

# Parent-Student Handbook

Our Mission Statement

*Sharing Christ's Love, Centered in God's Word*



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## **FORWARD**

This Parent-Student Handbook has been prepared to acquaint parents and students with the program of Christian education offered at Our Savior Lutheran School and to give a clearer understanding of the policies and procedures of our school. It is reviewed and revised annually by the faculty, then reviewed and approved by the Board of Christian Education. The goal is for this information to build upon Our Savior's close bond by helping parents and students to understand the expectations in place. It is our hope and prayer that your child will participate in the experiences provided by our school as he/she grows spiritually, physically, socially, and emotionally. Knowing that the environment is based on Christ's love, and that the staff strives to make it a safe, caring community, we strive to help each individual to do as Jesus Himself did, "He increased in wisdom and stature, and favor with God and Man." (Luke 2:52)

Michelle Eggold  
Principal

### **The Mission Statement and Purpose of Our Savior Lutheran School**

Our school exists as a disciple-making ministry of Our Savior Lutheran Church. It is available to all families of the community seeking a caring Christian school of high academic quality. We work to meet or exceed state requirements and to train students as Christian witnesses in the twenty-first century.

We seek to serve the needs of people in response to the great love God has for all. It is our intention that all people see themselves as created uniquely, forgiven daily, guided purposefully, and loved unconditionally thanks to the life, death, and resurrection of Jesus Christ. In our daily relationships, our school atmosphere revolves around bringing the Word of God to our students and their families.

We equip children to grow in their love for God and use their God-given talents to lead, serve, and witness in their family, church, community, and world.

## ■ ADMINISTRATION & ACCREDITATION ■

### ■ ADMINISTRATION

Our Savior Lutheran School (OSLS) is maintained and operated by Our Savior Lutheran Church. It represents a primary congregational mission effort and, as a major function of public ministry, is subject solely to the jurisdiction of the Our Savior Lutheran congregation. The final authority and control of Our Savior Lutheran School ultimately, rests in the Voters' Assembly of Our Savior Lutheran Church.

The Our Savior Lutheran congregation has delegated the responsibility and authority to direct and supervise the operation of the school and related programs and organizations to the Board of Christian Education. In keeping with that responsibility, the board shall develop policies to ensure that the school follows a sound, Christian philosophy in all its functions and activities. This board is elected and appointed by the congregation to make all policies concerning the administration of the school. It is responsible for regular reports to the Church Council and to the Voters' Assembly.

The principal serves as the on-campus administrator of Our Savior Lutheran School and is entrusted with the day-to-day management and supervision of the school. She is responsible for carrying out the board's policies, and advises and counsels the Board of Christian Education as an ex-officio member of the board. The principal is likewise obligated to serve as a liaison person between the congregation, ministerial staff, Board of Christian Education, and the school staff.

### ■ ACCREDITATION

Our Savior Lutheran School is fully accredited nationally through the National Lutheran School Accreditation (NLSA) program of the Lutheran Church-Missouri Synod. The school also holds accreditation through the Missouri Non-Public School Accrediting Association (MNSAA) and is a charter member of the Lutheran Elementary School Association (LESA) of Metro St. Louis.

### ■ NON-DISCRIMINATORY POLICY STATEMENT

Our Savior Lutheran School admits students of any sex, race, color, ethnic background or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Furthermore, it does not discriminate on the basis of sex, race, color, ethnic background or national origin in administration of its educational policies, employment practices, or other school-administered programs.

## ■ ADMISSION & ENROLLMENT ■

### ■ ENTRANCE REQUIREMENTS

#### ■ Age of Eligibility

OSL will follow the age guidelines established by the State of Missouri when admitting students.

- Children are eligible for the preschool 2 class when they turn 2 years old. They **do not** have to be potty trained and they **can start** during the year.
- Children 3 years old on or before **August 1** are eligible for the preschool 3 class. They must be potty trained.
- Children 4 years old on or before **August 1** are eligible for the pre-kindergarten 4 class.
- Children 5 years old on or before **August 1** are eligible for kindergarten

Students having successfully completed an approved kindergarten program may register for 1st grade.

## ■ Birth Certificates

All students enrolling for the first time must present a birth certificate prior to admission in accordance with the state and local requirements.

## ■ Medical Records

All students, preschool through grade 8, must meet the state requirements for immunizations appropriate to their age by the first day of school. ***State law requires every child attending school to be immunized properly unless they have filed a religious or medical waiver.*** Health form information must be updated for all enrolling or re-enrolling applicants each year. Students not in compliance with this state law by the first day of school will be excluded from attending.

### **Physical examinations:**

Physical examinations are required for:

- all students entering kindergarten
- all students entering 4th grade
- all students entering 7th grade
- all students of any grade who wish to participate in the sports program during the year
- all new students to the school

## ■ Transfer of Records and Interview

For a student to enter Grades 1-8 at OSL for the first time, the parent must present a transfer of records and/or their most recent report card. The enrollment will continue on a probationary basis until all such records are received and reviewed by the principal. In addition, an interview with the principal is normally required for parents of new students.

## ■ Special Needs Students

Admission of students with "special needs" will be considered following testing/evaluation, and only upon consultation with the Lutheran Association of Special Education (LASE) consultant.

## ■ Home-schooled Students

Students enrolling at Our Savior Lutheran School whose previous educational experience involved "home-schooling" will be required to present evidence of successful completion of work at their previous level of placement. Such evidence may include "end-of-the-year" placement testing in reading, math, and study skills, and a sample of the student's writing.

Homeschool children from grade 3 to grade 8 will be permitted to attend Our Savior Lutheran School for specific classes. The classes already in the schedule will be available on a class by class basis, with attendance requirements of no more than 15% absence rate. Also available is standardized testing and individual school pictures. The cost for each item is listed on the registration form.

## ■ Enrollment

**Enrollment** is considered the first step in the process of admission to Our Savior Lutheran School. Enrollment is considered complete when the necessary forms have been completed and received by the school office, and the Enrollment Fee has been paid.

## ■ Enrollment Dates and Priorities

### **Month of January:**

Priority levels for re-enrollment during the month of January are as follows.

1. Children currently enrolled in OSL
2. Children of families with other child(ren) currently enrolled in OSL

In the event that more completed enrollment forms are received than space available in a classroom, priority within each of the above priority levels will be further prioritized as follows.

1. Children of member families of Our Savior Lutheran Church

2. Children of families with other child(ren) currently enrolled in OSL
3. Children new to OSL

Each of these levels will be prioritized based on the date of form and fee received.

### **February 1:**

Open enrollment for all is based upon the date of receipt of the completed registration paperwork and fee.

Any vacancies that emerge will be filled from the remaining completed enrollment forms received during the month of January based on the priorities set out above and then from the completed enrollment forms received after February 1 based on the date received.

### **■ Waiting List**

To have a child's name placed on the waiting list, enrollment forms must be completed and received by the school office. The enrollment fee does not need to be turned in until the parent is notified that a class opening is available. The enrollment fee is to be paid within 14 days of notification of the opening.

### **■ Student and Parent Commitment**

All students are accepted into the enrollment of Our Savior Lutheran School with the mutual understanding that they will apply themselves according to the ability God has given them. Students and their families will cooperate with the Board of Christian Education policies and all the rules of the school. Most importantly, the parents desire their children to receive a Christian education according to the teachings of the Lutheran Church.

## **■ ARRIVAL & DEPARTURE ■**

### **■ ARRIVAL OF STUDENTS**

Preschool **2s and 3s** students' entrance is at the door by the playground; prekindergarten – grade 8 students shall enter through the front lobby door. **Family's with preschool siblings may drop off at either door.**

The circle drives are considered "Fire Lanes", so drivers are not allowed to park and leave their car. If leaving your car for any length of time please park in a marked space in the parking lot. When dropping off or picking up a child, drivers are allowed to do so in the circle lane but must remain with the car.

Preschool parents are welcome to walk their children from their vehicles (parked in slots, not in the circle) to the classrooms. It may be helpful for parents to assist their child in placing book bags, lunches, coats, etc. in their respective "cubbies" in the hallway or classroom. However, we ask that parents then say "goodbye" to their children and allow them to begin interacting with their teacher and classmates.

**Beginning in kindergarten**, we ask parents to say their goodbyes to their children **before the children enter their classrooms**. The child has the responsibility of unpacking the backpack and getting ready by 8:10 AM for the start of school at 8:15 AM.

During the pandemic, procedures will be adjusted to mitigate health risks. See special instructions in the addendum of this handbook for procedures set at the time of latest handbook update. Information is subject to change, and will be share with families via FastDirect.

### **■ DEPARTURE OF STUDENTS**

At the close of the school day, preschool **2s and 3s** children are led to the parking lot sidewalk at the back of the building. (Children enrolled in Extended School Care are led to the ESC room.) Parents should enter the rear circle drive to pick-up their child.

Students in **prekindergarten- Grades 8** are dismissed to the front circle drive for parent pick-up. (Family's with preschool siblings will pick up at the back circle.) Parents may enter the circle drive to pick-up their child or park in the lot. Parents who choose to park must meet their child on the sidewalk and escort them to the vehicle after being dismissed by the teacher.

Further information regarding both morning arrival and afternoon dismissal procedures and traffic flow will be given at the Parent Orientation prior to the first day of school.

## ■ LATE PICK UP

Children not picked up within 10 minutes after the scheduled dismissal time for that day will be taken to ESC for supervision, unless specific arrangements have been made with the teacher. The parent will be charged the appropriate fee.

~~Students without reservations on Early Dismissal Days will be considered "drop-ins" and will be clocked in and charged the "Drop-In" Fee: \$10.00 for the first 10 minutes or portion thereof and \$1.00 per minute until clocked out.~~

## ■ SAFETY NOTES

- **Parking Lot Safety:** All cars not in the pick-up or drop-off line should be parked in the parking spaces appropriately marked.
- **Front Circle:** Cars within the front circle should always have a driver behind the wheel. (If a child cannot maneuver the car door by him/herself, please use a parking space).
- **NEVER** back up when in the circle or car line.
- **Back Lot:** Parents are asked to help children get into their car seats, as directed by teachers.
- **Safety from Strangers:** If your child will be picked up by someone other than his or her normal driver, please send a note to the teacher or an email to the office (by 3:00). If it is a last minute emergency arrangement, telephone the school office so we have no doubt your child is being released into a safe situation.
- **Pets:** No pets are allowed on the outside of the vehicle without prior written consent. This does not apply to service animals.

# ■ ATTENDANCE ■

Regular attendance is important to the progress of the child and the maintenance of school standards. Consistent with the provision of compulsory attendance regulations and in order for students to receive maximum benefits of the curriculum, students shall be in attendance not less than 90% (e.g., 156 of 174 days) of the scheduled school days. Students with more than 10% absences must produce doctor excuses and complete material assigned by the teacher for the excess absences in order to be eligible for being promoted to the next grade level.

FastDirect has records of the attendance and tardiness of Kindergarten – Grade 8 students. Attendance is computed on the basis of half days. A student that is absent from class for more than two hours but less than four hours is counted present for one half day.

Preschool students do not "make-up" absences by coming days they are not enrolled. Changes to days or part-time/full-time are allowed with permission from the principal if room is available; temporary changes of less than 3 weeks will not be considered.

When distance learning is required, attendance is recorded when the student participates in the online expectations of that grade-level's activities.

## ■ THE SCHOOL DAY

The School Day **begins promptly at 8:15 AM and concludes at 3:15 PM.**

The Main Lobby and Preschool entrance doors have personnel to welcome students at 8:00 AM. Arrival at that time or shortly thereafter allows adequate time for the child to get settled in the classroom prior to the start of the school day. Students are to leave the campus **promptly after dismissal but no later than 3:30 PM** unless remaining for extra-curricular activities, Extended School Care (ESC), or other authorized reason. The school accepts responsibility for students only after 8:00 AM until the children are released to their parent's/guardian's care. It is the parent's responsibility to arrange for child care before 8:00 AM and after 3:30 PM unless the child is enrolled in ESC.

## ■ TARDINESS

In cases of excessive tardiness, parents will be notified by the principal concerning consequences to remedy the situation. Tardiness can be disruptive to classmates and generally cause the tardy student to be behind at the start of the day or miss class time at the end of the day.

- A student who is in the classroom **ready to participate** at 8:15 AM is **on time**.
- A student **arriving after 8:15 AM** (but before 9:00) is **tardy**.
- A student **arriving after 9:00 AM** is counted **absent** for at least a part of that day.
- It is the **parent's responsibility after an 8:15 AM arrival** to insure the child is admitted to the building and has checked in at the school office before going to class.
- Students in K-8 who arrive after 8:25 am on Chapel mornings will be directed to the sanctuary after checking in at the office.

First through eighth grade students who are tardy more than six (6) times in a quarter will be assessed consequences for the disruption in the following manner: 1<sup>st</sup>/2<sup>nd</sup> graders will sit or walk laps for 1 recess for each tardy over 6 per quarter; 3<sup>rd</sup>/4<sup>th</sup> graders will stay after school for 30 minutes at a cost of \$5 for each tardy over 6 per quarter; 5<sup>th</sup>-8<sup>th</sup> graders will stay after school 45 minutes at a cost of \$8 for each tardy over 6 per quarter.

## ■ REPORTING ABSENCE

When a student is absent from school for any reason (illness or otherwise), the parent should notify the office **before 8:15 AM** by phone, email, or Fast Direct. Parents are asked to indicate the child's name and teacher, the nature of the absence, and (if possible) the approximate date the child will return to school. *In cases of illness please refer to the "Health Care" section regarding guidelines before returning to school.*

## ■ WORK FOR UNPLANNED ABSENCES

In the case of absences, the child shall be responsible for obtaining and completing the assignments missed. The general rule for completing assignments is: students are allowed one day per day absent to make up missed assignments and tests, unless otherwise noted by the teacher.

Assignments will be prepared on the day of the absence if the parent makes such a request before 9:00 AM. Teachers will make every effort to have homework assignments and materials ready for a sibling to take home or for pick-up by a parent or other family member **after 3:15 PM**. It will be placed on the homework table located in the Extended School Care area (enter building through the "Bridge Entrance" after 3:15 PM).

## ■ PLANNED ABSENCES

Families sometimes have little control over when vacations can be taken. We also understand and emphasize the importance of families spending time together. However, absences of this nature are discouraged. For the sake of your child and his/her learning, we strongly encourage families to avoid extended absences during the school year if possible, especially the 2 weeks at end of quarters.

It is very important that parents notify teachers ASAP about planned absences. Parents/Students are encouraged to request assignments **at least three days in advance** of all planned absences.

The teacher will prepare assignments beforehand as much as possible; that work is expected to be turned in the first day back. It is the responsibility of the child and the parent to contact the teacher and obtain work missed resulting from absences of this kind and to schedule time(s) to make-up tests. All other work, including tests, should be made up within *3 days of the student's return*.

### ■ EARLY DISMISSAL FROM CLASS

Parents are urged to schedule appointments at times that do not interfere with regular school hours. All requests for early dismissal must be channeled through the homeroom teacher and school office in writing or via Fast Direct. **Parents/guardians picking up children for early dismissal must report to the school office.** Preschool - kindergarten parents/guardians will be given a slip and sent to the classroom for their child. 1<sup>st</sup>-8<sup>th</sup> grade students will meet their parent/guardian at the office.

### ■ PARTICIPATION IN EXTRACURRICULAR ACTIVITIES & ABSENCE

Students who have missed more than two hours of the school day must consult with the principal for permission to participate in an extracurricular activity on that day.

## ■ ANTIBULLYING POLICY ■

**Definition:** “‘Bullying’ is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.”

**A second, more concise, definition:** “‘Bullying happens when a person is exposed repeatedly and over time to intimidation or harassment on the part of one or more persons, either verbally, electronically, or physically, that causes a student reasonably to fear for his/her physical safety or property.”

- I. Our Savior Lutheran School will not tolerate bullying as the standard of behavior. Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.
- II. Students who are caught in the act of bullying will be subject to the appropriate discipline, using the following discipline procedure as the guide, depending upon the severity, age of the children, and consistency of behavior.
  - A. Warning—When a minor incident occurs, the teacher will take the opportunity to help the student define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self-control. (Galatians 5:22-23)
  - B. Inform parents—Teachers will keep parents informed of their child’s actions.
  - C. Inform principal—Principal is involved after the warning has occurred.
  - D. Isolation in classroom—Move student’s desk away from other students’ desk/tables.
  - E. Removing recess and other privileges—Loss of recess and/or special activities
  - F. Detention
  - G. Visit to principal’s office to confer with the principal. Principal will contact parents, and if necessary, call a meeting of the teacher and parents.
  - H. Conference with parents, principal, and staff members involved.

Options for action:

    1. Draw up a behavioral contract.
    2. Consult with Pastor.
    3. Refer student to counseling or therapy.
    4. Assign hours of community service to the student.



- I. Suspension from school for a period of one to three days—After consultation with the parents, teacher, and members of the Board of Education, the student may receive up to a three-day suspension. The student will be asked to develop a plan for positive behavior.
- J. Suspension of longer duration—After a three-day suspension, the principal may suspend the student guilty of repeated bullying for up to a semester.
- K. Expulsion—When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and Board of Education, the principal may expel the student.
- L. Law enforcement will be notified when criminal intent is suspected.

## ■ ATHLETICS ■

### ■ INTERSCHOLASTIC SPORTS

Our Savior Lutheran is a member of the St. Louis Lutheran Schools League. Competitive sports include soccer, volleyball, cross country, basketball, and track & field. If OSLS does not have enough to complete a team, we will join a team from an area Lutheran school whenever possible.

### ■ ATHLETIC ELIGIBILITY

Generally, our interscholastic sports program is available for students in grades 5-8. Fourth (4<sup>th</sup>) grade students may be invited to participate in some sports when appropriate to complete a team.

For cross country, children as young as kindergarten may participate in the organized event. However, students in grades K-3 may only participate in a race if a parent or other authorized adult is present.

### ■ ATHLETIC FEES

A sports participation fee is charged to students participating in cross country, volleyball, soccer, basketball and track. This helps defray the cost of league fees, officials, uniforms, and team equipment. The charge is \$30 per student per sport for cross country and track. The charge is \$60 per student per sport for volleyball, soccer, and basketball.

### ■ ATHLETIC PHYSICALS

All students are required to have a current (yearly) school physical on file with the school office prior to practicing/participating in any practices or games for the school athletic program.

Further information about the athletic program, particularly academic eligibility, is available in the *Our Savior Lutheran School Athletic Handbook*.

## ■ AWARDS ■

Students in grades K-8 are recognized for various achievements in school attendance, Church and Sunday school attendance, sports participation, music participation, academic honors (3<sup>rd</sup>-8<sup>th</sup> grade), and Christian service hours. These are awarded quarterly and/or at the close of the school year.

### ■ ACADEMIC HONORS

#### Honor Roll:

Students in grades 3-8 are placed on the academic honor roll each quarter by earning at least 3 A's or A-'s out of the 6 following subjects, and nothing lower than a B- in all subjects.

- Religion
- Reading
- Social Studies
- English
- Math
- Science

#### High Honors:

Students in grades 3-8 earn the distinction of having high honors if they surpass the criteria of the academic honor roll by having A's or A-'s in all subjects.

### ■ VALEDICTORIAN & SALUTATORIAN

This academic honor goes to the two graduating 8<sup>th</sup> graders that have earned the highest combined **core subject** GPA (**religion, reading, social studies, English, math, and science**) in 6<sup>th</sup>, 7<sup>th</sup> grade and the first 3 quarters of 8<sup>th</sup> grade. If necessary, other tests such as the Explorer Test or standardized achievement test may be consulted. The student with the highest GPA will give the valedictorian speech at graduation, and the student with the second highest GPA will give the salutatorian speech. A minimum GPA of 3.5 has been established for these awards.

### ■ ATTENDANCE

Students will be recognized quarterly and yearly for perfect school attendance and for outstanding school attendance. To be recognized for Perfect Attendance, a student must be at school every day we are in session. To receive Outstanding Attendance, a student will have no more than 1 absence per quarter. For both awards, a student must have no days tardy and no days of leaving early. The following events are not counted against a person's attendance: school-functions off campus, Grandparents Day early departure, and Field Day early departure.

### ■ CHURCH ATTENDANCE

Church/Sunday school attendance will be taken for weekends that are followed by a full or partial week that school is in session. Students in kindergarten through 8<sup>th</sup> grade will be recognized quarterly and yearly for perfect church/Sunday school attendance and for outstanding church/Sunday school attendance. Perfect attendance will be awarded for students who attend church and/or Sunday school every week throughout the quarter/school year. Outstanding attendance awards will be given when a student attends at least 75% of the Sundays throughout the quarter/school year.

## ■ CHAPEL SERVICES ■

Chapel services are held weekly for grades Preschool 3s through 8<sup>th</sup> grade (Preschool 2s – once a month) in the sanctuary, usually at 8:30 AM on Wednesdays. Parents are always invited to attend services.

Preschool chapel services to include Tuesday/Thursday preschool children are generally held the second Tuesday of each month.

Chapel offerings provide the students with an excellent opportunity to begin good stewardship practices. The collections from these chapel services are sent to missions or charitable institutions as detailed in school publications.

## ■ COMMUNICATION ■

### ■ HANDBOOKS

The **Parent-Student Handbook**, which outlines our general policies and procedures, is **updated on the website** annually. In addition to this handbook, supplemental handbooks are available for other specific school programs, such as Athletics and Extended School Care, and are **also available online**.

### ■ SCHOOL NEWSLETTER

Our primary source of announcements is the weekly school newsletter **The Roar**. It is posted on the principal's Bulletin page on FastDirect and goes home at the end of each week via Fast Direct, or a paper copy sent in the Friday folder to the oldest child enrolled. The purpose of The ROAR is to share general information with families regarding upcoming activities, events, and programs.

## ■ EMAIL & FAST DIRECT MESSAGING SYSTEM

All school employees have access to email communication at Our Savior Lutheran School. Email addresses are in the format of first initial, last name, @oursaviorlcs.org. For example: Mrs. Michelle Eggold is meggold@oursaviorlcs.org.

Important school messages are communicated regularly via the Fast Direct messaging system. Please check your Fast Direct message board regularly. It is helpful to set up the system to notify you of emails either by text or through a more commonly used email address. For help in setting this up or questions about your parent pass code, call the school office.

Teachers will check for Fast Direct messages and emails from parents as time allows. Please understand it may not be possible for teachers to respond to emails and Fast Direct messages during the school day, but they will respond within 24 hours during the school week. **Any emergency communications should be directed to the school office.**

## ■ CLASSROOM NEWSLETTERS & TEACHER BULLETIN BOARD

Teachers regularly send home and/or post a *Classroom Newsletter* outlining special events and items for their particular classroom/homeroom.

All teachers maintain a teacher's Bulletin Board on or through a hyperlink on Fast Direct. Important information about field trips, upcoming tests, special projects, memory assignments, and other details are normally shared via this electronic tool on a weekly basis. In addition, some teachers will maintain a teacher's calendar of activities on Fast Direct.

## ■ GRADES & GRADED PAPERS

Each teacher regularly returns graded papers via a "Friday" folder each week. In addition, grades for Grades 1 and older are posted weekly on Fast Direct. Grades should be updated by the end of the day each Monday. Parents may access this confidential and secure "grade book" to view their child's grades using their Fast Direct security code.

## ■ WEBSITE

Parents can find school-wide news by joining and visiting the parents page at <https://www.facebook.com/groups/oslfenton/>, the church/school Facebook page at <https://www.facebook.com/OurSaviorLutheranChurchandSchoolFentonMO/>. Forms, calendars, flyers for upcoming events, etc. are available on the website at [www.OurSaviorLCS.org](http://www.OurSaviorLCS.org).

# ■ CONCERNS, DISAGREEMENTS, & GRIEVANCES ■

## ■ CONCERNS & DISAGREEMENTS

At Our Savior Lutheran, we use the Biblical approach to conflict resolution based on the words and teachings of Jesus Christ as outlined in **Matthew 18:15-17**. The "Matthew 18" format outlines the following sequence.

1. Student to teacher
2. Parent to teacher
3. Parent to teacher and principal
4. Parent to the Board of Christian Education

In cases where you feel you have a complaint or serious disagreement with your child's teacher or school official, please follow these guidelines.

- **Step 1** – As soon as possible, arrange for an appointment time to talk to the teacher individually *in person* and explain your concerns. Many problems that seem serious can be quickly and easily straightened out.

- Please do not attempt to discuss your concern with the teacher in public areas, i.e. hallways, gymnasium, parking lot, etc. Email has its place, but when real concerns need to be discussed, it should be done face-to-face.
- Please do not attempt to come to the classroom unannounced. The teacher cannot discuss serious matters while busy with students.
- **Step 2** – If you are still dissatisfied, contact the principal and explain your concern. If it appears desirable, a joint parent-teacher-principal conference can be held.
- **Step 3** – If you feel the issue is still not resolved, contact the chairperson of the Board of Christian Education. This is the group responsible for the overall supervision of the school.

## ■ HANDLING GRIEVANCES

We all, parents, teachers, and school officials, are concerned about the same thing: your child's quality Christian education. Disagreements will happen, but they can be appropriately handled and resolved.

There are many wrong ways to deal with concerns, disagreements, and grievances, including these.

- gossiping to other parents
- complaining about the teacher or the school in front of your children
- complaining about the teacher or the school before other faculty members
- skipping one or more of the important steps listed on page 10
- allowing anger or frustration to grow without addressing your concern appropriately

In all cases, grievances should be addressed with the understanding of the **8<sup>th</sup> commandment** (You shall not give false testimony against your neighbor) and a spirit of Christian love, concern, and forgiveness prevailing. It is the school's intent that all disagreements be resolved at the source (teacher, coach, sponsor, etc.). If this is not possible, then resolution should take place at the lowest possible level. The focus of discussions shall be on problem resolution that is mutually acceptable.

# ■ CURRICULUM ■

## ■ GENERAL DESCRIPTION

Except for the school's Christian dimension, the curricular course of study for all students conforms generally to the requirements of the state of Missouri. Each child is taught these general subject areas in an appropriate form and style.

- |   |                      |
|---|----------------------|
| ● religion & memory work                  | ● music, choir, band |
| ● language arts, including vocab/spelling | ● art                |
| ● mathematics                             | ● physical education |
| ● science                                 | ● technology         |
| ● social studies                          | ● health             |

Thus the curriculum at Our Savior Lutheran:

- Meets and exceeds the requirements of the Church and State
- Seeks to develop good work, study, and play habits
- Provides Christian life experiences
- Implements varied teaching techniques and learning aids

During distance learning, when required to do so, adjustments to the general subject areas will be made in order to focus on core subjects.

## ■ CURRICULUM OBJECTIVES AND TEXTBOOKS

Specific curriculum objectives have been developed in each subject area for each grade level based on curriculum guides written by the Lutheran Elementary School Association in compliance with Missouri Standards. The entire listing is too lengthy to make generally available, but by request parents may view a

copy of the curricular objectives in the school office. The Christian philosophy and mission of our school are implemented by the teachers, who are trained as Christian teachers. We rely on them, not on the textbooks, to interpret questions of science, literature, current events, etc. from a Scriptural perspective.

## ■ RELIGION

Religious instruction in the fundamental teachings of the Christian faith is an integral part of the Our Savior Lutheran curriculum. All students participate in this instruction. Through the teaching of religion, students will know the Triune God through the Word and the power of the Holy Spirit. Throughout the school day and in all aspects of life, they will see themselves as the reconciled, redeemed children of God as they are taught the demands of the Law and are comforted by the Gospel. Expressing their joy in new life in Christ, they will worship Jesus with the certain hope of eternal life. Responding to the Savior's love, they will serve others and witness to them.

The spiritual dimension of the schooling at OSL is not limited to the religion class, but extends to the entire school day.

- The teachers themselves are Christians who can freely speak of Jesus as their Lord at any time of day.
- The teachers interpret the curricular materials from a Christian perspective whenever the textbooks conflict with Christian values and beliefs.
- The management of the classrooms, hallways, playground, etc. is based on a strong Christian value system.

Each school day begins and ends with classroom devotions and prayer, and a chapel service for grades preschool 3s-8<sup>th</sup> grade is held each week. An individual chapel service will be held for Preschool and Prekindergarten once a month, and the 2-year old preschool class will join the preschool 3s-grade 8 group once a month.

## ■ DISCIPLINE ■

The Our Savior Lutheran faculty has the sincere desire to build and maintain a positive Christian teaching and learning environment. The daily efforts of Our Savior Lutheran staff are directed toward enabling each child to become **self-disciplined and learning-directed**. **It is our goal that students give witness to the Christian faith in their daily living**. The faculty and staff are an educational support for the parents, who are the first and foremost educators of their children.

The Our Savior Lutheran Board of Christian Education, in cooperation with the faculty, has adopted specific discipline procedures. **While these guidelines address problem areas, students and parents are to be assured the faculty stands ready to note the good things that happen and to commend the positive examples set by students**. The discipline guidelines are established to maximize the effectiveness of our total educational ministry to each child. Questions about these guidelines should first be directed to your child's teacher.

## ■ BASIC PRESUPPOSITIONS

- The teacher is in charge of the learning environment
- Children are happiest and learn best in an environment that is orderly, caring, consistent, and mutually respectful
- Students have the ability to choose to obey or disobey the rules
- Students should feel good about choosing good behavior
- Choosing misbehavior should be consistently and appropriately dealt with
- Teachers will not tolerate disobedience or disrespectful behavior

## ■ BEHAVIOR EXPECTATIONS

The following are the general expectations for student behavior at Our Savior Lutheran.

- Students will be respectful and obedient to teachers and other adults at the school
- Students will respect the rights and feelings of others
- Students will show respect and concern for their property and the property of others
- Students will be in class on time with needed materials including completed work
- Students will use acceptable language and demonstrate Christian behavior in their dealings with other students and adults. Taking the Lord's name in vain is unacceptable.

## ■ SCHOOL-WIDE

With the above presuppositions and expectations in mind, the following plan has been developed and will be used at OSL.

### Classroom Expectations:

1. Listen and follow directions
2. Raise hand for permission to speak or leave your desk
3. Keep hands, feet, and objects to yourself
4. Contribute to a positive learning environment
5. Bring all needed materials to class

### Outside the Classroom Expectations:

1. Listen and follow directions
2. Keep hands, feet, and objects to yourself
3. Use appropriate voice levels
4. Walk while in the building
5. Be considerate

## ■ BEHAVIOR CONSEQUENCES

Parents and teachers must work together to help students understand proper, acceptable behavior.

All teachers monitor student behavior according to the stated expectations. Teachers of students administer consequences appropriate for the age level of the child and the nature of the infraction. Each teacher will notify the parents of his/her behavior policy. Occasionally it may be advisable for a teacher, with the consent of the principal, to alter the plan somewhat for an individual student. This is done carefully and after much consideration with intention to serve the best interests of the child and his/her effects on the learning environment.

Each teacher may use positive rewards to encourage students who choose to follow the rules. Beyond the tangible rewards, the most meaningful reinforcement for the child is the increased self-esteem that results from successfully achieving good behavior.

For severe misbehavior, the student may be sent directly to the principal. The principal, in collaboration with teacher and student, will complete a Disciplinary Referral Form describing the misbehavior and action taken.

On the rare occasion, if a student persists in willful disregard of the policies and expectations of the school, the Board of Christian Education, upon recommendation from the principal, reserves the right to expel.

## ■ Guidelines for Specific Offenses

### Cheating (Grades 3-8)

The following disciplinary steps may apply:

- **First Offense** – An appropriate portion of the work will be marked wrong or the assignment/test will be redone/retaken with a 20% grade deduction (at the teacher's discretion), and the parent/guardian will be notified.
- **Second Offense** – A zero will be given for the paper/test, and the parent/guardian will be notified.
- **Third Offense** – A zero will be given for the paper/test, the student will spend time with the principal, and the parent/guardian will be notified.

**Destruction, Misuse, or Stealing of Property:**

The following disciplinary steps may apply:

- **First Offense** – A specific dollar amount will be assessed for the damage or loss. The parent will be notified about the problem and cost. Along with parental acknowledgement of the offense, payment and/or replacement must be made in a timely manner. A detention will be assigned.
- **Second Offense** – Payment/replacement for damage or loss plus at least a one day in- school suspension.
- **Third Offense** – Payment/replacement for damage or loss plus at least a one day out-of-school suspension.

**Possession, Use, Influence of Tobacco, Alcohol, Drugs, Weapons:**

Students are not permitted to use or have in their possession tobacco, alcohol, drugs, (for use of prescription drugs, see the Medications section) matches, knives, guns (toy or genuine) or other weapons.

- **First offense** – The parents will be consulted, and the student may face suspension.
- **Second offense** – The student may face expulsion from school.

In accordance with St. Louis County guidelines, parents and other adults are not permitted to smoke in the school or church building. Furthermore, parents are discouraged from smoking on campus or at school events when students are present.

**Physical Harm, Threat of Bodily Harm, and /or Bullying:**

Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior. As stated in our Anti-Bullying Policy, the following disciplinary actions may apply to a student making threats of bodily harm or engaging in repeated intimidation of others:

Warning	Remove from class	Expulsion
Inform parents	Detention	Notify Law Enforcement
Conference with principal	Suspension	

**Improper or Inappropriate Use of Computers or Internet:**

Failure to comply with the Acceptable Technology Use Agreement will result in the following:

- The student’s computer use privileges will be restricted
- The family will pay for fixing or replacing a damaged device
- Disciplinary actions may include detention or suspension

**■ Definitions**

**Detention:**

Detention is a quiet time with no interaction among students. During the detention the student writes an assigned essay addressing his/her behavior and/or completes another appropriate writing assignment.

**In-School Suspension:**

A student remains at school but is suspended from attending regular classes and participating in all extracurricular activities and privileges during the suspension period at the discretion of the principal. All assignments should be completed for full credit.

**Out-of-School Suspension:**

A student is deprived of all the privileges of attending school for a specified number of days not to exceed five (5) school days. All extracurricular privileges are also suspended. All assignments should be completed with a deduction of 25% on each assignment given during the suspension.

**Expulsion:**

A student will be removed from the enrollment of the school by the Board of Christian Education.

**■ DRESS & GROOMING ■**

## ■ PRESCHOOL DRESS CODE

Preschool and Pre-Kindergarten students do not participate in the standardized dress code. However, the following dress requirements do apply:

- All students **must wear tennis shoes** with Velcro or lace closures and socks.
- Girls need to wear shorts whenever they wear a dress or skirt.
- Shirts must not have inappropriate pictures or writing.
- Students must dress for outside play considering the day's weather conditions.
- Hats are not to be worn in classroom except on designated "Hat Days."

Failure to abide by good standards of dress may result in a call to the parent to bring appropriate clothing or the student wearing clothing supplied by the school. If a parent is in doubt as to whether something would be appropriate, it is best to check with the teacher.

## ■ STANDARDIZED DRESS CODE GRADES K-8

The purpose of the **OSL Standardized Dress Code** is to establish guidelines and standards for the proper dress and grooming of all Our Savior students in Grades K-8.

From time to time the staff may need to interpret the dress code and issue specific directives to students. Final discretion on all matters of dress and grooming is left to the staff.

## ■ Appearance Guidelines

Following the words of Christ in Acts 1:8, "**You shall be my witnesses,**" students at Our Savior Lutheran are expected to present a modest appearance that would result in a positive and effective Christian witness to others. To this end, students should follow these appearance guidelines:

- Clothing should be free of rips and tears, including clothing worn on "Free Dress Days".
- All shirts, for 1<sup>st</sup> – 8<sup>th</sup> graders, **should remain tucked in** throughout the school day. **Exceptions: p.e. class and recess.**
- Hair should be neat and combed; extreme haircuts or bold hair colorings are not permitted; only natural hair colors are acceptable. Hair must be worn off the face. Male students shall maintain their hair above the collar.
- Hats are not to be worn in the building, except for special "Hat Days".
- Boys shall not wear any type of earrings or any other pierced body jewelry.
- Girls are permitted to wear modest earrings, but not any other pierced body jewelry.
- Girls in grades 6, 7, & 8 are permitted to wear light facial makeup.
- Accessories to be God-pleasing and should not cause a distraction, including "Free Dress Days."
- Students shall dress appropriately for outside play considering the day's weather conditions.

## ■ Standardized Dress Guidelines

**Shirts** - solid maroon, navy blue, grey, or white with collars

- Polo-styled or button down
- Short or long sleeved
- OSL approved logos allowed
- Visible undershirts must be plain maroon, navy blue, or white

**Sweaters and sweatshirts** - solid maroon, navy blue, white, gray

- Pull-over or button-down (not hooded sweatshirts)
- OSL approved logos allowed
- Collared dress-code shirt must be visible
- Hooded sweatshirts are considered outdoor-wear only
  - Pictures and sayings must be God-pleasing

**Pants and shorts** - khaki or navy blue

- Must rest at student's natural waist
- Shorts must be at least mid-thigh length
- Pant hems must not rest on the floor



- Cargo pants/shorts are not allowed
- Leggings are not considered pants/shorts, *see skirts and jumpers*
- Belts are required for pants/shorts with belt loops in **1<sup>st</sup>-8<sup>th</sup> grades**

**Belts** - black, brown, navy, or maroon

**Skirts and jumpers** - solid khaki or navy blue, or specified plaid

- Must rest at student's natural waist
- Skirts must be at least mid-thigh length
- Shorts, tights or leggings must be worn under skirts and jumpers
  - Shorts are to be no longer than skirt/jumper
  - Leggings and tights - solid tan, navy blue, maroon, white, gray, or black

**Socks** shall be worn.

- Socks that are visible must be solid tan, navy blue, maroon, white, gray, or black

**Shoes**

- must have closed toes and backs
- Heel heights should be no greater than 1"

Second-hand school uniforms are made available through the office.

Clothing that meets the OSL dress code policy may be purchased at any store. "Just Me Apparels" carries uniform clothing. "Just Me Apparels" is located at 232 Old Sulphur Spring Road, Manchester, MO 63021.

### ■ Specific "Free Dress" Guidelines

- Leggings/jeggings/yoga pants are **only** allowed under skirts/dresses/long shirts (*top of the thigh, minimum*)
- Short/skirt length must be mid-thigh or longer
- Pictures/sayings must be God-pleasing

Failure to abide by Dress Guidelines may result in:

- A dress code violation notice being sent home
- A call to the parent to bring appropriate clothing, or
- Wearing clothing supplied by the school for the rest of the day.

If a parent or student is in doubt as to whether something would be appropriate, it is best to check first with the principal or teacher.

## ■ EMERGENCY CANCELLATIONS & DISMISSALS ■

Emergency school closings or late starts will be sent out through the FastDirect email/text portal. School closings or late starts will also be announced on television station KTVI (2), KMOV (4), and KSDK (5). The announced cancellations are valid only for the day announced. No special announcements are made for class resumption.

School will be dismissed early only if conditions at the school itself constitute a hazard to the children and staff, *such as heating system issues or water main break. The office staff will send out a FastDirect Broadcast with pertinent information. If a child is not picked up promptly the parents, then the "emergency Contacts", will be called.*

School will not normally be dismissed early if a snowstorm or other dangerous weather strikes during the school day. You may exercise your judgment, based on driving conditions you will encounter, and come to pick up your child early.

***When changes occur in emergency numbers or any arrangements for pick-up, please contact the school office.***

## ■ EXTENDED SCHOOL CARE (ESC) ■

The ESC program offers child care before school beginning at 6:30 AM and after the school day until 6:00 PM to any of our students from Preschool through Grade 8. The program is intended to provide a secure, purposeful, and convenient childcare setting consistent with the goals and philosophy of OSLS. After paying an annual ESC enrollment fee, weekly billing is based on a calculating time clock on FastDirect for actual time used per week.

Enrollment in the ESC program is a privilege offered to our school families. This privilege may be revoked for continued misbehavior, lack of cooperation, or failure to meet financial obligations. An addendum to this handbook, the ESC Program Handbook, is available at the office together with registration materials.

## ■ EXTRA-CURRICULAR ACTIVITIES ■

In addition to the OSL Athletic Program there may be other after school clubs or activities offered. Watch for notification of such activities.

- Aeroclub
- Academic Team
- Equations Math Club
- Dance
- Yearbook

## ■ FIELD TRIPS ■

Teachers coordinate educational field trips throughout the school year. Parents are encouraged to volunteer to serve as drivers and chaperones on most outings. When taking other students in their car, 2 adults should be present in the vehicle. A copy of current driver's license and proof of insurance must be given to the office prior to transporting children other than their own. Specific guidelines for chaperones are shared with parents prior to the field trip. Standardized school dress is expected of students on field trips unless noted otherwise on the Field Trip Notification Form.

### ■ PARENTAL PERMISSIONS & NOTIFICATION

Insurance regulations require parents to complete a Field Trip Consent Form for each student for each field trip. No student may participate in an off-campus activity of any kind without a completed consent form, which includes written parental/guardian permission. Students not having the permission form on file will spend the field trip time at school in another classroom and/or (for Grade 3-8) in the office as a helper. Hand-written notes, phone calls, and facsimiles of completed permission forms are not adequate.

## ■ FINANCES ■

The support of Our Savior's program is provided by the membership of Our Savior Lutheran Church through regular and generous gifts that are prompted by a Christian's desire to carry out the will of the Savior. To supplement this support, families whose children attend our school pay an annual tuition. Tuition is reviewed and set annually by the Board of Christian Education based on the annual cost to educate per pupil.

### ■ Tuition

The following options are available for payment of the annual tuition fee:

- Full Pre-Payment – A single payment by cash or check for the total tuition for the year due by August 1. There is a 2% discount off the yearly tuition amount for using this method of payment.

- **Two-Payments** – Each one-half of the total tuition for the year, due on August 1 and February 1. There is a 1% discount off the yearly tuition amount for using this method of payment.
- **10-month Payments** – Ten equal payments beginning August through May of each school year.
- **12-month Payments** – Twelve equal payments beginning June through May of each school year.

Our Savior Lutheran School utilizes a tuition management program called “*Simply Giving*” to collect 10-month or 12-month tuition payments. The *Simply Giving*, a program designed by Thrivent Financial for Lutherans, enables Lutheran schools to receive monthly tuition payments through electronic funds transfer. ***Families who wish to make 10- or 12-month payments must complete the appropriate forms at time of registration*** to authorize the automatic withdrawal services provided by *Simply Giving*.

If the school goes to distance learning for more than 2-3 weeks, specifically because of local or state requirements, tuition for students in Preschool 2s through Prekindergarten can be reduced by 50% starting the 2<sup>nd</sup> month of distance learning.

### ■ Enrollment Fee

In addition to tuition, each family will be assessed an Enrollment Fee which is due at the time of initial registration or annual re-enrollment. This fee will be determined annually by the Board of Christian Education and is **non-refundable**.

This fee covers the cost of various classroom and office supplies, achievement testing and screening programs, and other program costs vital to school operations.

### ■ Late Payments

It is important that fees and tuition are paid on time. In cases of hardship due to illness, loss of employment, etc. contact the principal to make special arrangements.

Two weeks prior to the end of each quarter, notification will be given to any family having delinquent tuition or fees (ESC, athletics, band, etc.).

**If the account remains delinquent at the end of the quarter, the child(ren) will be denied attendance and grades/records withheld until the account is current or a written payment arrangement has been made and accepted.**

***All financial obligations – including tuition, fees, or other charges connected with school activities – must be met before final report cards are issued or records are transferred to another school. Next year’s enrollment may be denied if previous financial obligations remain unresolved.***

### ■ Specific Fee Payment Procedures

Online credit card/debit card or automatic transfer payments are available through PACE, Inc. through the FastDirect portal at [www.sslfastdir.com](http://www.sslfastdir.com). Credit/debit card convenience fees of 3% or \$1/transaction for ACH transfers (each account, each time) are charged to the parent.

Please make out your checks payable to **OUR SAVIOR LUTHERAN** noting the following on the memo line:

- |               |                 |
|---------------|-----------------|
| • ENROLLMENT  | • DONATIONS     |
| • BAND        | • ATHLETICS     |
| • TUITION     | • LUNCH BUNCH   |
| • FIELD TRIPS | • SPECIAL LUNCH |
| • ESC         |                 |

Please write separate checks for each of the above categories. There will be no transfer of funds between these accounts unless arrangements are made at the conclusion of the school year. If paying by check we encourage you to pay by check or in person at the school office. We cannot be responsible for cash sent with a child or through the mail.

There will be a \$25.00 service fee for any insufficient check returned by the bank. Any discount given from the payment with an insufficient check will be lost.

### ■ Financial Assistance and Church Membership

Tuition assistance is available for any K-8 student through the Lutheran Elementary School Association (LESA) – Building Blocks Scholarship Fund or Missouri District Fund and Our Savior Lutheran Church – Tuition Assistance Fund. Families seeking financial assistance must apply online through the FACTS website. Details on the application process may be obtained in the school office or on the school website. Families who are members of Our Savior Lutheran Church and have established a pattern of consistent participation may submit a request for tuition assistance from the church. To do so, the parent(s) should write a letter of request to the Board of Elders.

## ■ HEALTH CARE ■

OSL participates with other area Lutheran schools in a cooperative school nurse and health care program. A nurse is available to the staff for training, advice, and assistance. This health care program includes regular screenings for hearing and vision.

### ■ STUDENT HEALTH REGISTRATION FORM

Allergies and health issues have increased in the general population. We are making every effort to be aware of them to help keep your child safe. Complete the form and return it with the enrollment forms, no later than the first day of the school year. Make sure to update information, as changes occur, throughout the year.

### ■ IMMUNIZATIONS

Current immunization records are required of each child upon enrollment. State law requires every child attending school to be immunized properly *unless* they have filed a religious or medical waiver.

### ■ ILLNESS

Please use these guidelines, which are based on St. Louis County health guidelines, in deciding whether a child who is suspected of being ill should return to school.

- Students with vomiting, diarrhea, or fever above 99.6 F (prior to being given fever reducers of any sort) in the morning or 100 F in the afternoon are not eligible to attend school.
- Students must be free of symptoms (that is, no fever, vomiting, or diarrhea) for 24 hours before returning to school.
- When taking a child to the doctor, it is helpful to bring a note to school from the doctor to show the child has been directly under the doctor's care for the given time-period.

### ■ COMMUNICABLE DISEASES

Parents are responsible for notifying the school when their child has a communicable disease. Other parents will then be notified in writing if their child has been exposed to any communicable disease. Before the infected child returns to class, a note from the doctor who performed a medical evaluation to determine that the child is no longer contagious and is able to participate in school activities is required.

## ■ LIBRARY ■

Students are actively encouraged to read good books frequently, during school time and at home. Books are located in individual classrooms and the library.

Meramec Valley Public Library, next door, will be utilized frequently during the school year. A field trip form will be completed once for the entire school year. Individual teachers will notify parents of plans to walk over based on their lesson plans.

## ■ LOST AND FOUND ■

A tub for lost and found items is located in the lobby. Parents and students are encouraged to check it occasionally for items they may have misplaced. Items still in the box by the end of the school year will be disposed of.

## ■ LUNCH PROGRAM ■

A school hot lunch program is offered by an independent contractor [Martha's Catering](#). The program has a separate website through which to order and pay for lunches. Students will continue to be offered milk at a minimal cost. Milk cards are available for purchase in the office.

Health regulations prevent us from providing a microwave or a refrigerated place to store lunches brought from home. We suggest using an insulated container if necessary.

In accordance with our Wellness Policy, families are encouraged to provide nutritious lunch time meals. No soda, energy drinks, or caffeinated drinks are allowed.

Candy is discouraged as part of the lunch, but if included should be a snack-sized treat.

## ■ MEDICATIONS ■

**All medication, whether prescription or over-the-counter, must have an authorization form completed in order to dispense.** Forms are available as an addendum to this handbook. If additional forms are needed, please contact the school office.

### ■ PRESCRIPTION

- Students needing medication to be given during school hours must have a medication authorization form on file in the student health record. The form must be completed and signed by the physician **and** parent, then returned to the school office before any medication may be given. The first dose of any medication may not be given by school personnel. A new form must be completed for each new school year. A form is located in the back of this handbook, online and in the school office. Signed and completed forms may be faxed to our office. Our fax number is (636) 343-4921. Students may only self-administer and carry with them a rescue medication inhaler for asthma or an Epi-pen for severe allergic reactions, and only if a physician **and** a parent has signed the self-administration portion on the form. Insulin for diabetics and non-rescue inhaled medications may also be self-administered, but must be kept in the nurse's office.
- Epi-Pen administration is Board approved and WILL BE ADMINISTERED IN THE EVENT OF AN ANAPHYLACTIC REACTION.

- Medications must be **brought to school by an adult**, in a container, appropriately labeled by the pharmacy or physician. The instructions should indicate that the medication is to be given during school hours.
- The school nurse will monitor the administering of all prescription medications, and with the principal's assistance, will be responsible for designating and training staff members to give the medication in the nurse's absence.
- A log will be kept of all medications administered at school. It will include the student's name, the date and time the medication was given, and the signature or initials of the staff member giving the medication. All prescription medication will be kept in a locked cabinet or drawer.

### ■ **NON-PRESCRIPTION (over the counter)**

- Medications must be brought to school by an adult in the original container labeled with the student's name. Written instructions should be provided indicating that the medication is to be given during school hours.
- Students are allowed, with a written note from the parent, to bring cough drops for a cough or sore throat to take as needed without written notification from a doctor. The container must have a label with the student's name on it. It will be kept by the teacher so teacher can monitor the amount the student takes.
- No staff member will administer any medications, creams, oils, etc. that are not FDA approved. Students are not allowed to administer them either. Parents are welcome to come and administer the oils, as long as it does not affect any student or staff member adversely, as a result.
- The parent may be called when a non-prescription medication is given to ascertain that none has been given within four hours, and to notify the parent of the time the medication is being given.
- All medications -- prescription or non-prescription -- must be picked up by the parent or it will be disposed of by school personnel at the end of the prescribed administration period, or at the end of the school year.

## ■ **MUSIC PROGRAM** ■

Music is an important part of school life at OSL and is often centered on the worship of God. In addition to classroom music:

- Students in grades 2-8 participate in choir
- Band classes are provided to students in grades 5-8 through the staff of the Lutheran High School Association of St. Louis on a fee basis.

Music is an integral part of Our Savior Lutheran Church worship services, so groups from the school music program participate during a service approximately one time a quarter. Specific dates and times are announced in the school Roar newsletter.

## ■ **NUISANCE ITEMS** ■

A nuisance item is any item that the staff deems is interfering with the safety or learning of students.

Items such as toys, magazines, and electronic devices are considered a nuisance and distraction to the classroom learning environment, and therefore should not be brought to school. If it is necessary for a child to have a cell phone at school, it will be turned off during school hours and secured in the student's locker, backpack, purse, etc.; not on the child's person or in their desk(s).

Nuisance items or any others that cause disruption in the classroom will be confiscated. In some cases, additional disciplinary consequences may be appropriate. An item of obvious monetary value may be returned to the parent when the teacher has received assurance that it will not reappear at school.

Students need to get permission from the teacher before he/she is allowed to bring personal sports equipment, toys, or games to school. Skateboards, roller blades, or skates should not be brought to school, except on special days.

Students are allowed to bring personal e-readers to school. Other digital devices such as iPads are to only be used for acceptable reading material or other activities, including teacher-approved educational games only. The school is not liable for loss or damage to any personal digital devices.

## ■ PARENT TEACHER LEAGUE (PTL) ■

All parents of OSL students in preschool 2 through grade 8 are part of the PTL. It is a privilege and the responsibility of every parent to participate in this group. In this organization, parents and teachers gather as partners for two important purposes:

- To work together for the child's benefit
- To plan special events and projects to enhance the school's program

In addition to its objective of supporting parents, the PTL has supported the school's program through the purchase of many needed items. Several fundraising projects are planned each year. Your help and participation is needed and expected. All funds are used to enhance the education our children receive at OSL.

## ■ PHYSICAL EDUCATION ■

Through exercise, drills, and games, it is our goal to encourage the child, promote positive attitudes, and expand physical fitness awareness. Physical fitness is encouraged during regular recesses (outdoor/indoor), based on age-level of students. Physical education classes are held twice a week in Grades K-8. Appropriate clothing should be worn on P.E. days. An appropriate pair of gym shoes with non-marking soles should be kept at school in the student's locker.

## ■ STUDENT ASSESSMENT ■

Parents will receive informal and regular formal reports about your child's academic progress and other areas of growth and maturity. You are encouraged to contact the teacher whenever you have a question concerning your child's progress. Please contact the teacher first to set a time convenient for both of you.

### ■ REPORTS

Formal structured reports attempt to communicate important elements of the student's progress.

#### Weekly Grade Reports:

Reports are available each Monday on Fast Direct. These reports give students and parents an up-to-date "snapshot" of the child's progress, graded assignments, missing work, etc. Parents are asked to review and discuss these reports weekly with their child. If questions arise, please contact your child's teacher immediately.

#### Midterm Reports:

Formal reports are issued to children in Grades 1-8 near the middle of each quarter to give a preliminary indication of the child's achievement. These midterm reports do not contain as much detailed information as the end of quarter report cards, and are not kept in the student's permanent file. Midterm Progress Reports will be available on Fast Direct on the established dates (see annual calendar) for all 1<sup>st</sup>-8<sup>th</sup> grade

students. Parents will be asked to notify the teacher that the midterm grades have been reviewed and discussed with the child. A hard copy can be requested at that time.

### **Report Cards:**

Report cards are available after the end of each quarter. These assessments are intended to measure the child's progress compared to the expectations of the teacher and the school (not necessarily in relation to other children in the class), and are used to report growth in academics, as well as in school habits and attitudes. Forms will be sent home for signature(s) of viewing on Fast Direct. A hard copy can be requested.

### **Parent-Teacher Conferences:**

Conferences are scheduled to coincide with the issuance of the first report card for students in Grades K-8. Preschool & Pre-Kindergarten parent-teacher conferences are scheduled at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters.

## **■ STANDARDIZED TESTING**

Standardized achievement tests are given annually to students in grades K-8 in order to aid in evaluation and guidance. The Iowa Basic Achievement Test is administered each spring and provides educational data that is compatible with public and non-public testing requirements. It is helpful to watch educational trends of individual students, as well as the school.

## **■ STUDENT'S CUMULATIVE RECORD**

A cumulative record is kept for each child. The cumulative file contains all report cards, immunization records, SAT reports, and results of screening.

## **■ PROMOTION, RETENTION & ACADEMIC PROBATION**

Guidelines and procedures for promotion, retention, and academic probation are on file in the school office. Two different policies exist, one specific to students in Kindergarten - Grade 5, and one for students in Grades 6-8. Parents will be notified and informed of these guidelines as early as possible during the school year whenever a child's academic progress warrants it. At any time, a parent may request to see the policy.

## **■ SUPPLIES ■**

A list of supplies needed by students will be distributed in June [and is available on the website](#). Parents are responsible for securing all supplies requested for their child by the first day of school. Any additional supplies requested by your child's teacher at a later date should be obtained in a timely manner.

## **■ TEXTBOOK USAGE ■**

Textbooks, workbooks, and other instructional materials remain the property of the school and are made available to the students for purposes of learning. **Students are required to keep adequate book covers on all hardcover textbooks.**

All textbooks are inspected by the teachers and their condition recorded prior to the time they are issued to students. Upon issuance, the student becomes responsible for the textbook and the condition of its return. If, for whatever reason, the textbook is lost or damaged, the student will be assessed partial or total cost of the book.

## **■ TUTORING ■**



## ■ TUTORING

Selected older adults serve as volunteer tutors during school in the area of reading and language arts. Each older adult volunteer works for one hour each week with one child from Grades K-6. Their job is to help build a love of learning in the child.

## ■ SUMMER TUTORING

Some of the faculty members of Our Savior may be available during the summer for extra tutoring. Families interested in the service will work directly with the individual teacher, rather than through the school office.

## ■ VISITOR CHECK-IN ■

Parents and other visitors are required to check in with the school office whenever entering the building during the school day. After 8:15 AM please come to the lobby door and use the monitor/speaker to be buzzed-in. Before going to a classroom, parents/grandparents are required to sign-in at the office. If you have an item for a student, the office staff will deliver it.

If you are picking up a student before the usual dismissal time, please notify the school office as well as the child's teacher. When you arrive, sign out your child. Students in grades 1-8 should be waiting for you at the school office; parents will go to the classroom for preschool and kindergarten students.

## ■ VOLUNTEER GUIDELINES ■

Volunteers are concerned and dedicated persons, and they are one way in which the school works in partnership with parents. Volunteers enhance the education of children by assisting in a wide variety of ways during school hours, directing extra-curricular activities, or by working in their homes. They use their time and special skills to support the professional staff, but ultimately it is the children who benefit from their efforts.

### ■ VOLUNTEERS WORKING AT THE SCHOOL SITE

- **Role:** A volunteer serves as an assistant to the professional staff responsible for the educational program of the students. It is important for volunteers to take their direction from the teacher or staff person in charge of the activity. All volunteers are approved by and under the supervision of the principal.
- **Commitment and Reliability:** Even though volunteers serve without pay, people depend on them when they have committed themselves to a task. If for some reason a volunteer cannot meet the commitment, he/she should inform the professional staff so that the day's schedule can be adjusted accordingly.
- **Safety Requirement:** Volunteers are required to have a background check done through the school, as well as completing the SafeChurch course for volunteers.
- **Confidential Information:** Volunteers sometimes have access to privileged information or have opportunity to observe individual children, or interaction between children, or interaction between students and teachers. Information of this sort needs to be handled with mature judgment.

Volunteers do not have the responsibility to contact parents to inform them of behavior problems or academic needs. Volunteers who have concerns about what they have observed should discuss their concern with the professional staff or the principal. Contact with the home should come from the professional staff. It would also be inappropriate for volunteers to discuss or disclose this type of privileged information with other parents.

- **Discipline:** is under the direction of the trained professional staff. Volunteers should not administer any disciplinary consequences that are needed.

- **Instruction:** Classroom volunteers should not introduce new concepts or use materials that have not been approved by the classroom teacher. This sometimes results in confusing the children or disrupting the normal progression of educational concepts.
- **Sign In:** Volunteers during school hours must report to the school office to sign in and out.

## ■ WEBSITE & PUBLICITY PHOTOGRAPHS ■

Our Savior Lutheran maintains Facebook pages (<https://www.facebook.com/OurSaviorLutheranChurchandSchoolFentonMO>) and a website ([www.oursaviorlcs.org](http://www.oursaviorlcs.org)), as well as ongoing publicity which may include pictures of our students involved in various school activities. Appropriate anonymity safeguards are taken.

If parents would prefer that their child not be included in any OSL website, Facebook page, or publicity photos, we ask that you mark the appropriate box on the Acceptable Use of Technology Agreement or **inform the office, in writing, of your request**. If you have any questions concerning the use of student photos, please contact the school office.

## ■ WELLNESS POLICY ■

### **Philosophy:**

Our Savior Lutheran School recognizes the importance of healthy students for the fulfillment of our mission and the success of the educational program, as well as the importance of teaching students healthy habits for life. Our Savior Lutheran School also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. Therefore, it is the policy of Our Savior Lutheran School that:

- The school shall support and provide good nutrition habits for students.
- The school shall provide physical, nutrition, and health education to foster lifelong healthy habits.
- The school shall provide opportunities, support, and encouragement to students to be physically active on a regular basis.
- The school shall provide a safe and healthy environment.
- The school shall encourage the social and emotional well-being of students.
- The school shall provide a coordinated program of accessible health services to students and staff.
- The school shall support the faculty and staff in maintaining a safe and healthy lifestyle.
- The school shall engage parents, faculty, and community members in developing, implementing, monitoring, and reviewing the school's wellness policy.

### **Nutrition:**

Academic performance and quality of life are affected by the promotion of good foods in our school. Good nutrition supports students' physical growth, brain development, resistance to disease, emotional stability, and ability to learn.

Nutrition education shall be included as part of the health education program at Our Savior Lutheran.

Our Savior Lutheran shall contract with a milk provider who provides milk that meets the requirements of federal and/or state programs. White and chocolate milk will be offered. Fat content of the milk will meet or exceed federal and/or state guidelines.

The school shall not allow fast food to be brought in for students' lunches, except on designated special lunch days. Soda is not allowed at any time. Water bottles shall be allowed in the classrooms, and drinking fountains are available for students.

### **Health Education:**

The school aims to teach, encourage, and support a healthy lifestyle for students. Healthy living skills shall be taught as part of the regular instructional program. These provide the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

All students shall attend physical education classes. Preschool students will attend physical education classes 30 minutes each week. Kindergarten through 6<sup>th</sup> grade students will attend physical education classes 60 minutes each week. These classes will include a variety of physical activities appropriate to the students' age, grade, and development level, and will emphasize skills and activities that are aimed toward developing a life-long active lifestyle.

Nutrition and health education shall be taught at each grade level as developmentally appropriate, as well as integrated into classroom instruction. Topics such as proper hand washing, the importance of drinking water, food groups, relationship of food intake and physical activity, nutrition facts label reading, foods that keep the body healthy and foods that may contribute to poor health, and oral health will be included.

**Physical Activity:**

As stated above, physical education shall be an essential element to the school's instructional program. All students shall have at least 20 minutes per day of supervised recess outdoors when the weather permits and/or physical education class. Moderate to vigorous activity shall be encouraged verbally and through the provision of adequate space and age-appropriate equipment.

**Environment:**

The school shall strive to provide a safe and healthy environment for all in order to promote academic success and quality of life. School buildings and grounds, structures, and equipment shall meet all current health and safety standards, and be kept clean, safe, and in good repair. The school shall maintain an environment that is free of tobacco, alcohol, and other drugs. Students will not be allowed to have any type of weapons on the premises. Safety procedures and appropriate training for students and staff shall support personal safety.

Staff will regularly complete CPR and first aid procedure training. The school will regularly conduct safety drills (fire, tornado, intruder) as directed by the state. Faculty will be provided with an updated emergency handbook stating procedures in the event of an emergency, complete with emergency information forms for each of their students. Faculty shall be made aware of any allergies or other important health information for their students. Allergy prevention information is available in the office for the faculty and staff. Faculty members are provided with basic first aid supplies (gloves, bandages, ice packs) to assist the students when needed. In the event of a more significant incident, faculty members have been trained in procedures and reporting for the safety of their students.

In the case of a contagious disease in a classroom, the school shall have a procedure to notify the office and other parents as necessary.

**Social and Emotional Well-Being:**

Our Savior Lutheran shall encourage the social and emotional well-being of students, families, faculty, and staff to help build a healthy school environment. Students, families, faculty and staff shall be directed to resources that include the pastor, a counselor, or other community resources should they need or request assistance. Students shall be provided the skills to express their thoughts and feelings in a responsible and appropriate manner. Students shall give and receive social and emotional support to and from others. Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relationships. All shall be encouraged to balance work and recreation. All shall be helped to become aware of stressors which may interfere with health development.

**Procedure** for handling students' emotional, social, and psychological needs:

1. The goal of every teacher is to be aware of social, emotional, and psychological needs of their students.
2. Every teacher is responsible to assist students as they learn to handle their emotions, teach students social development skills, and notice special psychological needs of the individual students.
3. When a teacher becomes aware of a concern, whether through observation or information given by someone, she is to spend time assessing the specific needs for that child. Keeping notes about specific facts will help keep track of what is said/done.
4. The principal will be informed of concerns and/or conversations. At any time in the process, talking to the principal for advice is appropriate and encouraged.

5. When appropriate, advice from our LACE education consultant will be requested by the teacher and/or the principal.
6. With information gathered and notated, a conversation with parent(s) will take place to inform, ask for suggestions, and/or suggest outside evaluation/help.
7. Counseling with the principal and/or the pastor can be a source for the child and/or family, if appropriate.
8. If professional counseling is indicated, parents will be given options by our LASE consultant and principal, working as a team.
9. Follow-up with a child and/or a family will take place by the LASE consultant and/or the principal to make sure solutions are occurring.

#### **Health Services:**

Our Savior Lutheran School shall provide a coordinated program of accessible health services that can help improve the mental and physical health of students, faculty, and staff. Primary coordination of health services shall be through the principal and faculty. Our Savior Lutheran shall collaborate with community health liaisons and use resources to promote health and wellness for students, families, faculty, and staff. A coordinated program of accessible health services shall be provided to the students, faculty, and staff and shall include school safety, a dental health program, health screenings, violence prevention, communicable disease prevention, CPR and first aid, community health referrals, and other priority health education topics.

#### **Monitoring and Policy Review:**

Our Savior Lutheran shall engage faculty, health professionals, and school board members in developing, implementing, monitoring, and/or reviewing the school's wellness policy. A list of health services that were provided shall be documented by the school office and evaluated. The principal, faculty, and board of education shall revisit the wellness policy annually to evaluate its effectiveness and revise, update, or amend the policy as needed.

## ■ WORSHIP ■

Our Savior Lutheran Church welcomes guest worshipers and encourages membership. Worship services are held on Sunday at 8:00 A.M. and 10:30 A.M., and Saturday at 5:00 PM. During Advent and Lent services are also held on Wednesday at 2:30 pm and 7:00 PM. Sunday school and Bible classes are at 9:15 A.M. Classes for individuals interested in becoming acquainted with the fundamentals of Lutheran doctrine and/or seeking church membership are offered regularly throughout the school year by our pastor.

**Student groups participate in the church services** at Our Savior. Groups may be by grade level or music groups such as KOOS (Kids of Our Savior), band, or chimes. Although attendance is not required, we do appreciate everyone's attendance. These are opportunities our children have to share their joy for the Lord with the church members, and it is a way of thanking them for supporting our school.

Our attitude toward church attendance is based on the clear message from Scripture. Regular attendance at church services and Sunday school is a way to spend time with God and fellow Christians. ***“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another”*** (Heb.10:25 NIV). The school supports the family and realizes it is ultimately the home that sets the examples, ***“Train a child in the way he should go, and when he is old, he will not turn from it”*** (Proverbs 22:61 NIV). Regular and frequent meeting with other Christians to worship God is good. It is exactly what God feels we need. We pray you chose this school because you wanted a Christian education for your child. As part of our educational program of training the whole child, Our Savior students are encouraged and expected to attend services regularly. Our care and concern for you and your child leads us to encourage parent(s) in this important aspect of a solid Christian education.