

**PARENT / GUARDIAN / STUDENT HANDBOOK
OUR SAVIOR LUTHERAN SCHOOL**



Our Savior

Lutheran Church & School

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HANDBOOK FOR OUR SAVIOR LUTHERAN SCHOOL (OSLS)

God's Vision

To seek and to save the lost (based on Luke 19:10, "For the Son of Man came to seek and to save what was lost.")

Our Mission

To be a welcoming, equipping, and sharing family of Christ

Our Core Values

Growth

We maintain a consistent focus on growing deeper in our faith by studying God's Word, being faithful in prayer, and obeying God's commands.

Relationships

We seek to love God, one another, and those outside the family of Christ. We rejoice with others in times of celebration and comfort others in times of hardship.

Outreach

We desire to fulfill Christ's great commission to go into the world, telling and teaching about Jesus in the power of the Holy Spirit. We seek to invite and involve those who are unchurched to become followers of Christ and a part of our church family.

Worship

All that we do is to be an act of worship to God. "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus..." (Colossians 3:17a). Public worship with God's people and personal worship in daily life are central to our faith life as believers.

Service

We strive to understand our God-given gifts, passions, abilities, and experiences, in order to use them in the service of the Lord both inside and outside of our church. We are thankful for our many blessings and endeavor to lead compassionate, Christ-like lives.

Our Savior Lutheran School - Laying the Foundation to Educate Minds and Inspire Faith

We believe:

1. Our Savior Lutheran School is an arm of the Lord's church used to assist parents in teaching their children about the love of Jesus Christ, that through the Holy Spirit, they may come to know Him as their Lord and Savior.
2. Christian Education addresses one of the basic problems of mankind: Our broken relationship with God. In addition it addresses the total needs of the individual: intellectual, moral, spiritual and physical.
3. God alone has resolved the problem of sin through Jesus Christ. John 3:16 "For God so loved the world that He sent His one and only son, that whosoever believes in Him should not perish but have eternal life." Acts 4:12 "Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved."

We affirm:

1. That the school, church and parents need to work together teaching our children the importance and necessity of prayer, devotions and daily study of God's word in their lives.
2. That Our Savior Lutheran School will provide children with a challenging, motivating and innovative curriculum taught by teachers who care about the children's best interests.
3. That Our Savior Lutheran School will build an atmosphere of caring and sharing, where children learn to respect one another, and build the necessary social skills that will enable them to attain success as useful and productive Christian citizens.
4. That Our Savior Lutheran School will utilize the abilities of teachers, parents, students, staff and others to achieve the above goals.

ENROLLMENT POLICIES

Our Savior Lutheran School is maintained for parents who desire a Christian education for their children. Enrollment is subject to available space. It is expected that all pupils will comply with and participate in the religious instructional program and activities of the school.

Our Savior Lutheran School does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of 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, national and/or ethnic origin in the administration of its educational policies, admission policies, financial aid and athletic or other school administered programs.

Though Lutheran schools are not required by law to accept or to provide adapted programs for handicapped children, they will, nevertheless, make their decision in the spirit of the Gospel and their service to people.

If a child who has AIDS, ARC or is HIV positive and seeks admission to the school, a pre-enrollment conference with the child's parents, physician, probable teacher and the principal will take place to determine:

- a. AIDS-induced impairment of the child's mental function.
- b. Psychological impairment manifested in assaultive behavior and the potential exposure of others to infected blood.
- c. The immunization status of the child.
- d. The necessary limits on the child's curricular and extra-curricular school participation.

With this information, the school will determine whether or not the child is to be enrolled.

As part of the health or religion curriculum, the faculty will provide appropriate instruction about AIDS and its prevention.

Each enrolled child is expected to meet immunization requirements of the school for the protection of the student body and faculty.

As appropriate in the religion curriculum, teachers will emphasize the compassion of Christ to the sick, the promise of divine care for those who place themselves at risk in the service of others, the hope of the Resurrection in the presence of terminal disease and the celebration of the new life in Christ through faith while physical life disintegrates in dying.

Submission of the following may be required for enrollment:

1. Completed application forms (including health and immunization records).
2. Transcript and/or last available report card from the previous school if applicable.
3. Copy of the birth certificate must be submitted prior to the first day of attendance.
4. Payment of the required enrollment fee.

Other requirements include:

5. Children entering Kindergarten must turn 5 years of age on or before September 1st of the year they are enrolling.
6. Testing may be required.
7. We reserve the right to interview individuals on a case by case basis.

The enrollment fee is non-refundable and must be paid at the time the child is enrolled. The Enrollment Fee is an enrollment requirement for all students.

New students entering Our Savior Lutheran School in the middle of the school year will be subject to a review by all faculty members.

In the interest of providing the best atmosphere for each child, there will be an evaluation of each child's experience at Our Savior at the end of their first completed quarter. The faculty will decide if the evaluation period should be extended or if there are any appropriate actions that would benefit the student, any other members of the student body, and/or faculty.

TUITION ASSISTANCE

Financial aid may be awarded to students unable to meet tuition requirements and who meet the criteria of the tuition assistance program. This is done through TADS (Tuition Assistance Data Service). TADS will provide **financial need evaluation services** that offer maximum benefit to the student and families.

1. Parents must apply for tuition assistance annually.
2. Aid will be divided among candidates who qualify based on the availability of funds and/or annual contributions.
3. Emergency requests may be submitted and are subject to the program requirements and will be reviewed by the Board of Education before approval is granted.

PARENT INVOLVEMENT PROGRAM (PIP)

PURPOSE OF PIP: To encourage parent involvement in the programs and activities of the school that will:

- Create opportunities for parents to meet and develop relationships with other parents.
- Create opportunities for students to meet and develop relationships with adults.
- Create opportunities to have fun serving the Lord and contributing to the success of your child's school.

The Parent Involvement Program (PIP) hopes to make use of one of the most valuable resources our school has – *the parents* of our students. One of the key ingredients to a successful school is parent involvement. There are always many tasks within a school that need attention, and OSLS wants to create an atmosphere of cooperation through which teachers, parents, and students can develop relationships and have fun.

PIP brings together our needs with a logical pool of resource people – **YOU**.

The program is designed as follows:

1. A deposit of \$200.00 per family or \$100.00 per single parent family must be paid by the first day of school.
2. The deposit is earned back after the family contributes and records 20 hours (10 hrs. for single parent family) of volunteer service at OSLS during the course of the school year.
3. Families will be credited for the full amount (\$200.00/\$100.00) or a portion of that amount based upon their total hours of contribution. At the family's request, any eligible refund monies will be added to the school's fundraising monies for that school year and can be applied against the family's yearly fundraising pledge.
4. Families are responsible to record their volunteer service hours online at www.oslcs.org under Parent Resources.
5. A volunteer will tabulate PIP hours on a quarterly basis. Families will receive a statement of PIP hours earned with each quarter's report card. The deposit will be refunded once the total contribution hours have been met.

Earning PIP hours is easy and fun. Parent volunteer activities may include, but are not limited to the following:

- Participate in the Scrip Program –If you choose to participate in the Scrip Program regularly throughout the school year, you can earn 1 PIP hour each month (or up to 10 total hours).
- Serve on the BOE
- Serve on the Steering Committee for the Parent Teacher League (PTL)
- Serve as a classroom liaison for the PTL
- Serve as morning receptionist
- Cleaning Opportunities
- Picture Day Helpers
- Health Screening Day Helpers
- Participate in Food Tasting Events
- Serve on the Board of Trustees (Grounds and Maintenance of Our Savior Lutheran Church and School)
- School Office help
- Serve as a Field Trip Chaperone
- Serve as a coach or assistant coach
- Serve as a driver to sporting events
- Grade papers
- Put up bulletin boards
- Work with small groups of children
- Help with the Book Fair
- Help with the Marathon for Non-public Education
- Help with the Silent Auction
- Help with mailings
- Working with photography at various events
- Help with the School Library on Tuesdays
- Help with clean-up after various events
- Make costumes for the Christmas Program
- Make scenery for the Christmas Program
- Help with set-up and take-down for the Christmas Program
- Work in the concession stand at sporting events
- Help with Campbell Soup Labels and Box Tops
- Playground/Grounds Maintenance
- Serve in lunch room
- Attend Mom's In Touch
- Annual Garage Sale

This list is not exhaustive but it does provide ideas of the many ways you can serve the Lord, your child and the school to earn PIP hours. If you have other ideas or can utilize a particular talent or skill that can be of benefit to the school, please call and discuss this with the principal. The principal can let you know if it would qualify for PIP hours.

Please note: PIP hours CANNOT be earned by simply attending school events unless noted by the Board of Education.

CHAPEL AND WORSHIP SERVICES

Weekly chapel services will be held each Wednesday morning for the students and faculty at Our Savior Lutheran School. Services are designed for the students with simple lessons that enhance their understanding of God's Word. Parents are welcome to attend and worship with us.

In addition, teachers will keep a record of Church attendance and Sunday School attendance for each student. Certificates will be presented at the end of the school year to acknowledge those students with perfect Church and Sunday School attendance.

KINDERGARTEN PROGRAM

Our Savior Lutheran Church and School offers a full day kindergarten program with a half-day option. Parents may explore both options and choose which program suits their child's needs best.

CURRICULUM & OBJECTIVES FOR KINDERGARTEN, GRADES 1-8

RELIGION

Materials: Concordia Publishing House – Voyages – Exploring God's Word – 2004 (K and 6th)
Concordia Publishing House – One in Christ – 2011 (1st -5th)
Concordia Publishing House – Contemporary Issues, Old and New Testament Studies,
Church History, Luther's Small Catechism – (7th and 8th)
Holy Bible - New International Version

The basic concepts of the Christian faith are introduced and applied to the day-to-day lives of these children. Many instances in which the Savior shows His great love for people will be seen. His care for our physical needs as well as provision for our spiritual needs will be heard. They will learn about prayer and worship. They will hear about some of God's wonderful works for His people in the past and about His willingness to act on behalf of His people today.

Kindergarten - 8

Voyages – Exploring God's Word is designed primarily to help teach children about key concepts of faith such as Law, Gospel, confession, repentance, forgiveness, and God's amazing grace. The lessons (1) confront us with the Law, showing us our sin and need for a Savior; (2) lead us to see God's grace in sending Jesus to redeem us from sin, death, and the power of the devil; and (3) encourage us as we daily live in Christ, empowered by the Holy Spirit.

MEMORY WORK

Kindergarten, Grades 1-8

Memory work is an integral part of the Religion curriculum and all students are expected to participate.

LANGUAGE ARTS

Language is a gift from God to human beings given so humans might learn to know God better, serve and glorify Him. Effective communication is necessary to live in and contribute to society. Language enables people to present ideas by speaking, reading, and writing. It allows us to receive ideas through reading and listening.

PHONICS

Grades K-4

Materials: Modern Curriculum Press - 2003

The series of workbooks enables students to quickly acquire the mastery of skills in word

analysis. The program helps students increase their speaking and reading vocabulary and extends word meanings. Diagnostic and mastery tests help evaluate progress and identify difficulties.

READING

Materials: Houghton Mifflin – 2001, 2005

Kindergarten

We believe that the teaching of reading begins with the child - the child's language, the child's own experiences, and the child's world. The art and science of a teacher's work is to provide experiences that allow each child to build upon an ever-expanding body of knowledge and to invite that child to question, reflect, and to gain understanding. It is in so doing that each child builds a passion for reading and a vision of the future.

The Kindergarten Reading program at Our Savior Lutheran School incorporates a multi-sensory approach to teaching the skills needed to equip a child to read. The consonant sounds of the alphabet are taught sequentially. Units are centered on traditional children's literature including Mother Goose Rhymes and folktales as well as selections from contemporary authors. Units involve students in language experience, cooperative learning, social studies and science activities.

Grades 1 - 2

The primary goal of the program is to teach children to comprehend the written language. Classic, award-winning, and favorite literacy selections will be studied in levels one through seven during these two years.

Continuing from Kindergarten instruction, Grade 1 students learn words with consonant sounds, short and long vowel sounds, and blends. In Grade 2 the vowel sounds are reviewed and more vowel and consonant combinations are learned.

Criterion-referenced end-of-unit tests assess the skills learned in that unit. Level tests at the end of each book further evaluate each student's skills. After the first quarter the students in first grade will be able to enjoy reading library books on their own. Thereafter, outside reading will be required to provide application, extra practice, encouragement and enjoyment.

Grades 3 - 5

Students will continue developing their reading skills through attention to decoding, vocabulary, comprehension, and life and study skills. As students progress through the units, they find that each story or article adds something to the next. There is a balance of fiction and non-fiction, with related poetry, drama, life and study skills, and reading in content area.

Evaluation is done at the end of each unit and level.

LITERATURE

Materials: Prentice Hall - 2005

Grades 6 - 8

Students will have an in-depth study of classic and traditional selections in literature. They will also learn how to write effectively about the literature that they read.

ENGLISH

Materials: Houghton Mifflin - 2001

Kindergarten - Grade 8

In Houghton Mifflin English, writing, thinking, and literature receive special emphasis as interconnected elements. Combined with comprehensive coverage of essential skills, students reap the ultimate benefit: more effective communication.

HANDWRITING

Materials: Scott, Foresman & Co. - 2008

Handwriting is an important skill for all God's people and is shown to increase brain development. OSLS uses a D'Nealian handwriting system, simply a method where the form of most lower-case manuscript letters is the basic form of the corresponding cursive letters.

Kindergarten

The Kindergarten program teaches the concepts needed for handwriting (top, middle, bottom and others), presents the numbers zero through ten, and includes activities to develop and reinforce motor coordination. Children are also encouraged to write the alphabet letters.

Grade 1 will review the readiness skills and introduces all manuscript letters, both lower-case and capital. All lower-case letters are taught first to enable most children to have a full alphabet at the command in four months or less. They are taught in groups according to similarity of stroke. Capital letters are then taught in groups. The students write about school content areas and "real-life situations."

Grade 2 reviews all manuscript letters and introduces all cursive letters. Letters are grouped for teaching by similarity of beginning stroke.

Grades 3-4 will review manuscript as well as cursive letters and use handwriting in many forms such as letters, lists, and many other practical applications.

SPELLING

Materials: *Words their Way*; Celebration Press (1)
Spelling and Vocabulary; Houghton Mifflin (2-8)

Learning to spell is learning to use a communication system that is common to everyone who reads. Spelling strategies help all students become more effective, independent learners. Reading, listening, speaking, and writing process activities reinforce the spelling connection to the language arts.

Region II - Spelling Bee

Every spring two spellers from grades 1 and 2, 3 and 4, 5 and 6, and 7 and 8 may participate in a spelling contest, at Lutheran High School in Mayer. They spell against students from area Lutheran schools.

MATH

Kindergarten – 6th grade

Materials: Houghton Mifflin - 2002

Jesus Himself used numbers to illustrate God's truths and the concern that human beings should have for others. Jesus sent the Twelve out "two by two" (Mark 6:7) and taught us to forgive "seventy times seven" (Matt. 18:22). Order in nature, as revealed through math, reveals the wonder of God's creative hand. God gives humans an opportunity to serve Him better as evidenced by the scientific achievement math makes possible.

The three major aspects in the math curriculum are: computational skills, the concepts, and the problem solving techniques and applications. Certain character traits such as neatness and order, exactness and correctness, honesty and self-discipline are developed.

Grades 7 & 8

Materials: Glencoe/McGraw Hill Mathematics: Applications/Connections Course 3
Glencoe/McGraw Hill Mathematics: Pre-Algebra
Glencoe/McGraw Hill Mathematics: Algebra I
Glencoe/McGraw Hill Mathematics: Geometry

Students will study the following skills: 1) Introduction to Algebra - variables and equations, applications and problem solving, and numbers on a line; 2) working with real numbers, 3) solving equations and problems; 4) polynomials; 5) factoring polynomials; 6) fractions; 7) applying fractions; 8) introduction to functions; 9) systems of linear equations; 10) inequalities; 11) rational and irrational numbers; and 12) quadratic equations. This course should prepare students for Geometry and Algebra II.

Students with advanced Math skills may be able to take Geometry classes.

TECHNOLOGY

Our Savior Lutheran School provides students with the opportunity to use computer technology as part of the educational process. A vital part of the education of children is the modeling and teaching of essential technological skills. It is our responsibility to equip our students to live, learn, and work productively in an increasingly complex and information-rich society. Our Savior's enables its students to utilize the gift of technology to glorify God and enhance the students' understanding of the world in which they live.

Our school provides laptops to our students in Kindergarten through eighth grade. The laptops are networked. Internet access is available under strict teacher supervision. Interactive white boards are used throughout the day.

Grades 1-3

Simple word processing and keyboarding skills will be taught to all students.

Grades 4 to 8

These grades are taught keyboarding skills with: **Typing Master Online** (2007). This powerful, web-based typing tutor curriculum helps students improve their typing skills. Typing Master has many courses of the touch-typing technique starting with the basics and advancing step-by-step using examples, word drills, and games to get the student familiar with the keyboard. Courses to practice the special keys of the keyboard and the numeric keypad, along with a course aimed for professional typists, are also included.

Easy Tech – Learning.com – This curriculum is based on all the National Technology Standards. Students learn skills to master the web, the computer, and software tools to make smart use of the technology. A detail course of study integrates technology and technology applications to challenge students to improve their skills in math, reading, phonics, English, science, and social studies. Easy tech incorporates multi-sensory experiences to create richer, more complete learning. Easy Tech is a web-based technology program that also uses educational games, fun, and play to make learning more effective and engaging for today's tech-savvy students. It also builds in opportunities for students to model their new skills, creating stronger connections to their learning.

Computers will also be integrated into the various curriculum areas.

SOCIAL STUDIES

Materials:

Kindergarten through Second Grade: Scott Foresman Social Studies – 2011

Third and Fourth Grade: McGraw Hill: Time Links - 2009

Fifth Grade: Minnesota Historical Press: *Minnesota History: Northern Lights* - 2005

Sixth Grade: McGraw Hill: Time Links - 2009

Seventh and Eighth Grade: McGraw Hill: *World Geography and American Nation* - 2002

The Social Studies are concerned with people and their relationships - their relationships to God, to man, and to the world in which they live. It is also concerned with time (history) and space (geography). We see God as the Creator, Ruler, Preserver and Savior who directs the activities of individuals and nations on this earth. We learn to appreciate God's wise direction of individuals and nations.

Social Studies textbook and materials are coupled with the Christian values and morals taught at OSLS. Taught together, children learn the knowledge and skills necessary for a student's lifetime of full and productive Christian citizenship.

Student texts:

1. Present history as a well-told account of real people in time and place.
2. Inspires all students to see themselves as makers of history.
3. Promotes geography literacy.
4. Activates citizenship participation in school and community.
5. Celebrates cultural diversity.

SCIENCE AND HEALTH

Materials: Science Discovery Works – Concordia Edition

The Learning about Sex Series “A series for the Christian Family”

Science Laboratory Kits

Grades K-4

Evidences of God's love, wisdom, power and majesty in created things will be shown. These evidences will help children to respond with gratitude and reverence toward their Creator. The scientific knowledge will help children be better fitted to meet the problems confronting them in the environment and be more zealous to carry out their responsibility of "caring for the earth" according to God's will and direction. Science Discovery Works fosters your students' natural curiosity, to awaken the excitement of discovery, and to establish a solid foundation of science skills and knowledge they can draw upon.

Grades 5-6

Materials: Holt, Rinehart, Winston

Physical Science

Grades 7 – 8

Materials: Holt, Rinehart, Winston

Life Science

Earth Science

Students in the fifth through eighth grade will cover the areas of Physical Science, Life Science, and Earth Science during their time at these grade levels. The materials used in class build a student's science skills through study and a variety of laboratory experiences. Laboratory experiences may be Virtual Investigations, Video Labs, or Hands - on Labs as with the dissection portion of Life Science. All these experiences allow students to learn information, practice inquiry skills, develop process skills and behaviors used by scientists and thus begin to think like scientists.

Grades 1 – 8

Students will learn about human sexuality from a Biblical perspective. The text includes a video series. Parents are encouraged to check out the materials from the classroom teacher and use them at home. Parents will be notified in writing before a classroom uses these materials in school.

PHYSICAL EDUCATION

In Physical Education activities students learn to use the body God has given to them.

The major objectives of the PE program are the following:

1. The student should demonstrate knowledge, competence, and appreciation of body/space awareness and management.
2. The student should identify and perform different developmental motor skills including loco motor and non loco motor activities.
3. The student should appropriately identify, manipulate, and control designated objects within various environments.
4. The student should demonstrate knowledge, competence, and appreciation of physical and motor fitness and understand relationship to health maintenance.
5. The student should function in the continuum of play-skill activities that include understanding, cooperation, and accepting rules, controlling emotions, following group process, and acquiring self-satisfaction.
6. The student should be able to perform a variety of fundamental rhythm patterns.
7. The student should develop the skills, knowledge understanding and physical conditioning to participate in group sports or activities (either in school or in the community).
8. The student should develop the skills, knowledge, understanding, appreciation, and physical conditioning to participate in outdoor activities.

Participation in PE activities allows students to use their body effectively and helps to develop their Christian character.

FINE ARTS

Art is an integral part of the curriculum of the Lutheran school. We find ourselves surrounded by God's majestic creative forms and perfect examples of art. God endows each child with creative talent and this must be fostered for use in His kingdom. This creative development of all students is a major function of art education.

Materials: Adventures in Art, Davis Publications, Inc.

Adventures in Art introduces students, at all grade levels, to four essential elements in art education.

1. ***Creative Expression:*** Students explore art in a variety of media. They learn to develop and apply design concepts to expressive and imaginative themes. They relate art to everyday life. Adventures in Art encourages students to develop their own ideas for artwork, to refine them and media expressively.
2. ***Art History:*** Students explore the artistic traditions of Europe, the Americas, Africa and Asia. Artistic achievements of women and ethnic groups, past and present, are represented. The role of art in everyday life is examined at every grade through lessons on art in the community, careers in art and art in business.
3. ***Art Criticism:*** Students learn the processes of perceiving, analyzing, interpreting and judging their own and others' art. The ability to make informed judgments about art requires critical thinking skills as well as knowledge about art.

4. ***Aesthetic Perception:*** Students use their senses, knowledge and feelings to find beauty and meaning in their environment and in works of art. Lessons at every level heighten student's awareness of variations in lines, colors, textures and other visual elements.

These four elements are woven together through each lesson.

MUSIC

Materials: Music for Children, Orff-Schulwih
Silver Burdett & Ginn
Lutheran Worship
Orff Equipment/recorders/chimes

The experience of music education provides the student with an opportunity to discover means for creative expressions, to acquire skills and understandings which may be used to realize in-depth musical experiences, to develop a deeper understanding of the worship experience which is a way to proclaim the Gospel, to foster the development of positive attitudes, and to develop the ability to judge and discriminate. Essentially, then, music education is to provide for satisfying aesthetic learning. The music curriculum will provide a vital interaction among students, teachers, and music.

In addition to classroom instruction, Our Savior Lutheran School also offers the students piano lessons for a reasonable fee. Instrumental lessons are provided through Lutheran High School in Mayer.

Our Savior Lutheran School also involves students in Kindergarten through the fifth grade in a single School Choir. The children will sing at least one Sunday a month during the school year; usually the second Sunday of the month.

Sixth through Eighth grade students participate in the Chime Choir. The chime choir has the opportunity to enhance worship services in Chapel, Sunday morning services, and special programs throughout the school year. Students in fourth through eighth grade also have the additional option to participate in the band program which is provided to OSLS students through Mayer Lutheran High. OSLS students may also take private piano or guitar lessons on campus during the school day as arranged by the instructors.

FIELD TRIPS

Many worthwhile opportunities for educational trips are available in our area. Notes explaining the field trip, and needs in terms of cost and transportation should be sent home with the children at least one week in advance of the trip. The written consent of parents is required whenever students participate in educational experiences off our school site. Teachers are responsible for providing the necessary forms identifying the location, date, time, mode of transportation, and school employee in charge of the event. No student may attend a field trip without this signed form.

Children on field trips are to be under the direct supervision of their teachers unless some other person is specifically appointed. Even then, the teacher retains the overall responsibility.

Unless other definite arrangements are made beforehand, children are to return to school for dismissal at the regular time. Students are expected to travel to and from field trips on the transportation provided for them. The school's dress code policy is in effect for all field trips as are all other school rules.

DEVELOPMENTAL ASSETS

Our Savior Lutheran School is very intentional about building developmental assets in our students, but what are developmental assets? “Think of them as building blocks – relationships, experiences, values, attitudes, and attributes – that all children and youth need for success.” (Neal Starkman, “Ideas that Cook”, pg.2) There are 40 developmental assets as identified by the Search Institute. The assets are listed below for your convenience. The more assets OSLS can encourage in our students, the more equipped they may be for success.

<p>Support</p> <ol style="list-style-type: none"> 1. Family Support 2. Positive family communication 3. Other adult relationship 4. Daring neighborhood 5. Caring school climate 6. Parent involvement in schooling 	<p>Empowerment</p> <ol style="list-style-type: none"> 7. Community values youth 8. Youth as resources 9. Services to others 10. Safety
<p>Boundaries and Expectations</p> <ol style="list-style-type: none"> 11. Family boundaries 12. School boundaries 13. Neighborhood boundaries 14. Adult role models 15. Positive peer influence 16. High expectations 	<p>Constructive Use of Time</p> <ol style="list-style-type: none"> 17. Creative activities 18. Youth programs 19. Religious community 20. Time at home
<p>Commitment to Learning</p> <ol style="list-style-type: none"> 21. Achievement motivation 22. School engagement 23. Homework 24. Bonding to school 25. Reading for pleasure 	<p>Positive Values</p> <ol style="list-style-type: none"> 26. Caring 27. Equality and social justice 28. Integrity 29. Honesty 30. Responsibility 31. Restraint
<p>Social Competencies</p> <ol style="list-style-type: none"> 32. Planning and decision making 33. Interpersonal competence 34. Cultural competence 35. Resistance skills 36. Peaceful conflict resolution 	<p>Positive Identity</p> <ol style="list-style-type: none"> 37. Personal power 38. Self-esteem 39. Sense of Purpose 40. Positive View of Personal Future

SPECIAL NEEDS STUDENT POLICY

Definition of Special Needs Student: A student who is developmentally, socially, emotionally, or physically challenged and whose success in the classroom is being limited.

It is the goal of Our Savior Lutheran School to meet the needs of all students attending our school. To determine the appropriate educational setting for students wishing to enroll the following steps will be taken during the admission process.

Before admission is approved

1. Parents must give the principal access to all academic, social worker, medical, counseling and IEP records.
2. The principal will share the appropriate records with all teachers involved in caring for the student.
3. The student may be interviewed by the principal and a teacher involved in making the decision for admission.
4. The student may shadow a student for a day to become acquainted with our school setting.
5. The student's previous schools will be asked to share any relevant student information.
6. The needs of other students in the classroom and how they will be affected will be taken into consideration.
7. IEP recommendations will be considered. The final decision for appropriate classroom placement rests with the principal and teacher.

After admission is approved

1. All new students to Our Savior School will have a documented probationary period of one quarter, during which time the student must meet acceptable expectations as agreed upon by the principal, teachers, student and parents.
2. This probationary period may be extended if acceptable progress and/or effort are being made.

It is our desire to place each student in an environment that best meets the needs of all students.

Students attending Our Savior Lutheran School

1. Any student may be evaluated during the year for possible special needs intervention.
2. These concerns will be communicated to the parents by the teacher(s) and/ or principal in a timely manner.
3. The principal and teacher(s) will meet with parents to discuss concerns. Appropriate intervention procedures or modifications will be agreed upon.
4. The school may seek advice from other professional agencies to evaluate and remediate student concerns.
5. Always keeping the student's best interest in mind, a plan will be devised to help the student feel and be successful.
6. Documentation will be filed in the student's folder in the school office.

TESTING

Grades 3 through 8 students will be given the Iowa Test of Basic Skills test each year. Parents will be notified as to the dates of testing. Test results will be part of the Third Quarter Parent Teacher Conferences.

Other standardized tests may be administered throughout the year to assist parents and teachers in identifying students' strengths and weaknesses. Tests, administration dates, and results will be communicated to parents as they become available.

CHRISTIAN DISCIPLINE

Our Savior Lutheran School functions with the understanding that while we are redeemed and saved by God's love and mercy through Jesus Christ, we are daily tempted and fall into sin.

Should any disciplinary action become necessary during the course of the year, a policy has been developed based on Matthew 18:15-20 to confront and change misbehavior. Steps may be accelerated for this policy depending upon the severity of the offense. In all cases, parents are asked to first talk with the classroom teacher about concerns with their child(ren).

Parents receive a letter/phone call every time a student is involved in any major disciplinary action involving detention.

It is the policy of Our Savior Lutheran School to deal with all students in a loving and caring Christian manner. The same is also expected of the students and parents when students are involved in any disciplinary action.

NOTE: The following are a list of reasons for DETENTION, SEVERE OFFENSE, AND SUSPENSION AND/OR EXPULSION. This is only a partial list. The teacher shall use his/her judgment in each situation. To have a strong Christian discipline policy it is vital that the school have the support of school staff and parents/guardians.

REASONS FOR DETENTION

(Grades 5-8) Reasons for detention will include but not be limited to the following:

1. Defying instructions of a teacher, staff member, or volunteer
2. Stealing, cheating, or lying
3. Using profanity or vulgarity
4. Boxing, wrestling, fighting, or playing games that may be harmful to body or clothing
5. Violation of the Internet Policy
6. Throwing rocks, wood chips, objects, etc. which could injure any student or staff person
7. Damage to school/church property
8. Use of cell phones, pagers, blackberries, PDA's, toys, radios, cassette/CD/MP3/iPOD players, or similar play articles on church /school grounds without permission from the teacher in charge is prohibited. If used, they will be taken away by the teacher/principal and only returned to the parent or guardian.
9. Violation of the dress code
10. Chronic incomplete/late assignments (see homework policy)
11. Violating the Public display of affection policy

REASONS FOR SEVERE OFFENSE:

Severe offenses may include but not be limited to the following. If a severe offense occurs, the student's parents will be called immediately and the student will visit with the principal. The principal and the teacher will determine the consequences for the offense

(For both K-4 and 5-8 Discipline Policies)

1. Violating the sexual harassment policy
2. Continued teasing, threatening, or harassing other students
3. Using/possessing alcohol, tobacco, or other controlled substances
4. Violation of the Fighting Policy
5. Violation of the Weapons Policy
6. Using profanity or vulgarity
7. Boxing, wrestling, fighting, or playing games that may be harmful to body or clothing
8. Damage to school/church property

REASONS FOR SUSPENSION OR EXPULSION:

1. Continued abuse of the “reasons for detention”
2. Violating the sexual harassment policy
3. Continued teasing, threatening, or harassing other students
4. Using/possessing alcohol, tobacco, or other controlled substances
5. Violation of the Fighting Policy
6. Violation of the Weapons Policy

Expulsions and Suspensions

Approval for expulsions and suspensions over one day must have Board of Education approval. All disciplinary letters must be viewed at normal board meetings.

DAMAGE TO SCHOOL PROPERTY - The parent/guardian will be required to reimburse the church/school for the loss of or damages to property, textbooks, workbooks, library books, etc. Parents/Guardians are also financially responsible for the cost of repair or damage done by their child(ren) to school furniture, equipment, or property which is deliberately or carelessly defaced, destroyed, or marred.

CLASSROOM CONSEQUENCES FOR K-4

Kindergarten through Grade Four Teachers will determine age appropriate discipline procedures with input from the principal.

Severe Offense: As stated above, if a severe offense occurs, the student’s parents will be called immediately and the student will visit with the principal. The principal and the teacher will determine the consequences for the offense.

DETENTION (Used for grades 5th – 8th)

Homework/Behavioral Detentions will be cumulative per quarter. Student will begin fresh at the beginning of a new quarter - (Parents will be communicated with at each step of detention, suspension and/or expulsion).

_____ Step One - First Detention

First **minor infraction**: 15 Minutes after School
Second **minor infraction**: 30 Minutes after School
Third **minor infraction**: 45 Minutes after School
Maximum **time** Per Day is 1 Hour

_____ Step Two – Second Detention

Step Two will follow the same procedure as step one.
In addition, the student will serve 1 hour of onsite community service.

_____ Step Three: ½ day in-school suspension and all homework needs to be completed but will be given 80% credit. The student will also serve 1 hour of onsite community service.

_____ Step Four: One day in school suspension and a meeting with the teacher, principal, and parent(s) and all homework needs to be completed but will be given 80% credit. The student will also serve 1 hour of onsite community service.

_____ **Step Five:** Home suspension until a meeting with the principal, parent(s), teacher, and a Board of Education Representative is arranged so a solution for the problem will be resolved. All homework needs to be completed but will be given 80% credit. The student will also serve 1 hour of onsite community service.

_____ **Severe Offense:** If a severe offense occurs the student's parents will be called immediately and the student will visit with the principal as stated above. The principal and the teacher will determine the consequences for the offense.

SERVING OF DETENTION

Detentions will be served the day after they are given. Teachers will supervise these detentions on a rotating basis. (Revised June 2007)

BULLYING POLICY

Procedure for Our Savior Lutheran School

- I. Our Savior will practice zero bullying tolerance as the standard of behavior. Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.
- II. Students who are caught in the act of bullying will be subject to the discipline process as explained below and may also be subject to the Detention Policy as outlined in the student handbook on page 18.
 - A. Warning – When a minor infraction occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self control (Galatians:5:22-23).
 - B. Inform parents – Teachers will keep parents informed of their child's actions.
 - C. Inform the principal – The principal is involved after the warning has occurred.
 - D. Confer with parents and principal – Gather invested staff persons and discuss the situation.

Possible action steps as a result of the conference:

1. Draw up a behavioral contract
2. Assign some community service to the student
3. Consult with the Pastor
- E. Time-out in classroom – Move student's desk away from other students' desks/tables.
- F. Removing recess and other privileges – Loss of recess and/or special activities.
- G. Visit to principal's office – Come to the office and confer with the principal. Principal will contact parents, and if necessary, call a meeting of teachers and parents.
- H. Time-out in principal's office – Student may need to spend 30 minutes to one hour sitting in the principal's office. Student may be asked to write a report related to the topic of bullying behavior.
- I. Refer student to counseling or therapy.
- J. Suspension from school – the time being from one day to three days – After consultation with the parents, teacher, and input from the Board of Education (BOE), the student may receive a three day suspension. The student may be asked to develop a plan for positive behavior.
- K. Suspension of longer duration – After a three day suspension, the principal, parents, teacher, and BOE, may suspend for up to a semester.
- L. Expulsion – When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and BOE, the principal may expel the student.

HARASSMENT POLICY

Our Savior Lutheran Church and School maintains at all times a high commitment to excellence in all areas of academic, physical, and social education. The church and school pledges to provide a positive environment that is safe and nurturing for all students, faculty, and staff.

Our Savior Lutheran Church and School acknowledges the rights of administration, faculty, and students to develop and maintain personal relationships without interference, as long as those relationships are ethical, legal, and are not detrimental to or cause interference with, the educational and professional standards of Our Savior Lutheran Church and School.

The purpose of this policy seeks to establish guidelines for acceptable interactions and/or relationships among members of the administration, faculty, and students and to identify consequences for non-compliance with the established policy.

Harassment, in general, is defined in accordance with U.S. Equal Employment Opportunity Commission guidelines as “Unwelcome advances, request for sexual favors and other verbal or physical conduct producing feelings of harassment on the part of the injured party when: 1) submission to such conduct by another is made either explicitly or implicitly a term or condition of an individual’s award or evaluation of school performance; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassing behaviors can include but are not limited to sexually harmful or derogatory jokes, unwelcome flirtations, demeaning comments, and unwanted physical or verbal harassment. None of the aforementioned behaviors are required for the performance of professional or educational services and will be considered forms of harassment and not tolerated.

Sexual harassment is illegal and is forbidden in any form at Our Savior Lutheran Church and School. By law, sexual harassment is defined through the victim’s perspective meaning that it is evaluated from the view of the victim, not the perpetrator. In such cases, compliance will be with both the state and church law on the issue of harassment, and immediate action will be taken to protect the victim(s) of the alleged abuse. It will be the responsibility of the administration, teacher, and staff in such cases where the initial complaint is received to report the incident to the Principal, Pastor of Our Savior Lutheran Church, School Board Chairperson, or President of the Our Savior Lutheran Church Board of Directors.

Information concerning sexual harassment complaints will be treated confidentially and consistently with the school’s legal obligation, the need to investigate the allegation, and the need to take disciplinary action if it is found that sexual harassment has occurred. Complaints will be investigated in a timely fashion and may consist of personal interviews with alleged victim(s), the alleged perpetrator(s) and others who may have knowledge of the incidents or circumstances that led to the complaint.

HOMEWORK POLICY (Used for Grades 5 to 8)

It is expected that students complete homework on time to receive full credit and gain the most value from the assignments. Some grace is given to each student each quarter.

- **Punch Cards for Incomplete/Late Assignments** – Each student will receive 3 punches on a card per quarter to be used for late/incomplete assignments. These 3 punches can only be used for incomplete/late assignments and not misbehavior infractions. Punches cannot be carried over from one quarter into the next quarter. At the teacher’s discretion, late assignments may result in a reduction of grades.
- **After 3 punches are used for a quarter, a detention will be given on the 4th and every subsequent incomplete/late assignment of the same quarter.**

Note - An assignment is defined as anything pertaining to the subject area, i.e. bringing a paper plate from home for an art assignment, worksheets for math, newspaper article for current events, textbook question and answer, etc.

- One punch is redeemed per incomplete/late assignment only, not for misbehavior. Assignments still need to be handed in the following school day or a second punch is taken.

- Chronic incomplete/late assignments are when there are no more punches left or on the 4th and every subsequent incomplete/late assignment of the quarter.
- Punch cards are non-transferable to other students.
- All homework for the fourth quarter must be satisfactorily completed by 2:30 p.m. the day before school ends to attend the year-end celebration.

HOMEWORK ASSIGNMENTS

- **REGULAR EXCUSED ABSENCES** - Child will have two (2) days for every day absent to make up work
- **UNEXCUSED ABSENCES** - Child is responsible for getting missed assignments and having them done by the next day
- **VACATION HOMEWORK** - Pre-assigned homework must be turned in two (2) days after child's return from vacation. Homework that is missed while child is on vacation – child will have five (5) days (which includes weekend days) to hand in missing work. (Revised June 05)

ATTENDANCE POLICY

Good Stewardship and accountability for our time, as Christians, requires us to be responsible. Regular and punctual attendance is expected of all students. The following procedures are the student and parent's / guardian's responsibility.

Daily Attendance

Students enrolled at Our Savior Lutheran School are expected to attend school on a daily basis. School begins at 7:45 a.m. Students may arrive in their classrooms fifteen minutes early. All students who arrive before 7:30 a.m. will go to Extended Care. With the exception of bus students, parents will be assessed the current hourly rate for Extended Care services which is applied in 15 minute increments. School ends at 2:20 p.m. Students need to be picked up by 2:40 p.m. The dismissing teacher reserves the right to send students not picked up by 2:40 p.m. to Extended Care. Parents will be assessed the current hourly rate for Extended Care services.

Absences

The Board of Education for Our Savior Lutheran School has established a school year of 175 days in length. It is the belief of OSLS that students should be present as much as possible. OSLS recognizes certain circumstances keep children out of school. (E.g. illness or death in the family, funeral of family members, dental and doctor appointments, and family reasons) Parents need to call the school by 8:00 a.m. if their child is going to be absent. At that time the school secretary will coordinate with the teacher and parent how make up work will be handled. For extended periods of absence, parents need to make arrangements for make up work with the teacher. These revisions were made June 2005:

- ***25 days of absences may result in repeating the grade***
- ***7 unexcused absences (truancy) must be reported to the State of Minnesota****
- Excused Absences will be for the following reasons: illness, doctor appointments, dentist appointments, funerals, and other family emergencies. (Excused absences must have a written note from the doctor, the dentist, or the parent upon the student's return to school.)
- Unexcused Absences will be for sleeping in, vacations, and any other time that a student does not have a signed excuse when he/she returns to school.

Truancy (State Law)

* **Truant** is a child under the age of 16 years who is absent from school without a lawful excuse for seven school days if the child is in elementary school, or for one or more class periods on seven school days if the child is in middle school or high school (MS260.015,Sub.19). (Revised June 2007)

Family Vacation

A parent must notify the school at least 2 weeks prior to vacation dates. Family vacations will count as unexcused absences.

Vacation Homework

1. Pre-assigned homework must be turned in two (2) days after child's return from vacation.
2. Homework that is missed while child is on vacation – child will have five (5) days (which includes weekend days) to hand in missing work

Tardy

It is essential that the child attends school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. When a student is tardy to school due to the busing program, weather and bad roads this is justifiable. When students are tardy due to poor planning or sleeping in late, this is disruptive to the learning process of the student as well as the classroom. When a student's tardiness has reached five days, the teacher will contact the student's parents. He will discuss with them the circumstances surrounding the student's tardiness. When a student's tardiness has reached ten days, the principal will send a letter to the student's parents. The Board of Education will be made aware of the situation at this time.

- Students arriving between 7:45 and 8:30 a.m. will be considered tardy.
- Students arriving after 8:30 a.m. will be considered ½ day absent.
- Students arriving at Noon or later will be considered a full day absent (Revised June 2007)

School Closings - When the decision is made to close school due to weather conditions, information will be communicated through WCCO Radio (830 AM) and WCCO Television (Channel 4). As the winter season approaches, log onto www.wcco.com and look for school closing information. Look/listen specifically for *Our Savior Child Care / School – Excelsior* (not Minnetonka public schools). However, Our Savior Lutheran School will be closed when Minnetonka Schools are closed due to weather. Extended Care and Child Care may still be open. School cancellation decisions will be made as early as 5:00 a.m. for those parents utilizing our extended care and child care programs.

TECHNOLOGY - ACCEPTABLE USE POLICY

Use of the Internet enables Our Savior to enhance the curriculum by providing students and faculty with current information, ideas, and commentary from around the globe. It is not intended for commercial use or personal entertainment. Since the Internet is an unregulated medium there is the risk that users may encounter sources considered controversial and/or offensive.

Students have the privilege of accessing technology only for educational purposes. Users must accept full responsibility for all material viewed, downloaded and/or produced. Unauthorized access to systems, software, or data is unacceptable. Attempting to damage or destroy the data of another user is also unacceptable. Adult supervision is required for any technology use.

Unacceptable use would include, but is not limited to:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit
- Sending or receiving personal, not educational, e-mail messages
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, computer networks, and any other school technology equipment
- Violating copyright laws
- Using another's password
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Non-educational chat usage and non-educational online game usage are prohibited.

Violations may result in a loss of access as well as other disciplinary or legal action.

Because Internet information is not always accurate or reliable, students should verify the source of information before citing it as a reference. To avoid plagiarism, students must give credit to Internet sources used in any research paper in the same way that print sources are cited.

Both the student and his/her parent/guardian must agree to adhere to this policy before students will be allowed access. Signed forms (located in the back of the handbook) may be handed to the student's teacher and will remain on file until the end of the school year.

CELL PHONES AND ELECTRONIC DEVICES POLICY

Students may not have in their immediate possession and/or use cell phones and other electronic devices (such as but not limited to: pagers, blackberries, PDA's, radios, cassette/CD/MP3/iPOD players or similar play articles) on church or school grounds during the school day without teacher permission. All cell phones and electronic devices must be kept in their locker or handed to the teacher in the morning when they come to school. If items are out of the child's locker without permission, these items will be taken away by the teacher/principal. Items will be returned to the parent/guardian only. When a cell phone/electronic devices is/are confiscated a detention will be assigned. Athletes must ask permission from their coach before using their cell phone and/or electronic devices. Students must have permission from the supervising teacher to use their cell phones and electronic devices at the bus stop area. **ON THE SECOND OFFENSE, THE CHILD WILL BE REQUIRED TO TURN IN THEIR CELL PHONES TO THEIR CLASSROOM TEACHER EACH DAY. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN CELL PHONES.**

MISCELLANEOUS

Lockers: Students are assigned hallway lockers and are expected to keep them neat and orderly. Periodic locker checks will be made. No materials or decorations are to be placed on locker doors unless authorized by the principal. Interior decorations must be removable. Students are to report any locker damage to the school office and may be assessed the cost of repair for unreported or self-inflicted damage. K-4 grade students may NOT put locks on their lockers at any time. 5-8 grade students will use locks as assigned by the school.

Washington, D.C. Trip: Only students enrolled as students in Our Savior Lutheran School will be permitted to participate in the school's tour of Washington, D.C. offered on an every-other-year basis.

Paraphernalia: Students are not to bring items to school that may be disruptive to learning, the classroom environment and/or the building operations. Teachers have the final authority as to what defines

paraphernalia, but here is a list that is not limited in scope: lighters, matches, beepers, water-guns, handheld video games, head sets, head phones, radios or iPods. Detention and/or suspensions can be assigned, and the item will be confiscated and taken to the office.

Weapons: Students are not to bring items to school that in any way may be hazardous or used as a weapon, (e.g. fireworks, stun gun, knife, hunting guns, bow, explosive cap gun, etc.) Any person found possessing a weapon of any kind, or handling or transferring a weapon belonging to another person, will have the weapon confiscated and turned over to the proper legal authority. The student will immediately receive a detention and the principal will review the situation. A student may be suspended from school and/or expelled.

Fighting: Fighting, acts of physical violence, bullying, or physical, sexual, or emotional harassment are not acceptable. Detentions, suspensions, expulsions are appropriate for these situations following parental contact.

Alcohol, Tobacco, Controlled Substances: It is our intent to help students make personal God-pleasing decisions, gain personal responsibility, remain free from the harmful effects of alcohol, tobacco, controlled substances, or any substance used in a manner not intended and to maintain the credibility and integrity of Our Savior Lutheran School and its students and families. If students, parents, or teachers hear of alleged student violations of school policies, they are encouraged to contact those involved and provide necessary counseling and encouragement to stop the violations, or activities that are producing rumors of the violations. Our Pastor may be contacted if the students, parents, or teachers do not feel comfortable in directly contacting the students involved, or if their contacting the students has not been helpful.

Students of Our Savior Lutheran School shall not (1) use a beverage containing alcohol, (2) use tobacco (3) use or consume, have in possession, buy, sell, or give away any other controlled substance, or (4) use a product in a manner other than what it is intended.

Information will be shared with the principal when a faculty member or parent is made aware of specific facts regarding the possible violation of the above rule. If the information is determined by the principal to be valid, then the student is confronted with the information by the principal. The principal will contact parents as soon as possible. Proper legal authorities may also be contacted. The principal will organize a meeting involving the student or students involved, their parents, the classroom teacher, and a member of the Board of Education. The meeting will discuss the rule(s) that have been violated, possible discipline procedures and any other information pertinent to the situation. All the people present at the meeting will sign a written account of the situation. Signing the account does not admit wrongdoing. It simply confirms the fact the meeting took place. The signed account will be placed in the student's folder. Discipline may involve detention, in-school suspensions, suspensions, expulsion, or a combination of these.

REPORT CARDS AND CONFERENCES

A progress report will be issued to all students at the end of each quarter. Conferences will be scheduled for the benefit of students, parents, and teachers at the end of the first and third quarters of the school year. Conferences at other times may be held at the discretion of the teacher and/or the desire of the parents.

Parents are welcome to visit their child's classroom during the school day to see Christian education in action.

GRADING SCALE AND ACADEMIC HONORS

The grading scale for OSLS is challenging for our students:

- 95%-100% A
- 92%-94% A-
- 89% - 91% B+
- 86 - 88% B
- 83 - 85% B-
- 80 - 82% C+
- 77 - 79% C
- 74 - 76% C-
- 71 - 73% D+
- 68 - 70% D
- 65 - 67% D-
- 0% - 64% F

The fifth through eighth grade students may be recognized for their academic achievement on a quarterly basis. The following Honor Roll requirements have been adopted for the students of OSLS.

- High Honor Roll: A student who has achieved 95% - 100% in all academic areas*.
- Honor Roll: A student who has achieved 83% - 100% in all academic areas*.
- Merit Roll: A student who has achieved 74% - 100% in all academic areas*.

* Academic areas included for the Honor Rolls include religion, memory, reading, language arts, spelling, social studies, math, science, and Spanish.

The Honor Rolls will be published in the school newsletter on a quarterly basis.

Our Savior Lutheran School also presents to graduating eighth graders the President's Award for Educational Excellence. This award provides individual recognition from the President and the U.S. Secretary of Education for outstanding efforts that have enabled them to meet challenging standards of excellence. This award is based on a student's grade point average of 90% or greater since the fourth grade. Also a student must achieve in the 85th percentile or higher in math or reading.

If one of these two areas is weak, students may receive recommendations from a teacher plus one other staff member. The President's Award for Educational Excellence will be presented during the Baccalaureate/Commencement Service at the end of each school year.

DRESS CODE

NOTE: This is only a partial list of things students should / should not wear. The teacher shall use his/her judgment in each situation.

Personal appearance reflects ones self-esteem as a child of God as well as school pride. Therefore, clothing worn by OSLS students should be in good taste for school living. All clothing is to be modest, clean, neat, unfrayed and without holes or slits. As a matter of hygiene and cleanliness, shoes are to be worn at all times. Hair should be kept neat and clean. Students must adhere to the dress code while at school and all school-related events, including home and away athletic contests, field trips, Valleyfair, etc. Students not wearing appropriate clothing will change into clothes that will be provided to them by the school.

1. Students who wear clothing or jewelry that is questionable in the opinion of an instructor must change that clothing. If the student wishes a clarification of the dress code with the instructor or principal, that clarification should take place at a later time in the day. The student must immediately change clothing.
2. Clothing should not advertise alcoholic beverages, tobacco, or names of businesses whose name directly identifies the business as an establishment that sells alcoholic beverages, tobacco, or any

clothing contrary to Christian values.

3. Clothing must not have slogans or pictures (front or back) that in any way can be offensive.
4. Undergarments may not show. (Boxers, bra straps, underwear).
5. Sweat pants, PJ's, and flannel pants are not allowed.
6. Shorts and skorts must be no more than four inches above the knee.
7. Skirts and dresses must be no more than two inches above the knee.
8. Midriffs, upper torso, and cleavage may not be exposed. Tops must have modest necklines.
9. Pants and/or jeans must be worn at the waist or with a belt to keep them at the waist
10. All shirts must have sleeves.
11. Students must be modestly dressed while they are standing, sitting, bending over, etc. at school and all school-related events+.
12. Spandex shorts may only be worn for athletics (not P.E.)
13. Sandals, shoes, tennis shoes are permissible. For safety reasons flip-flops and shoes with spiked heels are not permissible.
14. Hats and sunglasses are not to be worn in the building unless on special "Dress Up Days." If hats or sunglasses are worn during the school day, teachers are to collect them and take them to the office.

PUBLIC DISPLAY OF AFFECTION

It is not acceptable to publicly display affection at OSLS as it could cause embarrassment to students, teachers, parents, or guests. Examples of Public Displays of Affection that are not appropriate include kissing, compromising lap positions, suggestive hand locations, intimate hugging, etc.

Teachers who observe any Public Display of Affection that they feel is contradictory to the goals of OSLS are expected to talk to the students and request that their actions stop. If the teacher feels it is necessary to report the action to the principal, the parents will also be contacted.

HOT LUNCH

Hot lunch will be available to students who desire one, as well as milk for those who bring a sack lunch. We recommend purchasing a minimum of 10 lunches or 10 milks at a time. To review your child's lunch balance, please see Fast Direct. Contact the school office for more information.

Free and Reduced Lunches: Under the National School Lunch Program, free and reduced price lunches are available for those families that meet eligibility guidelines. Any interested party may review copies of this policy confidentially. Please contact the principal for details.

Meal Account Procedures and Payment Policy: Under the National School Lunch Program, OSLS also must maintain consistent meal account procedures throughout the building in the providing of meals to students and adults. Any interested party may review this policy confidentially. Please contact the principal for details.

ALLERGY POLICY

- Purpose: The purpose for creating an allergy policy is to have a clear plan for handling all allergies with the overall goal in mind.
- Overall Goal: The overall goal of the allergy policy is to help the family and school work together to assist the child with becoming independent in living with an allergy without stigmatizing the child.
- Procedures: Parents
 1. Parents indicate their child's allergy on the child's Health History form and on the Emergency Card.
 2. Parents fill out a Medication Permission form and have it filed with the office. No prescription medication can be given unless the label appears on the medication and is prescribed by a

- physician. Epi-pens must be provided to Our Savior to be kept in the office, classroom, and care room. Other emergency medication would be provided in the same manner.
3. An Emergency Care Plan is developed by the school nurse and given to the parents, teachers, and filed in the child's permanent record.
 4. Parents are to keep their child's teacher and the principal informed of any changes or concerns regarding their child's allergy.
 5. Students in a classroom where a child with a life-threatening allergy is present need to bring snacks that do not contain the allergic ingredients. Parents would also need to refrain from bringing in things containing the allergic material (e.g. dogs, cats, hamsters, etc.).
 6. Parents will work closely with the staff to achieve the overall goal of helping their child become independent in identifying allergic situations that they need to avoid.

Please contact the principal to review the school's entire allergy policy which includes staff, classroom, student, communication, and emergency procedures.

EDUCATIONAL SERVICES

Educational screening and testing through District 276 is available to students upon the recommendation of a child's classroom teacher or parental request. With parental consent, licensed personnel test children undergoing academic, social, and/or emotional difficulties in school. These educators and psychologists administer tests, report results to parents and the child's classroom teacher for remediation of individual weaknesses. Special Education and Chapter I services are available to OSLS. The District 276 staff remains in close contact with OSLS staff members about children participating in these programs.

HEALTH SERVICES

Children attending OSLS have the services of a part-time school nurse with funds provided through the State of Minnesota. It is the duty of the nurse to maintain health records for each child; conduct hearing, vision, and scoliosis screening, and supervise all immunizations given to students at school. The school nurse will maintain the school first aid supplies, and act as a resource person to teachers in health education.

MEDICATION ADMINISTRATION POLICY

Our Savior Lutheran School cannot administer any over-the-counter medicine, Tylenol, or prescription drug unless accompanied with a Release to Administer Medication form. Please note the child's physician and/or parent must sign the form. Release forms are available upon request from the school office. Medication is to be in its original container.

TRANSPORTATION

The Minnetonka Public School Busing Program, provided the student's residence is within M.P.S.B.P. boundaries, provides students of Our Savior Lutheran School with bus transportation.

PARENT TEACHER LEAGUE

Every parent, whose child attends Our Savior Lutheran School, all voting members of Our Savior's, and the teaching staff, are members of the Parent Teacher League. It is the intent of the PTL to use the talents and resources of these people to support the school. They will be invited to serve on committees, to become involved in certain projects, and to participate in all PTL functions.

STUDENT COUNCIL

The Student Council provides opportunity for students to apply basic principles of government and organizational management. Its purpose is to promote harmonious relations between students and faculty, between students and administration, and among students themselves.

The goals of the Council shall be to:

1. Ensure that students have input into the administrative decision-making process.
2. Work as a representative of the student body.
3. Protect the rights of students.
4. Function in these capacities within the principles of the Christian faith.

The student body elects officers and class representatives.

LIBRARY

Our Savior Lutheran School operates a library with an electronic catalog and check out system that is available to all students in the school. Regular library schedules are developed so that each class will have their own period in the library. A maximum of two (2) books may be checked out to a student at any one time. The individual to whom it is checked out will pay for lost books. Check out time will be for 1 week.

PARTIES

Throughout the year various parties are held in the classroom. This is especially true of Christmas and Valentine's Day. In addition to these, many parents like to provide "treats" for the children in the room on their child's birthday. (SEE ALLERGY POLICY FOR SAFE TREATS.) While there is no harm in this and we will not discourage it, we would rather suggest that you purchase a book in commemoration of your child's birthday and have it placed in the library. We will help you choose and order the book to avoid duplication.

SCHOOL RECORDS AND THE RIGHT OF PRIVACY

School records, while remaining the property of Our Savior Lutheran School, are under the jurisdiction of the parents of each student. Should your child transfer to another school, the new school's request to transfer ownership and records to that school will be granted upon written consent of the parents. School records may not be released to a parent and transported to the new location; Our Savior Lutheran School will mail them when all tuitions, fee, and other obligations are fulfilled. Records of graduated students will be transferred the summer before they enter high school. Students' confidential records are available for personal review at any time before or after school, or during specially scheduled conferences.

HIGH SCHOOL OPTIONS UPON COMPLETION OF OSLS

Our Savior Lutheran Church and School is a member of the Lutheran Church – Missouri Synod. As such OSLS is an associate member of Mayer Lutheran High School, a high school of the Lutheran Church – Missouri Synod.

Mayer Lutheran High School

305 Fifth Street NE P.O. Box 143
Mayer, Minnesota 55360
Phone: 952-657-2251
E-mail: lhsmayer@aol.com

Other Christian high schools near the area include:

Holy Family Catholic High School (Catholic)

8101 Kochia Lane
Victoria, MN 55386
952-443-4659

Southwest Christian (non-denominational)

103 Peavey Road
Chaska, MN 55318
952- 556-0040

West Lutheran High School (Wisconsin Synod Lutheran)

3350 Harbor Lane North
Plymouth, MN 55447
763-509-9378

Public High Schools in the area include:

Chanassen High School

2200 Lyman Blvd.
Chanassen, MN 55317
952-556-3501

Hopkins High School

2400 Lindbergh Drive
Minnetonka, MN 55305
952-988-4520

Chaska High School

545 Pioneer Trail
Chaska, MN 55318
952-556-7100

Minnetonka High School

(OSLS is located in the Minnetonka school district)
18301 Highway 7
Minnetonka, MN 55345
952-401-5700

Eden Prairie High School

17185 Valley View Road
Eden Prairie, MN 55346
952-975-8000

Waconia High School

1400 Community Drive
Waconia, MN 55387
952-442-0679

SCHOOL AND CHURCH CONTACTS

Name	Position	School Phone	Home Phone	Email
Teachers, School Secretary, & Principal				Use Fast Direct if possible, otherwise . . .
Aurich, Joe	Physical Ed. Extended Care Director	952-474-5181 x31	952-442-5540	joe.aurich@oslcs.org
Beck, Connie	Child Care Director Lamb Room Teacher	952-474-5181 x22	952-448-7818	connie.beck@oslcs.org
Bergan, Linda	1 st Grade	952-474-5181 x35	952-270-0463	linda.bergan@oslcs.org
Limmel, Fred	3 rd & 4 th Grade, Music, Principal	952-474-5181 x19	952-442-2447	fred.limmel@oslcs.org
Limmel, Tammy	Kindergarten	952-474-5181 x17	952-442-2447	tammy.limmel@oslcs.org
Paine, Amy	Spanish	952-474-5181 x33		
Rosamond, Kathy	2 nd Grade	952-474-5181 x36	952-443-4631	kathy.rosamond@oslcs.org
Stark, Muriel	7 th & 8 th Grade	952-474-5181 x43	952-447-6858	muriel.stark@oslcs.org
Stempel, Lisel	3 rd & 4 th Grade	952-474-5181 x 32	612-554-4459	Lisel.stempel@oslcs.org
Taggatz, Elaine	School Secretary	952-474-5181 x18	952-934-4023	elaine.taggatz@oslcs.org
Zittergruen, David	5 th & 6 th Grade	952-474-5181 x37	952-443-0671	david.zittergruen@oslcs.org
Church Staff				
Zahrte, John	Pastor	952-474-5181 x11	952-470-9477	pastor.zahrte@oslcs.org
Rosamond, Jerry	Dir. of Outreach	952-474-5181 x23	952-443-4631	jerry.rosamond@oslcs.org
Petersen, Jenessa	Acting Dir. Of Youth	952-474-5181 x 13		Jenessa.petersen@oslcs.org
Machemehl, Jeff	Maintenance	952-474-5181 x16		jeff.machemehl@oslcs.org
Falk, Tricia	Worship Secretary (Bulletin/Newsletter)	952-474-5181 x42		Tricia.falk@oslcs.org
Bromenshenkel, Laurie	Church Administrator (Calendar)	952-474-5181 x10		Laurie.bromenshenkel@oslcs.org
Board of Education				
Asplin, Bill	Member of OSLC		952-470-5400	wasplin@gmail.com
Caulfield, Melanie	Member of OSLC		952-446-1053	mcaulfield@mchsi.com
Guetzkow, Chris	Member of OSLC		952-472-8324	chrisg@bluechip-advisors.com
Illies, Pam	Member of OSLC		952-474-0781	pamelaillies@hotmail.com
Miller, Janet	Member of OSLC		612-709-4113	Miller.wayne.2@mchsi.com
Nelson, Dan	Member of OSLC		952-446-8199	nelsondcj@gmail.com
Niebuhr, Deb	Member of OSLS		952-361-0937	debniebuhr@yahoo.com
Yanez, Valerie	Community Representative		952-401-4730	dvyanez@gmail.com
Your Name?	Contact Fred Limmel			

OSLS Handbook Review and Signature Form

Please review the ***Parent / Guardian / Student Handbook*** and return this form to the school office by Friday, September 9, 2011. Thank you.

We (parents, guardians, and student) have read the information in Our Savior Lutheran School's 2011-2012 Parent / Guardian / Student Handbook. We agree to abide by the expectations, policies, and procedures set forth.

Parent / Guardian name (please print): _____

Parent / Guardian signature: _____

Student(s) signature: _____

Date: _____

Our Savior Lutheran School
ACCEPTABLE USE POLICY - Technology

Terms and Conditions:

This form should be filled out for each child in 3rd through 8th grades. It is important that parents discuss the policy with their children and sign the form, understanding the ramifications of improper usage. If you need additional copies, please contact the school office. Please use one form per student. *Due on September 9, 2011.*

Student Section

I have read and understand the Our Savior Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I do not follow the rules, my computer privileges will be terminated and I will possibly face other disciplinary action.

Student Name (please print) _____

Student Signature _____

Grade _____ Date Signed _____

Parent/Guardian Section

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use Our Savior's computers and other technology equipment, and access networked computer services. I understand that although a teacher is present during class, the teacher cannot at all times control what my child is exposed to. I also understand that individuals and families may be held liable for malicious damages and violations of the acceptable use policy.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature: _____

Date Signed _____