



OUR SAVIOR LUTHERAN SCHOOL

2019-2020

Saints

Family Handbook

School Theme

Rejoice always, ^{pray} continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus. 1 Thessalonians 5:16-18

Greetings in the name of our Lord and Savior Jesus Christ!

Our theme verse this year comes from 1 Thessalonians 5:16-18, which states: **Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus.** How important that we partner with you to teach our children what God desires: to be in a relationship with each of us – that is marked by joy, connected in prayer, and grounded in thankfulness.

Through this handbook we wish to acquaint you with the philosophy of our school as well as its policies and procedures. Please read this handbook thoroughly. You may save it electronically for reference or simply refer to in the future under links on School Information System (SIS).

The faculty and staff at Our Savior Lutheran School are looking forward to the year ahead. Under the guidance and blessing of our Lord much can and will be accomplished at Our Savior to His glory and for the benefit of all the children under our care.

We request your prayers and support for a successful school year.

Translating Available

Es una meta importante de Our Savior Lutheran School poder comunicar claramente el progreso de su hijo e informale las importantes polizas y actividades del colegio. Nosotros reconocemos que la poblacion del colegio es de diversas culturas, y somos dichosos de tener personas que hablan espanol. Por lo tanto podemos ofrecerles el servicio de traduccion para la informacion que el colegio mande a la casa. Queremos que todos tengan la oportunidad de participar en las actividades.

Por favor llame a la oficina al (954)370-2161 si los podemos asistir.

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Contents

Frequently Asked Questions about the Lutheran Church	8
Introduction	9
<i>The Purpose and Mission of Our Savior Lutheran School</i>	9
<i>Statement of Philosophy</i>	9
<i>Non-Discrimination Clause</i>	10
<i>Objectives</i>	10
<i>Administrative Prerogative</i>	11
<i>Orientation, Student/Parent</i>	11
Academic Policies	13
<i>Academic Recognition</i>	13
<i>Accreditation and Certification</i>	14
<i>Attendance Policies</i>	14
<i>Evaluation and Grading Scale</i>	17
<i>Parent Teacher Conferences</i>	18
<i>Retention / Promotion</i>	18
<i>Testing</i>	21
Activities, Student	22
<i>Class Celebrations</i>	22
<i>Extra Curricular Activities</i>	22
<i>Field Trips</i>	22
<i>Music</i>	23
<i>National Junior Honor Society</i>	23
<i>Special Programs</i>	23
<i>Sports / Spirit Squad</i>	23
Behavior Expectations, Student	24
<i>Classroom Behavior</i>	24
<i>Lunch Time Behavior</i>	24
<i>Playground Behavior</i>	24
<i>Walkway Behavior</i>	24
<i>Carrying Money</i>	25
<i>Carrying Purses</i>	25
<i>Solicitation or Sale of Goods or Activities</i>	25
Communication Methods	25
Conflict Resolution (Care / Concern / Communication)	25
Discipline, Student	26

<i>Philosophy</i>	26
<i>Discipline- 5th Through 8th Grade</i>	26
<i>Conduct Counts --Master Chart of Offenses</i>	28
<i>Discipline Procedures</i>	4
<i>Anti-Bullying</i>	4
<i>Cheating</i>	9
<i>Right-to-Search Policy</i>	9
<i>Sexual Harassment</i>	10
<i>Student Complicity</i>	10
<i>Substance Abuse</i>	10
<i>Weapon Possession</i>	11
<i>Before and After-School Detention</i>	11
<i>Suspension / Expulsion</i>	11
<i>Termination of Enrollment</i>	11
Dress Code, Kindergarten-8th Grade	13
<i>Uniform Requirements</i>	13
<i>Additional Requirements</i>	13
<i>Dress Code Guidelines</i>	14
<i>Dress Code Infractions</i>	14
<i>Dress Down Days</i>	14
<i>Dress Down Guidelines</i>	14
Dress Code, Preschool	15
<i>Dress Down Days</i>	15
<i>Dress Down Guidelines</i>	15
Educational Goals, Preschool	16
<i>Assessments and Conferences</i>	16
<i>Development</i>	16
<i>Physical Activities</i>	17
Enrollment Policy and Procedure	18
<i>Admissions Policy</i>	18
<i>Enrollment Guidelines</i>	18
Extended Care	20
<i>Hourly Rates</i>	20
<i>Late Pick-Up Fees</i>	20
<i>Extended Care Policies</i>	21
<i>Extended Care and Camp --Behavior and Discipline Guidelines</i>	22
School Information System (Sis)	23

Financial Policies	24
<i>Discounts, Tuition</i>	24
<i>Financial Aid</i>	24
<i>Past Due Accounts</i>	24
<i>Payment of Fees</i>	24
<i>Registration Fees</i>	25
<i>Refund of Tuition Paid in Monthly Installments</i>	25
<i>Returned Check Charges</i>	25
<i>Service Hours: PACE - Parents Active in Christian Education.</i>	25
Hours and Days of Operation	27
<i>Student Hours</i>	27
<i>Days of Operation</i>	27
Lost and Found	27
Lunch/Snacks	28
<i>Lunch</i>	28
<i>Snacks</i>	28
<i>Additional Preschool Lunch, Snacks, & Extended Care Information</i>	29
Medical Policies and Procedures	31
<i>Accidents and Emergency Care</i>	31
<i>Glasses</i>	31
<i>Illness</i>	31
<i>Medication</i>	32
<i>School Insurance</i>	32
Respect for School Property	33
<i>Book Care (Including CD-Rom Versions)</i>	33
<i>Food, Drink, Gum</i>	33
<i>School Property</i>	33
Safety and Security Policies and Procedures	34
<i>Child Abuse and/or Neglect Reporting</i>	34
<i>Child Release Restrictions</i>	34
<i>Emergency Cancellations Or Dismissals</i>	34
<i>Fire Drills</i>	34
<i>Hurricane Procedure</i>	34
<i>Immunization</i>	34
<i>Leaving Campus</i>	35
<i>Non-Custodial Parents</i>	35
<i>Remaining on Campus Before or After School</i>	35

<i>School Dismissal Procedures</i>	35
<i>School Drop Off Procedures</i>	36
<i>School Lockdown or Evacuation Off Campus</i>	36
<i>Security, Cars / Parent Belongings</i>	37
<i>Security, Parents/Visitors on Campus</i>	37
<i>Visitor / Messages / Deliveries</i>	37
School Board of Our Savior Lutheran Church	38
Technology Usage / Internet Access --Code of Conduct	39
<i>Cell Phones</i>	39
<i>Internet Access/Computer Use</i>	39
<i>Prohibited Items</i>	40
<i>Social Networking</i>	41
<i>Technology / Video Use</i>	41
Telephone Use	41
Transportation Policies	41
<i>Bicycles</i>	41
<i>Parent Transport of Students to School Activities</i>	41
Tuition Policies	42
Volunteers	43
Voluntary Prekindergarten Education (VPK)	43
<i>Eligibility</i>	43
<i>Absence Policy</i>	43
<i>Attendance Verification Policies</i>	44
<i>Drop-Off and Late Pick-Up</i>	44
<i>Transfer/Dismissal</i>	44
<i>Withdrawal from Wrap-Around Services</i>	45
Worship, Student	45
Helping your child grow strong in his or her personal relationship with Jesus Christ is at the very center of our school's existence. The opportunities students encounter throughout the week to develop their faith include the following:	45
<i>Chapel</i>	45
<i>Church and Sunday School</i>	45
<i>Opening Devotions</i>	46
<i>Pledge to the Christian Cross</i>	46
<i>Prayers, Lunch Time and Closing</i>	46
Yearbook	46

Frequently Asked Questions about the Lutheran Church

We recognize that many of our school families come from different cultural and Christian heritages. While we respect the differences, the following information explains what Lutherans hold to be true from the Bible.

Is the Lutheran Church Christian?

The Lutheran Church is a Bible based Christian church named for Martin Luther, the 16th century priest who left the Catholic Church. He taught, as we do today, that we are saved by grace, through faith, and not by works. *“For we hold that a man is justified by faith apart from works of law.” Romans 3: 28.* Our salvation was won by the Cross, and now we live our lives reflecting Jesus in everything we do, living out the life He prepared for us.

Do Lutherans believe in the Bible?

The Bible is accepted as the primary and authoritative witness to the mighty acts of God in the lives of His people. The Old Testament describes God’s relationship with the nation of Israel. The New Testament describes God’s new covenant relationship with all of creation through Jesus.

What does Baptism mean to Lutherans?

Baptism is an act of God that unites us with the risen Christ and makes us members of God’s family. Baptism washes away the guilt of our sins, bestows God’s grace upon us, delivers us from the power of death, and promises us eternal life in God’s kingdom. Baptism is God’s gift of love to us. Baptism marks the beginning of our spiritual journey in life, so infants are baptized even though they can’t say that they accept God. God gives the gift of love to all who receive the sacrament – including children and infants. Our church has a Baptismal Font which holds a basin of water used in baptisms.

What is in a Lutheran Church?

We decorate our churches with symbols of God’s love. We also have...

A cross, which serves as the focal point of worship.

An altar, or table, for blessing the bread and wine of Holy Communion.

Special containers for the bread and wine of Holy Communion.

Candles representing the presence of God.

Do Lutherans celebrate Halloween?

October 31 is Reformation Day in the Lutheran Church. It commemorates the day Martin Luther challenged the Catholic Church by nailing his questions for debate on the local church door, as was the custom of the day. On, or close to, October 31, our school celebrates a “Reformation Celebration” where the children dress in costumes (favorite sports figures, literary character, etc., no devils, witches, ghosts, etc.) and celebrate the gift of salvation and God’s creation. We use this opportunity to teach children that all food, including pumpkins, and all animals, including spiders, bats, and black cats, are creations of God. They hold no evil power over us.

Introduction

The Purpose and Mission of Our Savior Lutheran School

It is the purpose of Our Savior Lutheran School to provide an environment for excellence in education based on Christian values. This purpose is carried out in partnership with Our Savior Lutheran Church, school families, teachers and students. Our mission as a school is "to educate, equip, and encourage all students to excel in academics, leadership, discipleship, and Christian service."

By educating the total individual within a Christ-centered community, our school provides children with the beliefs and skills they need to serve God faithfully and to live successfully in contemporary society.

Our Savior Lutheran Church was organized in 1961. Our preschool has been in continuous operation since 1963, and our elementary school began operation in 1972. Today, our school consists of a pre-school program that serves 18-months, two, three and four-year olds, an elementary school kindergarten through fifth grade, and middle school with grades sixth through eighth. We also provide an extended school day care program and summer camp.

Our Savior Lutheran School is an accredited school meeting the requirements of the Department of Education of the state of Florida and the standards of the Lutheran Church -Missouri Synod through the Task Force on Accreditation of the Florida-Georgia District.

Our preschool is licensed through the Broward County Human Services Department, Child Care Licensing and Enforcement Section, License # 45200.

Our Savior Lutheran School VPK program will follow all policies established by the State of Florida Agency for Workforce Innovation Office of Early Learning.

Statement of Philosophy

Our Savior Lutheran School exists as an extension of Our Savior Lutheran Church and, as such, sees itself as an instrument of the Gospel.

We believe that all people are the result of God's creative and redemptive acts. As such, children are considered distinctive individuals worthy of our loving concern and our highest quality of Christian teaching.

We believe that we have an opportunity and an obligation to minister to the whole person - intellectual, emotional, physical, spiritual, and social.

As an outreach of the church, we believe that the ministry of the school, through the Word and Spirit of God, will aid in the process of staff, parents, and students knowing their God, especially His forgiving love in Christ. As these individuals grow into Christian maturity, they see themselves as reconciled, redeemed children of God and members of Christ's body, the Church. They will live happily in peace with God, themselves, and with others, and express their joy in worship of God and in loving service to others as opportunities and abilities permit.

Non-Discrimination Clause

Our Savior Lutheran School is a religious educational ministry. Employment at Our Savior Lutheran School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. All prospective and current employees must agree with Our Savior Lutheran School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

Our Savior Lutheran School admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, sex, or national origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Our Savior Lutheran School is committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, and families.

Objectives

In relationship to God the child will develop...

- ...a growing knowledge of the Triune God. Claus
- ...a realization that sin destroys one's relationship with God.
- ...trust in Jesus Christ as our Savior from sin, and as the only way that a proper relationship with God can be restored.
- ...an understanding of the role of the Holy Spirit in nurturing faith through the Word and sacraments.
- ...a worshipful and sanctified life in response to the grace of a loving God.

In relationship to self the child will develop...

- ...an attitude of self-worth as a child of God who has been saved by the sacrifice of Christ Jesus.
- ...an understanding of his/her body, and as a result accepts responsibility for his/her health and safety.
- ...logical, scientific, and creative thinking/reasoning habits.
- ...academic skills appropriate to his/her grade level.
- ...the Christian social skills needed to live competently and creatively.
- ...an understanding of the emotional aspects and needs that are a part of life.
- ...an appreciation of the fine arts, and the ability to express him/herself aesthetically through the arts.
- ...a saving faith relationship with God.

In relationship to others the child will develop...

- ...a recognition that all people are children of God, and deserving of love, respect, and courtesy.
- ...a consideration for the rights of others.
- ...a concern for the spiritual and material welfare of all people.
- ...an appreciation for the cultural variety which God has given us.
- ...a respect for parents, teachers, and others to whom God has given the responsibility/authority of teaching a Christian lifestyle.
- ...a respect for those local, state, and national governments that have been placed in authority over us.
- ...the knowledge and communication skills necessary to communicate clearly and effectively, orally and in writing.
- ...the ability to work cooperatively with others on common tasks.

Administrative Prerogative

The intent of this handbook is to give general guidelines to be adhered to by teachers, students, and parents. Sometimes new situations or circumstances occur that are not covered specifically by this handbook. The administration reserves the right to exercise its prerogative in responding to these new situations. In order for the faculty and staff of our school to provide the appropriate educational atmosphere, we need the support of every parent and student in a spirit of cooperation and partnership.

Our Savior Lutheran School is a healthy, happy, safe, and disciplined place where we can all live and work together in a God pleasing way. To make this possible, there are some rules to follow. In the event that students do not practice this way of living, there are consequences for their choices. However, because we are all God's children, the consequences are administered fairly, yet firmly, for the good of all.

Our K-8th grade school day begins at 8:15 A.M. and runs until 3:00 P.M. At several times during the year we have a half-day, which begins at 8:15 A.M. with dismissal starting at 11:45 A.M. Students are under a teacher's care beginning at 8:00 A.M. until 15 minutes after the class' regular dismissal time. Any students arriving before 8:00 A.M. or staying more that 15 minutes after dismissal will be checked into Extended Care. **STUDENTS MAY NOT WAIT OUTSIDE OF THE CLASSROOMS WITHOUT ADULT SUPERVISION IF THEY ARRIVE BEFORE 8:00.** Our preschool day begins at 8:30 with doors opening at 8:15. Children are either checked in to early care or walked into the classroom when doors open.

At no time may a student be left unsupervised in the playground. When parents have a conference with a teacher or the principal, children must either stay with their parents or be checked into Extended Care.

Orientation, Student/Parent

All new applicants meet with the Principal/Director for a Educational Consultation. During this meeting, the applicant's needs along with an overview of the school's program, standards, philosophy, purpose, and mission are presented.

Prior to the start of the school year, a school-wide Parent Orientation is held to familiarize parents with important Family Handbook procedures regarding traffic, drop off and pick up, health and safety and programs such as aftercare, ordering lunch, extracurricular opportunities for students and the expectations and opportunities for parent involvement. As a part of this orientation, parents meet with their child's classroom teacher for information that is specific to their child's class.

Students in middle school are encouraged to attend this evening orientation with their parents. All children have the opportunity to meet with their teacher before the start of school during our Visitation morning.

Both the Parent Orientation and the Visitation morning are indicated on the school's annual calendar.

Open Door Policy

The purpose of our Open Door Policy is to encourage communication between parents and staff. If you have suggestions or concerns that pertain to your child's education or experience at Our Savior Lutheran School, we believe it is important that you feel welcome to come into the school and discuss them—first with the classroom teacher – then with the Administration.

Staff are committed to listening and working with you on behalf of your child. To maintain this Open Door Policy, we ask for your cooperation with the following rules.

1. All visitors to the school must report to the school office to sign in, receive a visitor's badge, and sign out.
2. Class teachers will publish their availability on their electronic bulletin board, but are typically available for by-appointment conferences after dismissal or before school.
3. To arrange a mutually convenient conference time, parents should email the teacher through Our Savior's School Information System (SIS). Teachers will respond within 24 hours.
4. Do not attempt to have a personal conference with a teacher during drop off or pickup when the teacher is responsible for other children.
5. The tone, volume, and behavior of adults during a conference should always be one of mutual respect. If a conference becomes confrontational, it should be canceled and rescheduled with the principal present.
6. The principal's Open Door Policy affirms the value of parental input. Appointments are only necessary if the topic to be discussed needs more than 10 minutes or if a parent wishes to ensure the principal's availability. Appointments may be made by calling the school office and speaking with Mrs. May, the Office Administrator.

Academic Policies

Academic Recognition

Academic and Fine Arts Contests

During the school year, students may participate in contests, such as:

- the Scripps Howard National Spelling Bee
- the OSL Academic Fair which showcases work in social studies, science, and creative writing
- the City of Plantation's Art Search
- the NLSA Music Festival

Certificates of Recognition

The Good Citizenship Award is bestowed each quarter by classroom teachers, from the two-year-old class through eighth grade, upon one student who models the qualities of Christian community: (e.g. kindness, self-control, honesty, cooperation, positive participation, helpfulness, patience, humility).

Academic Awards are bestowed upon one student in each grade K-8 for each subject. The child is selected by the teacher due to their achievement in the designated academic area. The academic awards are given during the 3rd and 4th quarters.

Most Improved Student Award is given at the end of the year to one student from kindergarten and one from First grade who were exemplary during the year.

Perfect Attendance Award is bestowed upon students who have perfect attendance (attending school every day) throughout the school year and have no unexcused tardy arrivals or early dismissals from school.

Honor Roll

Principal's List with Honors is given to middle school students who have straight A's in all academic classes and in all special classes.

The Principal's List is for students, grades 2 – 8, who demonstrate the highest level of academic performance. Students who receive this honor have achieved all "A's" and have no unsatisfactory remarks on their report cards. Middle School students must have straight "A's" in core subjects, and an "A" or "B" in special classes.

The A-B Honor Roll is given to students, grades 2 – 8, who show a high level of achievement on their report card by making "A's" and "B's", with no lower grades. A student in this category can obtain any combination of "A's" or "B's". Middle School students must have "A's" and "B's" in special classes as well.

National Junior Honor Society

Our school's chapter of the NJHS is available to all students in the second semester of sixth grade or members of the seventh- or eighth-grade class. Students must qualify for membership based on a grade point average of 3.0 or higher in core classes that meet more than two hours per week (Math, Reading, Language Arts, Science, Social Studies, and Religion). Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, citizenship, and character. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five voting faculty members appointed by the principal. The chapter adviser shall be a nonvoting member of the Faculty Council. Any member who falls below the standards of scholarship, leadership, character, citizenship, or service may be considered for discipline or dismissal from the Our Savior Lutheran chapter of the National Junior Honor Society. A member is expected to maintain his/her academic standing and take an active role in service and leadership in his/her school and community. Each member shall have the

responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and is approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Student of the Week

Each week the teacher from each class in elementary and middle submits the name of one student who during the previous week demonstrated qualities of kindness, perseverance, self-control, helpfulness, and/or responsibility. These students are called forward during chapel to be recognized.

Accreditation and Certification

School Accreditation

Our school meets and exceeds the standards of the state Department of Education.

Our Savior Lutheran is recognized as an accredited institution by the state of Florida, by virtue of our accreditation through the Lutheran Church-Missouri Synod National Lutheran School Accreditation program, and the corresponding program of the Florida-Georgia District of the LCMS. Accreditation serves as an aid in developing and maintaining high standards in basic curricula, teacher preparation, and health and safety programs.

Our preschool is licensed through the Broward County Human Services Dept., Child Care Licensing and Enforcement Section, License #45200. Additionally, our preschool hold an APPLE Accreditation and a Gold Star Rating.

Our Savior Lutheran School VPK program will follow all policies established by the State of Florida Agency for Workforce Innovation Office of Early Learning.

Teacher Certification

Our teachers are dedicated men and women who are committed to full-time teaching in a Lutheran school and, as such, are interested in and concerned about the personal welfare of each pupil under their care. All teachers are instructed in Christian doctrine and philosophy of Christian education. All classroom teachers are well qualified for their positions. We encourage state certification and continuing education both at the university level and through workshops and conferences. A number of the faculty members have also earned master's degrees.

Attendance Policies

Excused and Unexcused Absences

1. Excused absences are those which are unavoidable, as in the case of personal illness, death in the family, and personal injury requiring convalescence. In these instances, the teacher may determine whether or not class work needs to be made up. Medical appointments and parent-scheduled trips are also considered excused, but require pre-notification and make-up work cannot be waived.
2. Unexcused absences are those which are avoidable, those for which there is no prior notification from the parent, or those not reported to the office. Contacting the teacher is not sufficient notification. See [Make-Up Work](#) for the consequences of an unexcused absence.

Procedures for Reporting an Absence

Absences **due to illness** must be reported to the school office by the parents or guardians by phone (954-370-2161) **between 7:30 and 8:30 A.M.** If a message is left, it must include the reason for the absence.

Please avoid making **medical or dental appointments** during school hours, but if unavoidable, the office must be notified at least one day prior to the appointment. Students will be signed in and out of the school office.

In the case of **death in the family**, contact the school office as soon as possible so that we can support you and your child through this difficult time.

If you desire to have your child absent from school for **reasons other than** illness, medical appointments, or death in the family, you must complete the Request for an Excused Absence form found under the Links tab on School Information System (SIS) or in the office and submit it to the office at least one week before the intended absence. Upon approval or disapproval by the principal, you will be contacted by the office and the form will be given to the teacher.

Please keep in mind that the school calendar is published well in advance of the beginning of the school year to allow parents to make vacation plans when school is not in session.

Procedures for Signing in a Preschool Student

It is important that your child attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in the following year.

Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. The actual time when signing and full signature must be written on the attendance sheet. This is a requirement of the Child Care Licensing and Enforcement Section program and The Early Learning Coalition of Broward.

Procedures for Signing Out a Student

The school will allow students to leave only with those persons who have written authorization to remove the student from school and have signed the appropriate form in the office. Please keep your child's emergency information file current since the persons allowed to pick up your child are those people whose names are indicated on the child's emergency card. In unusual situations, if someone who is not listed on the records is picking up your child, please send a signed note or telephone the school office. Authorized persons other than the enrolling parent will be asked to identify themselves with a picture ID before they may take the child.

Make Up Work

Excused absence due to illness, injury, or death in the family

- Immediately upon a student's return, it is his or her responsibility to request all make-up work. Students will be permitted double time to complete and turn in make-up work. For example, if a child is absent two days, he/she will have four days to make up the work.
- Any work assigned prior to the absence is due the day of return.
- In the case of an anticipated prolonged absence, parents should notify the school office as soon as possible in order that studies may be continued at home.
- Parents may request make-up work from the teacher by calling the school office in the morning. Parents will be contacted if the teacher can fulfill the request. The make-up work may be picked up in the office at the end of the day.

Excused absence due to a medical or dental appointment

- The student must make up all schoolwork and homework and turn it in the following day for credit.

Excused absence due to a trip -(form turned into office one week before absence)

- Missed work will be sent home upon return to school and must be completed following the two-day for each day absent rule. Any assignments waived by the teacher will receive an NA in the gradebook. Projects and tests assigned before the absence and due during the absence will be due upon return or at the teacher's convenience.

Unexcused Absences

- Students will not be given extra time for pre-assigned quizzes or tests and will have points deducted from any projects that were due during the absence. Class work and homework may be given, at the teacher's discretion, as make up but without the benefit of double time. Graded class activities will receive a 0%.
- If the absence is not approved when requested or prior notice is not given or turned in late, missed classwork and homework assignments will receive a grade of zero. Tests and quizzes will be made up either the day the student returns or at the teacher's convenience.

Excessive Absences

To diminish a pattern of non-attendance, the school administrator will monitor absenteeism and tardiness. Students who have more than five absences in a quarter will be contacted by the principal.

If a student is absent more than 20 days during the school year, his/her promotion to the next grade level will be at risk and will depend upon the decision of the teacher and principal. Discounted tuition rates will also be in jeopardy as well as any other financial assistance.

Partial Day Absence

Students who are absent during the day or go home early may not participate in afternoon or evening school activities.

Tardiness

Elementary and middle school students need to be settled in their classrooms by 8:15 A.M. and preschool students by 8:30 A.M. in order to give the children the best start to their day. Florida law states that a child's attendance in school (K-12) is the responsibility of the parent or guardian. The parent who refuses or fails to have the child attend school on a regular and timely basis shall be guilty of breaking the law and may be penalized in court as per Florida Statute 232.29(6)(a).

It is also well established by research that a student's academic success is related to school attendance. Your cooperation is urgently needed to ensure your child attends school on a regular and timely basis.

The procedure for entering school after 8:15 A.M. for elementary/middle school students and 8:30 A.M. for preschool students consists of parents/guardians signing in their child(ren) in order to receive a tardy slip. No student will be allowed to enter the classroom without a tardy slip after 8:15 A.M. for elementary/middle, and 8:30 A.M. for preschool.

VPK students arriving after 9:30 A.M. will not be accepted into school without a doctor's note.

In each quarter, in elementary/middle school, the family will be fined \$5.00 for any unexcused tardies that occur in that quarter after the first two. However, if the student brings a medical or dental excuse from a doctor, tardiness for medical and dental appointments will be excused and will not prevent the student from being recognized for Perfect Attendance Awards. **Traffic, sleeping in, and returning home for missing homework, lunches, etc. are not acceptable excuses.**

If tardiness persists, the parents will be contacted. Excessive tardiness prevents your child from being a part of the opening events of each day and is reflected on his/her report card each quarter.

Students receiving financial assistance will be in jeopardy of losing the funds if a commitment to education is not apparent.

Please refer to the VPK section for VPK attendance policies.

Evaluation and Grading Scale

We have adopted a uniform grading scale to be used by the teachers when percentages are applicable.

Middle School—all subjects; 2nd through 5th Grade –core subjects

99-100=A+	77-79= C+	59 or below= F
94-98= A	74-76= C	Incomplete= I
90-93= A-	70-73= C-	
87-89= B+	67-69= D+	
84-86= B	64-66= D	
80-83= B-	60-63= D-	

The grading scale below is used in Kindergarten and First Grade for all subjects and for Music, Art, PE, Computer, and Spanish in K – 5th.

O= Outstanding S=Satisfactory U= Unsatisfactory I= Incomplete

Failures

A failing grade in any subject, or the decision to not promote a student, will not be a surprise.

Prior to an "F" grade being recorded for the quarter for any subject, parents will have been made aware of the student's status by the teacher through conferences, phone calls, notes and/or emails. This communication is in addition to assignment scores and subject grade averages remaining viewable in School Information System (SIS). Accommodations beyond regular classroom strategies (e.g. time and a half for testing situations) will only be implemented if a professional assessment is completed and results are shared with the school.

A conference with the parents is mandatory if grade promotion is in question. Failure in core classes may require successful completion of summer school or tutoring as a prerequisite to re-enrollment.

MIDDLE SCHOOL POLICIES AND PROCEDURES

Grading Scale

A+ 99-100	B+ 87-89	C+ 77-79	D+ 67-69	F 59 or below
A 94-98	B 84-86	C 74-76	D 64-66	I Incomplete
A- 90-93	B- 80-83	C- 70-73	D- 60-63	

Assignments

1. **Heading** – Make sure each paper has the following information written in cursive in the upper right hand corner.

Example

First Name Last Name	John Star
Full Date	August 17, 2012
Subject – Assignment	LA – p.24
Grade – Student Number	7 th – 12

2. **Typed Assignments**

- Use Times New Roman or Arial
- Size of the font – 12pt for the body of the paper
- Double spaced
- One inch margins on all sides

3. Homework

All unfinished class work becomes homework and is due at the beginning of the class on the following day. It is **THE STUDENT'S** responsibility to turn in his or her homework.

Assignments not turned in when class begins (or not attempted) are considered late and will receive a 5% in the grade book. Assignments brought to school by a parent or a guardian after school starts will still be considered late. Late assignments will also affect the student's preparation/participation grade.

Students may be required to complete the missing assignment, at the discretion of the teacher, so the student's mastery of a skill or a concept can be assessed, but a new grade will not be recorded in the grade book.

Planner

- Students will record all assignments completely.
- Teachers will initial entries for 6th and 7th grade: regardless of teacher's initial, the student is ultimately responsible for completion of all assignments.
- Sixth grade parents will be responsible for signing the planner each night for the first two quarters.
- **Eighth graders will be responsible for recording assignments, but teachers will not check planners except in the case when a student demonstrates a continued lack of follow-through.**
- Parents of sixth and seventh graders will sign the day's entry *after checking completed homework against the planner.*

Be sure to check the teacher comment section each night

Participation Grade

There will be one participation grade per Quarter starting at 100 points, kept track as a quiz grade. Points are deducted based on a lack of preparation and cooperation in class.

Parent Teacher Conferences

In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information flow both ways. For that reason, the school calendar includes one day at the end of the first quarter devoted to conferences that afford parents and teachers an opportunity to discuss each student's progress (PreK-8th) and afternoon appointments for parents of students in Kindergarten through 8th grade after the third quarter to review normed test scores and overall progress, along with one day in the last quarter for PreK parents and teachers to discuss each child's progress. All parents are expected to participate.

If parents desire consultation at any other time, they may call the school and schedule a meeting with the teacher. If you see a problem developing, make an appointment with the teacher before it reaches major proportions. Ordinary situations and simple questions often can be handled by a note or a phone call. When visiting school on days other than those designated for conferences, parents are asked to register in the school office before going to the classroom or joining their child for lunch.

Retention / Promotion

Research has identified that the setting of high expectations for school performance is an important ingredient in a quality education. It is felt that any student enrolled at OSLS should be able to successfully pass the subjects/courses at that grade level. The following promotion guidelines are an effort to establish specific achievement criteria for a student's performance in

school. While these guidelines provide for greater consistency throughout the school program, the guidelines also were developed to challenge students to achieve the maximum. If a student is struggling to achieve success at any grade level, student and parent in consultation with the child's teacher(s) should initiate corrective measures. The faculty and staff at OSLs are committed to strengthening a child's performance through the cooperative efforts of child and parent(s). The overall goal is for each student to realize his or her God-given potential.

GRADE ASSIGNMENT AND PROMOTION OF PUPILS

The principal is responsible for the classification of each pupil within the school.

In the assignment of a pupil who is a new enrollee at OSLs the following guidelines will be followed.

- Upon receiving a new student at OSLs the child shall be assigned to the level in which he/she was enrolled or to which he/she was promoted at his previous school.
- After a trial period the child may be reassigned, depending on his quality of work, test results, and parental consultation.
- Generally, no child should repeat more than twice in K-5th or 6th-8th, preferably with not more than one retention at any grade level.

An assigned child may be placed in a higher level without meeting the requirements for promotion. Factors influencing assignment may include but not be limited to the following:

- A child is approximately two years older than his/her classmates.
- A child has been retained previously.
- A child possesses below average ability and puts forth a low level of work.
- Those concerned feel that retention would not be beneficial to the child.

If a student is assigned to a higher level without meeting the requirements for promotion, the student's report card and cumulative record shall read "assigned with deficiencies."

PROMOTION AND RETENTION

Students are promoted to the next grade level at the end of each school year on the basis of progress in many areas which influence total development of the child, including but not limited to the following: spiritual, academic, social, physical, and emotional developmental maturity; factors of general health; age level; and attendance.

A child is promoted to the next grade level if he/she has clearly demonstrated his/her comprehension and completion of the work designed for the current grade level.

KINDERGARTEN

While academics and basics are important at this level, we also concern ourselves with the child's growth socially, physically and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit time for the child's balanced development in all areas. The teacher, through progress reports and conferences, will keep the family informed about the child's progress. The teacher will notify the parents/guardians at the end of the second quarter if concerns in the child's progress may require retention at the Kindergarten level. At that time, an action plan will be initiated to ensure all efforts will be made to provide success for the child.

GRADES 1-5

A primary concern at these levels is the child's development in Math, Reading, Spelling and English. These subjects serve as a foundation from one grade level to the next. If a child is experiencing difficulty during the first two quarters in any of the previously mentioned subjects and receives a letter grade of D or F, actions should be taken at the beginning of the second

semester to correct the identified weaknesses. Parent and teacher should draw up specific action plans. If the child fails any of these subjects at the end of the year, it will be required that the child enrolls in a summer program or receives tutoring to improve the deficiency. A child's participation and performance in such programs must be reported to OSLS no later than August 10th. The child will be retained if he/she does not enroll in such a program or does not satisfactorily complete the summer program.

If a child fails two or more of the listed subjects at the end of the year, the child will be retained at that grade level.

GRADES 6-8

The following requirements apply to grades 6-8:

- The following core subjects are included in promotion requirements: Reading, Language Arts, Math, Science and Social Studies.
- A student earns points for the letter grade achieved in each quarter according to the following chart:

Letter Grade	Numerical	Progress	Marking Period Points
A- to A+	90-100	Superior Progress	4
B+	87-89	Outstanding Progress	3.1
B- to B	80-86	Commendable Progress	3
C+	77-79	Above Average Progress	2.1
C-to C	70-76	Average Progress	2
D+	67-69	Below Acceptable Progress	1.1
D- to D	60-66	Lowest Acceptable Progress	1
F	0-59	Failure	0
I	N/A	Incomplete	0

- A final grade for a full year middle school course will be determined based upon the total number of points earned in all marking periods.
- **The student must earn at least a total of four points to pass the course.**
- Promotion from 6th to 7th, 7th to 8th, and 8th to 9th Grades
 - A student must pass Reading and Math for the year and, in addition, must pass three other courses with one of them being Language Arts, Science, or Social Studies.
- Retention/promotion requirements may be modified or waived due to special circumstances, focusing on the best long-term benefit for the student's future. Special circumstances may include, but not be limited to, such instances as a prolonged illness, accident, unusual family situations that may affect the performance of the child in the educational setting, or significant improvement of academic performance during the last one and one-half quarters of the school year. A collective decision to waive or modify the requirements will be made by a group consisting of the principal, the student's homeroom teacher, and any other professional staff member directly involved in the classroom education of the child.

A child is retained at a particular grade level if he/she is unable to satisfy the requirements for promotion. In all cases of retention, careful individual consideration is given to the effects and benefits of this decision. If the teacher finds it necessary to recommend retention of a child in a given grade, he or she will hold a special consultation with the child's parents or guardians along with the principal and any other professional staff member directly involved in the classroom education of the child before making a final decision.

Testing

Normed Tests

The Measurement of Academic Progress (MAP) which measures achievement and academic growth is given three times during the school year to students in kindergarten through 8th grade. The results on the Student Progress Report will be shared with parents each time and included in the student's permanent folder.

STAR Reading tests are given each quarter to 1st through 8th grade. This computer adaptive test provides valuable information to parents and instructors concerning each child's progress.

Testing Guidelines

- Appropriate testing will be done as an integral part of the instruction program in each subject of each grade.
- Psychological testing of students, where necessary, will be referred to qualified specialists with the approval of an administrator and the parents.
- Speech, language and learning disabilities testing will be done as recommended by the faculty, contingent on parental approval.
- Individual test results will be available only to the student, parents, faculty, and School Board unless parental approval is obtained.

Activities, Student

Class Celebrations

Classes usually have parties to celebrate special holidays. Birthday celebrations are the choice of the parents and do not warrant PACE hours. Parents must contact the teacher a week before the date to coordinate scheduling and treat preferences. Please include paper goods and silverware that are needed when food is sent to school. Sparklers, confetti, water balloons, helium balloons, and other items that are potential fire hazards or that warrant undue cleanup are prohibited. Classroom teachers have the final say in any arrangements.

To prevent classroom disruptions, siblings from other classes are not excused from class to attend a brother or sister's birthday party. Parents volunteering may not bring along siblings, as the volunteer's undivided attention is needed to help with the class.

Invitations to birthday celebrations outside of school hours may be given out at school only if the entire class is invited. If selected classmates are invited, invitations need to be mailed or telephoned.

Extra-Curricular Activities

Optional extra-curricular opportunities are offered from time to time. Some of these activities have costs associated with them over and above the regular tuition. Children must be signed in to extended care and signed out again by the supervising activity leader. If a child returns to extended care after the practice, s/he must be signed in again.

Field Trips

Teachers will plan educational field trips for students throughout the year. All students are expected to take part in these scheduled field trips. In order for a student to participate in a field trip, the teacher must receive a WRITTEN permission form from the parents or guardians BEFORE the trip. Normally, permission is given by signing the appropriate form. VERBAL permission is not acceptable. Only students with official written permission may attend the trip. Students who violate the privilege of attending field trips may not be permitted to attend future trips.

The school will not be obligated to provide or arrange for the supervision of any student who does not attend a field trip for any reason, whether the parents/guardians decide a child will not participate in a field trip or the school decides the child will not be allowed to participate. The student will be marked absent and remain at home. In addition, students in grades 3 – 8 who do not attend a field trip are required to complete a report to replace the learning experiences they are missing. Teachers will determine what is required.

Several field trips require payment to cover the cost of the field trip. The cost is determined based on the projected attendance by all students, and once money is collected, the funds are non-refundable whether or not your child is present for the field trip.

Parents who wish to chaperone trips must have a signed Volunteer Orientation Form on file in the office. Signing the form establishes an understanding that a background check may be conducted in the case of overnight fieldtrips, that chaperones will dress in a manner worthy of representing Our Savior Lutheran School, that chaperones understand smoking is not permitted in the presence of school children, that alcohol consumption is not permitted at anytime during the course of the fieldtrip, and that chaperones are not allowed to bring other children on the fieldtrip.

Music

This program will continue to develop. Please refer to School Information System (SIS) communications for details.

National Junior Honor Society

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of Our Savior Lutheran School. Membership is not a right, but an honor bestowed upon a student by the faculty council. The following steps will be followed in the selection process.

During the second semester of the school year, the faculty advisor will compile a list of all the students who meet the academic requirement of the society, which is a 3.0 cumulative grade point average beginning in the sixth grade. All students in the sixth, seventh, and eighth grades that are scholastically eligible will be given the opportunity to fill out a candidate form. This form will ask them about their extracurricular activities, leadership positions, and community service. All the faculty members who work with middle school students will then evaluate the students in the areas of citizenship, leadership, service, and character.

The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five voting faculty members appointed by the principal. The chapter adviser shall be a nonvoting member of the Faculty Council. After each candidate has been examined, the council's five voting members will vote and decide candidacy by a simple majority vote.

Students who may have academically qualified but were not selected may reapply during the next school term.

Special Programs

A number of special programs take place during the school year to recognize students and their achievements, as well as to demonstrate their talents and learning skills. All students are expected to participate in those programs applicable to their grade level. These may include musicals, plays and church programs. Students who leave school early or are absent on the day of an event are prohibited from participating in the event.

Sports /Spirit Squad

Students who participate in the after-school sports program will be asked to read and sign the OSL Athletic Handbook Acknowledgement Form. Sports offered to OSL students include soccer, grades 5-8; volleyball, grades 6-8th; basketball, grades 2-8th; track and field, grades 4-8th; golf, grades 5-8th; hockey, grades K-3rd; and kickball, grades 3-8th. Spirit Squad is open to students in k-5th.

Behavior Expectations, Student

Classroom Behavior

Respect of teachers and others is a priority. Students are not to refer to the staff by either first names or last names alone. Miss, Mrs., Mr. or Pastor is the only acceptable way to address them. Students are not to trespass on their neighbor's property. They are to keep their hands out of other students' desks or storage compartments. Sitting on desks or bookcases is prohibited. Running or horseplay is also prohibited. Students are not allowed to have or chew gum on school property. Students are responsible for following their teachers' classrooms rules and procedures.

Lunch Time Behavior

1. For their safety, students will follow directions of staff at all times.
2. Students will remain seated unless given permission to leave their seats.
3. Students will use conversational, indoor voices.
4. For their safety, students are prohibited from trading for or eating another student's food.
5. Students will treat the area around them as they would their dining room table and leave the area as clean as or cleaner than when they sat down.

Playground Behavior

General Rules

1. Once on the playground, students are not allowed to go back inside the classroom.
2. Students are not allowed to cross the street or go beyond the fence to get a ball without permission from a teacher. If a ball or Frisbee goes on the roof, in the pond, or in the trees or bushes, a student must notify a teacher.
3. Climbing trees, pushing, tripping, loud screaming, or climbing on people's shoulders is not permitted.
4. Students should swing straight when using the swings. Swinging double, jumping off the swings, twisting or flipping over the swings is not allowed.
5. Children may not bring toys from home.

Ball Usage Rules

1. A ball should be used for games only. There shall be no hitting of others with any playground balls and no random kicking or throwing of any playground balls.
2. Kicking or throwing balls near or against a building is not allowed.

Large Playground Rules

1. No one is permitted on the south & west sides of the fence.
2. No one is permitted beyond the building or the gates.
3. Throwing sand is strictly prohibited.
4. There shall be only one organized ball game at a time on the asphalt, except for Four Square. Two games of Four Square may be played at one time.

Walkway Behavior

Students are to walk quietly and in a single file line in the covered walkways at all times. There should be no loud talking in the covered walkways or rest rooms, which is disturbing to the classes in session. Bouncing of balls in the covered walkways is not allowed. Students should refrain from putting their hands and feet on the walls.

Carrying Money

Sometimes students will have to carry money to school. Should it be necessary for them to bring money, the school is not responsible for the loss of it. Students should not leave money in a desk or in the restroom. Students may ask teachers to hold money if it is in a sealed, labeled envelope.

Carrying Purses

Girls in 4th – 8th grade may carry a purse. Girls in younger grades are prohibited from carrying a purse because they are often misplaced and are unnecessary.

Solicitation or Sale of Goods or Activities

Students may not sell or advertise any goods or activity on school property or at any school-sponsored activity without the expressed and written approval of the principal

Communication Methods

Ongoing communication between parents and teachers is critical to the success of each student's progress and the overall school climate. To that end, Our Savior Lutheran provides a variety of methods for ongoing communication. We provide regular email access between parents and teachers and/or administration through our school portal School Information System (SIS). On the portal, teachers post class information on their electronic bulletin board. Teachers are also available for phone or in person conversations before and after school. We have on our school calendar two annual pre-scheduled parent/teacher conferences to discuss student progress. Parents are encouraged to participate and share their concerns and suggestions through monthly Room Mom meetings, parent surveys, school wide parent meetings and most importantly, an OpenDoor policy which recognizes and values the input of the families we serve.

Conflict Resolution(Care / Concern / Communication)

Disagreements are to be settled in accord with Matthew 18:15, which says, "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." This means conflicts are best resolved at the lowest possible level. When a student or parent has a complaint, it should be discussed with the teacher **FIRST**. If this discussion fails to resolve the matter, the parent or student may contact the principal for a conference. If these efforts prove fruitless in settling the matter, parents may notify the chairperson of the School Board, in writing, and request a meeting.

Discipline, Student

Philosophy

Discipline is not just punishment, but rather the teaching of self-control, Christian attitudes, orderliness, and efficiency. Therefore, teachers will deal with children in accordance with the teachings and philosophy of Christ. The teachers will foster a classroom climate that encourages success and cooperation. S/he will tolerate actions acceptable for certain levels of growth, channel actions when necessary, and finally, stop any inappropriate behavior or conduct that interferes with learning activities.

All issues with children involving discipline are based on Christian love and understanding in a spirit of growth and guidance, based on Biblical principles. Any disciplinary action will flow from a Christian concern for the welfare of the child without any unnecessary exertion of authority or any expression of anger and with an understanding of appropriate developmental expectations. Corporal punishment is never used and discipline is never tied to food and toileting. Procedures such as "time out," sitting in a "thinking chair," or, on rare occasions, being sent to the office, are used with our preschool children.

As often as possible, individual cases of discipline in each classroom are handled by the classroom teacher. Outside of the classroom, students must adhere to the directions of the supervising adults.

Student insubordination includes behaviors that prevent students from learning and teachers from instructing. In Kindergarten through Fourth Grade, consequences are chosen by the teacher ranging from verbal correction to loss of privileges.

- Discipline procedures are designed to be fair, consistent, and effective. Our approach is to use positive reinforcement, conversations and modeling, redirection, warnings, and time out from the group for behavior that endangers others, is disrespectful, or continually disrupts the program.
- Parents will be notified if disruptive or unacceptable behavior persists.

Please discuss these rules and the consequences with your children.

1. Respect God, self, and others.
2. Be kind and be a blessing to each other.
3. Be prepared and attentive.
4. Try your best.
5. Use supplies and property appropriately.

Discipline- 5th Through 8th Grade

Instructors in 5th through 8th grade will communicate as needed through the Accountability Cards with a brief attached narrative, and through email and phone contacts with parents/guardians. When contacted, we will respond within a 24-hour period.

When behavior warrants being sent to the school office for an office referral, an administrator will meet with the student to resolve the problem. The school may search desks, lockers, bags, and apparel at any time. The administration will receive a discipline report from the sending staff person that articulates the reason for the referral. The consequences may range from contact with the parents to a guidance counselor referral, working detention or silent time, in or out of school suspension, behavioral probation/contract, or a recommendation for expulsion depending on the severity of the problem. The 5th --8th Grade system is articulated in the Conduct Counts program with the Accountability Cards. Unsupportive behavior by the parents

toward the staff or the school mission, values, rules and decisions of the school board are also reasons for expulsion.

The cumulative discipline system for the school is articulated below in the Conduct Counts master list of offenses and accountability card utilized specifically with the Middle School and 5th. Every four counts results in a detention or a one-day suspension. See the Sample Accountability Card for further consequences. After-School Detentions will be scheduled on Fridays and a Oversight Fee of \$20 dollars will be applied to the student's account.

Counts will be cumulative from year to year in 3 tiers. Students entering 7th and 8th grade will start at the lowest count of the tier they were in the previous year.

Counts of 1-8: Student starts the next school year at count 0. This allows for all 32 counts the next year.

Counts of 9-16: Student starts the next school year at count 9. This allows only 24 counts the next year.

Counts of 17-31: Student starts the next school year at count 17. This allows only 16 counts the next year.

Middle school students should not need continuous instruction and remediation from year to year. Behaviors that caused high counts in one year should be corrected and not repeated the next school term. True repentance and contrition is evidenced by a changed life where good choices are made and bad choices are not repeated.

Special interventions and consequences are implemented when the administrator feels, based on individual situations, they are warranted. In some circumstance students may be referred to an outside counselor. We appreciate your support as parents in complying with the referral. When a student reaches higher numbers on the conduct count, the principal may require outside counseling for the student to continue attending classes. The expense for the counseling is the responsibility of the parent/guardian.

When a school administrator is alerted to discipline situations or events that occur outside the normal school day that involve OSL students, action will be taken. Students who exhibit conduct unbecoming a Christian outside the normal school day hours and are involved with activities that damage school property, harass staff, or damage the school's reputation by such conduct will be disciplined according to the conduct counts plan. The administrator will alert and/or consult the Board Chair and the appropriate committee(s) regarding the incident. Regular due process will be followed.

Conduct Counts --Master Chart of Offenses

Conduct counts and the self-discipline to make good, positive, God pleasing choices is the standard for OSLS students. Choices that are made on an ongoing, persistent and consistent manner in offense areas listed in the chart will be dealt with accordingly. Each offense is assigned an abbreviation and a numeric value of severity (#). When a child makes a choice to act in an offensive way, the staff person will reprimand and give the child the appropriate count. The count is logged in a cumulative fashion on the master log called the Accountability Card.

ABBR	#	OFFENSE
ARG	1	Arguing, debating, refusing staff request
BUL	OR	Bullying
LUN	1	Lunch misbehavior
CHE	OR	Cheating
CHA	1	Chapel misbehavior
DES	2	Destruction/damage to other's property- restitution possible
DIS	1	Disruptive behavior
DRU	OR+	Drugs
FIT	OR	Fighting
FOR	2	Forgery of signature
ILL	OR	Illegal activity; alcohol, tobacco
IMM	OR	Immoral activity unbecoming a Christian
INF	2	Insubordinate to faculty or staff member
INS	2	Insubordinate to substitute/guest
KIC	2	Kicking
LOU	1	Loud/excessive classroom talking
LIE	3	Lying
NOS	3	No show for consequences
OUT	2	Out of class without permission
ABBR	#	OFFENSE

PHY	2	Physical contact: angry action/reaction
POC	2	Possession of someone else's property
POS	1	Possession/use of prohibited item
PRF	1	Profanity- general
PRS	2	Profanity directed at student
PRA	OR	Profanity directed at adult
RUD	1	Rude or discourteous behavior
SAF	1	Safety issue: running, tipping chair
SIG	1	Signature not acquired (per event)
STE	OR	Stealing
TAR	1	Tardy to class (not 1st period)
TEC	2	Technology used inappropriately
THR	1	Throwing objects
TOP	1	Touching inappropriately: poking, pushing, shoving, jostling
UNR	2	Uniform Dress Code/Jewelry / Makeup repeated violation
WEA	OR+	Weapons
VAN	OR	Vandalism
VIO	OR+	Violence: overt planned action or threat

This list is not exhaustive, and the administration may find it necessary to apply consequences for behaviors not listed here.

An OR is an Office Referral and will be recorded as 4 or more conduct points. The administration has the option of assigning additional consequences, including but not limited to the following:

- Additional Detention
- Work Detail
- Internal Guidance / Counseling
- External Professional Services Required
- Internal suspension (1-2 days)
- External suspension (1 to 3 days)
- Expulsion

An OR+ is the most serious Office Referral and discipline will be applied according to the procedures outlined in the Family Handbook section pertaining to Weapons, Drugs, and Overt Planned Violence.

Afterschool Detentions will be scheduled for Friday afternoons from 3:15-4:15 pm. An Oversight Fee of \$20 will be charged to the student's account.

**Our Savior Lutheran School
Conduct Counts! Accountability Card**

2017-2018

Student Name:
Grade:

Note: IS= Internal Suspension (at school)
EXTS= External Suspension (at home)

COUNT	OFFENSE	STAFF	DATE	STUDENT	PARENT	NOTE
1						
2						
3						
4						
	Detention		Scheduled		Completed	
5						
6						
7						
8						
	Detention		Scheduled		Completed	
	Parent Conference		Scheduled		Completed	
9						
10						
11						
12						
	Detention		Scheduled		Completed	
13						
14						
15						
16						
	IS - 1 Day		Scheduled		Completed	
	Parent Conference		Scheduled		Completed	
17						
18						
19						
20						
	Detention		Scheduled		Completed	
21						
22						
23						
24						
	EXTS- 1 Day		Scheduled		Completed	
	Parent Conference		Scheduled		Completed	
25						
26						
27						
28						
	Detention		Scheduled		Completed	
29						
30						
31						
32						
	Expulsion		Date:			

Conduct Counts! Accountability Card-- Sample

COUNT	OFFENSE	STAFF	DATE	STUDENT	PARENT	NOTE
1	ARG-1	SW	8/28/15	JD	TD	
2	KIC-2	JT	9/14/15	JD	TD	
3	-----	-----	-----	-----	-----	
4	FIT-OR	CS	10/20/15	JD	TD	
	Detention	SW	10/23/15	JD	TD	Scheduled Fri. 10/23 3:15-4:15
5	-----	-----	-----	-----	-----	Also 1 day internal suspension
6	-----	-----	-----	-----	-----	to be served on Monday, 10/26, and weekly counseling/check in
7	-----	-----	-----	-----	-----	will occur each Mon for 4 weeks
8						
	Detention					
	Parent Conference					
9						
10						
11						
12						
	Detention					
13						
14						
15						
16						
	IS- 1 day					
17						
18						
19						
20						
	Detention					
21						
22						
23						
24						
	Detention					
	EXTS- 1 day					1 Day
25						
26						
27						
28						

Narrative Example

In this example, John Doe's behavior was consistently and repeatedly a problem so staff declared the behavior offensive and logged in on the accountability card. The abbreviation for the offense and the points assigned from the Conduct Counts Matrix are indicated, along with the date, and the staff member's initials. Each entry must also be initialed by the student and parent and the card returned to the teacher the next school day.

In late August, John argued with a teacher about changing seats and was given the offense count of 1. Several weeks later, John kicked another student while

	Detention					
29						
30						
31						
32						
	Expulsion					

Discipline Procedures

These procedures are not progressive in nature, but a list of options available to fit the situation.

These rules will be discussed with children so they know exactly what is expected of them. Parents will be notified if a problem becomes chronic. Children who do not follow the rules may face the following consequences, depending on the circumstances:

Students will be:

1. Reminded of the rules and
2. Given a warning and redirected to another area or activity
3. Possibly receive consequences from the following list:

Make amends, if possible

Time out from the activity or the classroom

Play near a supervising adult

Copy the weekly memory verse, or verses related to the offense

Lose a related privilege

Walk laps

Complete a service task: e.g. pick up trash, help clean lunch tables

The teacher will attempt to resolve problems that exist and will keep dated documentation of such attempts, including referrals.

If the problem is not resolved, the teacher will request a meeting with the parents or guardians. The principal will be notified of such a meeting.

At this point, an intervention plan may be instituted. This includes identifying the unacceptable behavior, documenting steps already taken, and establishing steps the teacher will take and what the expectations are from the student. A timetable will be made for assessing student success.

Continuing misbehavior or serious infractions may result in the student being prohibited from participating in athletic events, class trips, or other special events, or in serving after-school detention, or in being suspended or expelled.

- Certain behaviors warrant immediate intervention by the administrator. These immediately referable incidents include any physically dangerous behavior, illegal or destructive acts, misuse of computers or cell phones, profanity towards an adult, blatant defiance of a direction, and serious bullying infractions.

Anti-Bullying

A Statement of Faith

At Our Savior Lutheran we acknowledge that children have been entrusted to our care. With that care there is the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

• *Jesus replied: "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.'" Matthew 22:37-39*

At the heart of following Jesus' command is a commitment by the staff of Our Savior Lutheran to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s), to take immediate action in stopping the bullying behavior(s), and to help the bully build positive and respectful relationships.

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

- 1. If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. 1 John 1:9*
- 2. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13*

Policy Against Bullying and Harassment

Our Savior Lutheran will practice a zero bullying tolerance as the standard of behavior. It is the policy of the Our Savior Lutheran School that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The school will not tolerate bullying and harassment. Bullying and Harassment, as defined herein, is prohibited.

Definitions of Bullying, Cyberbullying, and Harassment

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

1. An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

It is not bullying when two students with no perceived power imbalance fight, have an argument, or disagree. Conflict resolution or peer mediation may be appropriate for these situations.

"Bullying" includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment

9. Public or private humiliation or
10. Destruction of property

Cyberbullying

“Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school

Bullying and Harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying and harassment by an individual or group with intent to demean, dehumanize, embarrass or cause emotional or physical harm to a student or school employee by:
 - 1) Incitement or coercion
 - 2) Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, computer network, electronic or wireless devices on or off school grounds to bully or harass that jeopardizes student or school employee safety or disrupts the learning environment within the scope of the district school system.
 - 3) Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Description of the type of behavior expected from each student and school and church employee:

Our Savior Lutheran Church and School expects students to conduct themselves as appropriate for their levels of development and maturity, demonstrating concern and respect for other students, staff, and volunteers; a proper regard for the educational purpose underlying all school activities, and a commitment to the care of school facilities and equipment.

Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

Consequences for a student or employee of Our Savior Lutheran Church and School who commits an act of bullying or harassment:

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

Consequences and appropriate remedial action for students who commit acts of bullying or harassment will follow the Conduct Counts Matrix outlined in the current Our Savior Lutheran Family Handbook and Employee Handbook.

Consequences for a student or employee of Our Savior Lutheran Church or School who is found to have wrongfully and intentionally accused another of an act of bullying or harassment:

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as an act of bullying or harassment will follow the Conduct Counts Matrix outlined in the current Our Savior Lutheran Family Handbook and Employee Handbook.

Procedure for reporting an act of bullying or harassment, including provisions that permit a person to anonymously report such an act:

The Chief Administrator or the Chief Administrator's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this Policy to the Chief Administrator or the Chief Administrator's designee. All other members of the school community who have credible information that an act of bullying or harassment has taken place, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy to the Chief Administrator or Chief Administrator's designee with the understanding that the person reporting may remain anonymous.

If the alleged offense is against the Chief Administrator, the report should be filed with the School Board Chair.

Written and oral reports shall be considered official reports. Complaints must be documented in the Incident Report Log as soon as possible after the alleged incident.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Anonymous reports must be investigated in the same manner and treated with the same seriousness as all other reports.

If a student or other individual believes there has been bullying or harassment, regardless of whether it fits a particular definition, s/he should report it and allow the Chief Administrator or Chief Administrator's designee to determine the appropriate course of action.

The Chief Administrator or Chief Administrator's designee will document all reports and interventions in the Incident Report Log and on the Conduct Counts Accountability Card as appropriate.

Administrative Review and Procedures: Receipt of Complaints

The Chief Administrator or the Chief Administrator's designee shall promptly investigate all reports of bullying and harassment. All matters involving such complaints will remain confidential to the extent permitted by law. Staff members are encouraged to watch for

early signs of bullying and harassment and to intervene before the bullying or harassment escalates.

Even when there has been no report of bullying, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom other students are making inappropriate comments, or who show signs of being a victim of their peers. To confirm their concerns, the staff member may choose to:

1. Intensify observations of student(s) in question
2. Confer with colleagues about students potentially involved
3. Engage in short personal interviews with some students
4. Contact the parent to inquire as to how the student is perceiving school interactions.
5. Speak privately with the victim of bullying or harassment

If such measures confirm the staff member's concern that a student is being bullied or harassed or the staff member observes or receives a report of a bullying or harassment about that student, they must inform the Chief Administrator or Chief Administrator's designee either verbally or through written communication on a Referral form.

Students and/or their parents/guardians may file a bullying and/or harassment complaint regarding suspected bullying or harassment. Such reports will be promptly forwarded to the Chief Administrator or Chief Administrator's designee for review, investigation, and action.

The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and will include:

1. Persons involved, designating bully, victim, and bystanders roles in the current situation
2. Number of times and places of the alleged conduct
3. Names of any potential student or staff witnesses
4. Any actions taken

Reporting and Documenting Procedures: Students

1. In an expeditious manner, the Chief Administrator or Chief Administrator's designee will confer with the student, parent or guardian who submitted the report in order to obtain a clear understanding of the alleged incident and obtain details regarding the current situation. If not already completed, the Chief Administrator or Chief Administrator's designee will document the complaint in the Incident Report Log.
2. The Chief Administrator or Chief Administrator's designee will meet with all student(s) accused of the alleged bullying or harassment, to obtain a response to the complaint both orally and in writing.
3. The Chief Administrator or Chief Administrator's designee will meet with all witnesses, individually and confidentially, identified by the person(s) making the report of bullying or harassment. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.

Documentation of all conferences will be included in the Incident Report Log.

Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Conduct Counts Matrix in the Our Savior Lutheran Family Handbook.

The Chief Administrator or Chief Administrator's designee will notify parents, guardians or legal custodians via telephone, personal conference, and/or in writing of any student(s) involved in an incident of bullying or harassment under this policy.

The Chief Administrator or Chief Administrator's designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged bullying or harassment or for any other potential criminal offense.

A procedure to refer victims and perpetrators of bullying or harassment for counseling:

A student who has been identified as someone who bullies or has been bullied may be referred to a community-based counseling agency.

Procedures for Minimizing Bullying and Harassment

The policy on bullying and harassment will be published in both Faculty and Family Handbooks annually. The content will be reviewed annually with staff and students. Additionally, staff will be trained to effectively identify and respond to bullying and harassment, as well as how to comply with the school's Anti-bullying and Harassment Policy. Students in 4th through 8th grade will also participate in conflict resolution curriculum each year.

Cheating

Kindergarten – Second Grade: Learning is a process that takes time to nurture. At these levels, the students are becoming responsible for their own actions. In the event a child cheats, it will be up to the teacher's discretion to handle the situation at an age appropriate level.

Grades Third - Fifth: Students who are found cheating by the teacher, which may include looking on another student's paper, talking during an exam, or using any method to gain answers in a dishonest manner, will receive a discipline notice. At the teacher's discretion and with administration approval, the student may be required to repeat the assignment and/or receive a lower grade. In the event of a second occurrence, the parents will be contacted for a conference with the principal and the teacher to discuss what further action is necessary.

Middle School: Students who are found cheating by the teacher, which may include looking on another student's paper, talking during an exam, or using any method to gain answers in a dishonest manner, will result in conduct points being marked on the student's accountability card. The parents will be informed through this process. In addition, at the teacher's discretion and with administration approval, students may be required to repeat the assignment and may receive a lower grade. In the event of a second occurrence, the parents will be contacted for a conference with the principal and the teacher to discuss what further action is necessary; and if the student is a member of the National Junior Honor Society, the student will be put on probation.

Right-to-Search Policy

For the safety of the students and the school, the Administration reserves the right to search any locker, book bag, desk, purse, cell phone, or other possession of a student suspected of an infraction of school policy. Personal journals, notes, internet websites, etc. are not protected by privacy.

Law enforcement may assist in a search where the possession or use of drugs or weapons is suspected.

Sexual Harassment

It is the policy of the school that sexual harassment, on the part of employees, parents, or students at any level, is not permitted. By definition sexual harassment is any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is illegal in school according to the Civil Rights Act Title IX of the Federal Education Amendments. The federal law applies to everyone in the United States. Sexual harassment includes the following behaviors:

- Making insinuating or sexual demands, the requirement of sexual favors or any other verbal or physical conduct of a sexual nature that interferes with the work of another.
- Using the rejection or acceptance of sexual demands as a criterion upon which decisions shall be made that would affect the promotion/grades of a person.
- Expressing oneself in any sexual manner that makes another student or employee uncomfortable or creates a hostile and/or offensive atmosphere for the employee or student, whether that expression is ...
 - audible (inappropriate and unwanted song lyrics, sounds, or comments about a person's body, clothing, gender, etc.)
 - physical (inappropriate and unwanted touch)
 - or visual (through any medium whether electronic or print.)

Incidents should be reported immediately to the school administrator or a trusted adult. Complaints will be treated seriously and with the utmost confidentiality. The administration will conduct an investigation and will take the necessary disciplinary action or contact the appropriate authority if necessary.

Student Complicity

A student present during the commission of an act by another student, which constitutes a violation of policy, may also be held responsible if his/her subsequent behavior constitutes permission or condoning of the violation. Students witnessing any act, which constitutes a violation of school policy, are required to report such incidents to the proper authorities. Confidentiality of the student reporting the violation will be maintained, as it is not the intent of the school to burden innocent witnesses. This applies to all classrooms, outside events, and after school and evening events.

Substance Abuse

Reasonable suspicion of possession of illegal materials may result in a search of a person or possessions. The police may be notified as well. In addition, the School Board has adopted a policy for drug possession or use, which is as follows:

- **First Offense** -- automatic five (5) day suspension with the stipulation that the offender becomes enrolled in a counseling program. If the child does not begin counseling, the School Board will review each case on an individual basis.
- **Second Offense** -- automatic school year expulsion. Upon approval by the School Board, the offender could enter Our Savior Lutheran School the following school year
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Weapon Possession

Any student responsible for bringing or using a weapon on school or church property or at any school or related church event shall be subject to immediate suspension and/or expulsion. In the case of a firearm, the police department will be notified immediately.

POSSESSION OF TOBACCO, ALCOHOL, DRUGS, OR WEAPONS ON SCHOOL PROPERTY REQUIRES IMMEDIATE PARENTAL NOTICE, AND POSSIBLY NOTIFYING THE POLICE.

Before and After-School Detention

The School Board feels that before and after-school detention can be an effective means of discipline and approves of such action when deemed necessary by the principal. Parents will be notified of the detention one day in advance, so arrangements can be made for the child's transportation. When a student serves a detention, the family's account will be charged \$20.00 in place of our extended care rates during the detention time. Extended care rates will be applied if the child is not picked up when the detention is over.

Suspension / Expulsion

Behaviors that could lead to suspension or expulsion include, but are not limited to: leaving the classroom or the school grounds without permission; skipping school; fighting; stealing; disrespect toward an adult, including walking away while an adult is talking to him/her; continuous misbehavior and disrespect in the classroom or on the playground; causing bodily injury to a student/faculty member or threatening harm to another person or to him/herself. The student's behavior and attitude will be monitored and evaluated by the teacher and principal.

Possession of tobacco, alcohol, drugs, or weapons on school property requires immediate parental notice, and possibly notifying the police.

Depending on the severity of the infraction, or the escalation or continuation of infractions, the administration may suspend or expel a student. The decision will be made under the authority of the School Board. A parent conference will be scheduled to explain the punishment. In the case of a suspension, the parent, teachers, and administrator will establish a plan for reinstating the student.

Termination of Enrollment

Our Savior Lutheran School is able to provide an outstanding quality Christian Education to most students who apply for enrollment. Because of size and resource limitations at the present time, we are unable to offer "special education classes" for those who are severely handicapped, have pronounced learning disabilities, or serious behavioral problems. Within our limitations, we work with students who have special needs but without "special education classes." All students must be able to function within the generally accepted norms of acceptable behavior in the classroom and playgrounds. If serious behavior problems exist, the following procedures will be followed:

1. The teacher will attempt to resolve whatever problem exists. The teacher will keep dated documentation of attempts to resolve the problem.
2. If the problem is not resolved, the teacher will request a meeting with the parents or guardians. The principal will be notified of such a meeting. It is assumed that parents will approach such a conference in a spirit of cooperation with the teacher so that a

mutually satisfactory solution may result. Where appropriate, behavioral covenants may be utilized.

3. Should the problem continue, the teacher, parents, and principal will seek a solution. The School Board chairperson will be notified. If a solution is still not reached, the teacher, parents or guardians, principal, and the Board chairperson will meet to consider an appropriate course of action.
4. If the problem cannot be resolved satisfactorily in the best interest of the child, other children in the class and the school, the child will be dismissed from Our Savior Lutheran School.
5. If a child is dismissed from Our Savior Lutheran School, the school administration will be fully cooperative with the child's new school and will forward all necessary records, as requested, to the new school.

The School Board reserves the right to expel any pupil for persistent and unacceptable behavior, continued lack of progress, or lack of home support. It should likewise be noted that situations involving inappropriate language, disrespectful behavior, or acts of defiance would warrant sending the child home during the school day. Persistent or repeated misbehavior would warrant expulsion of the child from Our Savior Lutheran School or our Extended Care program.

The School Board also reserves the right to expel any pupil if a parent uses disrespectful language towards a teacher or staff person, or demonstrates a lack of faith and trust in the mission of Our Savior Lutheran School.

In the event of an expulsion, financial obligations are to be met in accordance with our Financial Policies.

If parents wish to discuss an expulsion, they must notify the School Board chairperson in writing within ten (10) days of the expulsion. The Board will schedule a meeting at the earliest possible date.

Dress Code, Kindergarten-8th Grade

Uniforms are worn at Our Savior Lutheran School to foster pride in the school and in each other. The uniform promotes self-discipline and provides a neat appearance for each student.

Uniform Requirements

Boys and Girls Dress Uniform

- **Tops** --. Light blue polo with logo - purchased from school office
- **Socks** --Plain black or white socks or tights (girls).
- **Shoes** --Blue, black, gray, or white closed-in shoes. No boots or shoes that light up, sparkle, or are neon.
- **Navy Bottoms-- Girls' Guidelines**
 - Fingertip length skirts or skorts --Girls must wear navy shorts under skirts.
 - Uniform pleated pants or uniform Bermuda shorts
 - No cargo pants, jeans, leggings, or crop pants. No ruffles on girls' skirts
- **Navy Bottoms – Boys' Guidelines**
 - Uniform pleated pants or uniform Bermuda shorts
 - No cargo pants/shorts, jeans, running shorts or “basketball” style shorts

Boys and Girls P.E. Uniform

--worn on the scheduled PE days for your child's class--

- **Tops**-- light blue T shirt with logo- purchased from school office (2019-2020 – last year for gray T shirts)
- **Socks** --Plain black or white
- **Shoes** --Blue, black, gray, or white sneakers
- **Shorts** -- Navy with logo; purchased in school office

- **Cold Weather PE** --Navy, black or gray sweatpants and a sweatshirt with the school logo --purchased from school office. (No knit pants or pants with racing stripes). Students may wear white Under-armor type shirts under their tee shirts.

Additional Requirements

- **Classroom jackets**
 - Any jacket or sweatshirt sold by the school with our logo may be worn in the classroom.
- **Spirit Shirts** may be worn on designated days with a uniform bottom. Current and previous year only.

- **Cold Weather** --Please remember that arrival time is the coolest time of the day. Children will not be allowed to take off undershirts, long underwear and turtle necks during the day. Usually, all your child needs is a school sweatshirt or jacket. On colder days, students may wear an extra layer of clothing in white under a long-sleeved polo shirt. Students MAY NOT wear shirts with long sleeves under short sleeved polo shirts. Only dress uniform slacks are allowed on Dress Uniform Days. Girls may wear white or navy tights. Dress slacks, shorts, and skorts are to be purchased at department stores that carry school

uniforms. A school sweat jacket is the required winter wear. No other outerwear will be permitted to be worn in the classroom.

- No head coverings are permitted in the buildings.
- No visible real or fake tattoos are allowed.
- Earrings may not distract from the uniform; studs or small hoops are permitted. Other visible piercings are not allowed.
- For students in 1st through 8th grade: All pants and shorts that have belt loops must be worn with belts for both boys and girls, and all shirts worn with skirts, dress pants or shorts must remain tucked in. Belts are optional in Kindergarten.
- No boots, high heels, flip-flops, open-toed shoes or backless shoes are permitted.

Dress Code Guidelines

- All school dress should be neat, clean, and appropriate for school. Current style does not necessarily dictate good taste. In this regard, extremes in style, such as skin-tight pants and headbands are not acceptable. Students' hair should be well groomed. We recommend that boys' hair be collar length or shorter. Hair styles that cause a distraction or interfere with the learning process will not be allowed. Hair color must remain a natural color.
- Dresses and skirts must be fingertip length or longer. This is, of course, especially applicable when seated. It stands to reason that straight skirts must be longer than full skirts.
- No make-up is permitted.
- Excessive jewelry is not permitted: Only a small cross or charm on a metal chain; no bracelets, except **one** "live strong" band; earrings must be small studs or small loops.

Dress Code Infractions

Students who do not abide by the Dress Code Guidelines and Uniform Requirements will be given a Uniform Notice that must be signed by a parent/guardian and returned to the office. Chronic disregard for our Dress Code Guidelines and Uniform Requirements will be cause for a referral for students in Kindergarten through Fourth Grade. In Fifth through Eighth Grade, after three Uniform notices, subsequent infractions will be recorded on the Conduct Counts Accountability Card.

Students who wear inappropriate clothing may be given a used PE uniform to wear. The used uniform must be washed and returned to the school within a week or the student's account will be charged \$10. If a used PE uniform is unavailable, and a parent is not available within an hour to bring a change of clothing, the student will be given a new PE uniform to wear and the student's account will be charged at the current uniform rate.

Dress Down Days

Preschool First Friday of Every Month – Cost: \$1.00 Optional

K-8th grade First Friday of Every Month - Cost: \$1.00

Middle School Every Monday – Cost \$1.00

Dress Down Guidelines

- Jeans or slacks may be worn as long as they are neat, fit appropriately, and are not low on the hips. Skinny jeans are not allowed.

- ALL SHIRTS AND BLOUSES MUST HAVE SLEEVES, AND BE APPROPRIATELY BUTTONED. Tank tops, halter tops, strapless tops, and bare midriiffs are not acceptable. Shorts must be visible when wearing long shirts.
- T-shirts with suggestive or mean-spirited messages or slogans, and T-shirts with liquor or rock group advertisements are not allowed to be worn to school. Students may not wear oversized white tee shirts.
- Shoes are to be worn at all times. Shoes that require laces must have laces, and must be tied. For safety reasons, closed-toed shoes are required for children. Socks, peds or hose must be worn with shoes at all times.
- Fingertip length shorts may be worn, but jogging shorts, swimming suit shorts, cut-offs, and extremely short or poorly fitting shorts are not permitted. Students are required to wear sneakers with laces or Velcro fasteners for P.E.

Dress Code, Preschool

All preschool children are required to wear OSL purchased P.E. uniforms with socks and sneakers. No wheel sneakers, sandals, flip flops, or boots are permitted.

Navy, black or gray sweatpants and a sweatshirt are permitted for cold weather days.

No leggings are permitted to be worn under shorts.

All students must have a complete change of clothes, including socks, on hand in case of a spill or bathroom accident.

We are not responsible for any lost or broken jewelry.

Dress Down Days

Preschool First Friday of Every Month – Cost: \$1.00 Optional

Dress Down Guidelines

- Students are required to wear sneakers.
- ALL SHIRTS AND BLOUSES MUST HAVE SLEEVES, AND BE APPROPRIATELY BUTTONED. Tank tops, halter tops, strapless tops, and bare midriiffs are not acceptable. Shorts must be visible when wearing long shirts.
- Fingertip length shorts may be worn, but jogging shorts, swimming suit shorts, cut-offs, and extremely short or poorly fitting shorts are not permitted.
- Jeans or slacks may be worn as long as they are neat, fit appropriately, and are not low on the hips. Skinny jeans and leggings are not permitted.

Educational Goals, Preschool

Our school is a happy place where your child will learn to live and to play with other children of his/her age. A wholesome learning environment is maintained where Christ-centered values are implemented. Your child comes into frequent contact with the pastor, principal, and other Christian people and gets to know them personally.

In Preschool a child is always learning and developing. Each day brings opportunities for important development. The whole child (intellectual, physical, spiritual, social, and emotional) is taught in a caring manner. We recognize that the primary responsibility for a child's growth in all these areas lies with the parents. At the same time we know that parents desire assistance in these areas of care and training for their child. We are committed to serving and assisting you by providing the best possible away-from-home learning environment to augment your child's total growth. Individual attention is a real concern of the teachers and is motivated by Christian love in an intimate small-school atmosphere. Quality education is our goal, and we continually evaluate our program to maintain that goal.

Parents are welcome and encouraged to consult the teacher about their child's progress. Parents and teachers are strongly urged to work together. Home-school cooperation is essential to the child's full development.

Assessments and Conferences

Children's progress and development are monitored through the use of observations, checklists, anecdotal notes, or other forms of documentation. This information not only informs instruction but is shared with the parents through both formal and informal conferences. In addition to these ongoing and formative assessments, preschool students are formally assessed three times each year: in the fall, winter, and spring. The results of these assessments are shared through parent-teacher conferences in the fall and spring. Enrollment at Our Savior Lutheran School and the signing of the Family Handbook's Parent Acknowledgment Form constitutes permission for the conducting of both formal and informal assessments.

Development

EMOTIONAL DEVELOPMENT

We encourage the children in:

1. Developing a feeling of belonging within the classroom.
2. Developing a sense of fairness, honesty, and integrity, and cooperation.
3. Gaining recognition for efforts and accomplishments.
4. Creating a sense of success by accomplishing tasks matched to abilities.
5. Developing self-expression.
6. Creating positive self-concepts.

INTELLECTUAL DEVELOPMENT

We encourage the children in:

1. Developing an interest in learning and gathering information through active play, stories, resource materials, experiments, and hands on activities, etc.
2. Creating a desire to learn and taking responsibility for learning.
3. Forming concepts to serve as building blocks for thinking, understanding, and verbalizing.

4. Learning to reason, solve problems, make decisions, express opinions, and form conclusions.
5. Developing language skills.
6. Developing basic skills for success in Kindergarten.

PHYSICAL DEVELOPMENT

We encourage the children in:

1. Developing physical abilities and experiencing opportunities for physical growth.
2. Developing motor skills.
3. Learning habits of healthful living.

RELIGIOUS DEVELOPMENT

We encourage the children in:

1. Recognizing their inherent worth as children of God.
2. Developing knowledge of God.
3. Learning Bible stories.
4. Developing a personal relationship with Jesus.
5. Learning the concepts of basic Christianity.
6. Participating in school worship, prayer, and acts of service.

SOCIAL DEVELOPMENT

We encourage the children in:

1. Making a smooth and pleasant transition from home to school.
2. Developing a feeling of security through positive interaction with the staff.
3. Developing positive social habits, such as self-control, fair play, courtesy, respect, and consideration.
4. Establishing positive social experiences.
5. Articulating and solving problems.

Physical Activities

We believe in the growth and development of each child according to his/her ability. Our curriculum enables each child to receive training in such areas as reading readiness, language development, number concepts, social studies, science, art, music, and religion. Activities that are appropriate to the age level of the child are presented to achieve our educational goals. **Physical activities** include teacher directed, climbing, balls, running, jumping, swinging, etc...

Enrollment Policy and Procedure

Admissions Policy

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

Within our size and resource limitations, we work with students who have special needs but without "special education classes." All students must be able to function within the generally accepted norms of acceptable behavior in the classroom and playgrounds.

The School Board has established an acceptance policy for students enrolling in Our Savior Lutheran School. The priority for which students are accepted is listed as follows:

1. Our Savior Lutheran Church members
2. Students presently enrolled in our school
3. Siblings of currently enrolled students
4. Currently enrolled Our Savior Lutheran preschool children
5. Children from the community

Enrollment Guidelines

Each student for classes from 2 years old through kindergarten must be of the following age on or before September 1st of the school year for grade placement:

- 2 years old - 2 year old class
- 3 years old - 3 year old class
- 4 years old - 4 year old class
- 5 years old - kindergarten

Students enrolling in the 18-month-old class must be 18 months old to register. If a student is not 18-months-old on or before September 1 of the school year, admission will be at the discretion of the principal.

Grades 1-8 - First grade and above must provide a transcript of previous passing status and meet all screening requirements.

Instructions for Returning Students:

1. Submit a completed registration packet with all attached documents and the non-refundable registration fee.
2. When requested by office staff, submit the following health forms, obtained from your doctor, by the first day of school:
 - Health Exam Form DH 3040 -- This medical examination certificate is valid for two years from the date of issuance and is transferable if the child attends another school.
 - Immunization Record HRS - DH 680 (An updated immunization form is required for all seventh graders.)

Students may not register for the new school year unless all tuition and fees are current. If a student was referred for a professional evaluation, re-registration may be delayed until the assessment is completed and our school reviews the results.

Beginning with the 2019-2020 school year, we will only accept new students with an updated immunization record.

Instructions for new students:

1. Submit a completed registration packet with all attached documents and the non-refundable registration fee. For preschool students- submit a copy of your child's Birth Certificate.
2. Submit educational documents.
- ✓ For students seeking enrollment in **grades 1 - 8 provide the following:**
 - Copy of the latest report card from the present school.
 - Copy of the latest CTBS, CAT, SAT, MAP, IOWA or FCAT test results.
 - Copy of any psycho-educational testing results: IEP's or Education Plans
- ✓ For students seeking enrollment in **kindergarten provide the following:**
 - Copy of a preschool readiness test or preschool progress report if the child previously attended a preschool
3. Schedule placement test --for kindergarten through 8th grade
These test results, combined with previous standardized test scores, report cards, assessments from former teachers, and parent input are used to determine enrollment eligibility. There is a \$50.00 non-refundable testing fee payable the day of the test.
4. When all the required documents have been submitted to the school office and testing is complete, you will be notified of the results by phone and an appointment with the principal will be scheduled.
5. If your student is accepted, provide copies of applicable documents listed below.
 - ✓ Copy of the Birth Certificate (not the original). Preschool and Kindergarten only
 - ✓ Notification of participation in a VPK program.--Kindergarten only
 - ✓ Current Health Exam Form HRS 3040 -- all new students
 - ✓ Current Immunization Record Form HRS 680 -all new students

Health forms must be on file before your child can begin school. Written proof of physical examinations must be on file at the school every two years after admission.

We have two concerns in mind when determining eligibility for enrollment: (1) ensuring the continuing success of currently enrolled students; and, (2) the potential new enrollee's success in our school. There may be times when enrollment is not possible for either academic, behavioral, or social reasons, or a combination of reasons. This is especially true for students who are younger than the September 1st cut-off date.

Extended Care

Our Extended Care program is available to all students before classroom doors open and after dismissal. Early drop off begins at 7:00 A.M. on a school day, 7:30 A.M. on a camp day, and Aftercare ends at 6:00 P.M. sharp.

There is no Aftercare program for half-day students. If your child is enrolled in a half-day preschool class, and you do not pick up your child by 12:15 P.M., you will be billed according to our established late pick-up fees: 1st 15 minutes after 12:15 P.M. - \$20.00 per child; each additional 5 minutes after 12:30 - \$10.00 per child.

Our regular rate schedule is designed to make regular or occasional use affordable for school families.

Hourly Rates

All Hourly Rates Are Per Child.

Early Drop Off -- \$3.00 per day

7:00 – 8:00 A.M. Elementary/Middle School

7:00 – 8:15 A.M. PK-pre2through PK-4

Aftercare Rates

3:00 – 4:30 \$5.00/day for three-year-olds and up

3:00 -- 4:30 \$7.00/day for PreK 2 and 18-month-olds

4:31 – 6:00 \$5.00/day (total \$10.00)

Second child (excluding PK-2 and PK-pre2) receives a \$1.00 discount per time slot.

Early Dismissal Aftercare Rates

11:45 – 1:30 \$5.00/ day

1:31 – 3:00 \$5.00/day (total \$10.00)

3:01 – 4:30 \$5.00/day (total \$15.00)

4:31 – 6:00 \$5.00/day (total \$20.00)

*Additional \$2/per time period up until 4:30 for PreK 2 and 18-month-olds

Second child (excluding PK-2) receives a \$1.00 discount per time slot.

Late Pick-Up Fees

The first 15 minutes after 6:00 is \$20.00 per child. Each additional 5 minutes after 6:15 - \$10.00 per child.

Students who are picked up later than 6:00 P.M. on two occasions will be suspended from extended care for 5 days. If child is picked up late again, suspension is for 10 days. To re-enter the program, students will have to re-register and pay a registration fee of \$50.00.

Payments are due weekly. If your account goes over \$90.00, or is over four weeks, your child could be suspended from extended care until payment is received. There will be a finance charge of 15% on all bills that are not paid within 30 days. These finance charges will be noted on your weekly statement.

ALL suspended students will have to reregister by paying a registration fee of \$50.00 before they will be allowed to use extended care services again.

According to Broward County Child Care Facility Ordinance – 2004-2, Section 7-8.10, in the event a child is not picked up by an authorized person within one (1) hour after the scheduled closing time of the child care facility, unless other arrangements have been made in advance or the facility elects to remain open for a late pick-up, the facility shall immediately notify the Broward County Sheriff's Abuse Investigation Unit and the local Police Department or the Broward County Sheriff's Office so that the child can be picked up and the incident documented.

Extended Care Policies

Sign-In/Sign-Out Policy

Parents must sign their children in and out on the sign-in sheets. Times must be noted as well. If the time is not noted, parents will be charged the maximum time allotment. (Exception—when children come directly from classrooms in the afternoon.) No child is allowed to leave the Extended Care area and adult supervision until checked out by a parent/guardian.

The persons allowed to pick up your child are those people whose names are indicated on the child's emergency card. Please keep your emergency information file current. In unusual situations, if someone who is not listed on the records is picking up your child, please send a signed note or telephone the school office. Authorized persons other than the enrolling parent will be asked to identify themselves with a picture ID before they may take the child from the Extended Care area.

Personal Belongings Policy

Students are NOT allowed to bring toys, cards, spinners, etc., to school. They may not play with "show and tell" from their classes either. We do encourage children to bring books to be read during story time. Children are responsible for their personal belongings and will be encouraged to use predetermined areas to store these items. Your child's name should be on all belongings brought to Extended Care. Permanent markers are available for this. The staff is not responsible for lost, stolen, or damaged items. Students are not allowed to return to class to retrieve forgotten items.

Homework Policy

Time for homework is provided during aftercare. All students must attend homework time and must have their own supplies. Children are monitored, but this is not a tutoring time. Please review your child's homework and their assignment planner when you get home.

Inclement Weather/Emergency Situation Policy

Extended Care does not operate when Our Savior Lutheran School is closed due to inclement weather or an emergency situation. In the event of an emergency or natural disaster such as a tornado, all children will be kept at the school until a parent or other authorized person picks them up. The person authorized by the parent to pick up the child will be requested to present identification before the child is released. Should it be necessary to evacuate children from the school, the location of the emergency shelter will be posted on the door of the school office. We have a standing agreement with St. Benedict's Episcopal church east of Our Savior on 5th Street.

Clothing Policy

The dress code for out of uniform days applies to camp days as well. Details are under Dress Code in the Family Handbook.

Snack and Food Policy

Before School

We encourage parents to establish schedules and habits that enable children to have a good breakfast before leaving home. Parents who occasionally find themselves running late may, however, send breakfast with their child. Dry cereal, toast, muffins, fruit, milk, etc., will give your child a good start on the day. Doughnuts, snack cakes, and other sweets will not be allowed.

Lunch

On non-school days children will need to provide their own lunches unless other arrangements have been made. No soda or candy is permitted in any lunches. No third-party deliveries, like Uber, will be allowed for a student who has forgotten his/her lunch.

Snacks

You are responsible for supplying your child with a snack. We provide a wide variety of nutritious snacks daily at 3:15 P.M. for a minimal charge. Possible choices may be crackers, popcorn, or breakfast bars. Your child may bring a treat for all the children if you make arrangements in advance.

Camp Policy

- All camp students are responsible for following Extended Care policies.
- Prepayment for camp days is required.
- The cost will be indicated on the pre-registration camp forms.
- There is a \$10.00 charge on late registrations turned into the school office.
- There is a \$15.00 charge on all walk-in students.
- Holiday camp is offered on those days when school is closed and it is not a teacher work day. Families forfeit 50% of the fee for “no shows.”

Extended Care and Camp –Behavior and Discipline Guidelines

Extended care and camp follow the same behavior and discipline expectations as outlined under BEHAVIOR EXPECTATIONS, STUDENT and DISCIPLINE, STUDENT in this handbook.

School Information System (Sis)

School Information System (SIS) is an essential mode of communication at Our Savior Lutheran School. Through it, the administration communicates, not only financial statements regarding your child's account, but also all community news, reminders, and events. Teachers, from K-8th grade, use School Information System (SIS) to post student grades, late assignments, and reminders for tests and projects. All instructional staff use School Information System (SIS) to communicate with parents through email and electronic bulletin boards. Because of its integral role in our communication between school and home, teachers will establish and communicate their schedule for checking and responding to parental email. Parents are expected to check their School Information System (SIS) accounts for financial statements, emails, student grades, and late/missing assignments on a weekly basis. Changes in family email addresses should be sent to an office staff member through School Information System (SIS) or in writing.

Financial Policies

Discounts, Tuition

A discount is given to families who pay their year's tuition in advance. This one-time payment is due by August 1. In the unlikely event of an expulsion, refund of tuition paid annually shall be at the discretion of the School Board. This offer is not applicable to sibling tuition discount.

Families with more than one child in preschool (except VPK students) receive a 20% discount on tuition for the second child, and 25% for each additional child. Families with at least one child in K-8 will receive a 25% discount for the second child and a 50% discount for the third and each additional child (except VPK students).

Due to the VPK program contribution, no other discounts, including sibling discounts are available.

Financial Aid

O.S.L. Scholarships: Each year, due in large part to our Swing for Scholars Golf Tournament, Our Savior Lutheran School designates funds to assist families who demonstrate financial need. Since these funds are allocated before the start of school, interested families must complete the application process by June 1. Eligibility guidelines are available in the school office or under the LINKS tab on School Information System (SIS). To apply for an OSL scholarship you must connect to the FACTS scholarship application through the LINKS tab on School Information System (SIS). To learn more about FACTS Management, please refer to the eligibility guidelines online. During the summer, a committee appointed by the School Board reviews the required data and determines the amount to be granted to each family. Only families who have registered their student(s) for the coming school year and have paid at least half of the cost of registration will be considered. All information supplied by the parents is held in strictest confidence.

Step Up for Students: This income-based financial aid, sponsored by the state, is available to qualifying students K-12. To apply for a Step Up for Students Scholarship, please go online to: www.stepupforstudents.org.

Past Due Accounts

In the event an account is behind for two (2) months or more, the account will be referred to the School Board for further action, which may include referring the account to a collection agency. Failure to keep an account current could result in the termination of a student's enrollment.

Report cards and cumulative records will not be released until all accounts are current for that grading period. This includes tuition, late fees, fines, childcare charges, charges for damaged books or lost cd's, missing athletic uniforms, and any other charges. Students who lose any of the above will be charged the cost of replacement. The assessment for damaged textbooks will be equal to the cost of replacement.

Should an account not be paid, the debtor assumes all costs of collection, including, but not limited to, court costs, interest and legal fees.

Payment of Fees

Tuition is collected through an automatic withdrawal system, *Simply Giving*, a program designed by Thrivent Financial for Lutherans. *Simply Giving* enables Lutheran Educational institutions to receive

tuition payments through electronic funds transfer (EFT). This program offers more flexibility by allowing families to choose installments of 10, 11, or 12 months and to choose any day of the month (1st through the 28th) for their payment to be made with no late fees (unless funds are not available). Final payment must be made no later than June 28 of the current school year. Enrollment forms are available in the school office.

If you cannot participate in the *Simply Giving* program, tuition will be due the first of every month and considered past due after the tenth day of the month in which it is due, and a \$30.00 late fee will be charged. If the tenth of the month falls on a holiday or weekend, payment must be in the school office the Friday before the tenth. Post-dated checks will not be credited to the account until the date of the check. If there are extenuating circumstances which prevent payment being made on time, please contact the office manager. **If you must pay in cash, be sure to give it directly to the school secretary and receive a signed receipt.** The office is not responsible for cash payments without a signed receipt. When paying by check, your canceled check is your receipt. We also accept debit or credit from MasterCard, Visa, American Express, and Discover for payments over \$25.00.

Registration Fees

Registration for the upcoming school year is usually held in February. Registration fees are non-refundable and non-transferable. Parents will not be allowed to register their child(ren) if they are delinquent in their payment of tuition, extended care, late fees, charges for lost or damaged school property and/or any other charges due for one or more of their children in the family by more than one month.

Refund of Tuition Paid in Monthly Installments

Two weeks advance notification in writing is required when withdrawing a student. Until formal notification is received, tuition responsibility continues. For tuition purposes, students attending school during any portion of a month will be considered as having attended for the full month. There is no refund of tuition on a prorated basis in the event a student leaves our school in the middle of a month.

Returned Check Charges

Should the school receive an NSF check there will be a returned check fee of \$30 assessed. The original check amount plus the returned check fee must be paid within 10 days. In the event the school receives two NSF checks from a family, all remaining fees for the year must be paid by cash or money order.

Service Hours: PACE - Parents Active in Christian Education.

The purpose of PACE is to have every family serve at Our Savior Lutheran School in some way proportionate to their gifts. All families in our preschool, elementary and middle grades are responsible for fulfilling this requirement of 20 hours per school year. Families receiving OSL scholarships must log a minimum of 40 service hours. Each year, families will be given the opportunity to list areas where they can be of service. Our Savior will make every effort to inform parents when assistance is needed. However, parents are encouraged to use their talents where they see the need, even if no request is made. PACE hours are valued at \$10.00 per hour with \$200.00 paid in advance at the time of registration. Families who only have children enrolled in the free VPK half day program need not pay in advance. Depending upon completion of hours, rebates of \$100.00 will be credited twice during the school year against the December and May tuition payments. Rebate checks will be issued to those utilizing Simply Giving for tuition payments. If an account is past due at the time PACE rebates are issued, the rebate will be applied to the student's

outstanding balance. All PACE hours for the school year must be completed by the last day of school. PACE hours cannot be carried over from one school year to the next year.

Examples of how hours can be earned:

- Attend PTO Meetings (1 credit hour given for every meeting attended.)
- Serve as a PTO Officer
- Contribute to bake sales/fruit veggie stands (Maximum 1 credit hour for items contributed for each sale.) If working the sale, actual hours worked will be credited.
- Fundraising – Raffles & Cookie Dough Sales (1 credit hour for every \$50.00 sold. Fundraisers cannot be combined for credit hours. No partial credit is given.)
- Special Events (Thanksgiving Feast, Field Day, National Lutheran Schools Week events)
- Assist with church functions; help at Church and School Work Days (designated Saturday of most months 9:00 A.M. - Noon)
- Professional Services
- Classroom help (Credit is not given for helping with birthday parties.)
- Office help

It is the responsibility of the parent to sign in at the office and record the service time. The school cannot give you credit for PACE hours if we have no record of it. Even for pre-registered jobs, parents must sign in and out on that day in the school office. Classroom teachers and school staff have the forms to complete when hours are served at home. Parents can check their hours at any time by calling the office during business hours. Adult family members, i.e. grandparents, aunts or uncles, can serve hours for their family. PACE hours cannot be applied to or transferred to another school family.

Hours and Days of Operation

Student Hours

Early Care Available 7:00 A.M.

Kindergarten -- 8th grade:

Doors Open 8:00
Class Begins 8:15

Preschool:

Doors Open 8:15
Class Begins 8:30

Kindergarten -- 8th grade:

K, 1 & 2 dismiss 2:45
3rd-8th dismiss 3:00

Preschool:

Dismissal Half Day Students 12:00
Dismissal VPK Students 11:45
Dismissal Full Day Students:
3's 2:40
Pre-2's, 2's 2:45
Wrap around VPK 2:50

Early Dismissal Times -- at the student's normal pick up location (See Safety - Pick Up)

11:45 -- Pre-2's, PreK-2's, PreK-3's, VPK, K, 1st, 2nd,

12:00 -- 3rd, 4th, 5th

12:10-- 6th, 7th, 8th

Aftercare is available for Full Day Students until 6:00 P.M.

Office Hours: 7:30 A.M. – 6:00 P.M.

Days of Operation

The school is open Monday through Friday with the following scheduled exceptions: a fall and spring Parent/Teacher Conference Day; Labor Day, Veterans Day, Martin Luther King, Jr. Day, and Presidents Day; and as indicated on the school's annual calendar—Thanksgiving, Christmas, and Easter Break, the Swing for Scholars Golf Tournament, teacher work days, and the FL/GA District Educators Conference.

Lost and Found

Many items lost by the children are not recovered because they are not properly marked. Kindly mark all personal articles for positive identification. Found articles will be kept in the school office for two weeks. Articles unclaimed after two weeks will be given to the needy.

Lunch/Snacks

Lunch

Hot Lunch is available through a catering service that delivers meals to Our Savior and is checked and stored at the appropriate temperature. Drinks (water or milk) are included with each hot lunch served. Menus will be available on School Information System (SIS) under the cafeteria tab. Parents will need to order their child's lunch online through their School Information System (SIS) account prior to the posted deadline. The money for that month's lunch order is also due by the posted deadline. Parents have two options for payment: 1) send in or come to the office to pay the exact amount needed to cover your child(ren)'s lunches for the month or 2) send in or come to the office to pay a flat \$100 toward each child's lunches for the month.

Students may also bring their lunches from home. Children need to bring lunches that do not require heating up. Teachers are not permitted to heat up student lunches since using a microwave reduces the time allowed to eat lunches for students and teachers, and also distracts the teacher from supervising the children. A small insulated bag, and perhaps a "Blue-Ice," is suggested if they plan on bringing food that could spoil. A good lunch will help students during their school day. Students need to bring a drink from home; soda and glass-bottled drinks are not allowed. Candy is also prohibited. Please include two napkins every day, one of which will be used as a "placemat." Also include any needed utensils.

Students will be required to eat the lunch they brought or ordered. This means that they are not permitted to "trade" food with others. We respect the judgment of parents in providing an adequate and desirable meal. Students who habitually discard food will be referred to their parents for action. Leftover food should be taken home if it was brought in a returnable container.

For safety reasons, glass containers are not allowed on campus. Please do not bring them to school. In the event a student forgets his or her lunch, parents can bring a lunch to the *school office*. This will cause the least disruption for the classroom. No third-party deliveries will be allowed for a student who has forgotten his/her lunch. This means no Uber, GrubHub, DoorDash, etc.

1. Please be aware of your child's lunch time. If a lunch is expected, but is not delivered on time, we will give the student an emergency lunch and parents will be billed \$4.00. Students may not eat lunch when classroom instruction has resumed. Do not bring sodas or candy with purchased lunches.

2. Pizza is offered on the lunch menu every week. Some younger students are very disappointed when they learn they are not on the pizza list. Please make it clear to your children if you ordered pizza for them. We do not have extra pizza to give students who tell us they do not have a lunch.

Extra hot lunches are not available for purchase. "Emergency" lunches are provided to students who forget their lunch. A notice will be sent home and the \$4.00 charge for an emergency lunch will be added to the parent's account.

Snacks

Snacks need to be within the requirements listed below according to Child Care Licensing and USDA Food and Nutrition Service (www.nal.usda.gov/childcare/Cacfp/index.html). If you send your child to school with a snack that does not meet our requirements, your child will be given a supplemental

snack at a fee of \$.50. Birthday celebrations need to be supplemented with nutritious snacks. We want to work with you to have healthy and happy children.

Additional Preschool Lunch, Snacks, & Extended Care Information

Parents are responsible for providing their child with a healthy nutritious snack and lunch daily. A list of food that will be acceptable is attached and/or included. Some suggestions for snack may include apple sauce, yogurt, fresh fruits (already washed and cut), raisins, crackers (all kinds), cheese, fresh vegetables (all ready to eat), breakfast bars, individual fruit cups, pretzels, mini bagels w/cream cheese, and bread sticks.

There are some foods that may cause choking and are NOT allowed in school at any time. These items are nuts of any kind, candy of any kind, popcorn and marshmallows. Hot dogs, cherry/grape tomatoes, and grapes may also cause choking so they must be cut into pieces.

We have the right to not serve a snack or meal to a child if we feel that it could cause an endangerment to them. We also have the right to not serve any unhealthy food at any time as per the guidelines in our handbook. Please remember that a SNACK is not a meal. Only one-two snack items are to be sent in and the serving size should be age appropriate.

Drinks from home are NOT allowed to be brought in for snacks and lunch. Water and/or milk will be provided at these times. Glass containers and plastic forks are also not allowed but METAL spoons and forks are acceptable.

This same list and rules apply for the whole school day (morning snack, lunch and afternoon snack) with the exception of NO Lunchables are permitted as a snack at any time. Your child will receive crackers or cereal in place of any snack brought in that we feel is not appropriate or is not on the nutritious snack list and there will be a charge of fifty cents.

All Extended Care snacks need to be placed in the basket labeled "Extended Care Snack".

We will inform you if a student in your child's class has a severe food allergy.

BREAKFAST

Food Components	Ages 1-2	Ages 3-5
1 milk fluid milk	1/2 cup	3/4 cup
1 fruit/vegetable juice, fruit and/or vegetable	1/4 cup	1/2 cup
1 grains/bread bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup

LUNCH

1 milk fluid milk	1/2 cup	3/4 cup
2 fruits/vegetables juice, fruit and/or vegetable	1/4 cup	1/2 cup
1 grains/bread bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup
1 meat/meat alternate meat or poultry or fish or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or (PRESCHOOL-NO PEANUT or PEANUT BUTTER) nuts and/or seeds or (PRESCHOOL-NO NUTS) yogurt	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1/2 oz. 4 oz.	1 1/2 oz. 1 1/2 oz. 1 1/2 oz. 3/4 3/8 cup 3 Tbsp. 3/4 oz. 6 oz.

SNACK: Choose 2 of the 4 components

1 milk fluid milk	1/2 cup	1/2 cup
2 fruits/vegetables juice, fruit and/or vegetable	1/2 cup	1/2 cup
1 grains/bread bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup
1 meat/meat alternate meat or poultry or fish or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or (PRESCHOOL-NO PEANUT or PEANUT BUTTER) nuts and/or seeds or (PRESCHOOL-NO NUTS) yogurt	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.

Footnotes:

1. Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.
2. Bread and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. Original Gold Fish, whole grain crackers, and pretzels are accepted. (No chocolate or chocolate flavored items)
3. A serving consists of the edible portion of cooked lean meat or poultry or fish.
4. Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch requirement. (Preschool classes are NUT FREE)
5. Yogurt may be plain or flavored, unsweetened.
6. One-half egg meets the required minimum amount (one ounce or less) of meat alternate.
7. Fruit roll-ups and/or fruit snacks are not acceptable. (including organic items)

Medical Policies and Procedures

Accidents and Emergency Care

In case of an accident, students should notify a teacher immediately. Accidents and emergency situations will be handled according to the following procedures:

Minor accidents or injuries such as bumps, bruises, or cuts that seem not to require stitches or further medical care will be treated by staff who will offer comfort, wash wounds, and apply necessary band aids. These incidents will be reported to parents at dismissal time. An incident report will be completed by a staff member and will be on file in the school office.

Parents, guardians, or persons listed on the emergency card will be called for accidents that may require further medical attention. The person called will be told to pick up the student for further assessment by a physician. An accident report will be completed by a staff member and will be on file in the school office.

In emergency situations such as broken bones, unconsciousness, extreme fever, large or deep cuts, and head injuries followed by vomiting and/or dizziness, 911 will be called; the parent, guardian, or emergency care person will be informed immediately. In the event the student must be transported to the hospital and the parent, guardian, or emergency care person has not arrived at school, a staff member will accompany the child to the hospital. An accident report will be completed by a staff member and will be on file in the school office.

All parents must completely fill out the registration form and all forms related to health, accident, and emergency care.

Glasses

If your child is prescribed to wear glasses and they become lost or broken, please have them replaced as soon as possible. Not wearing his or her glasses may hinder your child's participation in daily lessons.

Illness

Students who become ill while at school will be sent to the office and isolated, in the office on a portable cot for younger children, until the parent or authorized person arrives to pick them up, which must be within one hour from notification. The authorized parent or guardian must sign an appropriate form at the office to remove the student from the school. Symptoms considered serious enough to send a student home are as follows:

- ✓ Diarrhea (**For everyone's health, students with diarrhea MUST remain home 24 hours after the symptoms are gone.**)
- ✓ Vomiting (**For everyone's health, students who vomit more than once MUST remain home 24 after symptoms are gone.**)
- ✓ Fever (**For everyone's health, students with fever MUST remain at home for at least 24 hours after their temperature returns to normal.**)
- ✓ Pink eye
- ✓ Head lice
- ✓ Extreme congestion and/or signs of a bad cold
- ✓ Extreme tiredness
- ✓ Repeated requests from the student to come to the office for care.

✓ Rash

We are required to send home any child with a fever, skin rash, or inflamed eyes unless a statement from an examining physician indicates the condition is not contagious. No child with diarrhea or vomiting shall be permitted to remain at school. We realize that this policy may be difficult for some parents, but please understand that in school environments we must reduce risks to other students of possible exposure to illness.

The school reserves the right to refuse readmitting a student after a serious illness even if the child's doctor gives a release. Consideration for the school community is pre-eminent.

Medication

Students may take over the counter or prescription medication during school hours under certain specific circumstances:

- An "Authorization for Medication" form must be completed and brought to the office by parent or guardian.
- A doctor's prescription specifying doses to be given by school personnel at school must accompany the above form.
- Medication to be given at school must be in a separate prescription container, appropriately labeled to coincide with the doctor's prescription-including child's name, directions for administering medication, and physician's name.

The school is not liable for injury or ill effects caused by such medications.

To ensure the safety of the children in our care, we do not administer any non-prescription medication. Over-the counter products such as aspirin, Benadryl, and cough or cold medications can only be administered as outlined above. In such cases, these drugs must be brought to school by a parent or guardian in an original, UNOPENED container. Please note, children are not allowed to carry cough drops, antacids (Tums) or any other over the counter remedy.

Whenever possible, we ask parents to arrange for medicine to be taken before or after school hours. Or, if possible, we ask parents to administer medication personally during school hours. We realize this is not always possible. Therefore, these very specific medication policies and procedures are available when the need arises.

School Insurance

Accident insurance is not provided. Insurance must be provided by the parents via a private insurance company. Information is available through our school office.

Respect for School Property

Book Care (Including CD-Rom Versions)

All students are expected to take proper care of their textbooks in order to keep them in good shape for more years to come. **Book covers are required for all hardbound books.** Do not use contact paper to cover books. Families will be charged the replacement value of any school owned book or CD-ROM that is lost or damaged.

If a student requires an extra set of textbooks for home, and if they are available, a \$25.00 deposit per book is required. The deposit will be refunded when the book is returned. If the book is not returned in good repair, the replacement value of the book is due.

Food, Drink, Gum

Students are not permitted to bring or chew gum on campus. At no time are students allowed to eat or drink in the computer lab. Students will eat and drink in the classrooms only with the knowledge and permission of the supervising teacher or adult. All food and drink must be consumed at a table, and all containers and wrappers must be placed in a trash receptacle before the student moves on to another activity.

School Property

School property includes desks, textbooks, computers, furniture, and any part of the building and grounds with which we all come in contact. Students are to be careful not to mar, ruin, or destroy anything within the building or on the outside. Furniture and materials should be kept neat and presentable. Stickers are not allowed on desks.

Anyone who destroys property as a result of disobedience or carelessness will be responsible for paying for it and will be subject to suspension. Anyone who loses school property will be expected to pay for it.

Safety and Security Policies and Procedures

Child Abuse and/or Neglect Reporting

Although every person has a responsibility to report suspected abuse or neglect, some occupations are specified in Florida law as required to do so. All school personnel are considered "professionally mandatory reporters".

The Florida Abuse Hotline will accept a report on a child when there is reasonable cause to suspect that a child has been harmed or is believed to be threatened with harm by a parent, legal custodian, caregiver, or other person responsible for the child's welfare.

Child Release Restrictions

If an authorized individual picking up a child from school appears to be intoxicated or otherwise impaired, it is the responsibility of the school to prohibit the release of the child. Administration will be involved and other arrangements for the child's transportation will be made with the family. Our priority is the well-being and safety of child at all times.

Emergency Cancellations Or Dismissals

Our Savior will follow the decisions reached by the Broward County School Board re: closing due to weather. During adverse weather conditions, teachers and parents should monitor the local television *and radio* stations for announcements. *As a courtesy, the homeroom teachers will attempt to contact all families.* Should early dismissal from school because of inclement weather be necessary, parents will be notified. If parents cannot be reached or no arrangements have been made for students' transportation or care, these children will be kept at school until such arrangements can be made.

Fire Drills

Fire drills will be conducted at least once a month in accordance with state law. Students should move quietly and quickly in single file out appropriate exits to a safe distance from the building.

Hurricane Procedure

Our Savior Lutheran School follows the Broward County school closing guidelines, unless our facility has unique conditions. If a hurricane watch occurs during the school day, parents will be notified by telephone and school information system (sis). Teachers and staff will supervise children until they are picked up by their parents or guardian. Our Savior will reopen once power is restored and the facility is safe even if Broward County schools are still closed. We will notify parents any way we can including the sign on University Drive. If a child is absent because they did not receive word that school is opened, the absence will not affect perfect attendance.

Immunization

Beginning with the 2019-2020 school year, we will only accept new students with an updated immunization record. Families must submit proof of current immunizations during registration and current students must keep an updated form on file. If a student enrolled in the 2018-2019 school year holds a valid exemption, continued enrollment is welcome. Families will be informed annually if there is a student with an exemption in your child's class.

Leaving Campus

Students are expected to remain on campus from the time they arrive for school in the morning until school is dismissed in the afternoon. Students may leave campus on school business only when in the company of a teacher. Students must be signed out by a parent or guardian if they are to leave early, or be signed in if they arrive after the start of class. Once a student leaves the campus after school, he/she may not return except for school business.

Non-Custodial Parents

In the event there is a signed court order prohibiting a non-custodial parent from having access to a student or his or her records, parents must submit a copy of this court order to the office, where it will be kept on file. Without this documentation, it is impossible for the school to carry out the wishes of the court.

Remaining on Campus Before or After School

For the safety of the children, it is imperative that they be supervised at all times when they are on campus. Any student dropped off prior to 8:00 A.M. for elementary or middle must report immediately to Extended Care. All students who are not picked up by 3:15 p.m. must either be involved in a supervised after school activity or must report to Extended Care. If students are involved in sporting events or other after school activities that are not immediately after school, they must report to Extended Care until the designated time to meet with the coach/advisor. Students may not leave campus unless they are accompanied by a parent. Students must report back to Extended Care if not picked up following their activity (reminder: Extended Care closes promptly at 6:00 P.M.). Our Savior will not be responsible for students who are not in Extended Care or a supervised school activity after 3:15 P.M.

School Dismissal Procedures

For your child's safety, always have your child enter and exit vehicles from the side closest to the school.

Early Sign Outs

Students shall not be released within the final 30 minutes of your child's school day unless the principal or a designee determines that it is an emergency. Please schedule doctor and dentist appointments accordingly.

Dismissal

- **Honor the 5 mph speed limit at all times.**
- **Parents should not be on cell phones, talking or texting while the car line.**
- **Please roll down your window if you have tinted glass so the teachers can see the driver.**
- **Do not leave your car while it is in the car line.**
- **Parents/guardians are responsible for securing children in car seats.**
- **All traffic is one way, and passing is discouraged.**
- **Children enter vehicles on the side closest to the building.**
- **Teachers need to supervise the children, so please schedule a conference if you have something important to discuss.**

If you have a child in both buildings, the younger child will join the older child's dismissal group so you have one pick up.

Preschool

All traffic enters from East Plantation Circle and exits onto University Drive. Parents of 18-month-olds and two-year-olds must park and pick up their child at the classroom. Parents of three-year-olds and four-year-olds should stay in the car line. The driver must display the child's name card (supplied by school) on the dashboard on the driver's side. The teacher will bring the child to your car. Car seats must be placed behind the driver or in the middle of the back seat. Please get out of your vehicle to put your child in the car seat.

Kindergarten – Fifth Grade

Enter campus from East Plantation Circle, drive behind the Elementary Building and pick up at the sidewalk gate by Room 5. Teachers will be there to supervise your child entering the car. Children should be seated on the passenger side of the vehicle.

Middle School

All traffic enters from East Plantation Circle and exits onto University Drive. Please stay in the car line. The teacher will monitor your child entering your car.

Children not picked up within 15 minutes from their dismissal time will be escorted to Extended Care, and you will be charged accordingly.

School Drop Off Procedures

For your child's safety, always have your child enter and exit vehicles from the side closest to the school.

Arrival

Please remember that teachers must be free to greet their students and settle them in for the day. If you need to speak to a teacher, please arrange for a better time to talk.

8:00-8:15 Kindergarten: Enter campus from East Plantation Circle. Please park behind the preschool and walk your child to class. Exit onto University Drive. Traffic behind the preschool is one way toward University Drive.

8:00-8:15 First Grade-Eighth Grade: Enter campus from East Plantation Circle, drive behind the Elementary Building and drop off at the sidewalk gate by Room 5. A staff member or volunteer will be there to supervise your child exiting the car. Children should be seated on the passenger side of the vehicle. Eighth graders may also be dropped off at the breezeway behind the preschool building.

8:15-8:30 Preschool: Enter campus from East Plantation Circle. Please park behind the preschool and walk your child to class. The sign-in books will be outside in the breezeway for parents to sign-in and note the actual time before entering the building. According to Child Care Licensing, all children must wash their hands before proceeding to the classroom. Traffic exits onto University Drive. Traffic behind the preschool is one way toward University Drive.

School Lockdown or Evacuation Off Campus

First and foremost, our primary consideration is for the safety and well-being of students and staff. Consequently, if a situation develops on campus or in our neighborhood which poses a potential threat to the safety of our students or staff, the school will implement our emergency protocol: Code Red – Lockdown – only the police may move about campus; Code Yellow- Modified Lockdown- students and teachers continue instruction in class; Safety Team may move about campus. Code Orange – Evacuate. Under both a Code Red and a Code Yellow, children and staff must remain

inside the building with the doors locked. No one, including parents, will be allowed to enter or exit a building, and dismissal will be postponed, until the "All Clear" is given.

At any time the police department can issue a full lockdown if a crisis develops on campus or in the neighborhood.

If the situation warrants, the police department may activate an "off-site" location where parents can go to receive information. The "off-site" location chosen for us by the Plantation Police Deputy Chief is the PAL field on NW 70th Ave. (right behind Peters Elementary School and directly across from Plantation United Methodist Church).

If our school is directed to leave campus, we have an arrangement with St. Benedict's Episcopal Church. The entire faculty and all students will walk there. Parents will need to sign children out with the staff before taking their children.

Security, Cars / Parent Belongings

Parents are discouraged from leaving personal items of any kind, and especially purses, cell phones, and laptops, in their vehicles. Parents should not place these items in the trunk of their cars after arriving on campus. These measures will discourage thieves from breaking car windows. At no time should children be left in vehicles without supervision.

Security, Parents/Visitors on Campus

Parents visiting classrooms must provide a valid photo ID which will be used for a security check, to sign parents/visitors in and out of the office, and to generate a name tag. Be sure to register PACE hours in the office when volunteering as well. Parents may not go directly to classrooms without checking in the office first.

Visitor / Messages / Deliveries

School age students may not visit during regular school hours or during lunchtime. Graduates are welcome if arrangements are made ahead of time with a supervising teacher. Parents and other adult relatives are welcome at lunchtime and need only sign in with the office to receive a visitor's badge. Only family messages will be delivered at the end of the school day. No delivery of flowers or other personal gifts will be accepted.

School Board of Our Savior Lutheran Church

A. The school is operated according to the Constitution and By Laws of Our Savior Lutheran Church, the adopted policy manual.

B. Addressing the School Board on policy related topics.

Constituent involvement is crucial to the success of any school system. If you wish to address the Board regarding an issue or to place an item on an agenda for Board consideration, the Board Chairperson will provide you with the opportunity to do so before the regular business meeting begins.

A. Visitor Comments:

Scheduled Agenda Comment

Any individual who desires to address the School Board concerning an issue or to place an agenda item(s) on the agenda of a regularly scheduled meeting shall file a written request with the Administration prior to the start of the meeting. This request will include the speaker's name and a brief summary of the general comments or concerns.

1. Only an individual submitting a written request is allowed to address the School Board. Time may not be "yielded" to other speakers.
2. Each approved speaker shall have one opportunity to address the School Board for a maximum of five (5) minutes unless the Chair elects to extend the time.
3. Speakers shall confine their remarks only to the item(s) being addressed. The Chairperson shall rule inappropriate or irrelevant remarks "out of order." Any speaker continuing with such remarks shall be required to relinquish the lectern.

To ensure that the School Board has the time necessary to consider the issues, the School Board desires that this portion of the meeting be limited to 15 minutes. However, if it appears that there are more individuals desiring to speak than may be allotted during 15 minutes, the maximum amount of time each individual is allowed to speak may be reduced to one minute and an additional 15 minutes may be allotted by the chair.

Technology Usage / Internet Access –Code of Conduct

Our Savior Lutheran School is dedicated to providing all students the opportunity of a more advanced education through the use of technology. In order to take advantage of this ever changing and expanding tool, the students must adhere to established ethics and procedures. The use of technology resources is a privilege, not a right.

Cell Phones/Smart Watches (Devices able to receive or make calls or messages)

No students are allowed to have a smart watch or similar device on campus under any circumstances. Students in grades below third grade are not allowed to bring cell phones to school under any circumstances. Third through Eighth Grade students may bring cell phones to school only if their parents have filled out, signed, and returned the cell phone permission slip. The school is not responsible for the loss, damage, theft, or misuse of any cell phone. The following restrictions apply to possession of cell phones before, during, and after school:

1. The cell phone should be turned off, so that alarms, messages, and calls do not disturb the class.
2. A cell phone must stay in the backpack. Students are not allowed to check messages while on campus. If the cell phone is seen, it will be confiscated, and turned into the school office where a parent or guardian will be required to pick it up.
3. Parents may not call or text students while students are on campus. All messages should come through the school office.
4. Students may not use cell phones for photographs, texts, or accessing the internet.

Any disregard of the cell phone policy is a referable incident. The consequence of misuse will include, but not necessarily be limited to, the loss of all cell phone on-campus privileges.

Internet Access/Computer Use

As users of the Our Savior Lutheran School computer network, students must agree to abide by the Acceptable Use Policy - Technology Code of Ethics listed below. Students also agree to use the internet in a responsible manner while honoring all relevant laws and restrictions. Violations will result in potential disciplinary actions and, depending on the nature of the infraction, complete revocation of privileges.

1. I will appropriately access the computer hardware and software for authorized use only. I will not bring my own equipment, such as a laptop, without permission from the school administration.
2. I will not remove hardware, software, or software documentation from any room without prior permission from an authorized individual.
3. I will abide by the classroom procedures outlined by the supervising teacher.
4. I will not attempt to log onto any school computer without staff supervision including times outside of normal school hours.
5. I will immediately report any hardware or software malfunction to the teacher.

6. I will neither give nor receive from a fellow student unauthorized assistance relating to hardware, software, or class work. I will not borrow a classmate's electronic media without permission from the teacher.
7. I will not copy, or change, or transfer any software or files belonging to another student.
8. I will not erase, rename or damage anyone else's computer file, programs, or disks.
9. I will not eat, drink, or chew gum in the vicinity of any computing equipment.
10. I will not print without the teacher's permission.
11. I will not modify or delete any program or system files. I will only use files assigned for use by the teacher or files that I have created. I will not install any software onto a computer unless instructed to do so by the teacher.
12. I will not download any cursors, wallpaper, screensavers, search bars, programs or games from the internet.
13. I will only log on to computers authorized for student use.
14. I will not modify the physical features of the computers. I will not disconnect any wires, USB pens, memory card/stick readers or cables from the computer or disassemble any parts.
15. I will not introduce any computer code designed to damage, or otherwise hinder the performance of any computer's memory, file or system software.
16. I will never use nor try to discover another's password. I will not allow another person to use my passwords.
17. I will not use the computer to annoy or harass others with language, images, or threats.
18. While in class, I will use the internet only with the permission of my supervising teacher.
19. While accessing the internet at school, I will only connect to the internet sites that contain information specifically relating to my schoolwork and approved by the supervising teacher.
20. I will not post messages on any website nor access my email account(s) or use any program to communicate over the network.
21. I will not play games on any school computer unless specifically authorized by the teacher.
22. I will not use personal phones or cameras of any kind on campus. I will not send or receive texts or picture messages for any reason during school hours or while I am still on school campus. I will not access any social network sites via my cell phone.
23. I am responsible for reporting any witnessed infractions immediately to my teacher. Failure to do so will result in me being held equally liable.
24. I will not out step the scope of any lesson set by the teacher on the internet. (e.g. Rosetta Stone)
25. I will not access School Information System (SIS) by using a parent's password.
26. I will only use my school Gmail account for school related activities (grades 3-8).

Prohibited Items

Students are NOT allowed to bring to school any electronic or digital items unless permitted by the school's technology policy and approved through completion of the appropriate permission forms. In addition, students are NOT allowed to bring cards, toys, spinners, etc, to school. **Prohibited items will be taken and kept in the school office until a parent or guardian comes in for them.**

Under certain circumstances, **with clear teacher approval**, items such as digital cameras, electronic games and equipment, and personal games or toys may be brought to school. These circumstances would include Show & Tell (sharing time), rewards for achievement, or special recess needs. As a rule, these items should not be used during the school day but kept in the students' backpacks. The school is not responsible for the loss, theft, misuse, or damage done to any item brought from home.

Social Networking

If any member of the school community posts or forwards a comment or photo that negatively affects the school climate and/or fits the definition of bullying which is outlined above, the administration will intervene.

Technology / Video Use

Videos for entertainment will not be a part of any regular class time. Preschool goes on virtual fieldtrips provided by KidVision, and K-8th grade uses educational videos occasionally to enhance the curriculum content.

Telephone Use

Students are not to use the classroom or office telephones except in the case of an emergency and with adult supervision. Forgotten lunches, homework, books, musical instruments, after school play arrangements, etc., are not reasons for a telephone call. Teachers will not give students permission to make such calls. **Students in preschool and in grades K - 2nd are prohibited from having a cell phone on campus. All students are prohibited from having a smart watch or similar device on campus.**

Transportation Policies

Bicycles

Bicycles may be used for transportation to and from school. They are to be parked in the bike racks provided in the parking lot. It is advisable to keep them locked while there. Bicycles may not be ridden in the school area after arrival. At dismissal time, students riding bikes are expected to leave the property directly. Bicycles are not to be ridden around the school area during dismissal time or during any after-school activity.

Parent Transport of Students to School Activities

Teachers and coaches are required to make certain that the following steps are adhered to when planning an activity away from the school and bus transportation is not provided.

All persons transporting children, other than their own, to any school-related activity, must have passed a Background Check and a review of their motor vehicle report (MVR) Driving History. In addition, they must meet the following requirements:

- Hold a valid driver's license.
- Have no DUIs in the last 5 years and no more than one moving violation in the last year.
- Hold adequate insurance, including minimum liability coverage as required by the State Motor Vehicle Code for all passengers.

- Be at least 21 years of age.
 - Agree to require all passengers to use a seat belt.
 - Agree to not allow siblings on field trips.
 - Agree to comply with all traffic laws.
 - Agree to receive no reimbursement of expense.
-
- A signed Volunteer Agreement Acknowledgement Form must be on file indicating the volunteer has read and agrees to abide by the Our Savior Lutheran Volunteer Handbook.

Tuition Policies

Two weeks advance notification in writing is required when withdrawing a student. Until formal notification is received, tuition responsibility continues. For tuition purposes, students attending school during any portion of a month will be considered as having attended for the full month. There is no refund of tuition on a prorated basis in the event a student leaves our school in the middle of a month.

Should the school receive an NSF check there will be a returned check fee of \$25 assessed. The original check amount plus the returned check fee must be paid within 10 days. In the event the school receives two NSF checks from a family, all remaining fees for the year must be paid by cash money.

Report cards and cumulative records will not be released until all accounts are current for that grading period. This includes tuition, late fees, overdue library books, fines, childcare charges, charges for damaged books or lost cd's, missing athletic uniforms, and any other charges. Students who lose any of the above will be charged the cost of replacement. The assessment for damaged textbooks will be equal to the cost of replacement.

When parents enroll their children, they will be informed of the financial obligations which they undertake as part of that enrollment.

In the event an account is behind for two (2) months or more, the account will be referred to the School Board for further action, which may include referring the account to a collection agency. Failure to keep an account current could result in the termination of a student's enrollment

Volunteers

We ask for the help of volunteers so we can give more attention to individual students. A larger number of adults working together to conduct our school program means that individual students can receive a larger measure of individual attention.

Volunteers to help with class parties, field trips, and fund raising events may be recruited and their efforts coordinated by classroom teachers. All volunteers and field trip chaperones must read and agree to abide by the guidelines in the Our Savior Lutheran Volunteer Handbook and sign the Volunteer Orientation Form. Upon arrival, all volunteers, including those preregistered for a volunteer assignment, must sign in at the office before going to a classroom. The office will issue a tag to wear identifying the volunteer.

See attachment at end of handbook.

Voluntary Prekindergarten Education(VPK)

Eligibility

To be eligible for the VPK program, a child must reside in Florida and be 4 years old, but not yet 5 years old, on September 1st of the school year. A child remains eligible for the VPK program until the beginning of the school year for which the child is eligible for admission to kindergarten in a public school.

Absence Policy

Procedures for Reporting an Absence

Absences must be reported to the school office by the parents or guardians by phone (954-370-2161) **between 7:30 and 8:30 A.M.** If a message is left, it must include the reason for the absence.

WRITTEN DOCUMENTATION MUST BE PROVIDED FOR EVERY EXCUSED ABSENCE.

Any more than three (3) absences per month are considered excessive. We will discuss this with the parents/guardian. Continued excessive absences may lead to the dismissal of your child.

A child's absence is excused if the child does not attend the VPK program on an instructional day due to one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
- Infectious disease or parasitic infestation;

- Physician or Dentist appointment;
- Funeral service, memorial service, or bereavement upon the death of the child's family member;
- Life threatening illness or injury of the child's family member;
- Compliance with a court order (e.g., visitation, subpoena);
- Special education or related service as defined in 20 U.S.C. 401 (2004) for the child's disability
- **Family Vacation** – Family vacation is not to exceed five (5) excused absences per program year and must be documented by a note from the parent/guardian stating the absence was due to vacation.
These absences are counted as part of the number of allowable absences per month. Vacation days can be taken throughout the year and do not have to occur all at one time.

Attendance Verification Policies

Parents/Guardians of children enrolled in a VPK class must comply with the VPK Attendance Policy

Regular attendance is required in this program. It is important that your child attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in kindergarten.

Please note: It is a state requirement that parents/guardians comply with the center's attendance policy as well as any of its other policies and procedures. The state VPK program allows a center/school to dismiss a child who does not follow these rules.

Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/or picks up. The actual time at signing and full signature must be written on the attendance sheet. This is a requirement of the VPK program.

Monthly: At the end of each month, you will be required to sign a "Student Attendance and Parental Choice Certificate" that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school.

Drop-Off and Late Pick-Up

Children enrolled in a VPK class may arrive no sooner than 15 minutes before the start of class unless they are registered in our Extended Care Program for early drop-off.

Your child must arrive in the VPK classroom no later than 8:30 daily.

Students that arrive after 9:30 A.M. will not be accepted into school without a doctor's note.

A child who is enrolled in the VPK program but is not enrolled for any other wrap-around services must be picked up by the end of their scheduled program at 11:45 AM. Parents/guardians are responsible to pick up their child in a timely manner. Please review the Our Savior Lutheran School Family Handbook for late pick up procedures. There is a charge of **\$20.00** per child for the 1st 15 minutes after 12 Noon. Each additional 5 minutes after 12:15 is **\$10.00** per child.

Transfer/Dismissal

- Transfer

Should you decide at any time after the start of the VPK program that you wish to transfer your child to another provider, it is the parent's/guardian's responsibility to go to ELC of Broward to obtain the transfer.

- **Dismissal of a Child from a VPK Program**

At Our Savior Lutheran School, we strive to meet the needs of all of the children and families in our school. Please feel free to consult us on any issue. However, there are occasions when, despite our best efforts, we are unable to accommodate a particular child or family. Whether the situation is that the placement is not appropriate for that child or there is non-compliance with the policies and procedures outlined in this agreement and/or the Our Savior Lutheran School Parent Handbook, we reserve the right to dismiss your child from the VPK program.

Withdrawal from Wrap-Around Services

If at any time a parent/guardian withdraws his/her child from the wrap-around services offered by Our Savior Lutheran School, but chooses to remain in the VPK program, tuition for the entire month is due if the child is in attendance any part of the month.

Thank you for taking the time to review these policies. The State of Florida Agency for Workforce Innovation Office of Early Learning may modify their policies from time to time. If such a situation arises, you will be notified of any changes in writing. Please refer to this handbook for additional information regarding any practice that is not directly affected by the VPK program.

Worship, Student

Helping your child grow strong in his or her personal relationship with Jesus Christ is at the very center of our school's existence. The opportunities students encounter throughout the week to develop their faith include the following:

Chapel

Students attend chapel on Wednesday mornings, typically at 8:35 A.M. Parents are welcome to attend any and all chapel services.

Leadership of the worship service is shared by teachers and their students on a rotating basis with the church staff participating as well. A schedule of these chapel assignments will be made available to families at the beginning of the year.

An offering is taken at these chapel services for various local, national, and world mission projects, which helps make children aware of our God-given responsibility to help those around us. Food offerings help LifeNet4Families serve the hungry in Broward County. Chapel envelopes are provided for each student for the weekly offering.

In the sanctuary, appropriate and reverent behavior is expected from all our students. They are discouraged from resting their feet on the kneelers and taking or handling the hymnals and pencils.

Church and Sunday School

Church and/or Sunday School attendance is expected weekly of all students. They may attend the church of their family's choice. School families are always welcome to join in worship services at Our Savior. Worship services are held on Sundays at 8:00 and 10:30.

Opening Devotions

Each school day begins with prayer and opening devotions in the classroom. While the homeroom teacher is responsible for this worship activity, students may be given the opportunity to lead or play a major role the prayer and devotion.

Pledge to the Christian Cross

The pledge printed below is memorized by students and recited in class and at chapels following the Pledge of Allegiance.

I pledge allegiance to the cross of our Lord Jesus Christ, and to the Faith for which it stands, one Savior, eternal, with grace and mercy for all. So help me God.

Prayers, Lunch Time and Closing

Students ask God's blessing on their meal and offer a brief prayer of thanks or petition at the end of the day.

Yearbook

The yearbook consists of a pictorial summary of the year's events and includes a picture of each child. The student registration fee covers the cost of the yearbook, so all students receive one except for half-day VPK students. Half day VPK students may purchase a yearbook for \$25.



2019-2020
Our Savior Lutheran
School
Volunteer Handbook

License #45200

School Theme

**Rejoice always, pray continually,
give thanks in all circumstances;
for this is God's will for you in Christ Jesus.
1 Thessalonians 5:16-18**

Volunteers and field trip chaperones must read and agree to abide by the guidelines in the Our Savior Lutheran Volunteer Handbook.

Student Safety: Student safety is a key concern at Our Savior Lutheran.

1. Injuries

- a. Report any injury to the supervising teacher or staff member.
- b. If a child experiences a nose bleed or is bleeding from a cut or scratch, care should be taken to calm the child while still using universal blood precautions. If a volunteer is assisting, gloves must be worn while attending to the child. The gloves must be disposed of in the trash, and hands washed afterward.
- c. In the case of a life-threatening emergency, contact 911 then notify other appropriate staff.
- d. Fill out the appropriate incident report in the office.
- e. FYI: All staff members are trained in CPR and emergency first aid. The staff in the office can wash minor cuts and scrapes, apply ice, Band-Aids, or in the case of a bug bite or sting, apply a paste of baking soda. Parents are contacted immediately when a student hits/injures his or her head.

2. Emergency Protocols

- a. Identify the available exits in the area you will be volunteering.
- b. Locate and review the evacuation plan posted by the classroom door.
- c. In the case of an evacuation, follow the staff member's lead, guiding children to the designated area quickly and quietly. Do not allow students to gather their belongings or delay exiting in any way. If you are working separate from the rest of the class with one or more students, once outside, rejoin the full class and report to the teacher.
- d. In the case of a Code Yellow – Modified Lockout event, students move inside the classroom, the exterior doors are locked, and no one enters or leaves except emergency personnel or administration. Teaching and classroom activities continue.
- e. In the case of a Code Red - Lockdown event, students move inside the classroom, exterior doors are locked, lights are turned out, and students are moved away from the windows and remain quiet.

3. Open Door Policy

When meeting with children, **always** stay visible to at least one other adult and leave the door open if the situation makes that possible.

4. Never Meet a Student off Campus.

Contact with students for school purposes should be restricted to the Our Savior campus. This does not apply to school-sponsored chaperoning of field trips or school activities.

5. Be Aware of Your Contact with Students

- a. Our Savior does not allow corporal punishment by anyone.
- b. Students thrive on positive feedback. At times, physical signs of affirmation such as high fives, fist bumps, and even a hug may be appropriate, but these affirmations should be public, not private.

Background Checks

1. All volunteers who may be alone with students while driving, chaperoning, or mentoring are subject to a background check performed by our Raptor program, ProtectMyMinistry or must provide the results of a similar background check from an organization like Broward County Schools.

Signing In / Promptness / Absences

1. All volunteers must **report to the school office** to sign in. A badge will be provided which should be worn at all times and returned to the office when you sign out.
2. **Your promptness** is both appreciated and expected. Even though no pay is exchanged, we are counting on you to be present at the agreed upon time. If you are delayed, please contact the school office.
3. Volunteers must be in **good health**. If you are not well, we ask that you stay at home and take care of your health needs first.
4. Please **contact the school office** as soon as you know you will be absent.

School Phone -- 954-370-2161

School Email --school@oursaviorplantation.org

Attire of Volunteers

1. **Dress comfortably and modestly for the activity** in which you will be participating, avoiding inappropriate or suggestive clothing.

Responsibilities of Volunteers

1. Supervision

- a. Volunteers always work under the direction of a teacher or other members of the school staff and should report inappropriate student behavior to the supervising teacher or staff member. The relationship between the volunteer and the teacher is a professional one -- one of mutual respect and confidence.
- b. Please direct questions, suggestions, or concerns that pertain to the entire program to the principal.

2. Communication / Confidentiality

- a. Any matter of concern, whether it is academic or behavioral, should be communicated to the supervising teacher or staff member.
- b. Differences of opinion or dissatisfaction should be expressed respectfully and not in the presence of students.
- c. As a volunteer, you may see or hear about things that are private, such as a student's grades or behavior. Please remember student records are protected by the federal Family Educational Rights and Privacy Act (FERPA) as well as by Florida statute. Information concerning a student **should always be addressed by the school's professional staff**. In the same way, volunteers are asked to refrain from discussing student information or school situations with anyone, in any form (verbal, written, or electronic.)

Behavior of Volunteers -- We are grateful that our students will see additional adults modeling and affirming the Christian qualities that we teach and reinforce: kindness, purity, patience, and self-control to name a few. To be clear, we expect our volunteers to abide by the following standards:

1. **Christian behavior** is expected from all adults.
2. **No profanity or harsh language** is permitted.
3. **Smoking is prohibited** on all campus property any time students are on campus.
4. Any adult who comes on campus while intoxicated or under the influence of drugs will be **escorted off campus**. Such behavior would be grounds for immediate and permanent removal from the volunteer role.

Additional Guidelines for Field Trip Chaperones -- Volunteers who wish to chaperone students on field trips should read the additional guidelines which follow on the next two pages. After reading the additional guidelines, the Return Acknowledgment Section should be signed, dated, and returned to your child's teacher or the office at least one day prior to a field trip.

Thank you for **being a role model** in your appearance,
your actions, and your speech and for
realizing that helping a child feel safe, cared for, and valued
often **opens the door to learning!!**

Guidelines for Field Trip Chaperones

Thank you for your willingness to chaperone an Our Savior Lutheran field trip. Because of your assistance, our students will experience education beyond the walls of our classroom. Because of your involvement, they will have an opportunity to practice together in public many of the Christian qualities that Our Savior Lutheran School affirms: kindness, patience, purity, honesty, and self control. Thank you for taking the time to serve as a caring adult and thoughtful role model to our students.

To ensure the safety of our students and to convey the importance of your role, the following guidelines must be read and agreed to before the trip.

- Chaperones must be approved volunteers who have successfully completed the background check process and on-line child safety training.

Responsibilities

- Chaperones shall respect the authority of the supervising teacher(s).
- Chaperones shall abide by the field trip schedule and follow all teacher directives. Chaperones shall not make any changes to the planned itinerary without the prior approval of a teacher.
- Chaperones shall actively supervise and keep an accurate check on students assigned to them.
- The level of supervision of students while on a field trip is no less than the level of supervision required when students are on campus.
- Overnight chaperones assume a 24-hour a day responsibility for students from the time they leave until the time they return.
- Overnight chaperones shall not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure.
- Chaperones shall immediately report to a teacher if a student is not feeling well.
- Chaperones are expected to support and encourage courteous and responsible student behavior and to be familiar with the acceptable student conduct outlined in the Family Handbook.
- Any suspected violation of the school conduct code must be reported to a teacher immediately.

Conduct

- Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- Smoking in the presence of students is not allowed.
- Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined as being dressed from the neck/shoulder area to mid-thigh.
- Chaperones are expected to model speech and attitudes that reflect our Christian standards.

- Chaperones will focus on and make every effort to relate to the students in their group, refraining from the use of electronics for music, reading, or entertainment, and from personal calls, except when absolutely necessary.

Additional Information

- All teachers and staff participating in an Our Savior Lutheran field trip must abide by the same guidelines as volunteers.
- Supervising teachers will be available to chaperones by phone or in person at all times during the field trip.
- Chaperones are not permitted to bring siblings of participating students or other persons on a field trip.
- No one is allowed to join the field trip at its destination unless previously approved for the field trip as a student participant or a chaperone.

Transportation

Volunteers transporting students to any school-related activity must meet the following requirements:

- Hold a valid driver's license.
- Have no DUIs in the last 5 years and no more than one moving violation in the last year.
- Hold adequate insurance, including minimum liability coverage as required by the State Motor Vehicle Code for all passengers.
- Be at least 21 years of age.
- Agree to require all passengers to use a seat belt.
- Agree to not allow siblings on field trips.
- Agree to comply with all traffic laws.
- Agree to receive no reimbursement of expense.