



Our Savior

Lutheran School

**STUDENT & FAMILY
HANDBOOK
2018-2019**

OUR SAVIOR LUTHERAN SCHOOL
7910 E. St. Joe Hwy.
Lansing, MI 48917
517-882-3550
517-622-1576 FAX
www.oursaviorlansing.org

NAME**POSITION**

Mr. Matthew Couser	Principal & Christian Studies 6th
Ms. Deb Walworth	School Secretary/Admissions
Mrs. Windy Carroll	Early Childhood Director /Ext. Care & Extension
Miss Catie Berg	Preschool & Pre-Kindergarten Teacher
Miss Leona Herrin	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. Jane Haviland	First Grade Aide
Miss Tammy Mazur	Second Grade Teacher
Mrs. Barb Kaiser	Librarian/Second Grade Aide
Mrs. Kristi DeBoer	Third Grade Teacher
Mrs. Kim Becker	Fourth Grade Teacher
Mrs. Kate List	Fifth Grade Teacher (Science 8th Grade)
Mrs. Julie Conway	Science & Math Middle School Teacher (Homeroom 6th & 7th)
Miss Mackenzie Drinan	English/ Literature Middle School Teacher (Homeroom 8th)
Pastor Bill Wangelin	Christian Studies Grade 8
Mr. David Wright	Christian Studies Grade 7
Mr. John Horak	Choir & Music Director / Teacher (Christian Studies 5th)
Mrs. Teresa Shaver	Food Service Director
Mr. Jeremy Smelker	Facilities Manager
Mr. Derek Lounds	Athletic Director
Mr. Josh Wyatt	Technology Manager
Mrs. Jessica Goschka	Extension Lead Teacher
Miss Mariana Lozano	Extension Lead Teacher

GRAND LEDGE SCHOOL DISTRICT SHARED TEACHERS

Mrs. Jean Reverman	Physical Education K-8
Mrs. Amy Brunette	Art K-8
Mr. Ron Dorado	Band 5-8 / Music K-8
Mrs. Lynley Watters	Computers K-7
Mrs. Lisa Marshall	Spanish 6-8
Mrs. Lisa Klein	Speech

CHURCH & SCHOOL RECEPTIONISTS

Mrs. Kendra Waldie	Receptionist (Monday, Wednesday, Friday)
Ms. Jana Kittilson	Receptionist (Tuesdays and Thursday)

CHURCH STAFF

Rev. Bill Wangelin	Senior Pastor
Rev. Lang Yang	Hmong Pastor
Vicar Brandon Wittig	Vicar
Mrs. Sue Sundstrom	Church Administrative Assistant
Mrs. Becky Grocki	Communications Director
Mrs. Lisa Keefer	Business Administrator
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 2018-2019 school year!

Reflect the Image of Christ through Respect, Kindness, Compassion

"We are transformed into His own image from one degree of glory to another."

~ 2 Corinthians 3:18 EHV

May God bless our school ministry in teaching our children the foundational beliefs of the Christian faith.

God loves us. 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.

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. We 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 faith and 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!**

God's Blessings on your school year!

Matthew Couser,
Principal



Our Savior Lutheran
STUDENT & FAMILY HANDBOOK
2018-2019
Table of Contents

PURPOSE OF OUR SAVIOR LUTHERAN SCHOOL _____	5
Mission Statement _____	5
School Mission Strategies _____	5
GENERAL INFORMATION _____	6
Administration of the School _____	6
Accreditation _____	6
Enrollment Policy _____	6
School Tuition _____	8
Message of Hope Scholarship Fund _____	8
Tuition Assistance _____	8
Refunds _____	9
Fees _____	9
Insurance _____	9
Authority Line _____	9
Complaint and Grievance Procedure _____	9
ACADEMICS AND SCHOOL LIFE _____	10
School Calendar _____	10
School Hours _____	10
Before & After School _____	10
After School Dismissal Procedure _____	10
Bike Policy _____	11
Communication _____	12
ACADEMICS _____	12
Curriculum _____	12
Grading Scales _____	13
Report Cards _____	13
Awards _____	13
Assessment Program _____	14
Homework _____	14
Make-Up Work _____	14
Planned Extended Absences _____	14
Classroom Devotions, Chapel Worship Services and Offerings _____	15
Field Trips _____	16
Computer & Technology Code of Conduct _____	17
Privacy of Information _____	19
Substitute and Student Teachers _____	19
BEHAVIORAL EXPECTATIONS AND DISCIPLINE _____	20
Discipline _____	20
School-Wide Expectations & Rules _____	20
Communication Process for Behavioral Problems _____	21
Student Code of Conduct _____	22
Suspensions and Expulsions _____	23
Mandatory Expulsion Laws _____	24
Re-Admission to School Following Expulsion _____	25
Bullying and Harassment Policy _____	25
Corrective, Administrative Procedures _____	26
Process and Procedures for Bullying Policy _____	26
EXTRA-CURRICULAR ACTIVITIES _____	26
MISCELLANEOUS _____	27

Books and Supplies _____	27
Damaged Property _____	27
Distribution of Materials _____	27
Dress Code _____	27
General Dress Guideline _____	28
Library Policies and Procedures _____	29
Lockers and Lost & Found _____	29
Lunch Program _____	29
Fundraising _____	30
Medication Policy _____	30
Safety Drills _____	31
Security and Key Card Policy _____	31
Visitors _____	31
Visiting School _____	31
Volunteers _____	31
Student Phone Use _____	32

HOME EXPECTATIONS _____	32
Student Attendance _____	32
Student Illness _____	32
Student Absences _____	32
Tardies _____	32
Dismissal During the School Hours _____	32
Church Attendance Policy _____	33
Members _____	
Community Members _____	
Parent-Teacher League (PTL) _____	33
Room Parents _____	33
Parties _____	34
School Dismissal in Severe Weather _____	34
Extended Care Program _____	34
School-Home Partnership _____	34
Telephone / Address / Email _____	35
Wellness Policy _____	35

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.

School Accreditation

Our Savior Lutheran School is one of over approximately 1,018 Missouri Synod Lutheran elementary schools in North America and one of 76 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 2018, 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 2023.**



Enrollment Policy

Our Savior Lutheran School admits students and administers its educational programs, 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),

Our Lutheran School's primary mission is to teach children about Jesus. Any parent desiring a quality Christian education for children may apply for admission. Community families who do not attend Our Savior Lutheran Church should contact the school office first and arrange an appointment with the principal. Applications will be considered in the following order.

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 vaccin immunizations must have a Waiver signed by the county health department on file 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.

School Tuition

TADS

TADS manages family tuition accounts, billing statements, and invoices for tuition collection. TADS also manages before and after-school extended care fees. Contact the school office or business office with any questions. Visit mytads.com for your personal school financial records.

Tuition

Tuition covers a portion of the cost for a quality education that includes curriculum, textbooks, technology and other operational costs. Tuition is collected to contribute to the operation of the school. Tuition supports general fees and school resources including but not limited to: textbooks & workbooks, technology fee, student daily planner, student yearbook, PTL family membership fee, and grade level appropriate items including instrument book rental, recorder, recorder and band music, field trips, ski trip, OSL instrument rental (\$50 refundable deposit), one Grade Three Bible (textbook), one Grade Six Luther Catechism (textbook). Not included in tuition are the following: Marshall Music Instrument Rental, 8th grade trip, athletic participation fees, lunch fees, and extension/extended care fees.

Reenrollment

Reenrollment begins in early February for existing school families. Families receive an email notification from TADS to re-enroll for the upcoming school year. A reenrollment fee is due when completing the online enrollment (or payment may be made in the school office by check, cash, or money order).

Enrollment

TADS is our enrollment management system. New enrollments are accepted three weeks after the re-enrollment period. First, families submit a completed application in the school office for enrollment consideration. A non-refundable enrollment application fee is due with enrollment forms. Families then receive an email notification from TADS to enroll for the upcoming school year.

Tuition Agreements

Tuition Agreements are made available in the spring once a student(s) is enrolled through TADS. Parents are requested to sign tuition contracts by July 1st. Tuition is billed on the 1st of the month by either a 10-month contract (beginning in August, requires a \$45 TADS processing fee) or 2-month payment plan (August & December) or paid in full (by July 1st). A discount is given on total tuition for families with multiple children enrolled. First payments for the 10-month contract or 2-month contract are due August 1st.

The logo for TADS, consisting of the letters 'TADS' in a bold, green, sans-serif font. The letter 'A' has a small '+' sign above it.

All tuition must be current at the end of each trimester. 8th grade students may not attend the 8th 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.

Message of Hope Scholarship Fund

The Message of Hope Scholarship Fund exists to give financial Aid to families seeking a Christian Education by overcoming financial barriers. In addition to the generous support given by Our Savior Lutheran Church, the scholarship fund helps to meet specific needs for families on a case-by-case basis. Learn more about the Message of Hope Scholarship and its impact at: <http://www.oursaviorlansing.org/message-of-hope/>

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 (Message of Hope Scholarship) 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. The deadline to apply for tuition assistance is May 1. After May 1, tuition assistance applications will be reviewed with any remaining scholarship funds available.

A Tuition Assistance Committee (TAC) reviews TADS applications and assigns tuition assistance to families that qualify based on need. 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 Refunds:

Tuition is due by the 1st 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 childcare, class trips, sports, and other items not included in tuition, will be charged and paid through TADS. If you would prefer to pay in the office, all payments are turned in to the receptionist during office hours, or in the drop box outside the school office when offices are closed. If you pay in the office or via the drop box please have an envelope with the following information clearly written on it: student's name, grade, amount enclosed and what it is for.

Lunch and Milk Fees

Payments for lunch and milk can be prefunded and made directly to the school with the receptionist or online through VANCO and can be accessed online at oursaviorlansing.org. Families may track their lunch and milk account within their Educate dashboard. If you have any questions regarding payments or fees, please see the Business Administrator.

Insurance

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

Before 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 and are not to leave their room unless permission is granted from their teacher. Classes are scheduled to begin at 8:15 am.

After School: 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 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.

Car Line Safety Rules

In order to maintain a safe car line for our students, we would all those dropping off and picking up students to observe these safety precautions and rules:

1. The safety of our children is our highest priority. Thank you for taking extra precautions and extra time to maintain our safe school zone.
2. Drive slowly through our parking lots and through the car line.
3. Morning drop off and afternoon pickup, drivers are to turn right immediately and travel around the outer edge of the parking lot to travel south to north along the curbside or turn up the isles to park.
4. **All students should enter or exit their vehicles on the passenger side when being dropped off or picked up through the car line.**
5. Please be patient when using the car line. We discourage passing.
6. Students need to cross the parking lot with adult supervision.
7. Drivers give crosswalk pedestrians the right of way.
8. Thank you for helping to keep our children safe.

New in 2018

9. Early Childhood students (and their siblings) may be dropped off at the south side of the building near the Outdoor Classroom. Early Childhood will notify parents when this drop-off is unavailable per weather conditions.

Parking Lot and Car Line Guidelines

- Families may park in the parking lot and enter the school entrance doors to drop off and pick up their child(ren) inside the building.
- Parents/Family of Kindergarten students are required to enter the school to pick up their child(ren).
- For curbside drop off and 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.
- Families shall refrain from leaving their car unattended along the curb in front of the school building before, during, and after school.
- Please never leave your vehicle operating and unattended.
- During severe or extreme weather conditions, school officials may elect to move the curbside drop off to below the overhang (i.e. snowstorms, freezing temperatures, downpour rains). Doing so reduces the staff and student wait time in the extreme elements.

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.

3rd grade and below:

Children in 3rd 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 3rd 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.

4th 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 lists current information that is updated weekly.

Our Savior Lutheran uses TADS/EDUCATE (educate.tads.com) as our Student Management System. This system allows teachers and families to communicate, view grades and report cards, calendars and events, balances in lunch accounts etc.

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 and text notification system, TADS/EDUCATE, 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.

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
Sportsmanship Development

Social Studies

Citizenship

Social Science
Current Events
Ancient Civilization
Geography
United States History
Michigan History

Science

General Science
Earth Science
Physical Science
Life Science
Outdoor Education
Health

Spelling
Writing Skills
Oral Expression

Spanish

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

Presentation Programs
Digital Citizenship
Research & Information Fluency

Fine Arts

Visual Art
Music
Choir
Hand Bells & Hand Chimes
Band
Recorders

Language Arts

Reading/Literature
Handwriting
Grammar

Computer Education

Keyboarding
Communication & Collaboration

Grading Scales

Kindergarten - 8:

O Outstanding	The child demonstrates mastery of the skill beyond the expected kindergarten level.
S Satisfactory	The child regularly produces the desired skill at a level appropriate for kindergarten.
I Improving	The child is showing improvement in this particular area or skill.
N Needs Improvement	The child will need to improve in this particular area or skill.

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	50-59%

Report Cards

Report cards are issued every trimester as an indication of the student's progress. Report cards contain letter grades, percentages, and teacher comments. Midterms are sent home in grades 5-8.

We encourage parents to review their child's progress throughout the school year on EDUCATE. Consult your child's teacher with any questions or gathering of information.

Parent-Teacher Conferences

Parent-teacher conferences are available twice during the school year (fall and spring). 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

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.

8th grade valedictorian and salutatorian -An 8th grade valedictorian and salutatorian will be chosen from the eighth grade. Student grades from the sixth, seventh and eighth grades (thru midterm of 3rd 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.

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 NWEA (Northwest Evaluation Association) assessment is administered to every student in Grades 2 – 8, three times per year. 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

- The teacher and the office 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 and approved by the 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.

Field 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 that are included in tuition. Adult chaperone fees will be charged through TADS/EDUCATE.

7th and 8th Grade Fall Confirmation Weekend Retreat:

The 7th and 8th 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 participate.

8th 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 check 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 **Background Check 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, weigh more than 80 lbs., or are 4-feet-9-inches tall. Children must ride in a seat until they reach the age requirement or the height or weight requirement, whichever comes first.

Computer & Technology Policy

Our Savior Lutheran School Technology/Collaboration Guidelines

Our Savior Lutheran School desires to educate every Child of God in this global society where learning to use technology is integral. Technology may improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success. Our Savior Lutheran School incorporates technology across the subject areas.

At Our Savior Lutheran School, we believe that technology is a vital tool and is to be used in a proper place. With the use of technological devices comes responsibility, as use is a privilege, not a right. Students have the opportunity to use technological devices owned by Our Savior.

Technology Guidelines for Student Use

1. All guidelines for technology at Our Savior are subject to change at any time due to the ever-changing advancements that take place during the school year.
2. Students are not allowed to use their own personal devices during the school day. Personal devices may be kept locked up by their teacher and should not be carried around by the student during the school day.
3. All technology used at school is for **educational or research purposes only**, including, but not limited to, taking notes, completing assignments, or reading books.
4. Devices may be used only at appropriate times set up by the teacher (when in doubt, ask).
5. Students may access the school network via Wifi on iPads, Nextbooks, and Chromebooks.
6. Students may not take photographs or videos while at school unless allowed by a teacher. If photos or videos are taken with permission, they may not be posted or published online in any form by the student.
7. Any photographs, pictures, or videos on a device must be appropriate and agree with a Christian lifestyle.

When a student misuses a school device, the school may do the following based on the severity of the offense:

1. Take away the device and not allow the student to use it for an extended period of time.
2. A second offense will result in a disciplinary step (according to discipline policy) and a longer suspension of privilege of using device at school for a length of time up to the remainder of school year.
3. Additional consequences may be given out in accordance with the school discipline policy.

Our Savior Lutheran School and its teachers are not responsible for any damage or loss associated with a device brought to school.

Personal Devices:

1. Students are allowed to have personal devices which must be stored in school approved locations.
2. Students may not use their devices during the school day without permission from a teacher.
3. Students who use their personal device without permission will be subject to a disciplinary step, the device will be taken away for a period of time until parents are able to retrieve it, and other consequences.

Technology Guidelines:

1. Our Savior Lutheran students are responsible for Christian behavior on school computer networks just as they are in a classroom or school hallway.
 - a. Students who follow all technology guidelines will be able to maintain privileges with technology.
 - b. Students who are unable to follow the guidelines will lose technology privileges and may be subject to further discipline.

2. The network is provided for students to conduct research, complete assignments, and communicate with others in their class. Independent access to network services is provided to students who agree to act in a considerate and responsible manner.
3. Parental permission is required.
4. Students must alert a teacher immediately if they discover something on the Internet that makes them uncomfortable or is inappropriate. Students are responsible to also close out of or back out of a website that is not appropriate.
5. Each student's network storage areas should be treated like their school desks. Network administrators and teachers may review files and communications to maintain system integrity and insure that students are using the system responsibly.
6. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Each user is responsible for information that is sent and received under his/her personal and or school internet account. Students are not allowed to use email services, chat rooms, download software, or play non educational games at the school unless associated with a specific collaborative assignment.
7. Internet access and use of school computers are to support whichever curriculum is being taught. Any form of technology used is to support a student's studies.
8. Not everything on the internet is beneficial. Students should not believe everything that they encounter on the internet. Student should be critical readers and learn which sites can be trusted.
9. Students are not to reveal or give out photographs or personal information while using the internet such as their full names, age, address, phone number, parents names or numbers, etc.
10. Students and all users should always be respectful when using technology. Bullying is prohibited.
11. School computers are only used before and after school, during a break or with the whole class when in the classroom. Students may only use the devices in the classroom when accompanied by a teacher or supervisor.
12. Students are permitted to use the lab printer as long as it is related to a classroom assignment. If it is not related to school work, they may secure permission from their teacher to print.

Agreement for using Collaborative/Individual Technology

As students use various technology platforms at (Wiki, Prezi, Google Docs, Etc.) Created by Arc-- students will:

1. *Work appropriately.* They will not intentionally change the work of another student so as to make it worse or intentionally ruin the work. Some amount of changing is expected when they collaborate or edit writing work -- this is a goal of collaboration on technology projects. Students will be shown exactly what the teacher can see on a site or and it work space and how accountability is built in with this tool. Since we'll be made aware of tracking features.
2. *Work respectfully.* Students will be reminded of God-pleasing ways to disagree with another person without being rude or insulting. They will not write things that are negative, violent, or otherwise deemed inappropriate by the teacher.
3. *Work responsibly.* Students will be productive members of the class and/or teach technology project group to which they have been assigned.

Because of the issues listed above, students will be taught the importance of security for their own username and password. Students who do not follow these rules could be subject to disciplinary action by the teacher or the principal. They could also lose all their technology privileges. Since the work on the school technology projects is part of a class assignments, working inappropriately and being uninvited to the technology project may affect grades. A substitute could be issued to help fill the requirement but at a lower value than the technology project work.

I have read and agreed to abide by all the guidelines in Our Savior Lutheran Schools technology/collaboration guidelines. I understand the technology uses of privilege and if the guidelines are followed, I will be able to maintain these privileges. If I am unable to follow these guidelines, I will forfeit my technology privileges and could be subject to disciplinary action.

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."

Cell Phones and Electronic Communication Devices Policy

Cell phones, if determined by parents that these are needed before and after school, will be given to the teacher at the beginning of the school day and returned to the student at the end of the day. The homeroom teacher stores the devices in a locked location during the school day. Cell phones are not to be kept in backpacks or lockers during the school day.

The student who possesses a cellular phone is responsible for its care. The school is not responsible for preventing theft, loss or damage to cell phones or other personal electronic devices brought onto school property.

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

Discipline:	1st Offense:	Device confiscated and returned to student at end of day
	2nd Offense:	Device confiscated, parent to pick up
	3rd Offense:	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.
- Our Savior Lutheran is not responsible for lost or stolen readers and tablets.

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 on the enrollment form or notify 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).

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 his/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 appropriately 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

1. Respect and follow the directions of adult supervisors.
2. Use good table manners and courtesy.
3. Keep the lunch area clean. If you make a mess, clean it up.
4. Drink only non-carbonated drinks.
5. Keep your own food to yourself.
6. Eat in a timely manner.
7. Sit in one spot and remain there.
8. Ask for permission to leave the lunchroom.
9. Say a prayer of thanks before dismissal.
10. No food is permitted outside the Commons.

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. OUR SAVIOR LUTHERAN STUDENT CODE OF CONDUCT

- I/We will conduct myself in a Christ-like and God-pleasing manner so that all my behavior might be to the glory of God and the welfare of my classmates.
- I/We will strive to diligently complete all schoolwork and homework to the best of my ability.
- I/We will strive to obey the directives of all teachers, school personnel, adult volunteers, and the school principal.
- I/We will use appropriate language at all times.
- I/We will adhere to the dress code.
I/We will adhere to the rules and expectations set forth in the handbook and in the classroom
- I/We will respect the rights of others to gain an education.
- I/We will respect school and/or private property.
- I/We will strive to act appropriately and to set a positive example of behavior in class, on the playground, and at all school events.
- I/We will pray for my school, its faculty, my church and its pastor
- I/We will attend worship services regularly

*Take responsibility for your actions. Your attitude should be that of Christ Jesus.
~ Philippians 2:5*

The code of conduct 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.
-

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.

2. Definition of Discipline Terms:

A. 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).

B. 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

C. 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.

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 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
-------------	------------------------------

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 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 \$60 per student will be billed at registration for students participating in any school-related sport programs (excluding PeeWee 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, after school clubs, 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 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 Guidelines (revised 9/10/2018)

Our Savior Lutheran will continually monitor our dress guidelines throughout the school year. As fashion trends change we hope families and students make choices aligning with the values our community shares. The dress code guidelines will be open to revision, as needed, to help focus on the nature of our Christian educational setting.

Student Expectations:

1. All clothing must be neat, clean, and reflect the Christian atmosphere of the school.
2. Hairstyles should reflect moderation, careful grooming, and not detract from learning.
3. Feet must be covered at all times. For health and safety reasons, bare feet, flip-flops, sandals without back straps, or roller shoes are not to be worn to school.
4. Jeans and leggings are allowed but may not have holes (including "designer holes") or frayed hems.
5. The hem of all shorts or skirts must be at least mid-thigh length. All shorts and skirts must be worn at the waist.
6. Students may not wear halter tops, halter dresses, spaghetti straps, or anything that is less than three fingers wide unless a jacket or sweater is worn over it. Clothing that reveals any part of the midriff or a low-cut neckline is prohibited.
7. Shirts or other articles of clothing may not have phrases, sayings, quotations or advertising slogans depicting anything offensive. This would include, but not limited to, any clothing that pictures or suggests a connection to violence, race, sex, drugs, alcohol, tobacco, swearing, and vulgarity.
8. Girls may wear modest amounts of make-up with parental permission, but they may not put make-up on at school.
9. Students must have a separate pair of shoes to be worn in the gym only for PE and indoor-recess gym activities.
10. Students must dress appropriately for weather conditions. Students should understand that regardless of what they're wearing, all students will go outside for recess. Students not dressed appropriately for winter conditions (hats, gloves, boots, snow pants, etc.) will not be allowed to play in the snow and will be restricted to the pavement areas. Boots worn for outside play may not be worn throughout the day in the classroom. Outerwear for inclement weather or snowy weather should be brought to school, as appropriate, including snow boots, gloves, hats, scarves, etc. 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.

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.

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 place them 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 (Monday/Tuesday/Thursday/Friday). 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/EDUCATE. Lunch account payments may be made in the school office (cash and checks are accepted) or online through TADS/EDUCATE.

All parents are responsible to manage their lunch accounts in TADS/EDUCATE. 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 EDUCATE. 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.

Free & Reduced Lunch Program

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 announced 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 receptionist desk 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 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 pay for your lunch or to 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 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.

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 EDUCATE. 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 EDUCATE message 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 EDUCATE. 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 an EDUCATE 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 EDUCATE. 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 church in the task of training young people, we feel that it is of the utmost importance for all of our students, and their families, to worship. 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 at their home church.

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.**

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.**

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.

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, EDUCATE, 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 EDUCATE, 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, by email 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.

4. Classroom newsletters, classroom websites, EDUCATE (educate.tads.com) and Facebook (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

