

**2011 - 2012**

# **HANDBOOK**

## **Our Savior Lutheran School**

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# OSL SCHOOL HANDBOOK

2011 – 2012

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## PURPOSE OF OUR SAVIOR LUTHERAN SCHOOL

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

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

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

- ❖ To provide thorough instruction in God's Word so that your child:
  - May learn to know and trust Jesus Christ as their ever-loving Savior;
  - May know the Lord's will;
  - May be led by the Holy Spirit to do that which is God-pleasing;
  - May be prepared to live with God eternally in heaven.
- ❖ To assist the home in carrying out its role as commanded by God.
- ❖ To cooperate with and assist parents in leading their children into successful, purposeful, and useful living
- ❖ To help children discover and develop their God-given talents and abilities, that they might use them to His glory and for the benefit of their fellow man.
- ❖ To maintain high standards of education at all grade levels integrated with and related to the teaching of God's Word for the development of the whole child.
- ❖ To assist parents in developing the kind of Christian character which will make the graduates of our schools leaders in the church and in the community.
- ❖ To train students not only how to make a living, but how to make a life!

### Mission Statement

**Mission:** To assist families in teaching children the Christian faith, academic excellence, leadership skills, community service, self-improvement and personal growth.

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

### Values:

1. We value an **intimacy with God**. Faith in Jesus Christ as our Savior is the cornerstone of our daily activities and curriculum. We teach faith-based Christian values and morals. We encourage a community of faith that practices, discusses, reads, thinks, and praises the grace of God.
2. We value a **journey in grace**. Those who journey together at Our Savior Lutheran School experience mutual care, live in unity, grow in grace and edify one another in Christ. We offer instruction, guidance and support that allows students to grow in grace.
3. We value an **inheritance for all**. Recognizing that God desires all people to be saved, the Our Savior Lutheran School community shares the Gospel of Christ by reaching out in word and deed to families, neighbors and the world. We offer various and frequent opportunities for the Our Savior Lutheran School family to touch the lives of the community.
4. We value **education excellence**. We strive to help children to reach their full potential. The greatest opportunity at Our Savior is for the children to discover how they can go above and beyond their expectations.
5. We value **leadership development**. We teach children personal responsibilities, citizenship expectations, and self-esteem. We extend leadership education in the classroom settings through personalized learning and accountability.
6. We value **community service**. We believe in stewardship, charity and fellowship to strengthen internal and external communities. We believe in acceptance and mutual respect for all people. We participate in the promotion of civic improvement, education excellence, and quality health. We strive to build stronger family relationships and communities.
7. We value our **relationship with parents**. We assist the parents in the education of their children by providing high academic standards, quality instruction, personal Christian growth, and service to God, to the community, and the nation.

8. We value **technology**. We recognize and use technology as a tool to expand learning horizons and to strengthen the understanding of our diverse and multicultural world.
9. We value **enrichment**. We recognize the value of the performing arts, athletics, and after school programs in providing a well-rounded education.

## **GENERAL INFORMATION**

### **Administration of the School**

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

### **Accreditation**

Our Savior Lutheran School is one of over 1,018 Missouri Synod Lutheran Elementary Schools in North America and one of 88 in the State of Michigan. Our Savior Lutheran went through a three year accreditation process leading to accreditation with the National Lutheran Schools Accreditation (NLSA) and Michigan Non-Public Schools Accreditation (MANS) Accreditation was renewed by the Michigan District of the LCMS in May, 2008.

Our Savior Lutheran School is administered according to the State of Michigan's required standards of elementary education. Teaching personnel are certified by the State of Michigan. Qualified Christian teachers integrate the faith within a prescribed course of study leading to entrance into high school.

### **Enrollment Policy**

Our Savior Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, and athletic and other school administered programs.

Students will be admitted using the following guidelines:

1. Enrollments from members of Our Savior and Messiah
2. Enrollments of current students and siblings
3. Enrollments received in chronological order
4. Enrollments will be processed until classes have reached maximum level. If the maximum class size is reached, the principal is to establish a waiting list with members of Our Savior and our affiliated congregations given preference for future enrollment.

New applications for enrollment are made to the principal. Applicants are interviewed by the principal. The applications are evaluated by the principal and may be accepted or declined.

All pupils entering the school obligate themselves to take the required courses offered in the curriculum, including the religious program offered by the school, and submit themselves to the school rules and regulations.

Parents who are not members of The Lutheran Church – Missouri Synod are encouraged to attend classes on the teachings of The Lutheran Church – Missouri Synod that they may understand the principles of Christianity which their children will be taught.

Children entering school for the first time (Pre-K, Kindergarten, or First Grade) must have attained the age of three, four, five, or six, respectively, by December 1st to enroll. A copy of the birth certificate should be on file in the school office.

Children enrolling in grades 1-8 must present a transfer and grade card from their previous school; they must also complete all the required enrollment forms. According to Michigan Law, the Education Amendment of 1974, "Protection of the Rights and Privacy of Parents and Students," Section 438, Subsection (b) (1), parts A and B, states that school officials, including teachers within the educational institution and officials of other schools in school systems in which students may intend to enroll may receive a student's records without a written consent for such release.

Placement will be made according to the recommendations of the previous teacher/school. Until all records and forms are received, enrollment and grade placement are conditional.

Applicants for First Grade enrollment may be given school readiness screenings to give guidance to parents and teachers in planning an educational program. In advanced grades, children may be required to take tests to determine the placement of the student.

The State of Michigan requires all children entering school in Michigan for the first time to have a physical examination and to be properly immunized. All children entering Our Savior Lutheran School must be immunized according to the Eaton County Health standards receiving the required diphtheria, pertussis, tetanus, polio, measles, rubella, and mumps vaccinations. Record of these immunizations must be filed in the school office.

Any student may be refused admission for any of the following reasons:

- refusal to comply with enrollment policies;
- history of not being able to academically function in a regular classroom;
- history of discipline problems or social maladjustment;
- fees/tuition are not paid in full.

Until all records and forms are received, enrollment and grade placement are probationary. In addition, all students are enrolled on a probationary basis for their first semester of attendance. A student may be enrolled on a probationary status for a longer time if there exists a questionable history regarding any of the following:

- inability to academically function in a classroom;
- discipline problems;
- social maladjustment.

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

## **Tuition**

Tuition is paid directly to the school and is billed on a 10-month basis starting on September 15 or a 12-month basis beginning on July 15. A discount is given on total tuition for multiple-child families.

Parents have the option of prepaying their tuition in full. There is a discount if paid in full by August 15, 2010. Parents also have the option of having monthly payments automatically withdrawn from their bank account through the Simply Giving program. Simply Giving, a program designed by Thrivent Financial for Lutherans, is offered and strongly encouraged as an option to make payments through the convenience of using a system of electronic withdrawal from a checking or savings account. There is no cost to you to participate in Simply Giving. Thrivent supplements the fees as a gift in support of Lutheran educational institutions. Online payment from the school website or Fast Direct is also an option.

A \$50.00 non-refundable application fee is due with enrollment forms.

All tuition must be current at the end of each trimester. Parents that become delinquent in payment of tuition may jeopardize their child's continued enrollment at Our Savior Lutheran School.

Parents are encouraged to make arrangements with the school for the payment of delinquent tuition. Parents who do not make such arrangements may have their accounts reported to a collection agency.

## **Scholarships**

Our Savior congregation has had a long-standing commitment that tuition not prevent any 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 a scholarship by submitting the appropriate application to TADS, an independent company that reviews all applications and recommends a scholarship amount. Forms are included with the enrollment packet or are available in the school office. The decision of the principal will be reported to the family in writing.

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

## **Refunds**

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

### *Tuition:*

Tuition is due by the 15<sup>th</sup> of every month. If a student is withdrawn before the 15<sup>th</sup> of the month, tuition will not be charged for that month. If the withdrawal is after the 15<sup>th</sup> of the month, tuition will be due for that entire month.

### *8<sup>th</sup> Grade Confirmation Retreat Fee / Creation Museum Fee and 6<sup>th</sup> & 7<sup>th</sup> Grade Outdoor Education Fee:*

If a student withdraws before the retreat is held, a refund of the unused portion shall be made. No refund of advance deposits required will be made. After the retreat, no refund shall be made.

## **Fees**

Fees for Confirmation Retreat/Creation Museum, Outdoor Education, milk fees, lunch and extended care accounts, etc. will be paid to the school office. These fees are payable at Registration Day. All money turned in to the school office throughout the school year must be in an envelope with the following information clearly written on it: student's name, grade, amount enclosed and what it is for. Payments may also be made online.

## **Insurance**

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

## **Authority Line**

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

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

## **Complaint and Grievance Procedure**

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

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

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

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

Mr. James Landskroener  
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.

## **SCHOOL LIFE AND ACADEMICS**

### ACADEMICS

#### **Curriculum**

The curriculum of Our Savior Lutheran School complies with the requirements of the State of Michigan. All teachers are Michigan State certified. In addition, the curriculum is Bible-based and Christ-centered.

Instruction is offered, but not limited to, in the following areas:

#### **Religion**

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

#### **Social Studies**

Citizenship  
Social Sciences  
Current Events  
World Cultures  
Geography  
United States History  
Michigan History  
World History

#### **Science**

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

#### **Language Arts**

Reading/Literature  
Handwriting  
Grammar  
Spelling  
Writing Skills  
Oral Expression

#### **Foreign Language**

Spanish

#### **Mathematics**

General Mathematics  
Pre-Algebra  
Algebra

#### **Computer Education**

Keyboarding  
Presentation Programs  
Internet Use

#### **Fine Arts**

Visual Art  
Music  
Choir  
Handbells  
Band

#### **Physical Education**

Individual & Team Sports  
Lead-up Activities  
Motor Skills

#### **Testing Program**

In addition to regular subject matter testing, standardized achievement tests are given to every student in Grades 1-8 each spring. Test results are used for the guidance of the individual student and for curriculum planning.

The Michigan Educational Assessment Program Tests will be administered at the appropriate grade levels.

## Grading Scale

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

Percentage grades will be used on report cards.

## Homework

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

## Make-up Work

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

## Vacations / Extended Weekends

Vacations or extended weekends should be avoided if at all possible. If a family chooses to remove the student from the classroom setting, the following applies:

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

## Progress Reports

Report Cards are issued every trimester as an indication of the student's progress. The last trimester report cards will be distributed in church mailboxes or mailed within one week after school ends. Middle School also issues midterm reports.

Parent-Teacher Conferences are scheduled twice per year. This conference is for consulting with parents regarding student's progress. Teachers, especially in the upper grades, periodically issue progress reports during the trimesters. Further consultations are encouraged at any time that parents or teacher feel such a need.

You may also check your child's progress on Fast Direct. The school office will provide you with the activation codes.

## **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 will be determined using the following subject areas:

- Religious Knowledge (including Memorization)
- Literature
- English (including Writing/Grammar/Spelling)
- Social Studies
- Science
- Mathematics

*Honor Roll* recognition will be:

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

Honors - To be eligible for honors a student must have an average of 83% to 92% with no grades in any subject below an 80%.

Students will receive ribbons for each trimester they achieve high honors or honors. This ribbon will be given at the end of each trimester in a chapel service.

A Valedictorian and Salutatorian will be chosen from the eighth grade. Grades from the sixth, seventh and eighth grades will be averaged together to determine the awards. Students whose accumulative averages are of the honor level and high honor level will also be noted in the graduation service folder.

*Attendance* recognition will be determined as follows:

Perfect church attendance awards will be given to students who have not missed any Sundays during the school year. The following guidelines are written to help you understand the Church attendance policy that will be in effect this school year:

- Weekly church attendance will be counted once for Sunday and/or Monday services. Advent, Lenten, and any other special services will not be counted as required attendance. However, since church attendance is taken on Monday, it is the responsibility of the student or parent in the case of the younger students to inform the teacher of the attendance at that service.
- Church attendance for the purpose of this policy will be taken in each classroom on Monday morning for the purpose of report cards and awards.

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

Additional recognitions and awards will be presented as deemed appropriate.

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

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

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

Corporate worship (chapel) is held once each week. In worship we:

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

The chapel offering is opportunity to give back to the Lord as He has given to us. Students are encouraged to participate in the chapel offerings.

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

### **Sex Education**

- Sex education presentations will be made in connection with units of study in religion, science, or both.
- Appropriate Concordia Sex Education materials along with selected other materials will be used.
- The Concordia Sex Education materials may be used by parents for home instruction.
- Sex education is primarily the responsibility of the Christian parent. It is the goal of Our Savior Lutheran School only to assist the parents in meeting this responsibility.

### **Outdoor Education**

Our sixth and seventh grades spend three days at Christian camp in a nature-oriented, team-building situation. There is an additional fee for this experience. This program is a part of our planned curriculum at Our Savior. Therefore all students are to be in attendance.

### **Computer Code of Conduct**

The use of computers at school is for academic purposes only. Sites visited on the internet are to be supportive of this effort. A student may not intentionally visit sites designed for entertainment or send or receive e-mail with the exception of uploading or downloading materials between home and school.

Students having personal web pages may not include ANYTHING (words or pictures) that would identify Our Savior Lutheran School or the name(s) of any student(s) attending Our Savior Lutheran School.

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

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

### **Privacy of Information**

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

**Parents will be asked to complete the Permission to Publish to the Web form on a yearly basis.**

### **Support Services**

Our Savior Lutheran School utilizes local services for individual student counseling and parent consultation. Parental permission is necessary to use this service.

A Resource Room, operated in conjunction with Lutheran Special Education Ministries - Michigan, is available to students, parents, and teachers. The Resource Room teacher offers help and counsel to students, teachers, and parents. The teacher also coordinates special education activities and screenings.

## BEHAVIORAL EXPECTATIONS AND DISCIPLINE

### **School-Wide Expectations**

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

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

#### ***General***

- Follow directions the first time they are given.
- Stay in designated areas.
- Keep hands, feet, objects to oneself.
- No inappropriate language, teasing or bullying.
- Students and parents are responsible for any willful damage to school or personal property.
- Lockers are to be locked at night and the weekends.
- Students are to be prepared for each class with books, homework, supplies and all required materials.
- Cheating will result in a zero for the work.
- Gum chewing is not allowed in the school or church **at any time**.
- No carbonated beverages are allowed before or after school
- All snacks are to be under the direct supervision of a teacher.
- Cell phones, I-pods, MP3 players and other electronic devices are prohibited during school hours and may not be taken into the restrooms or locker rooms.

#### ***Playground***

- Follow direction of playground supervisors.
- Use equipment properly and safely.
- Play in designated areas only.
- Do not throw rocks, snowballs, or other harmful objects.
- Boots must be worn in the snow.
- Students must be dressed appropriate for the weather, including hats and gloves in cold weather.

#### ***Hallway Rules***

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

### **Discipline Policy**

Christian discipline is the application of self-control and orderliness motivated by Christian attitudes. Parents and teachers nurture and supervise children in accordance with the teachings and philosophy of Christ.

Christian Discipline originates in the home. It is the training that develops self-control and character. It is the key to good conduct and proper consideration for other people.

Christian discipline uses the Law/Gospel method appropriately. The Law is used when a person fails to recognize that his actions, attitudes, thoughts, and/or words are in violation of God's holy will. Following realization of the violation, the Gospel is shared so the person is comforted and reassured that sins are forgiven by God through Christ.

The sharing of God's love and forgiveness serves as the motivation for student discipline.

The Scripture clearly states that children are to honor their fathers and mothers and those placed in authority over them.

The purpose of our discipline policy is to provide opportunity for students to know when they are wrong so that they can change their behavior.

"Love and Logic" is the name of a systematic approach towards developing discipline and relationships with students. "Love and Logic" will:

- Allow the teacher to assume control
- Teaches students to think before acting
- Raises the level of student responsibility
- Prepares students to avoid temptations, make good decisions and accept consequences of all decisions

"Love and Logic" principles are used by all teachers in relating to students. Informational meetings will be held to train parents in the use of this approach.

Repeated offenses may require a conference with the teacher, student, parent and the principal. The principal will determine the appropriate consequence.

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

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

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

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

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

#### **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 so that a student persistently and/or deliberately disobeys school regulations, the principal has the authority to suspend the student for a maximum of one week.

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. Any suspended student may not attend any school function during the time of suspension. Any eighth grade student suspended during the year will not be allowed to participate in the class trip. The suspension will be reported to the pastor. Upon the request of the parents, the suspension may be appealed to the senior pastor.

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

### **Mandatory Expulsion Laws**

Our Savior Lutheran School prohibits all students from bringing or possessing a dangerous weapon in a weapon-free zone without the prior consent or permission of a school administrator or police officer. A weapon-free school zone exists at every public and private K-12 school in Michigan and includes school grounds and vehicles which 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 after a student is expelled for having a dangerous weapon or for committing arson or rape, Our Savior must and will refer that student to the appropriate department of Social Services or Community Mental Health agency. Notification of that referral shall be given to the parents or legal guardians.

State and federal laws define dangerous weapons as a:

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

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

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

### **Bullying and Harassment Policy**

Scripture clearly states in Matthew 22: 37-38: "*Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. **And the Second is like it: love your neighbor as yourself.***" All students, in response for their love for God, are expected to follow this command.

The Michigan State Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant [pda], or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment and/or Bullying" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an

association with another person who has or is perceived to have any of these characteristics.

Harassment and Bullying behaviors would include (but are not limited to):

**Verbal**

- Derogatory comments and/or jokes
- Threatening and/or obscene words spoken to another person
- Name calling and/or teasing
- Racial and/or person comments
- Communication that is intimidating to a student in a Christian learning environment

**Physical**

- Unwanted physical touching, contact, and/or assault
- Deliberate impeding and/or blocking movement and/or any intimidating interference with normal routine
- Destroying, stealing, or extortion of property

**Social**

- Specifically excluding someone from activities
- Extraordinarily exerting pressure to conform
- Spreading rumors

**Visual**

- Publicly displaying and/or making obscene gestures
- Derogatory, demeaning and/or inflammatory posters, cartoons, written words, notes or drawings.

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

1. **Any student** who believes she/he has been subjected to harassment may bring forward a verbal and/or written complaint to his/her teacher or principal, who will contact the student's parent.
2. **A Bullying Report Form, signed by the complainant and the parent, will be submitted to the principal within five school days of the reported complaint.**
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 within five school days. Copies of the original complaint and the response of the person charged will be given to all involved parties.
4. The principal will form an investigation team and **within fifteen school days** from the receipt of the complaint, will complete the investigation, make a determination and recommendation of remedial steps necessary to stop the bullying behavior if warranted.
5. Once the principal has concluded the investigation, the principal and the reporting teacher(s) will meet with all parties to propose an appropriate solution.
6. If any parties are not satisfied with results of the investigation, they can discuss the allegations, findings, and/or actions taken with the pastor.

**Sexual Harassment Policy**

It is the policy of Our Savior Lutheran School to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of Our Savior Lutheran School, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student member of Our Savior Lutheran School through conduct or communications of a sexual nature. A complete copy of the Sexual Harassment Policy is available in the school office.

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

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

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

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

- Students are prohibited from using cell phones or other electronic communication devices or having them "on" and accessing information during classes and testing throughout the entire school day.
- The use of cell phones and other ECDs in locker rooms and restrooms is strictly prohibited. Cell phones or ECDs may not be "on" or otherwise in use in the school locker rooms, restrooms, whether here or at a school-related activity or athletic event. This includes the use of the picture feature available with some models of cell phones and ECDs.
- During school activities when directed by the administrator or sponsor, cell phones and other ECD shall be turned off and stored away out of sight.
- Using a cell phone or other ECDs refers to making/receiving calls, text messaging, videotaping, picture taking, audio recording, or using the ECD for any other purpose.

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

**Discipline:**

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

## EXTRA-CURRICULAR ACTIVITIES

### **Athletics**

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

1. Provide an opportunity for students to participate in sports that they may not have in later years under more competitive circumstances.
2. Aim toward the highest Christian standards of sportsmanship.
3. Through sports develop loyalty to the Church and School.

Because the objectives of Our Savior Lutheran School are to develop and perpetuate Christian growth and academic development, participants in the sports program are to have regular church attendance, to exhibit an attitude of cooperation and sportsmanship and to make academic progress. Please see the Athletic Handbook for eligibility guidelines, physical forms and parent permissions necessary for participation.

### **Yearbook**

Students in the Middle School may choose to be a part of the yearbook committee.

## MISCELLANEOUS

### Safety Drills

Fire, tornado, and safety lock down drills are held to develop safety practices that will help students move in a quick and orderly manner to pre-designated safety areas during an emergency.

### Dress Code

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

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

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

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

### General Dress Guideline

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

- All clothing should not be too tight, too short, too loose, or too revealing. All clothing should fit properly.
- Shorts should be modest in length and fit properly. Shorts should be longer than the fingertips when student is standing with hands hanging straight down at the side. Cutoff or frayed shorts are not permitted.
- Shirts and tops should be modest and depict a positive Christian example. Logos and/or wording that promotes a worldly view will not be allowed. For example, beer slogans, athletic apparel that promotes a self-centered message, etc. should not be worn by Our Savior students. Top length shall be such that the midriff is covered at all times. Students may not wear sleeveless shirts.
- Baggy, low-riding pants are unacceptable for boys and girls. Pants are to be worn at the waist.
- Skirt length should be modest – a general rule is that the skirt is longer than the fingertips when student is standing straight with hands hanging down straight at her side.
- Torn and frayed clothing is unacceptable and must not be worn to school.
- Backless shoes are allowed if the student has another appropriate pair of shoes for the playground. Shoes that leave black marks are not permitted in the school.
- Moderate make-up is permitted.
- Outer wear (coats, jackets, hats, bandanas, gloves, etc.) are not to be worn in the classroom.

- Hair styles for boys and girls are to be modest. Hair should be off the face (not covering the eyes). Excessive coloring is to be avoided. Boys' hair is to be above the shoulders. Girls' hair should be neat and simple.
- On specified field trips or other special days, students are to wear designated clothing reflective of the emphasis of the day.
- Dress should be appropriate for the weather. Students will be dismissed outside for recess and should be dressed appropriately.
- Grades 5–8 will wear a gym uniform. All students must have a separate pair of shoes to be worn in the gym only.

### **Consequences**

1. If there is a violation, the student must contact the parent to arrange a change of clothing to be brought to school immediately. The child will remain in the office until the change of clothing is brought to school or the principal has released them to class.
2. If a change of clothing is not available or brought to school, the principal will be contacting the parents to discuss the violation in dress code.

### **Media Center**

Our Savior Lutheran School operates an extensive collection of books, magazines and other media under the direction of the librarian. Children who lose or badly damage library materials are required to pay for replacements.

### **Library Policies and Procedures**

The following library procedures will be followed:

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

### **Books and Supplies**

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

1. All textbooks and music issued are on a rental basis. Pupils are held responsible for the books that they use and it is expected they take care of them. All textbooks must be covered. Please do not use cloth covers as the wrong size cover damages the book.
2. Children are expected to have the necessary supplies at all times. A detailed supply list of materials required in each grade is provided to the parents and is available from the school office upon request.

## **Damaged Property**

School furniture, equipment, and property must not be willfully defaced, marred, or damaged by students. Violators of this rule will be charged for such damage or asked to make repairs to restore damaged articles to original condition.

## **Lunch Service**

Lunches are served every full day of school. The menus are approved by the government, which sponsors the program. Both the salad bar meal and the hot lunch meal will be eligible for the federal government's free and reduced price lunch program.

Information regarding Free and Reduced Meals will be given to each family. Families are encouraged to fill out and return the application if you qualify. Our Savior Lutheran School 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.

**Hot Lunch** will be a "Type A" lunch, including offerings of milk, main item, vegetable, fruit, and grain. Cooks will serve a single serving of the main entree for the day at all grade levels; children will serve themselves the remaining choices in buffet style, selecting items from the remaining food groups.

**Salad Bar** will be a "Type A" lunch, including milk, a bread item, and the usual salad bar offerings. All students in school (Grades K-8) may purchase salad bar.

**A La Carte** will be offered four days per week. A variety of nutritious snacks, treats, desserts and milk cartons will be available for individual purchase.

*Hot Lunch and Salad Purchase Procedures:*

1. All meals can be purchased by adding money to a family lunch account through the school office. Each time a student eats a meal the cost will be deducted from the family lunch account.
2. When your account is low or has a negative balance, you will receive an e-mail notice asking you to check your account and send money to the school office to be added to your account. Accommodations can be made for families without Internet access.
3. In cases of emergencies or forgotten lunches, temporary lunches will be issued up to a maximum of three lunches.
4. A monthly lunch menu is printed in the school newsletter, available in the school office, and posted on the school website.
5. Money left in the lunch account at the end of the year will be applied to the following year.

## **Medication Policy**

Should students need prescription medicines during the school day, parents must send a signed Prescription Medication Form to school along with the medication before school personnel will administer the medication.

All students must have and take all prescribed medicine according to the doctor's orders. All medications will be kept in the school.

Students with food allergies must have a parent-signed note on file in the lunchroom indicating the specific food allergies.

## **Learning Disruptions**

Items that can be considered dangerous are not to be brought to school. Such items would include, but are not limited to:

- Knives
- Matches
- Firecrackers
- Guns
- Glass bottles.

Suspension or expulsion from school could result for a student who does not comply.

Controlled or illegal substances are strictly forbidden. Suspension or expulsion could result.

The following items are considered disruptive:

- Items such as radios, mp players, cell phones, handheld games, or related devices may not be used in school unless specifically requested by a teacher for a particular class assignment. Any such devices brought to school must be kept locked in your lockers.
- Watch alarms may not be set to go off during school hours.
- Students may not bring skateboards to school.
- The use of toys is limited to recess time or a specific class time designated by the teacher, such as "show and tell". Toys which the teacher deems dangerous are not permitted. If a toy becomes an interruption to the learning environment, it will not be permitted.

Failure to comply will result in confiscation of the item. It may be claimed in the office by a parent of the student. Our Savior Lutheran School will not be responsible for the loss of such items when brought to school.

## **HOME EXPECTATIONS**

### **Absences, Illness, Tardies, Attendance**

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

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

In case of absences, children must be excused in writing **or** by calling the school office by 8:40 a.m. A written excuse should be sent with the student and delivered to the teacher on the first day he/she returns to school. If the school office does not have a record of a student's absence, parents will be called to verify the absence.

Single day absences for reasons other than illness should be arranged and excused with the student's teacher at least 24 hours in advance of the absence.

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

Parents are encouraged to schedule appointments with doctors, dentists, or orthodontists after school hours or on school holidays. Absences for these purposes, in excess of 90 minutes in a morning or afternoon, shall be considered a ½ day absence. A written note should be presented to the teacher prior to the absence and arrangements made for completing assignments and course work.

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

When a student arrives late to school, a parent or adult must check the student in at the school office. Attendance and tardies will be tracked in Fast Direct. An admittance pass will be needed by the tardy student to enter class after the beginning of the school day.

Eight morning tardies per trimester will require a meeting with the principal.

Any student who misses 20 or more days during the school year may be retained according to State of Michigan guidelines. Unusual illness and/or other unusual circumstances may be discussed with the principal.

### **Leaving the School Grounds**

Pupils who need to leave school grounds during any time of the day must have written permission of their parents.

Parents must sign their student out in the school office before leaving. Leaving before the end of the school day is tracked by the school office in Fast Direct. Whenever such permission has been granted, full responsibility rests with the parents.

### **Church Attendance Policy**

#### **Members**

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

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

If a student's church attendance drops below 50% for any school trimester, the pastors will be informed in their role as spiritual counselor.

#### **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.

Church attendance will be reviewed every trimester by teachers and the principal.

### **Parent-Teacher League**

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

### **Room Parents**

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

The duties include:

1. Assisting the teacher with parties.
2. Assisting in supervising field trips (as necessary).
3. Doing other things as Parent Teacher-League or staff might request.

## **Parties**

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

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

## **School Dismissal in Severe Weather**

In the event of severe weather, school closing will be announced over local radio and television stations.

## **Extended Care Program**

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

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

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

To comply with licensing requirements, we must have complete and accurate information on both sides of your emergency cards. This is not an option and without a complete card your child will not be able to attend Extended Care.

All students must be enrolled ahead of time so that the proper number of staff is on hand. If a child needs Extended Care and is not signed up there will be an additional \$5 charge to the hourly rate. We understand that emergencies arise and we will make adjustments for your situation if warranted.

Fast Direct will be used to track charges and payments for your Extended Care account. Daily charges will be logged in your account approximately once a week and payments will be credited when they are received. Each family using Extended Care will be able to track their account balance on our Fast Direct website. Payments can be brought or mailed to the school office. There are also metal drop boxes available for your convenience outside the school office or in the Extended Care room. Payment can also be made online through the link in the school or Fast Direct websites.

Extended Care will use the Behavioral Expectations and Discipline Policy as stated in this handbook.

## **School-Home Partnership**

1. Cooperation is expected between the teachers and the parents. Teachers will keep in touch with the home. Contact is made by a visit to the home in August and through meetings, phone calls, emails, etc. during the term. Parents are encouraged to contact the teacher whenever a concern exists.
2. School news is found in Panther Pride and on the web. Announcements, requests, recognitions, and other useful information will be published.
3. Panther Pride will be distributed weekly to each family. Parents are urged to consult this newsletter for news and announcements. Parents are also encouraged to find school information on the Our Savior website.

4. Homework is assigned to help students develop lifetime skills. Parents are encouraged to be involved with this important activity. Parents are also encouraged to provide a quiet well-lighted spot in the home where work can be done without disturbance.
5. 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.

### **Telephone / Address / E-Mail**

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

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

### **Wellness Policy**

#### ***Purpose***

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

#### ***Nutrition Education***

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

#### ***Nutrition Standards***

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

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

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

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

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

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

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

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

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

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

To assist in the creation of a healthy school environment, Our Savior Lutheran School will provide an ongoing review and evaluation of Our Savior Lutheran School Wellness Policy and these administrative rules.

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

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

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

## NOTES