

**Level II**

Level II offenses are serious infractions to be referred immediately to the school administrator. Level II offenses accumulate for one calendar year beginning with the date of the first offense.

- 1st Offense      OSS with another conference including student, parent, teacher and school administrator.
- 2nd Offense      OSS continues until conference with CET, teacher and school administrator can be set to discuss continued OSS or expulsion with student and parents.

**Level III**

Level III infractions are major infractions to be reported to the proper authorities and referred to the school administrator. All Level III infractions will accumulate.

- 1st Offense      Two-day OSS with student, parent, teacher and school administrator conference.
- 2nd Offense      OSS continues until conference with CET, teacher and school administrator can be set to discuss expulsion with student and parents.

3rd Offense Automatic expulsion if expulsion did not occur with the second offense.

#### **Level IV**

Level IV offenses are grounds for immediate expulsion following an investigation. Level IV infractions will remain on record for transfer into the student's high school career as part of the permanent record.

1st Offense Recommendation for expulsion

PARENTS WILL BE KEPT INFORMED OF DISCIPLINE PROBLEMS. It is the policy of Our Savior Lutheran to contact the parents via telephone, letters through the mail and letters carried home by the student. Immediate contact will be made after the third referral to the school administrator's office to notify the parents/guardians of an accumulation of discipline referrals. Any out of school suspension will result in a telephone call to the parent/guardian.

### **Suspensions and Expulsions**

Disruptive behavior by a student is analyzed and modified in the spirit of Christian relationships as defined by the Discipline Policy. When these efforts are not effective and a student persistently and/or deliberately disobeys school regulations, the principal has the authority to suspend the student for a maximum of one week.

Any sixth, seventh or eighth grade student suspended during the school year will be on probation. If behavior has not improved satisfactorily, they will not be permitted to attend the sixth and seventh grade outdoor education camp or the eighth grade class trip.

Students who are suspended will be required to make up the work. Such work may be subject to a reduced grade depending on the circumstances of the suspension. Parents are requested to pick up homework at the end of each day of the suspension. All homework is due upon return to school. A suspended student may not attend any school function during the time of suspension. At the discretion of the principal, any eighth grade student suspended during the year may not be allowed to participate in the class trip. The suspension will be reported to the senior pastor. Upon the request of the parents, the suspension may be appealed to the senior pastor.

A student who persists in repeatedly disruptive behavior of a serious nature may be expelled after consultation with the principal, parents, teacher and senior pastor.

The school reserves the right to require a student to arrive early, to remain after school, to remove certain privileges, to suspend, or to ask a student to withdraw from school when school policies are violated. Consistent failure to cooperate with the faculty or with school regulations is grounds for expulsion.

Removal from school does not mean that students involved are not forgiven. Rather, the disciplinary action is intended to emphasize the seriousness of the offense for a Christian school setting and to teach the consequence of such behavior, in much the same way that a failing grade may be the consequence of poor preparation.

A suspension, whether half-day or all day, will be communicated to the parents through a phone call and/or letter and could also mean loss of academic credit and participation in school-related extra-curricular activities.

A student who persists in repeatedly disruptive behavior of a serious nature may be expelled after consultation with the principal, parents, teacher and senior pastor. Should an expulsion occur, a letter will be sent to the parents.

### **Mandatory Expulsion Laws**

Our Savior Lutheran School prohibits all students from bringing or possessing a dangerous weapon in a weapon-free zone without the prior consent or permission of a school administrator or police officer. A

weapon-free school zone exists at every public and private K-12 school in Michigan, and includes school grounds and vehicles that transport students in school sponsored events.

A student found in possession of a dangerous weapon in a weapon-free zone will be permanently expelled from Our Savior Lutheran School. In addition, within 3 days of a student's expulsion for having a dangerous weapon, or for committing arson or rape, Our Savior must and will refer that student to the appropriate department of Social Services or Community Mental Health. Notification of that referral shall be given to the parents or legal guardians.

State and federal laws define dangerous weapons as a:

- Gun
- Dagger
- Dirk
- Stiletto
- A knife with a blade over 3" in length
- A pocket knife opened by a mechanical device
- An iron bar
- Brass knuckles

Any student who has one of these weapons in his/her possession at Our Savior Lutheran School, on school grounds, or on school buses may be permanently expelled from Our Savior Lutheran School.

Students are expected to know what objects are considered dangerous weapons and avoid bringing them to school or on school grounds. Any student or parent who has a question about whether an object is a dangerous weapon should contact the principal BEFORE bringing such items onto school grounds or to school events.

### **Re-Admission to School Following Expulsion**

Once a student is expelled, he/she may not re-apply for admission for the remainder of that school year. Permission to re-apply in a subsequent academic year will be at the discretion of the administrator and must be based on evidence of a significant change in attitude and behavior on the part of the student. At that point, the student will go through the same channels for admission as a new student (interviews, etc.) plus, he/she will have an interview with the Christian Education Team of the school. If the student is accepted for re-admission to the school he/she will re-enter under a probationary status that will be defined to both the student and the parents at a conference and in writing.

### **Bullying and Harassment Policy**

Our Savior Lutheran School believes that all students have a right to a safe and healthy school environment. Jesus Christ himself has said, "**Love one another. As I have loved you, so you must love one another.**" John 13:34. Our Savior Lutheran Church and School and its families have an obligation to promote mutual respect, tolerance and acceptance.

Our Savior Lutheran School will not tolerate behavior that infringes on the safety of any student. **Bullying** is any behavior that is **repeated** and **intended** to bring **harm** to another person. A student shall not intimidate or harass another student **through words or actions**.

Definition: Harassment and/or bullying is defined to include any gestures or written, physical or verbal acts that are reasonably perceived as being harmful to a person or his/her property, or places a person in reasonable fear of harm, or has the effect of insulting or demeaning any person or group of persons.

Harassment/bullying is intimidation that would include gestures or written, physical or verbal acts that are reasonably perceived as being motivated by a pupil's religion, race, color, age, national origin, sex, disability, socio-economic status, height or weight, or by any other distinguishing characteristics. Harassment or bullying can take place any time during school-related activities. "School-related" is defined to mean a classroom, elsewhere on school premises, on a school bus, or at a school-

sponsored activity or event whether or not it is held on school premises.

Harassment and bullying behaviors include (but are not limited to): *verbal harassment*, physical harassment, social harassment, visual harassment, *sexual harassment*. *The terms harass, harassment, and/or harassing used henceforth in this policy will be construed to include all the before mentioned forms of harassment, intimidation and/or bullying.* A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Persons found to have made false or frivolous charges will also be subject to disciplinary action.

Our Savior Lutheran School expects students, staff and parents to **report** incidents of bullying to the supervising teacher or principal. Staff is expected to **intervene** when they see a bullying incident occur. Each complaint of bullying will be **promptly investigated**. This policy applies to students on church/school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether during a school-sponsored activity on or off campus.

### **Corrective, Administrative Procedures**

#### ***What to do? Responsibilities of students, parents and school personnel***

##### **Students**

- Students being bullied should report it to staff, parents or church/school personnel.
- Students that are aware of or have observed bullying activity should report it to any staff member, parents or church personnel.
- Students should be willing to resolve bullying situations through a willingness to share what Christians do and do not do, granting forgiveness if it is asked for and making every effort not to repeat a negative behavior.

##### **Parents**

- Parents are encouraged to take what their children say seriously and report the bullying concerns to the school. As has been noted many, many, times, "We cannot resolve or intervene in a situation if we are not aware that it has occurred or has been occurring."
- Parents need to accept that the full story may be complex and to trust the school in its processing of the information.

##### **Staff**

- All staff, church personnel and volunteers should take bullying reports seriously.
- All staff should establish whether a bullying incident is isolated or an ongoing pattern of behavior. In either case, inappropriate behaviors should be addressed.
- Teachers are to report all such incidents to the principal in writing.

### **Process and Procedures to Implement the Bullying Policy**

1. Any student who believes she/he has been subjected to bullying or harassment may bring forward a verbal and/or written complaint to his/her teacher or principal for their review.
2. A Bullying Report Form, signed by the complainant and the parent, will be submitted to the principal within five school days of the reported complaint. The principal will review and determine necessary steps.
3. The principal will be responsible for notifying the person against whom the allegation of bullying has been made. That person will have the opportunity to respond to the allegation .
4. The principal will complete the investigation, make a determination and recommendation of remedial steps necessary to stop the bullying behavior if warranted.

5. The principal and the reporting teacher(s) will meet with parties to propose an appropriate solution. Under the Family Education and Rights to Privacy Act (FERPA), discipline details will only be shared with the offender's parent or legal guardian.
6. If any parties are not satisfied with results of the investigation, they can discuss the allegations, findings and/or actions taken with the senior pastor after working with the teacher(s) and principal.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Athletics**

Our Savior Lutheran School offers a well-rounded sports program for the benefit of its students. The objectives of this program are to:

1. Provide an opportunity for students to participate in sports that they may not have in later years under more competitive circumstances.
2. Aim toward the highest Christian standards of sportsmanship.
3. Develop loyalty and a sense of camaraderie to the church and school.

Because the objectives of Our Savior Lutheran School are to develop and perpetuate Christian growth and academic development, participants in the sports program are to have regular church attendance, to exhibit an attitude of cooperation and sportsmanship and to make academic progress. *Please see the Athletic Handbook for our athletic policy, eligibility rules, code of ethics and permission forms necessary for participation.*

A one-time annual sports fee of \$65 per student (maximum of \$120 per family) will be assessed at registration for students participating in any school-related sport programs (excluding PeeWee Basketball & Little Panthers Basketball).

### **Yearbook**

Students in the middle school may choose to be a part of the yearbook committee. The teachers and principal will review requests to participate and determine academic and behavior levels that are appropriate as a condition of participation.

### **Student Council**

Student council representatives are selected through an application process at the beginning of the school year in grades 5-8. These students participate in various school leadership roles (e.g. school store, service projects, safety patrol, worship leaders, etc.) and meet on a regular basis to plan and carryout school activities, events and service projects.

## **MISCELLANEOUS**

### **Books and Supplies**

All children will receive their books and supplies according to the following arrangement:

1. Textbooks are given to students at the beginning of the school year and will be collected at the end of the year. Students are held responsible for the books that they use and it is expected they take care of them. Students are encouraged to cover all textbooks. Please do not use cloth covers as the wrong size cover damages the book.
2. Children are expected to have the necessary supplies at all times. A detailed supply list of materials required in each grade is provided to the parents and is available from the school office upon request.
3. In the case of damaged textbooks or library books, students will be assessed on the basis of age of the book and amount of damage the book has received (for damaged library books see library policies and procedures).



## **Damaged Property**

Respect and care for school property is expected at all times. School furniture, equipment and property must not be willfully defaced, marred or damaged by students. Repair or replacement charges will be made for any damage or destruction of school property to restore damaged articles to original condition.

## **Distribution of Materials**

Any written materials distributed on Our Savior's campus to families through the students must receive the approval by the principal prior to its distribution and handled with sensitivity and discretion (i.e., party invitations, promotional handouts, etc.).

## **Dress Code**

We can look to God's Word for guidelines in all aspects of Christian living. Dress and grooming reflect an individual's attitude and self-concept.

The purpose for establishing a dress and grooming code at Our Savior is:

- To promote neatness, decency, modesty and respect with regard to appearance.
- To promote unity, health and safety.
- To develop the philosophy of wearing the appropriate clothing at the appropriate time.

The cooperation of students, parents and teachers is necessary in maintaining the standards of our dress code. It is very important that this code be accepted fully and enforced consistently. It is especially important to be mindful of this when school clothes are purchased. Enforcing the dress code is not the sole responsibility of the school. Parents are asked to partner with the school in monitoring their child's daily attire. Clothing should not detract from the objectives and goals of the school, but should reflect our Christian values and give a positive witness to our Christian faith. Modesty, cleanliness and neatness are good guidelines to follow in respect to all wardrobe selections. Questionable attire and grooming will be reviewed by the faculty.

## **General Dress Guideline**

**To show honor and glory to God, we encourage dress clothes for chapel.**

Student Expectations:

1. Chapel worship services are on Wednesdays. We strongly encourage that your child(ren) dress accordingly.
2. All clothing should not be too tight, too short, too loose or too revealing
3. Hair must be neat, clean and well-groomed. Extremes in style are to be avoided. Hair is to be off the face, not covering the eyes. Boys' hair should be above the shirt collar.
4. For health and safety reasons, bare feet, flip-flops, clogs, sandals without back straps, plastic shoes or roller shoes are not to be worn to school. Heels should be no higher than two inches. Shoes must be tied at all times. During the winter when boots are worn, students must change into street shoes.
5. Outerwear for inclement weather or snowy weather should be brought to school, as appropriate, including snow boots, gloves, hats, scarves, etc.
6. Jackets, coats, hats, sunglasses, gloves, etc. (outerwear) are not to be worn indoors during the school day unless otherwise specified. Outerwear is not permitted in the classroom. It is suggested that a sweater or sweatshirt be kept at school for times it may feel chilly in the classroom.
7. Jeans are permitted, but they should have no holes (including "designer holes") or frayed hems. All pants must be worn at the waist at all times.
8. No questionable writing, inappropriate insignias (e.g. skulls and crossbones) or advertising (other than logos), will be allowed on clothing. Wording on shirts should reflect a Christian message.
9. The hem of all shorts or skirts must be at least below fingertip length. All shorts and skirts must be worn at the waist.

10. Shoulder straps on all tops must be at least four fingers (the wearer's fingers) wide. No tank tops, tube tops, or tight-fitting revealing tops will be permitted. All tops must be long enough to be tucked in and reach the waist when the arms are raised above the head.
11. Excessive make-up is not permitted.
12. Students in grades 7-8 will bring a pair of shorts and a T-shirt to wear during PE. Deodorant is also advised.
13. Students must have a separate pair of shoes to be worn in the gym only.

First Offense	Parents will be contacted
Second Offense	Parents will be contacted to bring a change of clothing and a reminder will be sent home with the student

The teachers have been given the authority to make those judgments and interpretations that become necessary in the application of the dress code. Teachers may modify these rules when a field trip or class activity would need such a change. It is our desire that parents will accept responsibility to see that their children come to school properly dressed so that disciplinary action will not have to be taken at school.

### **Library Policies and Procedures**

Our Savior Lutheran School offers a collection of books and magazines. Children who lose or badly damage library materials are required to pay for replacements.

The following library procedures will be followed:

- Students in grades K-3 check books out for one week; students in grades 4-5 check books out for two weeks; adults and students in grades 6-8 check books out for four weeks.
- Books may be renewed for a period of one week at the discretion of the librarian.
- Written notice will be given of all overdue books. Charges will be given for each slip.
- Charges will be assessed as follows: first notice= \$.10, second notice = \$.25, third notice= \$.35, fourth notice = \$.50
- No further checkout of library materials will be permitted until overdue books are returned and charges are paid.
- After one month, a bill will be sent stating the replacement cost of the book and requesting payment.
- If a book is returned in good condition after it has been paid for, a full refund will be made.

### **Lockers**

Each student will be assigned a locker.. It is the student's responsibility to see that his/her locker is kept neat and orderly. The student will use only his/her assigned locker and should not tamper with any other. No objectionable pictures or adhesive stickers may be used in the lockers. The staff will determine any unacceptable attachments or accumulations during inspections. Lockers are to be locked at night and the weekends and the school is not responsible for lost, stolen, or damaged items.

### **Lost and Found**

Each year various items of clothing and other belongings accumulate at school because they were either misplaced or neglected. Students who find lost articles are asked to placethem in the lost and found currently located outside the restrooms in the southeast hallway. Parents and students are encouraged to reclaim lost articles through a regular inspection. At the end of each trimester unclaimed articles will be given to a charitable organization.

### **Lunch Program**

#### **Hot Lunch**

Hot lunch is a "Type A" lunch including offerings of milk, main item, vegetable, fruit and grain. No dessert, as such, will be included with this "Type A" lunch. The hot lunch fee is \$3:00 for students and \$4.00 for adults.

**Cold Lunch**

Students who bring a cold lunch from home must include their own silverware and all necessary items for their meal. There will be a microwave available for students who bring their lunch from home. Students must be able to prepare their own lunch and operate the microwave on their own. There will not be lunch personnel available to assist them with microwave use. The student is also responsible for wiping out the microwave after every use.

**A La Carte**

A variety of nutritious snacks, treats and desserts will be available for individual purchase four days per week. Cookies, popcorn, hot pretzels, fruit and ice cream are examples of things that will be available. The a la carte line will be open to everyone including children who bring their own lunch.

**Milk**

Milk is included with the price of hot lunch and Individual milk cartons are also available for students who bring their own lunch from home or would like an extra one with their meal. The cost of a milk carton is due at time of purchase from a la carte. The milk fee is \$0.65 per milk carton.

**Payment**

Families participating in our hot lunch program will maintain a lunch account from which students will be charged for each meal eaten in TADS. Lunch account payments may be made in the school office (cash and checks are accepted) or online through TADS.

All parents are responsible to manage their lunch accounts in TADS. You may view your account balance online. If your account balance becomes negative, you will receive an email notice requesting your lunch account receives attention. You may also make an online payment for lunch. Accommodations can be made for families without Internet access if you inform the office.

There is a \$25 credit limit on lunch accounts. If the balance owed in a lunch account becomes more than \$25 lunches will only be available on a cash basis until the account is funded with the amount of the outstanding balance and pre-paid for future lunches.

**Other Lunch Information**

A monthly lunch menu is sent home with students, is available on the info wall outside the school office and is also posted on the school website and in FastDirect links. Children will be expected to eat what they take so they should not take what they will not eat. Since children will be serving themselves, they should have enough to eat.

The hot lunch meal will be eligible for the federal government's free and reduced price lunch program. Applications for this program will be available at registration or in the school office. Our Savior Lutheran School, 7910 E. St. Joe Highway, Lansing, MI 48917 operates its school lunch program in accordance with U.S. Department of Agriculture policy and receives and uses federal funds and United States Department of Agriculture donated foods. No person, because of race, color, national origin, sex, age or handicap shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in our United States Department of Agriculture donated food and child nutrition programs. Any person who believes he or she has been discriminated against in any USDA-related activity should write to the Administrator, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, VA 22302 or to the Secretary of Agriculture, Washington, D.C. 20250.

**Fundraising**

The senior pastor and principal approve all school fundraising projects. Each individual or organization shall first complete a Fundraising Activity Application and submit it to the Principal. A copy of this application can be found in the church or school. With the exception of the Student Council, all requests for the school year shall be submitted no later than two weeks prior to the start of the fundraiser. A fundraising booth or table will be permitted no longer than four consecutive weeks. This will allow others the fundraising privilege as well. Exception will be made by the senior pastor and principal.

## **Medication Policy**

No medication will be administered by school personnel unless parents have sent a signed permission form to school along with the medication ahead of time. The Prescription Medication Permission Form and Over-the-Counter Medication Permission Form are available in the school office and must be on file in the school office. Instructions for bringing in medications to school are included on the forms and must be followed. Students with prescribed inhalers may keep their inhaler accessible as needed.

Parents are required to provide any pain relief or over-the-counter medicines they wish their child to have while at school. Any prescription medication must be prescribed by a physician and taken according to the doctor's orders. All medications will be kept in the school office.

Students with food allergies must indicate this on the OSL Health and Immunization form which will be copied to the food service director, staff, substitute teachers, and school office.

## **Safety Drills**

As mandated by the State of Michigan schools are required to conduct fire, tornado and safety lockdown drills each year. These drills are unannounced and are conducted to develop safety practices that will help students respond appropriately and in an orderly manner to pre-designated safety areas during an emergency.

## **Security and Key Card Policy**

Providing a safe and healthy environment for all students and employees begins with an increased awareness of school security. Our building will be locked at all times for the security of our staff and students. Keys cards will be issued to parents upon request with a security deposit. The key cards provide parents access to the school's main entrance from the hours of 7:00 am to 6:00 pm Monday through Friday. Please see the Key Card Agreement form for further information.

All faculty and staff are responsible for building security during normal school hours. Staff is responsible for securing the building as they enter and leave it by making sure that the door is always closed securely.

Faculty and staff will be required to wear an identification card at all times.

## **Visitors**

For the safety of our students all visitors to the building between 8:30-3:10, including parents, must report to the office to check in and out. When visiting, please sign in and sign out at the office. The school secretary will provide a visitor badge when necessary. Early childhood families (families of preschool, prekindergarten, extended care, kindergarten students) are permitted to pick up their child (student) directly outside the classroom without having to check in at in the office at the dismissal times of 11:15am and 3:15pm.

Visitors need to use the intercom system located by the main entrances of the building. For the safety of our school community, no one is permitted to enter the building at any other location other than the school or church entrance doors. The intercom system requires visitors to identify themselves by voice and a visual camera. All delivery persons and workmen will be required to stop by the office first.

To ensure this security of our staff and students, please do not hold the door open for others, unless they are with you, and do not "prop" the door open at any time. Once you have entered the building, please ensure the door is completely closed behind you.

If you have questions or concerns regarding this policy, contact the principal, school secretary or business manager.

## **Visiting School**

Parents are always welcome to visit the classrooms, or join their child for lunch. Please notify the school office before 9:30am if you would plan to eat hot lunch. Stop in the school office to purchase

a lunch or have the amount deducted from your child's meal account.

### **Volunteers**

School Volunteers are at all times to stop in the school office to sign in and out. Volunteers will pick up their name badge or visitor name tag from the school office before reporting to their required volunteer destination. At the conclusion of the volunteering responsibility, volunteers must return to the school office to sign-out and return their name badge.

The school office has a volunteer permission form to be completed by the volunteer and returned to the school office for record keeping.

### **Student Phone Use**

If a student needs to place an on outside call, the student should get permission from his/her teacher. Upon permission, students may make a phone call from the classroom or school office.

### **Cell Phones and Electronic Communication Devices Policy**

Cell phones and Electronic Communication Devices (ECDs) are not permitted in school, but, if determined by parents that these are needed before and after school, they will be given to the teacher at the beginning of the school day and returned to the student at the end of the day. Cell phones are not to be kept in backpacks or lockers during the school day.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. The school is not responsible for preventing theft, loss or damage to cell phones or ECD brought onto its property.

All phone communication will be provided through school classroom and office phones upon permission. In addition:

- Students are prohibited from using cell phones or other electronic communication devices or having them "on" and accessing information during classes and testing throughout the entire school day . TEXTING AND INTERNET USUAGE WHILE IN THE BUILDING IS NOT PERMITTED WITHOUT PERMISSION FROM A TEACHER.
- The use of cell phones and other ECDs in locker rooms, hallways and restrooms is strictly prohibited. Cell phones or ECDs may not be "on" or otherwise in use in the school locker rooms, restrooms, whether here or at a school-related activity or athletic event. This includes the use of the picture feature available with some models of cell phones and ECDs.
- During school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away and out of sight.
- "Using" a cell phone or other ECDs refers to making/receiving calls, text messaging, videotaping, picture taking, audio recording or using the ECD for any other purpose.

The use of cell phones or other ECDs in an unauthorized manner or in violation of the policy may result in disciplinary action depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences as appropriate.

<b>Discipline:</b>	<b>1st Offense:</b>	Device confiscated and returned to student at end of day
	<b>2nd Offense:</b>	Device confiscated, parent to pick up
	<b>3rd Offense:</b>	Device confiscated, possible in/out of school suspension

### **Electronic Readers and Tablets Policy**

- Content of reading material should not be contrary to Christian values.
- Teacher permission is required for internet use. Please remember to download books at home
- Our Savior Lutheran is not responsible for lost or stolen readers and tablets.

## HOME EXPECTATIONS

### Student Attendance

In accordance with state laws, all students should have regular and punctual attendance. Children should not be kept home from school unless they are sick or the family is faced with an emergency. Communication with the school regarding absences is extremely important.

### Student Illness

Please do keep your child home if he/she is sick. Colds, sore throats, stomach ailments, etc. spread quickly among students and staff. Doctors recommend that children be fever free for 24 hours before they return to school.

### Student Absences

**In the case of all absences, the reason the child is absent must be provided to the school office AND to the child's teacher through a message in FastDirect by calling the school office.** If the school office does not have a record of a student's absence, parents will be contacted to verify the absence. The school is required by law to report daily absences involving sickness.

Single-day absences for reasons other than illness should be arranged and excused with the student's teacher at least 24 hours in advance of the absence. Multiple-day absences for reasons other than illness or family emergencies should be communicated to all of the student's teachers a minimum of ten instructional days before the start of the absence in order to make arrangements for assignments and/or activities the student will miss. Parents are responsible for the student's progress.

Parents are encouraged to schedule appointments with doctors, dentists, or orthodontists after school hours or on school holidays. However, we understand this is not always possible. A written note or FastDirect should be presented to the teacher prior to the absence and arrangements made for completing assignments and course work. If your child has a planned late arrival to school, please inform the school office AND teachers and the expected time of arrival.

If a child is to be kept in from recess or not participate in physical education classes, a written note signed by the parent is requested.

### Tardies

When a student arrives late to school (anytime after 8:15 a.m.), he/she is considered tardy. A parent or adult should check the student in at the school office. Absences and tardies are tracked in Fast Direct. An admittance pass will be needed by the tardy student to enter class after the beginning of the school day.

After five tardies in a trimester, the family will be notified of the concern by letter and/or a FastDirect message. After ten tardies in a school year, parents will be required to meet with administration to discuss the matter and develop a plan to resolve. The plan will include consequences for additional tardiness.

### Dismissal During the School Hours

Students who need to leave school grounds during any time of the day must have the written permission of their parents and be accompanied by an adult. The school office must be informed if the student is to be picked up early and a parent must check out the student in the office when leaving the building. Late arrivals and early exits during the school day are tracked by the school office in FastDirect. Whenever such permission has been granted, full responsibility rests with the parents/guardians.

To excuse a student during school hours, the following procedures are in place:

1. Written note to teacher/school office in advance
2. Parent reports to office to sign out the student
3. Student is released from the school office

## **Church Attendance Policy**

Believing that our role at Our Savior Lutheran is to assist the home and the church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at a church. **We do not feel that Our Savior Lutheran Church and School is working in harmony with the home if the family is not regularly attending worship.**

### **Members**

In order to foster their Christian growth, families who are members of Our Savior Lutheran Church are expected to maintain a regular and faithful church attendance at Our Savior for each of the three trimesters of the school year.

Student church attendance will be recorded weekly and reported every trimester on the report card. This recording and reporting is a reminder of the importance placed on regular and faithful church attendance.

If a student's church attendance drops below 50% for any school trimester, the senior pastor will be notified in their role as spiritual counselor. Upon the discretion of the senior pastor and school principal, poor church attendance may impact tuition assistance received by school families. **We do not feel that Our Savior Lutheran Church and School is working in harmony with the home if the family is not regularly attending worship.**

### **Community Members**

For students who are members of congregations other than Our Savior Lutheran, regular and faithful church attendance is also expected.

If families without a church home have enrolled their children in Our Savior Lutheran School, it is assumed that they are seeking Christian training for their children. Since worship is essential for Christian growth, such families are invited to worship at Our Savior Lutheran Church.

Teachers and the principal will review church attendance every trimester. If a student's church attendance drops below 50% for any school trimester, the senior pastor will be notified in their role as spiritual counselor. Upon the discretion of the senior pastor and school principal, poor church attendance may impact tuition assistance received by school families. **We do not feel that Our Savior Lutheran Church and School is working in harmony with the home if the family is not regularly attending worship.**

### **Parent-Teacher League (PTL)**

All parents are invited to participate in the Our Savior Lutheran Parent-Teacher League (PTL). The Parent-Teacher League board meets approximately once every month during the school year. The PTL sponsors various activities, assemblies and programs for all ages throughout the school year for the students and for the parents.

### **Room Parents**

Parents are encouraged to volunteer as room parents by notifying a Parent-Teacher League officer. The duties include:

1. Assisting the teacher with classroom parties
2. Assisting in supervising field trips (as necessary)
3. Assisting with school open houses
4. Assisting with church and school auction
5. Assist with Parent Teacher-League or staff request tasks

### **Classroom Parties**

Students may bring treats for their classroom to share for birthdays or other special celebrations. Parents are encouraged to bring nutritious snacks for such sharing. Caffeinated beverages are not permitted.

The Parent Teacher-League room parents coordinate the classroom parties. They include Reformation, Christmas, and Valentine's Day parties along with other parties approved by the teacher.

### **School Dismissal in Severe Weather**

In the event of severe weather, the decision on whether to close Our Savior Lutheran School due to inclement weather will now be made independently and is not contingent on the decision of Grand Ledge Public Schools to close school. The safety of our school families remains a priority. *Parents always reserve the right to keep their child(ren) home or delay their arrival until conditions improve.*

Local school districts and other school closings in our communities will be only one of the many factors in our decision to close school due to inclement weather, cold temperatures, or poor road conditions. Communicating a school closing remains the same. Any school closing will be shared via Phone Alert message, FastDirect, Our Savior website, Facebook, and TV Stations (WILX, FOX47, WLNS).

In the event that it become necessary to close during the school day, the principal and staff will make attempts to contact families via FastDirect, Phone Alert, Our Savior website, and other media outlets. It is the parent/guardian responsibility to pick up students in a timely manner.

### **Extended Care & Extension Program**

For those students who must be dropped off at school before the school doors are opened or who cannot be picked up immediately at school dismissal, we provide a before school and an after school care program. Paid adult staff will supervise the students in designated areas.

**Extended Care** hours are 7:00am until dismissal to classrooms and immediately after school until 6:00pm. Parents with kindergarten students must accompany their students(s) into the building to sign them in. Students in grades 1-8 may sign themselves into Extended Care. All parents are required to sign students out when picking them up.

**Extension** for preschool, pre-kindergarteners, developmental kindergarten, and early extension (3-year olds) is available from 7:00am until dismissal to classrooms and through 6:00pm. Parents with preschool, pre-kindergarten, developmental kindergarten, and early extension must accompany their students(s) into the building to sign them in. All parents are required to sign students out when picking them up.

A staff member will sign students who are not picked up within ten minutes of school dismissal into Extended Care. Children should not be anywhere in the building unsupervised and cannot wait someplace else in or out of the building to be picked up.

Please refer to the Extended Care Handbook for more information, expectations and policies and refer to the Early Childhood Director and Extended Care Director.

### **School-Home Partnership**

1. Cooperation is expected between the teachers and the parents. Teachers will keep in touch with the home. Contact is made through meetings, phone calls, emails, etc. during the term. Parents are encouraged to contact the teacher whenever a concern exists.
2. School news is found in the weekly school newsletter and on the web. Announcements, requests, recognitions and other useful information will be published.
3. The weekly school newsletter will be distributed to each family via email unless otherwise requested. Parents are urged to consult this newsletter for news and announcements. Parents are also encouraged to find school information on the church and school website [www.oursaviorlansing.org](http://www.oursaviorlansing.org).
4. Classroom newsletters, classroom websites, Fast Direct ([www.fastdir.com/oursaviorlansing](http://www.fastdir.com/oursaviorlansing)) and Facebook ([www.facebook.com/oursaviorlutheranchurchandschool](http://www.facebook.com/oursaviorlutheranchurchandschool)) are additional important means of communication.
5. Homework is assigned to help students develop lifetime skills. Parents are encouraged to be involved with this important activity including providing a quiet well-lighted place in the home where work can be done without disturbance. Parents
6. Parents are asked to consult the teacher if the child consistently requires more than 1½ hours of homework for grades 6-8 (accelerated classes may require additional time) or more than an hour for grades 4-5 and a half-hour for grades K-3.



## **Changes To Telephone/Address/Email**

Please call the school immediately when there is a change in address, phone number and/or email address.

Our Savior Lutheran School's telephone number is 517-882-3550. Parents are requested to call during posted school office hours. Student arrangements for social events, parties, rides, etc. should be made prior to school hours. The school office should not be used as an intermediary in making such arrangements. Students are permitted to use the school telephone for emergency calls. Students may request to use the school telephone for other than emergency calls. Such requests will be granted on a per call basis.

## **Wellness Policy**

### ***Purpose***

Our Savior Lutheran School is committed to creating a healthy school environment that promotes the beauty of God's creation and enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

### ***Nutrition Education***

Every year, all students, Pre-K-8, shall receive nutrition education that promotes treating bodies as temples of God. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum and displayed throughout the school campus. Staff members shall have the appropriate training.

### ***Nutrition Standards***

Our Savior Lutheran School shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The school will encourage students to make nutritious food choices. Our Savior Lutheran School shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs.

We will consider nutrient density and portion size before permitting food and beverages to be sold or served to students. Vending machines shall not be available to students during the school day.

### ***Physical Education and Physical Activity Opportunities***

Our Savior Lutheran School shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.

Every year, all students shall have the opportunity to participate regularly in supervised physical activities, organized or unstructured, intended to maintain physical fitness and to understand the short and long-term benefits of a physically active and healthy lifestyle.

### ***Other School-Based Activities Designed to Promote Student Wellness***

Our Savior Lutheran School may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

### ***Implementation and Measurement***

The principal and food service director shall implement this policy and measure how well it is being managed and enforced. The principal and food service director shall develop and implement administrative rules consistent with this policy.

### ***Administrative Rules Regarding Our Savior's Wellness Policy***

To assist in the creation of a healthy school environment, Our Savior Lutheran School will provide

an ongoing review and evaluation of Our Savior Lutheran School Wellness Policy and these administrative rules:

- Administration
- Faculty
- Food Services
- Health Services
- Parents
- Students
- Congregation
- Community groups

Faculty and staff shall be reminded that healthy students come in all shapes and sizes. Students should receive consistent messages and support for:

- Giving glory, honor, and praise to God, their Creator
- Self- respect
- Respect for others
- Healthy eating
- Physical activity