OUR SAVIOR LUTHERAN
Church and School

Learn, Live, Share...Christ

K-8 STUDENT & FAMILY HANDBOOK

2026-2027

7910 E. St. Joe Hwy.
Lansing, MI 48917
517-882-3550
www.oursaviorlansingschool.org

Revised 8/2026

Staff Listing……3-4
Principal Welcome Letter……5
Mission Statement of Our Savior Lutheran School:……6
Philosophy of Christian Education……6
Administration of the School:……6
School Accreditation:……6
Portrait of a Graduate:……7-8
I. ADMISSIONS & ENROLLMENT……9
II. TUITION, BILLING, & FEES……11
III. SCHOOL LIFE (School Times. Attendance, Health/Illness)……13
IV. SCHOOL COMMUNICATION……17
V. SCHOOL LUNCH PROGRAM……18
VI. BEFORE AND AFTER SCHOOL PROCEDURES……18
a. Morning Drop-off Car Line Map……20
b. Afternoon Pick-up Car Line Map……22
c. School Biking Policy……23
VII. FAITH FORMATION……23
VIII. ACADEMICS……25
IX. FIELD TRIPS……27
X. EXTRA CURRICULAR ACTIVITIES……28
XI. TECHNOLOGY USE POLICY & TECH COLLABORATION GUIDELINES……31
XII. K-8 BEHAVIORAL EXPECTATIONS……29
XIII. STUDENT CODE OF CONDUCT……29
XIV. SCHOOL DISCIPLINE GUIDELINES……32
XV. BULLYING AND HARASSMENT POLICY……35
XVI. CONFLICT RESOLUTION, COMPLAINTS & GRIEVANCES PROCEDURES……36
XVII. SCHOOL SAFETY GUIDELINES……37
XVIII.FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)……38-39
XIX. MISCELLANEOUS……39-40
XX. WELLNESS POLICY……41
Student Handbook Recognition and Pledge Sheet……42

Staff Listing

NAME	POSITION
Mr. Matthew Couser	Principal
Mrs. Windy Carroll	Early Childhood/Before & After Care Director
Ms. Penny Tovar	School Secretary/Admissions
Mrs. Sara DeYarmond	Education Specialist
Mrs. Kylie Seling	Kindergarten Teacher
Mrs. Sarah Wagner	Kindergarten Aide
Mrs. Rachael Engelbrecht	First Grade Teacher
Miss Tammy Mazur	Second Grade Teacher
Miss Faith Korte	Third Grade Teacher
Mrs. Kim Becker	Fourth Grade Teacher
Mrs. Katie Thomas	Classroom Teacher Assistant
Mrs. Kate List	Fifth Grade Teacher
Miss. Kaitlynn Mews	Social Studies Middle School Teacher (Homeroom 6th), Christian Studies 6th grade
Mrs. Julie Conway	Science & Math Middle School Teacher (Homeroom 7th)
Mrs. Lisa Hughes	English/ Literature Middle School Teacher (Homeroom 8th)
Ms. Gail Avery	Behavioral Interventionist
Mrs. Hillary Yager	Lutheran Special Education Ministry Teacher
Mrs. Holly Kasper	Lutheran Special Education Ministry Teacher
Pastor Bill Wangelin	Christian Studies Grade 8
Mr. David Wright	Christian Studies Grade 7
Mr. John Horak	Choir/Music Director, Co-Christian Studies Gr 6
Mrs. Jenn Bach	Food Service Manager
Mrs. Melinda Charter	Lunchroom Assistant
Mr. Jeremy Smelker	Facilities Manager
Mr. Derek Lounds	Athletic Director
Mr. Mike Bowyer	Technology Manager

BRIGHTON SCHOOL DISTRICT
SHARED TIME TEACHERS

Mrs. Carly Mossner	Music Teacher K-8
Mr. Lloyd Conway	Business World/Junior Achievement
Mrs. Andrea Franz	Art Teacher K-8
Mrs. Emily Zug	Physical Education K-8
Mrs. Nicole Leppala	Band Director 5-8

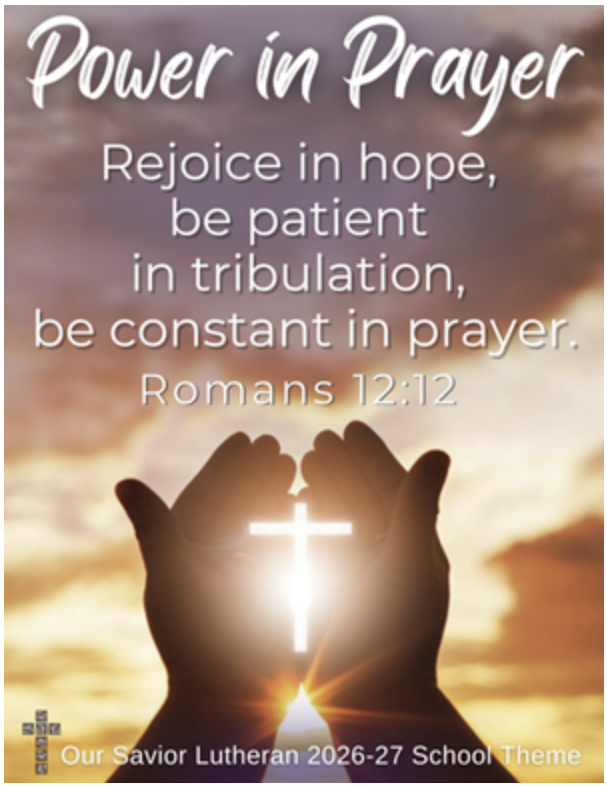
EARLY CHILDHOOD/BEFORE AND AFTER CARE STAFF

Mrs. Windy Carroll	Early Childhood/Before & After Care Director
Ms. Catie Berg	Early Childhood Lead Teacher
Mrs. Abigail Bowyer	Early Childhood Lead Teacher
Ms. Kerry Bryan	Early Childhood Lead Teacher
Mrs. Bethany Aten	Early Childhood Teacher Assistant
Ms. Rachel Onore	Early Childhood Teacher Assistant
Ms. Rachel Shaulis	Early Childhood Teacher Assistant
Ms. Taylor Smelker	Early Childhood Teacher Assistant
Ms. Madalena Poe	Early Childhood Paraprofessional
Ms. Angie Wear	Early Childhood Paraprofessional
Ms. Rachel Spitzley	Early Childhood Paraprofessional
Mr. Noah Warren	Early Childhood Paraprofessional
Mrs. Annie Hummel	Early Childhood Paraprofessional
Ms. Reece Noa	Early Childhood Paraprofessional
Mr. Thomas Keefer	Before-School Program Staff
Ms. Lilly Kloeckner	After – School Program Staff
Ms. Karlee Ruedisale	After – School Program Staff
Mr. Ian Medina	After - School Program Staff

CHURCH STAFF

Rev. Bill Wangelin	Senior Pastor
Rev. Chris Deneen	Associate Pastor
Vicar Ryan Kroonblawd	Vicar
Mrs. Sue Sundstrom	Church Administrative Assistant
Mrs. Becky Grocki	Communications Director
Mrs. Stephanie Bogard Trapp	Business Manager
Mr. David Wright	Family Life Ministry Director
Mr. John Horak	Music Director
Miss Kaitlynn Mews	Youth Director
Mrs. Sharon Atkinson	Pastoral Assistant
Mrs. Jill Berends	Food Bank Director
Mrs. Kendra Waldie	Church & School Receptionist

Welcome to Our Savior Lutheran School!



Dear Our Savior Families,

Welcome to the 2026–2027 school year!

Whether your family is returning for another year or joining Our Savior Lutheran School for the first time, we are grateful that God has brought you to our school community. It is a privilege to partner with parents in the important work of nurturing children in faith, character, and academic excellence.

At Our Savior, we believe Christian education is far more than learning facts or earning good grades. Every classroom lesson, chapel service, athletic competition, fine arts performance, service project, and everyday interaction is an opportunity for students to grow as disciples of Jesus Christ. Together, we seek to help each child discover the gifts God has given them and prepare them to faithfully serve Him throughout their lives.

This handbook has been developed to provide helpful information about our school's programs, policies, and procedures. More importantly, it reflects our commitment to building a Christ-centered community where students are known, challenged, encouraged, and loved.

We recognize that parents are a child's first and most important teachers. As a school ministry of Our Savior Lutheran Church, we consider it a privilege to partner with families in helping students learn, live, and share Christ every day.

Thank you for entrusting us with one of God's greatest blessings—your children. We pray that this school year will be filled with meaningful learning, lasting friendships, joyful worship, and continued spiritual growth for your entire family.

May God richly bless our partnership throughout the coming year.

In Christ,

Matthew Couser
Principal
Our Savior Lutheran School

Mission Statement of Our Savior Lutheran School:

Learn, Live, and Share Christ!

School Mission Strategies: The ministry of Our Savior Lutheran School derives from the mission to learn, live, and share Christ by, teaching the Christian faith, promoting academic excellence, and developing leadership skills for a life of Christian witness.

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

A Philosophy of Christian Education

At Our Savior Lutheran School, we believe every child is a unique gift from God, created in His image and entrusted with talents and abilities to be developed for His glory.

Christian education is more than adding Bible lessons to the school day. It is viewing every subject, every relationship, and every experience through the truth of God's Word. Whether students are studying mathematics, science, literature, history, music, athletics, or the arts, they are encouraged to recognize God's wisdom, creativity, and purpose throughout His creation.

The Lutheran Church Missouri Synod

As a ministry of Our Savior Lutheran Church, we are committed to helping students grow spiritually, academically, socially, emotionally, and physically. Through daily instruction in God's Word, worship, prayer, Christian service, and meaningful relationships, students are encouraged to develop a personal faith in Jesus Christ and a heart for serving others.

We believe children thrive when the home, church, and school work together. Parents are a child's first teachers, and our role is to support and strengthen the Christian foundation established within the family. This partnership allows students to experience consistent encouragement, accountability, and opportunities for growth.

By God's grace, we strive to cultivate graduates who are compassionate leaders, effective collaborators, critical thinkers, and resilient navigators—young people who confidently live out their faith while using their God-given gifts to serve Christ in their families, churches, communities, and future vocations.

Every day at Our Savior Lutheran School is an opportunity to **learn, live, and share Christ**.

Administration of the School:

God's Word, as revealed in the Holy Bible, is the supreme authority at Our Savior Lutheran Church and School. The **Board of Directors** oversees all ministries of Our Savior Lutheran

Church. The **senior pastor** is responsible for the overall administration of the church, including the school, while the **principal** assists the senior pastor in managing the operations of Our Savior Lutheran School. The **Christian Education Team (CET)** serves as an advisory group to the principal and the school ministry.

School Accreditation: Our Savior Lutheran School is one of over 1,000 Missouri Synod Lutheran elementary schools in North America and one of 75 in Michigan. These schools are supported through regular teachers' conferences, principals' workshops, and the Office of the Superintendent of Schools of the Michigan District–LCMS in Ann Arbor.

Our school operates in accordance with the State of Michigan's required standards of elementary education. All teaching personnel are state-certified and qualified Christian educators who teach God's Word alongside a comprehensive course of study that prepares students for high school and beyond.

In the spring of 2023, Our Savior Lutheran School achieved **full accreditation** through:

- National Lutheran Schools Accreditation (NLSA)
- Michigan Non-Public Schools Accreditation (MANS)
- Michigan District Accreditation

This accreditation is valid through **June 2029**.

Portrait of a Graduate - Our Savior Lutheran School

This year marks the beginning of an exciting journey as we introduce our **Portrait of a Graduate**. Over the past year, our faculty has spent intentional time in discussions, workshops, prayer, and collaboration to develop a shared vision of the Christ-centered qualities we pray God develops in every student during their years at Our Savior Lutheran School.

The Portrait of a Graduate is not a checklist or another school initiative. Rather, it is a picture of the lifelong work God accomplishes through His Word, His Spirit, and the partnership of faithful parents, church, and school. It reminds us that Christian education is about much more than academic success. Our deepest prayer is that every graduate leaves Our Savior equipped to faithfully follow Jesus wherever He leads.

OUR SAVIOR LUTHERAN SCHOOL

PORTRAIT OF A GRADUATE

PREPARED IN MIND. ROOTED IN CHRIST. READY TO IMPACT THE WORLD.

EFFECTIVE COLLABORATOR

I am a learner who listens with sincerity, values the perspectives and strengths of others, and works cooperatively toward a common goal.

COMPASSIONATE LEADER

I am a learner who recognizes needs, develops abilities, and inspires others to serve and support the school, community, and world.

CRITICAL THINKER

I am a learner who analyzes ideas, evaluates evidence, and discerns reasonable understanding to make informed decisions.

RESILIENT NAVIGATOR

I am a learner who finds a way through challenges, adapts on uncertain paths, and moves forward with confidence, purpose, and a commitment to growth.

HUMBLE SERVANT

I am a disciple who is Kingdom-minded and puts the needs of others before my own.

LIFELONG LEARNER OF GOD'S WORD

I am a disciple who hungers for God's Word and desires to apply it in today's world.

JOYFUL RESPONDER

I am a disciple who emanates the joy of Christ in all circumstances.

AUTHENTIC FRIEND

I am a disciple who is genuine, attentive, and hospitable to the people God places in my path.

I. ADMISSIONS & ENROLLMENT

A. Admission Priority: Our Savior 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. Enrollment 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. Enrollment is processed in the **School Office** in consultation with the principal, school secretary, and education specialist. Increases in class size may occur under special circumstances, following consultation with the **Christian Education Team (CET)**, the pastor, and the classroom teacher.

II. If a class reaches its maximum size, the principal will maintain a **waiting list**, giving enrollment priority to members of Our Savior Lutheran Church and our affiliated congregations.

A. Application Procedures

1. Become acquainted with the purposes and missions of Our Savior Lutheran School by an appointment with the principal.
2. Complete an online "Inquiry Form" and create a Blackbaud ID.
3. Submit a completed "Enrollment Application Form" for grades K-8 by logging into the school's Blackbaud system.
4. Once an application has been submitted, new students will be scheduled for a grade readiness screening.
5. Review and signing of Tuition Agreement and payment of New Student Enrollment Fee on the parent portal of the Blackbaud system.

B. Principles and Conditions for 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. **Kindergarten Age Requirement:** Children entering Kindergarten must have reached the age of 5 years on or before September 1.
4. **Immunization**: Michigan law, according to Section 9208 of the Michigan Health Department Public Act #368 of 1978, states the following: ***"A parent, guardian, or person in local parentis applying to have a child registered for the first time in a school in that state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under Section 9215. A teacher or principal shall not permit a child to enter or attend school unless a certificate indicating that a minimum of one dose of an immunizing agent against each of the diseases specified by the department has been received and certified by a health professional or local health department."*** *A parent, guardian, or person in local parentis having a child register with only these minimum doses of immunizing agents shall present an updated certificate of immunization within four months after initial attendance showing that the*

immunizations have been completed as prescribed by the department. Parents of children entering school for the first time in Michigan are reminded that each child must be immunized for diphtheria, pertussis, tetanus, polio, smallpox, rubella, chicken pox, measles and Hepatitis B. Vision and hearing examinations are also required. The information must be brought to school on the first day or within a reasonable time after school has begun. Family physicians may do the immunization, or you may take the child to the Eaton County Health Department, 528 Beech Street, Charlotte, MI. Free clinics are available at both the Barry-Eaton District Health Department and at various Outreach clinics in the area. Please call (517) 543-2430 or (517) 485-7110 for specific dates and places. It is Michigan law that all **new entering** students must have the Hepatitis B immunization. A parent or guardian must provide dates when the immunization for hepatitis was given, a physician signed statement that the child "is in process" of completing the three (3) vaccinations series for Hepatitis B, or a signed statement that the parent does not choose to have their child(ren) immunized against Hepatitis B for religious reasons or other noted reasons of objection. Every parent must present written proof that their child has received all immunizations required by the Eaton County Health Department. This proof is usually a form used by doctors that lists the immunizations and dates given. This proof must be presented on or before the first day of school. Those not receiving the required immunizations must have a waiver signed by the county health department on file in the school office before starting school.

5. **Birth Certificate**: A copy of the birth certificate must be on file in the school office before the first day of school.
6. **Child Information Record (CIR):** This record is required for each student before the first day of school. The record contains student and family contact information and emergency information. It is to be on file in the school office. The office should be informed immediately if phone numbers and/or addresses change during the year.
7. **Transfer Students:** All students transferring from another school in grades K-8 must present a grade report from their previous school; they must also complete all the required enrollment forms as well as an academic screening prior to acceptance. Parents shall provide a name, address, and phone number of previous school so information needed for enrollment may be requested.
8. **Grade Level Placement Policy:** Placement will be made according to the recommendations of the previous teacher/school and in accordance with Our Savior's academic screening. Our Savior Lutheran School wants all children to succeed at an age-appropriate developmental grade level. Until all records and forms are received, enrollment and grade placement are conditional.
9. **New Student Probationary Period:** All new students who enroll at Our Savior Lutheran School are on probation for a period of nine weeks. If 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 enrollment.
10. **Any student may be denied admission for:**
    1. Refusing to comply with enrollment policies.
    2. Having a history of not being able to function spiritually, emotionally or academically in a regular classroom.
    3. Having a history of discipline problems.

4. Our Savior Lutheran 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 certified or trained.

11. All required forms including, but not limited to, the enrollment application, child information record, immunization record, parent pledge and tuition agreement, must be submitted before a child is officially enrolled.

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

1. Title VI of the Education Amendment Act of 1964 (Race, Color, or National Origin Discrimination).

2. Title IX of the Education Amendment Act of 1972 (Sex Discrimination), or

3. Section 504 of the Rehabilitation Act of 1973 (Handicap Discrimination)

III. TUITION, BILLING, & FEES

A. Blackbaud: Blackbaud manages family tuition accounts, billing statements, and invoices for tuition collection. Contact the school office or business office with any questions.

B. Tuition: Tuition covers a portion of the cost for a quality education that includes curriculum, textbooks, technology, and school staffing. A discount is given on total tuition for families with multiple children enrolled.

C. Tuition Agreements: Tuition agreements are made available in February once a student is enrolled through Blackbaud. Parents are requested to sign tuition contracts by May 1.

D. Tuition Billing & Payment Process: Tuition can be paid using the following options.

1. One payment - due August 1st/August 15th.

2. Two payments - 50% due August 1st/August 15th , 50% due December 1st/December 15th

3. Monthly payments – 10-month contract (beginning in August, payment due on the 1st or 15th of each month).

E. Late Fees: Late fees are assessed on all invoices billed in Blackbaud that are not paid by the due date. There is a 10-day grace period for each invoice. Once the grace period is over, a Blackbaud administration fee is added to the billing account. This fee is a Blackbaud Administrative fee and not an Our Savior Lutheran School fee. **If you need to pay an invoice after the due date, please contact the school office prior to the due date to make necessary adjustments. Once the fee is assessed the school cannot remove it.**

F. Tuition Assistance: The Our Savior congregation has 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 application to Blackbaud, an independent company that reviews all applications and recommends a tuition amount. 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 https://www.oursaviorlansing.org/message-of-hope/. Forms are available online at https://studentfinancialaid.blackbaud.school/#!/login. The deadline to apply to tuition assistance is April 1st. After April 1st, tuition assistance applications will be reviewed with any remaining scholarship funds available.

Tuition Assistance Committee (TAC) reviews 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 based on race, color, nationality, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and athletic or other school-administered programs.

G. Refunds: Will be issued on a prorated basis per business manager approval.

H. Fees: Fees for childcare, athletics, hot lunch, and other items are not included in tuition.

I. Lunch and Milk Fees: Payments for lunch and milk are made directly to the school with the receptionist or online at https://oursavior.familyportal.cloud/. Families may track and pay their lunch and milk account within Meal Magic at https://oursavior.familyportal.cloud/ the student's ID number will need to be linked to the family portal to view charges on your student account. If you have any questions regarding payments or fees, please see the school office.

J. Payments: 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 in the office hallway. If you pay in the office or via the drop box, please use an envelope with your student's name, grade, amount enclosed, and reason.

K. Free & Reduced Lunch Program: A family may qualify for the federal government's free and reduced-price lunch program. Applications for this program will be available in the school office. Applications are due by October 1st. 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.

IV. SCHOOL LIFE

A. School Calendar: The principal constructs a school calendar. Staff and the Christian Education Team review the proposed calendar. 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).

B. School Hours:

Grades K-8	Daily	8:15 AM – 3:15 PM
	Half-Days	8:15 AM – 11:45 AM

Exceptions	• Good Friday dismissal is 1pm after Good Friday Noon Service – Lunch is Served • Last day of school dismissal is after closing chapel at 11:00am

C. 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. Families are encouraged to contact the teacher whenever a concern exists.
2. Classroom newsletters, classroom websites, Blackbaud, and Facebook (https://www.facebook.com/oursaviorlutheranchurchandschool) are additional important means of communication.
3. Schoolwork and homework may be assigned to help students develop learning and skills. Parents are encouraged to be involved with this important activity, including providing a quiet well-lit place in the home where work can be done without disturbance.
4. Parents are asked to consult the teacher if the child consistently requires more than 1 ½ 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.
5. **Parent-Teacher Conferences:** Parents and teachers may request an appointment to conference regarding a student at any time. Required parent-teacher conferences occur in October. This conference is for teachers and parents to discuss the child's learning and progress. An optional conference is available in the spring and may be requested by the parent or teacher.

D. Student Attendance

1. **Absences**: On days when your child is going to be absent, please notify the Our Savior attendance line by phone (517-882-8665) or by email at attendance@oursaviorlansing.org.
2. **Reporting Absences:** In the case of all absences, the reason the child is absent must be provided to the receptionist office/school secretary AND to the child's teacher through an email message or call to the attendance line. 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 to the health department.
3. **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.
4. **Medical Appointments:** 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 email 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 by emailing attendance@oursaviorlansing.org and teachers and the expected time of arrival.

5. Planned Extended Absences

1. The teacher and the office is to be notified in writing of the absence a minimum of ten instructional days 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.

2. Generally, teachers will not provide assigned work in advance of an extended absence. Exceptions may be made for larger projects or in-class assessments.
3. When a student returns from an extended absence, they will have one day for each day absent—up to a maximum of five days—to complete unfinished work. If your child is unable to complete the work within this time frame, please communicate with your child's teacher to make alternative arrangements.

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. Please follow the guidelines below to determine if your child can return to school.

Student's symptoms/diagnosed illness	Student may return to school when...
Fever greater than 100 degrees (orally)	Temperature below 100 degrees (orally) for a minimum of 24 hours without use of fever-reducing medication
Rash or rash with fever — new or sudden onset	Rash disappears; written or phone consent from a medical doctor to school office
Brown, gray, tan or yellow drainage from nose, eyes or any other part of the body	Discharge must be gone, or student must have been on antibiotics for 24 hours and have written or phone consent from a medical doctor to school office
Vomiting/diarrhea	Symptom-free for 24 hours
Cough: Deep, barking, congested or productive mucous	Symptom-free or student must have been on antibiotics for 24 hours and have written/phone consent from a medical doctor to school office
Strep throat diagnosed by a medical doctor	Must have been on antibiotics for 24 hours and have written/phone consent from a medical doctor to school office; if no antibiotic given, call school office before sending child to school
After an illness of two or more weeks, surgery, or other change in health status	Written instructions from the doctor and parent regarding medication or special health needs must be provided to the school office.

4. **Head Lice** - It is common to have cases of head lice and other related problems in the school throughout the school year. It is the responsibility of parents/guardians to check student's heads on a regular basis. Students are encouraged NOT to share their clothing/coats, hair accessories, brushes, combs, or hats. Although head lice are not a health threat, they are contagious with direct contact. Active infestation is defined as the presence of live lice or nits found within ¼ inch of the scalp. Therefore, when an active head lice infestation is found, our school practices are:
    a. The child should be restricted from activities of close contact or sharing items with other children.
    b. The parent/guardian will be contacted, and the child should be sent home.
    c. Other students will be checked for head lice only when infestation is suspected.
    d. Parent/guardians & students are expected to follow instructions for treatment/prevention of Head Lice.
    e. A letter should be sent home notifying classmate's parents that an active case of head lice was detected.
    f. Upon return to school, the student must be accompanied by the parent and brought to the school office.
    g. The student will be rechecked for an active infestation prior to re-entry. The primary goal is for the student to be Nit Free, yet it is within the school administrator's discretion whether the student will be readmitted.

6. **Tardies**: When a student arrives late to school (any time after 8:15am), he/she is considered tardy. A parent or adult should check the student in at the school office/receptionist. Absences and tardies are tracked in Blackbaud. 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. After ten tardies in a school year, parents will be required to meet with the principal to discuss an improvement plan for school attendance.
7. **Dismissal During 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 students in the office when leaving the building. The school office tracks late arrivals and early exits during the school day in Blackbaud. Whenever such permission has been granted, full responsibility rests with the parents/guardians.
    1. To excuse a student during school hours, the following procedures are in place:
        a. Written note or email to teacher/school office in advance
        b. Parent report to school office to sign out the student
        c. Student is released from the school office
8. **Truancy/Chronic Absenteeism:** Chronic absenteeism is when students miss 10% or more of scheduled school days (to date). This includes excused and unexcused absences. If a student is chronically absent/truant, the following steps will be taken:

1. Notification of excessive absences will be made with parent/guardians
2. If attendance issues persist, administration will notify Eaton RESA Truancy Intervention Service. An attendance improvement plan will be established in coordination with the student and family.
3. If improvement is not noted, a second referral for truancy will be made to the Eaton County Truancy officer.

V. SCHOOL COMMUNICATION

The Our Savior Lutheran School News is shared weekly by email. A hard copy of the newsletter is available upon request. School announcements are available on the dashboard of your Blackbaud account. Classroom newsletters are also available in the document section of your Blackbaud dashboard. The Our Savior Lutheran home page at http://www.oursaviorlansing.org lists current information that is updated weekly.

Our Savior Lutheran uses Blackbaud, BrightArrow and Meal Magic as our Student Management Systems. These systems allow teachers and families to communicate, view grades and report cards, calendars and events, and lunch account balances.

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 activities. Check with your child's classroom teacher on any other communication resources for the classroom.

BrightArrow Notification System

Our phone and text notification system, BrightArrow, provides automated messages for emergencies, attendance calls, ministry updates, and other school-related communications. It is also used for time-sensitive announcements such as school cancellations and weather-related delays. To ensure accurate delivery of both general and emergency notifications by phone, text, and email, parents should update their communication preferences in BrightArrow each year.

School Emergency Communication School Closing in Severe Weather

Our Savior Lutheran School makes its own decision about weather-related closures, independent of Grand Ledge Public Schools. The safety of our families is our top priority, and parents may always choose to keep their child(ren) home or delay arrival if conditions are unsafe.

When deciding on closures, we consider many factors, including local district decisions, road conditions, cold temperatures, and forecasts. Any closure or delay will be communicated through:

- BrightArrow phone/text alerts
- Our Savior website and Blackbaud
- Our Savior Facebook
- Local TV stations (WILX, FOX47, WLNS)

If it becomes necessary to close during the school day, the principal and staff will notify families using BrightArrow, Blackbaud, and other media outlets. Parents/guardians are responsible for picking up students promptly.

VI. SCHOOL LUNCH PROGRAM

Hot Lunch

Our hot lunch program follows "Type A" guidelines, including milk, a main item, vegetable, fruit, and grain. A salad bar is available as a main entrée or side option. The hot lunch fee will be communicated to families.

Cold Lunch

Students who bring lunch from home must provide their own silverware and all items needed for their meal. A microwave is available, but students must be able to prepare and heat their food independently. Lunch staff will not be available to assist, and students are responsible for wiping out the microwave after each use.

Milk

Milk is included with hot lunch. Individual cartons are also available for students bringing lunch from home or for those who would like an extra carton. Milk purchases will be billed through a la carte. Pricing will be communicated to families.

Menus

A monthly breakfast and lunch menu will be:

- Sent home with students
- Posted on the info wall outside the church office
- Available on the school website and in Blackbaud

Please encourage your child(ren) to take only what they plan to eat.

VI. Before and After School Procedures

The safety of our children is our highest priority. Thank you for taking extra precautions and extra time to help us maintain a safe school zone.

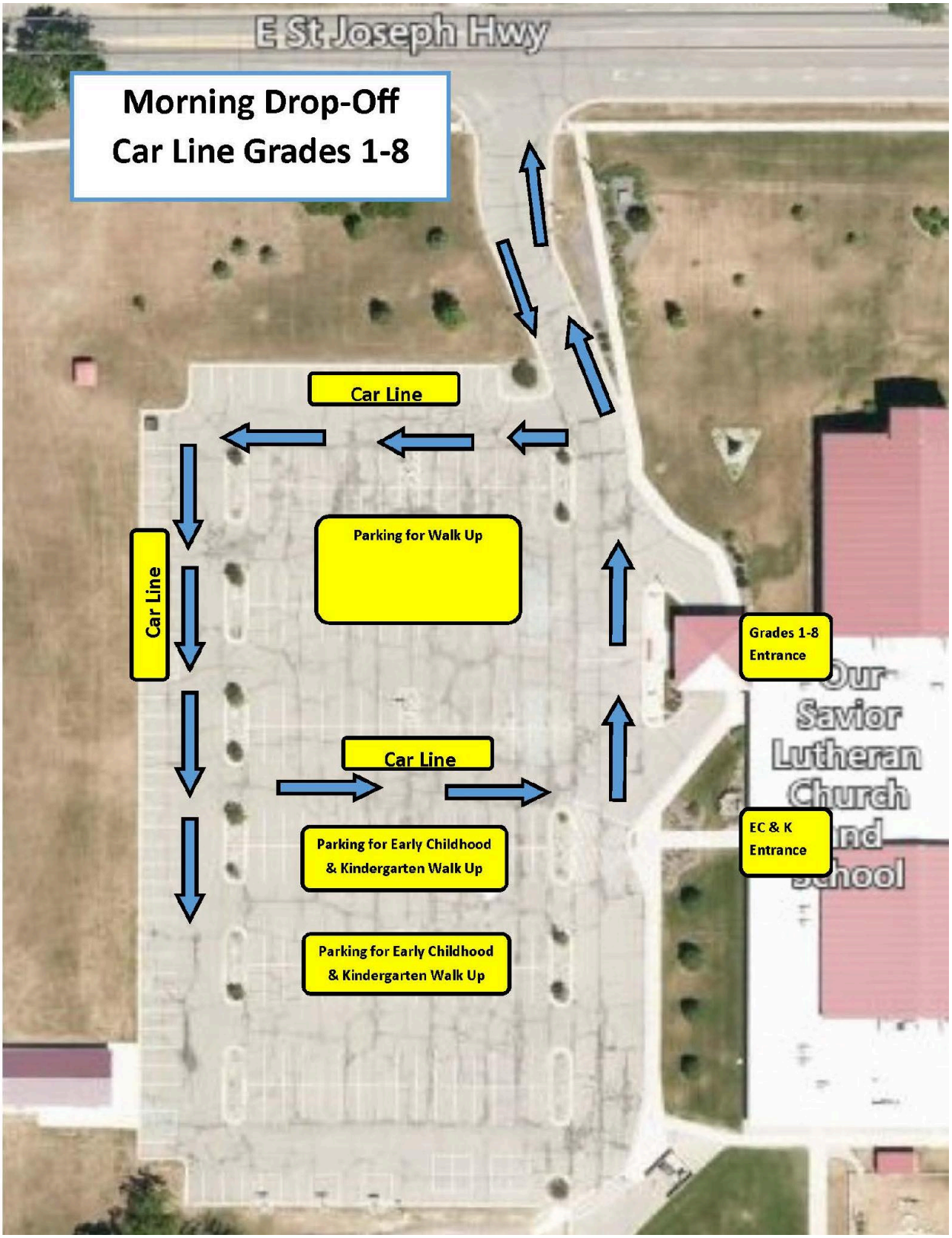
Before School

- Students may enter the school building beginning at **7:55am**.
- Upon arrival, students should go directly to their assigned classroom and locker area with all materials needed for the day.
- Students are expected to remain in their classroom unless they have permission from their teacher to leave.

After School

- Closing of classes begins at **3:05pm** with prayer.
- Dismissal is at **3:15pm**. Parents are responsible for prompt pick-up between **3:15–3:30pm**.
- Any student not picked up by **3:30pm** will be signed in to the **After School Program**, unless other arrangements have been made with the school office.
- After 3:30pm, students should either:

- Be in a supervised area with a teacher (tutoring, special task),
- Participate in a supervised activity (club, athletics, music rehearsal, etc.), or
- Attend the After Care Program.


E St Joseph Hwy
Morning Drop-Off
Car Line Grades 1-8
Car Line
Parking for Walk Up
Car Line
Grades 1-8
Entrance
Car Line
Parking for Early Childhood
& Kindergarten Walk Up
EC & K
Entrance
Parking for Early Childhood
& Kindergarten Walk Up

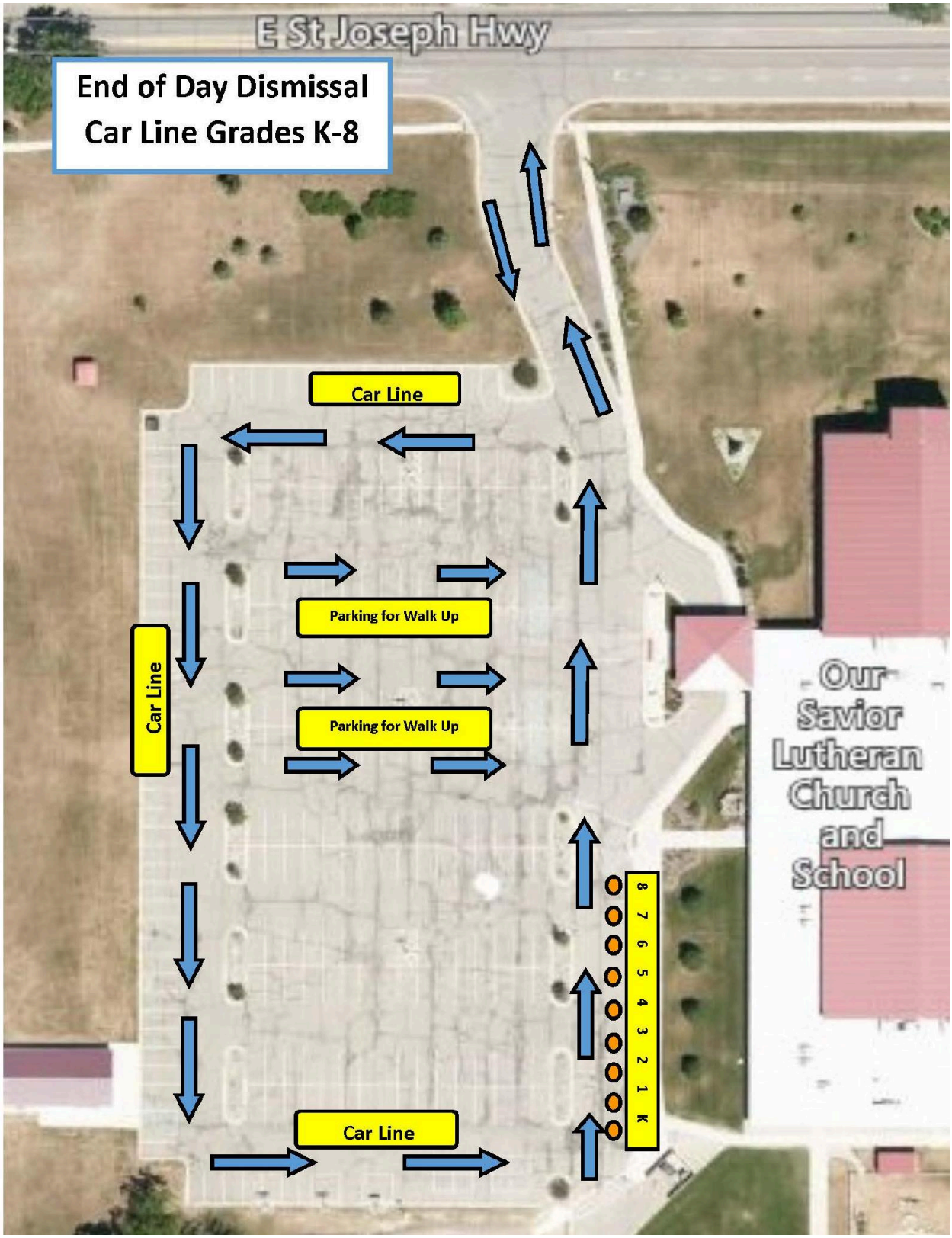
End of Day School Dismissal Procedure:
Teachers will escort classes of students to the front school sidewalk area. A staff member will be on duty to assist students and families through the crosswalk. Staff members are also supervising along the sidewalk and assisting with the orderly loading of students in vehicles. Parents shall have their car name tag visible for staff to place students in correct vehicles. Staff members will assign students in five numbered locations according to the vehicle pick-up order.

Curbside Drop Off Guidelines for Before or After School

1. Drive slowly through our parking lot and through the car line.
2. Drivers are to turn right immediately after entering the parking lot and travel around the outer edge of the parking lot (west to south to east to north) and pull along the front of school curbside facing north.
3. Drivers may also turn up the aisles to park and walk across the crosswalk.
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.
6. **PASSING IS PROHIBITED**
7. Students need to cross the parking lot with adult supervision.
8. Drivers give crosswalk pedestrians the right of way.

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.

1. 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.
2. Families shall refrain from leaving their car unattended along the curb in front of the school building before, during, and after school.
3. Please never leave your vehicle operating and unattended.
4. 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).


E St Joseph Hwy
End of Day Dismissal
Car Line Grades K-8
Car Line
Parking for Walk Up
Parking for Walk Up
Car Line
Car Line
Our Savior Lutheran Church and School
8 7 6 5 4 3 2 1 K

Student Biking Policy:
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. Students who ride bicycles to and from school must have written consent from a parent or legal guardian.

4th grade and above:
Children in grades 4 and above may ride their bike to school without adult supervision. 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.

VII. FAITH FORMATION

The teacher within each classroom conducts daily devotions. 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 sins, 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.

Chapel Families worship together each week. Chapel families consist of representation from each grade level. Each family is assigned an 8th grade student leader and staff member. Occasionally chapel families will worship as a single family within the classroom led by the staff member.

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

Classroom and School-wide Service Projects are opportunities for our school family to bless and serve others in our community and around the world.

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 welcome to join us in chapel.

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 believe that it is of the utmost importance for all of our students and their families to worship. ***We do not believe 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.*** Student church attendance will be recorded weekly and reported every trimester on the report card. In-person worship attendance will only be tracked and counts towards weekly church attendance. Midweek services also count towards weekly attendance (Lent and Advent Services). This recording serves as a reminder of the importance placed on faithful worship. The Our Savior Live Stream is available for those unable to attend in-person worship yet is not eligible for church attendance.

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

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 membership rate received by Our Savior Lutheran members.

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.

VIII. ACADEMICS

The curriculum of Our Savior Lutheran School complies with the requirements of the State of Michigan. All teachers at Our Savior are certified to teach in the state of Michigan. 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
Missional Living
Stewardship

Habitudes & Leadership
Confirmation Instruction
Worship

Science
General Science
Earth Science
Physical Science
Life Science
STEAM
Health Education

Electives
Family Consumer Science
Business World/Junior Achievement

Mathematics
General Mathematics K-6
Pre-Algebra
Algebra

Physical Education
Individual & Team Sports
Sportsmanship Development

Language Arts
Literacy Education
Grammar
Spelling
Handwriting (print, cursive)
Writing Skills
Oral Expression & Presentation

Computers/Technology Applications
Research & Information Fluency
Keyboarding
Digital Citizenship
Presentation Programming
Media
Coding

Social Studies
Citizenship
Michigan History
Social Science
Current Events
Ancient Civilization
Geography
United States History
Family & Consumer Science

Fine Arts
Band
Recorders
Visual Art
Music
Choir
Handbells
Hand chimes
Music Appreciation
Drama

Special Education/Resource Room: A Resource Room is available through Lutheran Special Education Ministries (LSEM). The special education teachers provide targeted instruction based on the student's evaluation goals. DIBELS screenings for reading and other assessments are available to evaluate student needs and support. Contact the special education teacher and classroom teacher if you are looking for academic and behavioral strategies for your child. These services may be limited due to the contractual nature of the amount and frequency of services that Our Savior can offer to our students and families.

GRADING SCALES K-1

Kindergarten and First Grade use a standards-based grading system. Second Grade, in an effort to transition toward standards-based grading, will implement standards-based grading in select subject areas while continuing to use a traditional letter grading system in others.

GRADING SCALES 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%

Midterm Progress Reports: Midterm progress reports are sent home in grades 5-8 at the halfway point of each trimester.

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. Midterm progress reports are sent home in grades 5-8.

Formal Assessments: The NWEA Assessment (Northwest Evaluation Association) is administered to every student in Grades 1-8, three times per year (September, January, May). The assessment provides student progress in comparison of each trimester. 1-2 students take a Math and Reading assessment. Grades 3-8 take a Math, Reading, and Language Arts assessment. Test results are shared during parent-teacher conferences and are used for the guidance of individual student learning. Parents will receive end of the year NWEA results with the final report card.

Awards Assembly: Students are recognized after each trimester and at the end of the year for their achievements. Parents and family are invited to attend. 1st and 2nd trimester assemblies occur after chapel. The 3rd trimester and end of the year award recognitions occur on the final day of the school year.

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
Mathematics	Science

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.

Perfect Church Attendance Awards will be given to students who have not missed any Sundays during each trimester and school year. Church attendance will be taken in each classroom for the purpose of encouraging worship in alignment with the Christian education at the school. Students and their family may watch the Our Savior Live Stream service and count it as attended church. We celebrate student and family commitment to weekly worship.

Faithful Church Attendance Awards will be given to students who do not miss more than a total of three Sundays during the entire school year.

Exemplary School Attendance Certificates will be given to students who do not miss more than a total of three school days during the entire school year. Note: Three school days consist of any combination of absences, tardiness 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.

8th Grade Valedictorian and Salutatorian: A 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.

IX. FIELD TRIPS

Our Savior Lutheran School encourages educational trips as selected by the faculty aligned with learning. 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.

Field trips are designed to supplement the overall education experience of the children. The homeroom teachers plan the trips and make all necessary arrangements. In most cases there are fees associated with school trips that are included in tuition. Adult chaperone fees should be turned in to the receptionist.

1. Trip locations are selected by the faculty and approved by the principal.
2. 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.
3. A driver will take only as many passengers as can be restrained by a shoulder harness and lab 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.
4. 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.
5. 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.
6. If transportation is provided to a school-sponsored event by means other than private vehicle, permission of the school principal is needed.
7. A "Permission Slip" is required to be on file in the school office during 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.
8. 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.
9. 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).

7th & 8th Grade Fall Confirmation Weekend Retreat: The 7th and 8th grade confirmation retreat is part of the confirmation program as developed by the Pastors and Family Life Minister. Students 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 attend, 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. Field Trip student fees are included in tuition.

Outdoor Education: Our sixth and seventh grade students spend three days participating in off-site education with a focus on teamwork, problem-solving, and how science and social studies are found in God's creation. Fourth grade students spend a week at Annie's Big Nature Lesson. Facility leaders and instructors oversee activities with assistance from teachers and chaperones. These outdoor education student experiences are included in tuition. 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 all chaperones prior to any school field trip. Each chaperone must complete an online form prior to each trip, verifying that they possess a current driver's license and vehicle insurance. Chaperones must also sign the form to agree to our confidentiality policy and consent to a background check. Chaperones are responsible for their adult fee on any school field trip or outdoor education trip.

X. EXTRA CURRICULAR ACTIVITIES

A. 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.

Please see the Athletic Handbook for our athletic policy, eligibility rules, code of ethics and permission forms necessary for participation. A sports fee per sport, per school year will be billed for each student participating in any school-related sport program (excluding PeeWee Basketball).

B. Student Organization

Stay tuned for more information regarding a student organization centered around Christian service, led by Miss Faith Korte. This will be available for students in 6th-8th grades.

C. After School Clubs

Our Savior Lutheran School provides after school activities three times during the school year. The purpose is to provide engaging learning activities beyond the classroom while fostering relationships amongst students, teachers, and community volunteers.

XI. STUDENT CODE OF CONDUCT for Our Savior Lutheran School

As a student of Our Savior Lutheran School, I will strive to live as a child of God, reflecting Christ in my words and actions.

School-wide Rules:

I will…

- Be safe and kind
- Be responsible and respectful
- Love God and love others

This Student Code of Conduct is in effect:

- On school property at all times.
- At all school-sponsored or approved events and activities, on or off campus.
- While being transported to or from school, whether by bus or personal vehicle.
- In matters concerning misconduct toward any school employee, whether on or off campus.

XII. K-8 BEHAVIORAL EXPECTATIONS

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. Accomplishment of the above requires self-discipline and a balance of strength and patience.

Christian discipline underlies the whole educational structure. 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.

A. Good discipline originates in the home and is continued at school. A parent should be mindful to:

1. Teach the child God's Word, respect the law, authority, the rights of others, and for private and public property.
2. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
3. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
4. Talk with the child about school activities; show an active interest in the child's learning and relationships.

B. Rules for specific areas of the building and grade-specific situations are established and communicated by classroom teachers as appropriate for each grade level.

C. School-Wide Expectations for SAFETY and KINDNESS

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, lunchroom, commons, gym, etc.)

D. School-Wide Expectations for RESPECT and RESPONSIBILITY

1. 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, kitchen personnel, and staff.
2. 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.
3. The student has the privilege to use educational materials and equipment and the responsibility to give them proper care. Students are also to respect material and belongings of others.
4. 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.
5. Controlled or illegal substances are strictly forbidden.
6. Students and parents are responsible for any willful damage to school or personal property.
7. Cheating will result in a zero for the work and possible disciplinary action.
8. Students will take responsibility for harm done to others or property and take reasonable steps to repair relationships and property.

E. Restorative Practices for repairing harm done:

Our Savior recognizes that restorative justice is firmly rooted in Biblical teaching. After the fall of sin, our relationship with God was restored through the intercession and sacrifice of Jesus Christ, our Savior, on the cross. The staff will strive to cultivate routines and practices that promote biblical restoration once harm is done.

Scripture Guidelines:

But he was wounded for our transgressions; he was crushed for our iniquities; upon him was the chastisement that brought us peace, and with his stripes we are healed.
~Isaiah 53:5

I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.
~Ephesians 4:1-3

F. TECHNOLOGY GUIDELINES FOR STUDENT USE

At Our Savior Lutheran School, we believe that technology is a valuable tool to be used appropriately and purposefully. Technology supports learning by developing digital citizenship, enhancing communication, strengthening critical thinking, and making instruction more effective—all while fostering essential life skills. With these benefits comes responsibility, as technology use is a privilege, not a right.

Work Respectfully & Responsibly

1. Collaborate constructively, kindly, and effectively.
2. Keep technology-related communication positive and appropriate.
3. Only use your own device, unless otherwise directed by the teacher.
4. Technology is for educational or research purposes only and used at teacher-approved times.
5. Photos or videos may only be taken for an assignment and require teacher permission.

Classroom teachers review the school technology policy with students in greater detail in the first days of school. A comprehensive technology use agreement will be sent home to be reviewed as a family, signed, and returned for grades 3-8.

Scripture Guideline:
"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."
~Philippians 4:8

Personal Electronic Device Policy

1. All personal devices must be turned in to the homeroom teacher at the start of the day and stored securely. Devices are returned at the end of the school day.
2. Devices may not be kept in backpacks or lockers during the school day.
3. Students are responsible for their own devices. The school is not responsible for theft, loss, or damage.
4. All phone communication during the school day must take place through classroom or office phones, with permission.

Discipline for Personal Device Misuse:

1. **First offense:** Device confiscated; returned to student at the end of the day.
2. **Second offense:** Device confiscated; parent must pick it up.
3. **Third offense:** Device confiscated; additional disciplinary action may follow.

G. School 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 regarding 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. 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 guidelines to follow in respect to all wardrobe selections. The faculty and administration will review questionable attire and grooming. Student dress guidelines will be open to revision, as needed, to help focus on the nature of our Christian educational setting. Teachers may modify these rules when a field trip or class activity would need such an adjustment.

H. School 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. The school is not responsible for lost, stolen, or damaged items.

XIII. SCHOOL DISCIPLINE GUIDELINES

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.

A. Student Guidelines for Consequences

It is the policy of Our Savior Lutheran School to inform parents of disciplinary measures. A suspension, whether half-day or all day, will be communicated to the parents and could result in loss of academic credit and/or participation in school-related extra-curricular activities.

Definition of Disciplinary Terms

1. 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).
2. In-School Suspension (ISS)- Students will receive assignments from the teachers that must be completed to maintain current grade level. The student will solely work and eat lunch under the direct supervision of staff.
3. 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.

4. 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.
5. Expulsion-This is the permanent separation of the student from Our Savior Lutheran School.

Tiers of Disciplinary Action

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 principal. Level I infractions accumulate for one trimester only.

1st offense	Teacher/Student conference
2nd offense	Parents will be notified
3rd offense	SD or ISS with student; parent, teacher and school principal conference with plan for behavior modifications being implemented, student held accountable.

Level II
Level II offenses are serious infractions to be referred immediately to the school principal.
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 principal
2nd offense	OSS continues until conference with CET, teacher and school principal can be set to discuss continued OSS or expulsion with student and parents.

Level III
Level III offenses are grounds for immediate expulsion following an investigation. Level III 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

B. 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. 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.

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 off-site education experience 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.

Removal from school does not mean that students involved are not forgiven. Rather, the disciplinary action is intended to emphasize the seriousness of the offence 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.

C. 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 principal 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 Lutheran School 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:
Gun, dagger, dirk, stiletto, pocketknife opened by a mechanical device, iron bar, and 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.

D. 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 principal

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.) and be required to interview with the school principal and pastor. 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.

XIV. BULLYING AND HARASSMENT POLICY

Our Savior Lutheran School believes that all students have a right to a safe and healthy school environment. 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. 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 and bullying behaviors include (but are not limited to): verbal harassment, physical harassment, social harassment, visual harassment, and sexual harassment. Harassment or bullying may 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.

Substantiated acts of harassment will result in disciplinary action. Persons found to have made false or frivolous charges will also be subject to disciplinary action.

A. **Reporting a Bullying Incident**
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.

B. Corrective Administrative Procedures for Bullying

1. Students

1. Students being bullied should report it to staff, parents or church/school personnel.
2. Students that are aware of or have observed bullying activity should report it to any staff member, parents or church personnel.
3. 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.

2. Parents

i. 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."

ii. Parents need to accept that the full story may be complex and to trust the school in its processing of the information.

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

C. Process and Procedures to Implement the Bullying Policy

1. Any student who believes he/she 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. An Incident 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.

XV. CONFLICT RESOLUTION, COMPLAINTS & GRIEVANCES PROCEDURES

Conflict Resolution & Holy Manners

Our Savior Lutheran Church and School believes in Holy Manners. Holy Manners will enable us to better serve God, our church, our school, our family, and everyone He places in our path. Holy Manners are promises that we make to each other that are shared expectations of Christian behavior that we strive to offer each other. When practicing Holy Manners, people will feel safe and will be more likely to experience healthy relationships.

In Holy Manners our church school community strives to practice patience, humility, forgiveness, thankfulness, and love. Through Holy Manners we practice Jesus' instructions for conflict found in Matthew 18:15-17a,

"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 challenges with a situation with a staff member you are requested to practice Holy Manners by:

1. Informing and talking with the respective staff member involved. Communicate and listen objectively, rationally, and clearly in order to come to the best resolution for all involved.
2. If the situation is not resolved after meeting with the staff member, contact the principal.

3. The senior pastor may be consulted only after discussions with the staff member 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 (Disability 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.

XVI. SCHOOL SAFETY GUIDELINES

A. Medication Policy

School personnel will not administer medication unless parents have sent a signed permission form to school along with the medication ahead of time. The Medication Permission Form is available in the school office and must be on file before any medication can be given to the student. Students with prescribed inhalers may keep their inhaler accessible as needed as arranged with the teacher.

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. *Prescription medication MUST come with the dispensing pharmacy's label and dosage directions.* All medications will be kept in the school office.

B. Insurance: The school has a blanket insurance policy that covers all student injuries that occur at the school. Details are available in the business office.

C. School Safety Drills

As mandated by the State of Michigan, Our Savior Lutheran School conducts fire, tornado, and safety lockdown drills each year. These drills are announced and practiced to help students develop safe habits and respond calmly and appropriately during an emergency. Each drill directs students to pre-designated safety areas in an orderly manner.

D. Emergency Response Plan

Our Savior Lutheran Church and School has a comprehensive emergency plan for various

crises and emergencies in conjunction with the Eaton County Sheriff Department and Delta Township Fire Department.

E. ICHAT Background Check

All field trip chaperones, field trip drivers, and school volunteers are required to submit an ICHAT form for a Michigan criminal history background check.

F. 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. Key cards will be issued to parents upon request with a two card maximum per household. Any additional key cards request may be purchased in the school office. The key cards provide parents access to the school's main entrance from the hours of 7:00am to 6:00pm 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 securely closed. Faculty and staff will be required to wear an identification card at all times.

G. Visiting During School Hours

For the safety of our students, all visitors to the building between school hours, including parents, must report to the receptionist office to check in and out. When visiting, please sign in and sign out at the receptionist office. The school/receptionist will provide a visitor badge when necessary.

Early childhood families 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 must use the intercom system located at the main entrances of the building. During school hours, 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 the security of our staff and students, please do not hold the door open for others, unless they are with you. Once you have entered the building, please ensure the door is completely closed behind you. Do not prop open the school doors at any time.

Parents are always welcome to visit the classrooms or join their child for lunch. Please notify the school office before 9:00am if you plan to eat hot lunch.

XVII. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records.

Parents have the right to:

- Inspect and review the student's education records maintained by the school (CA60).

- Request that a school correct records which they believe to be inaccurate or misleading. A written request may be submitted to the principal for review.

Schools must have written permission from the parent in order to release any information from a student's education record (CA60). However, FERPA allows schools to disclose those records, without consent, to the following parties:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Our Savior Lutheran School also considers student pictures, video, and film of students to be directory information. However, the law and policy further stipulate that parents shall be given the right to request that this information not be released on their child. *If a parent wishes not to have this information released, he/she must present a written objection to the principal. The principal will handle written requests.*

For additional information you may contact the following address:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

XVIII. MISCELLANEOUS

A. Volunteers

School volunteers are welcomed at Our Savior. Volunteers are at all times to stop in the receptionist office to sign in and out. Volunteers will pick up their name badge or visitor name tag from the receptionist office before reporting to their required volunteer destination. At the conclusion of the volunteering responsibility, volunteers must return to the receptionist office to sign out and return their name badge. The school office has a volunteer permission and confidentiality form to be completed by the volunteer and returned to the school office for record keeping.

B. Parent-Teacher League (PTL)

All parents are invited to participate in the Our Savior Lutheran Parent-Teacher League (PTL). The PTL 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 school.

C. Before and After School Program

Our Savior Lutheran School provides a before and after school childcare program. Student schedule forms must be completed and are available in the school office or online in Blackbaud. Paid adult staff will supervise the students in designated areas.

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

Early Childhood extended care hours are 7:00am until 8:00 and immediately after school (3:15) until 6:00pm. Parents with early childhood children must accompany their student(s) into the building to sign them in. All parents are required to sign students out when picking them up.

If a K-8 child is not picked up by 3:30pm after school dismissal, a staff member will sign the child into After School Program. Children are not to be unsupervised in the building after school. Supervised areas are the After School Program, school office, or designated after school activity areas.

D. Distribution of Materials and Community Promotions

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

E. 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 or email notice will be given of all overdue books to parents for each week the book is overdue for up to three weeks. On the fourth week, the parent will be billed the book replacement fee.
- 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.

F. Lost and Found

Each year, various items of clothing and personal belongings accumulate at school because they are misplaced or left behind. Students who find lost items should place them in the **Lost and Found**, located outside the restrooms in the southeast hallway. Parents and students are encouraged to check this area regularly to reclaim missing belongings. At the end of each trimester, all unclaimed items will be donated to the **Our Savior Lutheran Food Bank**.

G. Fundraising

Student Council, Parent Teacher League (PTL), and the 8th grade class trip are permitted to conduct fundraising for their programs. The Our Savior Lutheran Church and School Auction is the primary fundraising event for church and school ministry.

XIX. WELLNESS POLICY

A. Purpose

Our Savior Lutheran School is committed to creating a healthy school environment that honors the beauty of God's creation and fosters lifelong wellness practices. We seek to promote healthy eating and physical activity that support student growth and achievement.

B. Nutrition Education

Each year, all students—Early Childhood through grade 8—receive nutrition education that encourages treating our bodies as temples of God. Lessons provide knowledge, skills, and values to support healthy eating behaviors and are integrated into the curriculum as well as displayed throughout the campus. Staff will receive appropriate training to support this instruction.

C. Nutrition Standards

Our Savior Lutheran School ensures that reimbursable school meals meet federal program requirements and nutrition standards. Students are encouraged to make healthy food choices. The school monitors all food and beverages served or sold to students—including those outside of federally regulated child nutrition programs—considering both nutrient density and portion size before approving them.

D. Physical Education and Physical Activity Opportunities

Our Savior Lutheran School provides physical education opportunities that reflect a quality physical education program. Instruction equips students with the knowledge, skills, and values for lifelong physical activity. Each year, all students will participate regularly in supervised physical activities—organized or unstructured—that promote fitness and an understanding of both the short- and long-term benefits of an active, healthy lifestyle.

Handbook Reviewed by Christian Education Team

The Student and Family Handbook is reviewed and updated annually by Our Savior Lutheran Schools Principal, Pastor, Business Manager, and the Christian Education Team. The Christian Education Team serves as advisory to the school principal in assisting with the mission and values of school ministry at Our Savior Lutheran Church and School.

Student Handbook Recognition and Pledge Sheet

We (student and parent/guardian) have read and understand the policies, rules and regulations in this handbook. We also understand that the policies, rules and regulations are not all inclusive. We agree to adhere to these policies and rules set forth by Our Savior Lutheran School.

Parent/Guardian Signature	Date
Student Signature	Date

Please sign and date this form and return this page to one of your child's teachers by the end of the first full week of school.