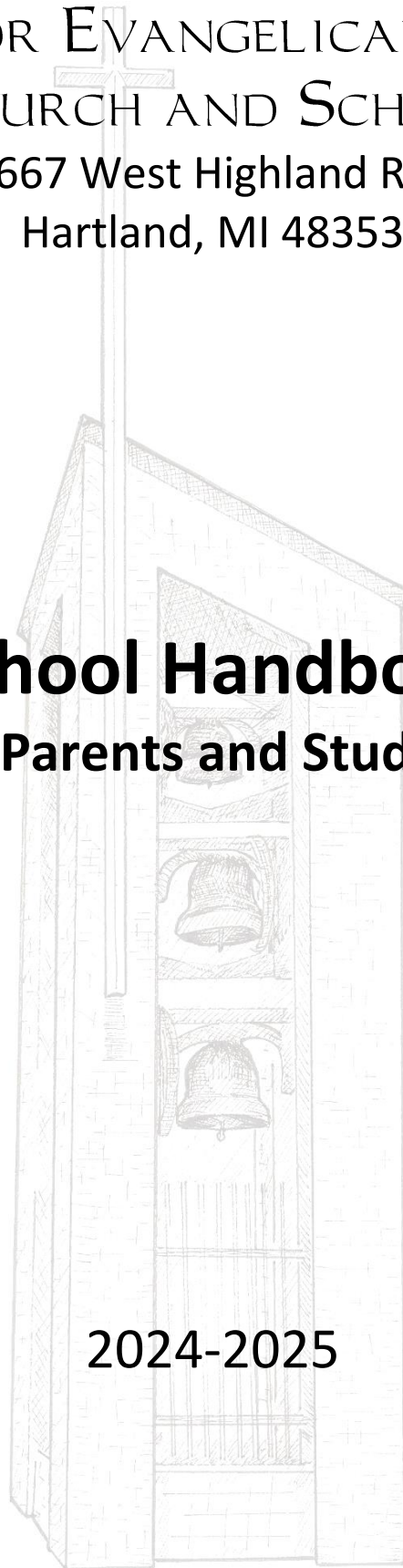


OUR SAVIOR EVANGELICAL LUTHERAN  
CHURCH AND SCHOOL

13667 West Highland Road  
Hartland, MI 48353

**School Handbook**  
**For Parents and Students**

2024-2025





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# **Chapter 1 – General Information**

## **1.1 Purpose**

### **1.1.1 The Congregation**

The purpose of this congregation shall be to establish and maintain an Evangelical Lutheran Church which will: teach the Word of God for the extension of Christ's Kingdom; administer the Sacraments; educate its children; marry its betrothed; bury its dead; and to this end, sustain its pastors and auxiliary office holders.

### **1.1.2 The School**

The purpose of Our Savior Evangelical Lutheran School is in concert with the congregation, to disciple the nations for Jesus Christ. With full understanding that it is the Holy Spirit alone who produces faith in Christ and nurtures it to maturity, we are setting the following guidelines to direct us through our growth -- "that all be done in good order."

In His grace and wisdom, our Lord Jesus has led Our Savior Evangelical Lutheran Church to establish Our Savior Evangelical Lutheran School. As an agency of our congregation's Gospel ministry, our school is one of the finest instruments we employ in carrying out our Lord's Great Commission to make disciples of all nations, teaching them to keep everything He has commanded us.

Our Savior Lutheran School believes, teaches, and practices the Lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, without reservation. Teachers answer student's questions regarding biblical lifestyles from a biblical viewpoint consistent with our mission and belief statement. Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. We teach and believe in the divine inspiration, inerrancy, and infallibility of God's Word.

### **1.1.3 We believe:**

- a) In the Triune God, Father, Son, and Holy Spirit.
- b) The Holy Scriptures to be the source and norm of Christian teaching.
- c) In the deity of Christ, in His virgin birth, in His miracles, in His atoning death and resurrection, in His ascension to heaven and promise to return in judgment.
- d) That man has separated himself from God through sin and stands in need of His forgiveness.
- e) That Christ is the salvation of man. The Holy Spirit works through the means of grace, the Word and Sacraments, to create faith in the individual to believe in Christ and His saving work. The Holy Spirit also sustains the child of God in the faith and enables him to bear the fruits thereof, to love God and his neighbor.
- f) Unity of home and school is necessary in Christian education.
- g) That firm and loving discipline is necessary.
- h) That our faculty is dedicated to seeing each child as a gift from God with a soul for whom we are accountable.
- i) In the joy of meaningful work and service as a response to God's love.
- j) That the teaching of the Christian faith goes hand in hand with excellent academics.
- k) Our Savior Evangelical Lutheran Church and School teaches in accordance with the Scriptures, Lutheran Confessions, and the Lutheran Church-Missouri Synod on all matters of doctrine, including doctrines related to the definitions of human life, marriage, sex, gender, and family. These doctrines include but are not necessarily limited to our belief that:
  - a. Human life begins at conception

- b. Our lives belong to God
- c. Sexual relations are reserved for marriage
- d. We are to honor God with our bodies
- e. Marriage is a permanent union of one man and one woman
- f. Every person is either male or female
- g. A person's sex is an objective biological fact

We believe that these doctrines reflect God's design of humanity, marriage, family, and society, and that teaching them is part of our mission as a church and school. We also believe that in this fallen world people who are loved by God experience difficulties and brokenness for themselves and their families when God's good designs do not seem to work or apply properly in their lives, and we seek to have nothing but compassion for people in those circumstances. As fellow sinners we recognize that our church and school communities are filled with people whose individual and family lives do not and cannot perfectly reflect God's will or design, and we preach full and free forgiveness for Christ's sake to all who repent and trust in Him for salvation. While we struggle to apply them, the doctrines and designs themselves remain good and true. Advocating against or deliberately contradicting these doctrines in a way that interferes with or significantly undermines the mission of Our Savior Evangelical Lutheran Church and School may be grounds for removal from Our Savior Evangelical Church and School community at the discretion of the senior pastor, Headmaster, school board, and board of elders.

#### **1.1.4 Reasons for a Christian School**

The Lord tells us:

- a) "And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." Deuteronomy 6:6-7 (ESV)
- b) "Train up a child in the way he should go; even when he is old he will not depart from it." Proverbs 22:6 (ESV)
- c) "Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Ephesians 6:4 (ESV)
- d) "Feed My lambs." John 21:15 (ESV)
- e) "All your children shall be taught by the Lord, and great shall be the peace of your children." Isaiah 54:13 (ESV)
- f) "I have no greater joy than to hear that my children are walking in the truth." III John 4 (ESV)

Thus, the direction of our school through the power of the Holy Spirit functions with the following three-fold purpose:

#### **1.1.5 Our service to the child**

- a) Lead each child to a saving faith in Jesus Christ and His love as the revealer of the Triune God and the only Savior from sin, death, and the power of the devil.
- b) Prepare God's child to enter the world as a witness to our Savior's love, nurturing and strengthening the child to see all humanity as God's creation, without fear or prejudice.
- c) Train the child in the Biblical truths of Christianity as confessed by the Evangelical Lutheran Church.
- d) Provide a comprehensive program of education dealing with each child's growth in knowledge, attitude, and character. These skills are taught from the Christian perspective under the guidance of trained Christian teachers.



- e) Enhance the self-worth of each child and lead him to an awareness of God's eternal presence in his life focusing on the uniqueness of each child created by God in His image, redeemed by the blood of Christ, and sanctified by the Holy Spirit.
- f) Help each child develop the talents that God has given him, with the understanding that these talents are a gift from God to be developed to His glory.
- g) Help prepare the child for responsible living as a Christian citizen of the state in what he says, in what he does, and in what he is.

#### **1.1.6 Our service to the parents/guardians of the child**

- a) Assist them in their God-given duty and privilege of bringing their children up in the nurture and discipline of the Lord.
- b) Develop a close partnership with adults, helping them to fulfill their responsibilities to their children.
- c) Strengthen each parent/guardian in the Christian faith and the daily exercise of the same.
- d) Support the structure of the family as God's institution and a basic building block in the church and in society.
- e) Encourage each family to faithfully attend divine services, Sunday school, and Bible classes, to support their congregation, to conduct devotions, and to share Christ and His love in the family circle.
- f) Encourage parents to support the school and its programs, including the Parent Teacher League (PTL).
- g) Offer the services of our pastors and auxiliary office holders, as well as the entire congregation, as resources for the total well-being of the family and its relationship.

#### **1.1.7 Our service to the congregation and the church at large**

- a) Participate in and support the work of the congregation in all its phases.
- b) Assist in proclamation and service of the Gospel in divine services and prayer offices.
- c) Address and help in the on-going task of supplying full-time workers for the Lord's kingdom.
- d) Witness to the community in word and deed.
- e) Participate in the programs and ministries of our district and synod.

### **1.2 Our Lutheran Heritage -- 1640-Present**

Martin Luther tells us:

"For if we want to have good and capable persons for both temporal and spiritual leadership, we must certainly spare no diligence, effort, or cost in teaching and educating our children that they may be able to serve God and the world . . . He has given and entrusted children to us that we should train and govern them according to His will; otherwise He would have no need of father and mother." (Erlangen Edition, Vol. 21)

In his Address to the Christian Nobility of the German Nation, Luther says: "Above all, in schools of all kinds the chief and most common lesson should be the Scriptures." Religious instruction, therefore, becomes the first duty of the parent; the head of the family should see to it that the children thoroughly learn the leading articles of faith and duty.

The Reformation had a tremendous influence upon the development of modern educational principles and systems. Consequently, the parochial schools that were established by the Lutheran Church in America, both in Colonial and present times, are intimately connected with the European movement.

Lutheran education in America began with the Swedes who had established a number of settlements in Delaware, New Jersey, Pennsylvania, and Maryland. The first Lutheran School recorded in history was opened in 1640. By the time of the Revolutionary War, there were approximately 70 Lutheran schools in the colonies.

History records at least 400 Lutheran schools in America by the year 1820. Lutheran schools pre-date the public schools in America by 200 years. The Lutheran Church-Missouri Synod, of which our congregation is a member, was organized in 1847. Lutheran schools have been an integral part of the church's work from its beginning.

Today our church body has over 2100 Lutheran schools throughout the United States. Over eighty of these are in Michigan.

### **1.3 Administration**

Our Savior Evangelical Lutheran School is a Christian mission effort of Our Savior Evangelical Lutheran Church and is administered by the same. The School Board is responsible for the administration of the school. The Board's voting members are elected by and from the voting membership of Our Savior Evangelical Lutheran Church.

The pastor(s), ex-officio members (i.e. Kantor, faculty), work closely with the Headmaster and board members in striving for a Christian school of excellence – one giving all glory to God.

Being a member congregation and school of the Lutheran Church-Missouri Synod, the policies and procedures of Our Savior Evangelical Lutheran School are: 1) in full agreement with the doctrinal positions of the LCMS, 2) in full compliance with the doctrinal practices of the LCMS, and thereby 3) of the confession that the Word of God, or the Bible, is the sole norm for faith and practice, being divinely inspired, inerrant, and immutable in meaning. While school policies and procedures are revisited regularly, there may be a lag time between the changing of a church policy and the subsequent aligning of a school policy. In all cases the church's policies supersede that of the published school policies to maintain faithfulness to Christ and His Word,

#### **1.3.1 School Board's role**

The School Board evaluates and approves the school policies and programs, determines needs and goals, and makes recommendations to the Church Council and to the congregation for action.

#### **1.3.2 Addressing the School Board**

On occasion, parents may wish to address the School Board. The following should be observed:

- a) Request the board chair or school Headmaster place an item on the agenda at least one week in advance of the meeting. Meetings are held as indicated on the monthly school calendar.
- b) The presenter should provide a written item in time for the board to review it in advance of the meeting.
- c) The chair runs the meeting and determines how long the presenter may speak.
- d) The board may continue an open discussion on the topic, go into executive session to discuss it, or table it for a future meeting.
- e) The presenter will be informed of the board's action within a reasonable amount of time (usually three days).
- f) Unless there is an emergency, the agenda for each meeting can accommodate only a single individual or group.
- g) The board has discretion as to whether issues previously voted on will be reconsidered.

### **1.3.3 Reconciliation procedure – Administrators, Teachers, and School Staff**

“So if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there before the altar and go. First be reconciled to your brother, and then come and offer your gift.” Matthew 5:23-24 (ESV)

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” Matthew 18:15-17 (ESV)

“Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil.” Ephesians 4:25-27 (ESV)

Because we live in a sinful world, even within the safer confines of Christian education, mankind is subject to misunderstandings, disagreements, and sinful behavior. The texts presented above serve as the basis and motivation for identifying these difficulties and to reconcile joyfully. Reconciliation should be sought humbly and immediately when someone has sinned against you or someone has brought to your attention a sin you have committed.

It must be understood that church and school leadership recognizes a difference between “being offended” and “taking offense.” One way to understand this is to recognize that the Bible equates sin to offense. Simply put, if someone sins against you, or you sin against someone else, an offense has occurred. This is easily discernible in light of the Ten Commandments. For example, if someone knowingly or unknowingly takes the Lord’s name in vain, in light of the Second Commandment, a sin has been committed. Taking offense is different. For example, if one person says that he likes the color red and then becomes angry when another person declares that he likes the color blue, then the first person has taken offense. The issue is not with what the second person has done to the first person, but rather it has to do with the condition of the first person’s heart.

Our Savior Lutheran School is a community of people (members and non-members alike) gathered together with a common goal. Reconciliation promotes forgiveness and healing and serves to provide unity of purpose. It is therefore crucial to our success that all members of this community diligently strive to build up and support the school in thought, word, and deed in order that it may be successful in its purpose. With this in mind and because “God is not a God of confusion but of peace” (1 Corinthians 14:33), the following procedure for reconciliation has been established. In humility, empowered by the wonderful Gospel, Jesus Christ assures us that all grievances can be resolved at the first step with wonderful results.\*

- a) Speak with the teacher or staff member involved--preferably in person and as soon as possible.
- b) If the situation remains unresolved after multiple attempts, per the direction of Matthew 18, the Headmaster and pastor become third party participants.
- c) If still no resolution is reached, in continuance of the efforts of step 2 in Matthew 18, either party may bring the matter to the School Board. Please note: Confidentiality is sacred and essential; however, it is also essential that information presented be done so freely and openly with appropriate evidences. Hearsay will not be considered. The Board will serve to mediate reconciliation. If reconciliation cannot be reached with the help of the School Board, the Board of Elders will be employed to complete the process.

\*Please note that the reconciliation process prescribed by Christ in Matthew 18 has three steps. The steps themselves are not meant to be singular in effort. In other words, considering step one, a person may seek several meetings over a long period of time in order to reconcile. The Lord does not intend for us to

be legalistic. This means that we are not to act hastily with singular action in order to get through a process and “win.” The Lord desires that we truly and humbly seek genuine conversation with others in order to reconcile and rebuild.

It is a grievous sin to gossip as God’s Word says, “Reckless words pierce like a sword, but the tongue of the wise brings healing.” (Proverbs 12:18) Any discussion of the matter should include only those involved. Circulation of concerns beyond those directly involved, whether in public or private, will inevitably result in misinformation and misunderstanding. This will not be tolerated and may result in the dismissal of a family from enrollment.

After "official" resolution of a matter, staff members will be encouraged to contact the parties involved to determine that, in fact, resolution has taken place.

#### **1.3.4 Reconciliation procedure – Policy and Practice**

If there is a concern regarding a general policy or practice, it is the right of the parent(s) to present such concerns to the Headmaster, School Board, or pastor, being certain that godly practice as noted above has indeed been attempted. Any concern involving a person must first be directed to that person before third party involvement. All unresolved concerns presented to the School Board will receive priority attention and will be included under “New Business” at the next, regularly scheduled School Board meeting. (See 1.3.2)

#### **1.3.5 Headmaster’s role**

The supervision of the school rests with the Headmaster, who, along with the faculty, administers the policies approved by the School Board. The Headmaster is an ex-officio member of the School Board and suggests changes and improvements to the school.

### **1.4 Mission support**

Our Savior Evangelical Lutheran School, from its inception, has been considered as not only a school, but part of the church. The school is supported by the church because it is an integral part of the church. As such, there is no tuition charged to families for kindergarten through eighth grade. All church members should feel a responsibility toward the day school and its mission as they do toward the Sunday school, the mid-week school, the youth program, and the Bible study programs.

School families need to be aware of school costs and should strive toward a support that is commensurate with the added blessings of children receiving a Christian education. According to our Lord's gracious promise, families making a full commitment to Christian education will be richly blessed.

#### **1.4.1 Tuition**

Tuition is not charged for students in kindergarten through eighth grade, but there is a charge for the afternoon kindergarten enrichment program **and** also for preschool sessions.

Each year the School Board recommends the tuition rate that is ratified by the Church Council and congregation during the budgeting process.

- a) Tuition coupons should be sent in with monthly payments.
- b) A 5% discount is given if the entire year’s tuition is paid by July 1.
- c) Tuition is not adjusted or prorated due to absences and weather-related closings.
- d) In unique circumstances, special payment arrangements may be made.
- e) A family having a financial difficulty will not automatically be denied an education for their children. This is where the fellowship and support shown in Acts 2 can become reality in this congregation.

### **1.4.2 Registration fees**

All students (member and non-member families) are charged registration fees. Each year the School Board recommends the fee rate that is ratified by the Church Council and congregation during the budgeting process.

- a) Student enrollment is not complete until all registration fees are submitted.
- b) Outstanding fees must be paid before next year's registration is accepted.
- c) Refunds of registration fees requested before the registration deadline (usually the last day of the previous school year) are subject to an administrative fee of \$200. Registration fees are not refunded after the registration deadline.
- d) New families pay the registration fee at time of enrollment.

### **1.4.3 Financial Aid**

A scholarship fund is available for those families that desire a Christian education for their children but are unable due to financial reasons. TADS Financial Aid Assessment Service has been selected to conduct fair and confidential financial need assessments for families that may need assistance paying tuition. To apply for financial aid the family must be current in all school payments. Please speak to the Headmaster for more information and forms to apply for financial aid.

## **1.5 Enrollment**

### **1.5.1 Spiritual considerations**

- a) Parents must indicate a spiritual motivation for enrollment and accept the religion curriculum.
- b) All parents will have a pre-registration interview with the Headmaster and Pastor.
- c) Parents of new students who are not members of a Lutheran Church-Missouri Synod congregation will be required to attend an adult instruction course on Lutheran Doctrine occurring each fall. The session will be approximately one hour and thirty minutes in length. Parents currently attending Pastor's new member adult class on Sunday mornings are not required to attend the Lutheran Doctrine class.

### **1.5.2 Nondiscrimination policy**

Our Savior complies with the I.R.S. Revenue Procedure 75-50.

Our Savior admits students of any race, color, national and ethnic origin and biological sex (gender) 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, national and ethnic origin or biological sex (gender) in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **1.5.3 Grade placement**

- a) All prospective students are evaluated to determine grade placement.
- b) All prospective students entering kindergarten are given the Brigance Early Childhood Screen.
- c) Three-year-old preschool students must be three before September 1, four-year-old preschool students must be four before September 1, and kindergarten students must be five before September 1. This complies with the State of Michigan requirements. Consideration may be requested for prospective students not meeting the age requirement. An analysis and evaluation will be conducted to determine the best interest of the child.

### **1.5.4 Background information**

- a) The school reserves the right to request information on previous school experiences.
- b) Parents transferring children to Our Savior must sign a release permitting the previous school to forward all records.

### **1.5.5 State health records**

- a) Each new student must provide immunization records and complete a physical examination by the first day of school.
- b) Michigan requires schools to report the immunization status of seventh grade students. Seventh grade students are only allowed to attend classes after their immunization records are received.
- c) Nonmedical waivers for religious or philosophical objections will need to be obtained from a county health department and received in the school office prior to attending school. Contact the county health department for an appointment to speak with a health educator and request a nonmedical waiver.

### **1.5.6 Orientation day**

Orientation day takes place in August. The purpose is to:

- a) meet with your child's homeroom teacher,
- b) purchase books and pay necessary fees,
- c) complete all required forms, and
- d) receive information from classroom teachers, the school office, PTL, and others.

A parent or guardian is responsible for attendance and completion of their forms. If a parent or guardian is unable to attend, the school office must be contacted to make arrangements to meet before the first day of school. A \$50.00 fee will be assessed for non-attendance.

### **1.5.7 Transfer out**

- a) Parents transferring children from Our Savior should inform the Headmaster of such decisions as soon as possible.
- b) If the transfer occurs during the school year, at least a two-week notice must be given due to the effect on the classroom and school office. Less than two weeks' notice will result in a \$100.00 fee.
- c) Records will be forwarded to the next school after a parental release is received from that school. The Headmaster reserves the right to review and purge, if appropriate, records before they are forwarded.
- d) The parent may review records before forwarding. All outstanding fees must be paid before the release of academic records.

## **1.6 Attendance**

### **1.6.1 Arrival**

- a) Students are expected to arrive between 7:45-7:55 a.m. School begins at 8:00 a.m.
- b) Before-school childcare is available each school day from 7:30 a.m.-7:45 a.m. if arrival is necessary before 7:45 a.m.

### **1.6.2 Tardiness**

One of the most valuable life skills a student can learn is taking the responsibility of arriving at school every day on time. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. Please help support your children in learning habits that will help them be successful at school and throughout life.

- a) Students arriving after 8:00 a.m. are tardy and must check in at the school office.
- b) A notice is sent home to parents when the fourth tardy in one quarter occurs.
- c) A tardy fee of \$10 will be assessed per family beginning with the seventh tardy and each additional tardy in that quarter.

- d) Poor weather and unavoidable circumstances will be excused, however more than seven occasions of tardiness in a quarter indicates a pattern that needs to be adjusted.
- e) Each quarter will begin anew – a fresh start.

### 1.6.3 Absence

Students are held to regular and punctual attendance. A parent should contact the school office when a child will not be in attendance, indicating the date and reason for each period of absence. An email message to the school office, copying the teacher, is the preferred method of notification. A call to the school office is also acceptable.

A conference with the Headmaster is mandatory with the eighteenth day of absence. If a student misses twenty or more days during a school year, grade retention is evaluated.

Truancy pertains to unexcused absences. Excused absences are reported to the school by a parent. Examples of excused absences are: child's illness, family emergency, death of a family member, doctor appointments that cannot be scheduled after school hours, and religious holidays. Examples of unexcused absences are: staying at home to care for or visit with family members, unreliable transportation, going on vacation, and sleeping too late. Extended illnesses beyond 5 days require a doctor's note. Any injury that is serious enough to miss school requires a note from a doctor or medical facility. School records will reflect policy. Please inform the school regardless of the nature of the absence.

### 1.6.4 Early dismissal

If there is a need to pick up a student from school before normal dismissal time, inform the classroom teacher and school office *prior* to coming to school. At the time of pick up, parents will check out their child in the office and they will be dismissed from the classroom. For safety reasons, students are not sent out to the parking lot unsupervised to wait for their rides. Early dismissal on a regular basis is not allowed for the sake of the academic well-being of the child and other children in the classroom.

### 1.6.5 Dismissal

- a) At no time may a student leave school property without teacher knowledge and approval.
- b) Students are to be picked up immediately after dismissal of school or the completion of an afternoon activity.
- c) Students with rides not available are taken to after-school care and parents **may** be billed the current after-care fees.
- d) If a student is consistently left waiting following an afternoon activity, the privilege to participate in that activity **may** be revoked.

### 1.6.6 Attendance records

For recordkeeping purposes, the following definitions apply:

Tardy	within 60 minutes after <b>start of school day</b>
1/2 Day Absence	60 or more minutes
Early Dismissal	within 60 minutes of <b>end of school day</b>

Perfect attendance means no tardies, absences, or early dismissals. This is certainly a worthy personal goal, but please do not send sick students to school or leave them if they have become sick during the course of the day.

### 1.6.7 Scheduled absences

Please review the school calendar as you plan your vacations. Try to schedule regular doctor or dental appointments on half days or outside of school hours.

In general, absences due to vacation are considered unexcused and missed classwork will be reflected in the student's grade. Parents planning a vacation that will cause a student to be absent must



inform the teacher in writing at least one week before the vacation. Your child's absence will affect lesson planning and other students.

If the scheduled absence exceeds five school days, the parent must apply to the school board in writing **before the first day of the month that is prior to the vacation**. The school board will review the request in the prior month's meeting and may ask the parent to appear. While vacations are the prerogative of the family, the impact on the education within the classroom is the responsibility of the school board, **who will determine if an extended absence is excused or unexcused**.

### **1.6.8 Makeup work**

In second through eighth grades, an assignment board lists the day's work. When a child is absent, arrangements need to be made to get assignments from the teacher. In cases of illness or family emergencies, students have the number of days that they were absent to make up their work.

Extended vacations require that the parent contact the teacher prior to leaving. The parent and teacher work out a plan of homework acceptable to the teacher for completion of the work upon return of the student. Teachers are not required to provide homework assignments prior to a student leaving on an extended vacation.

## **1.7 Worship**

### **1.7.1 Worship attendance**

- a) Each school family is required to maintain a regular church and Sunday school attendance of at least 50%.\*
- b) Classroom teachers will keep a record of weekly church and Sunday school attendance. Quarterly reports are submitted to the pastor for review.
- c) If it is determined that attendance is below the required level, the family will be contacted and invited to meet with the pastor. If there are no extenuating circumstances and the level of attendance is not remedied, it may result in the student(s) being unenrolled.

\*It is reasonable to assume that if a school family desiring faithfulness to Christ through Christian education is unable to attend worship a minimum of 50% of the time, then a serious spiritual concern and/or need exists. It is the duty of the pastor of the congregation to serve the families connected with this church and school and to offer them spiritual care during such times in order that the Law of God may be revealed and that Jesus Christ and His Gospel may shine brightly as the source of our forgiveness, comfort, and strength. It is the hope that this process will help to make the pastor aware of crucial opportunities where evangelism and pastoral care may be needed.

See Appendix A for a complete explanation of this policy.

### **1.7.2 Chapel and offerings**

Chapel services are held regularly during the school week. Services are varied, giving instruction in historic liturgical forms. Conscious efforts are made that services are instructional, uplifting, and edifying and conducted in an atmosphere of respect, fellowship, and decorum.

Offerings are taken weekly in student envelopes. Children are encouraged to be consistent and cheerful in their giving to the Lord. Monies collected are designated for various mission projects. Family envelopes may also be sent in for chapel; these donations will go to support our school. All donations will be represented on annual statements for tax purposes. Offerings made in these numbered envelopes are confidential to all except the person issuing statements.



### **1.7.3 Music and worship**

Music is a great gift from the Lord that He has given to His people. Providing music for the church is a wonderful way for students to serve their church and be involved in its worship life. In addition, the young musicians that the school provides play a huge part in our church's musical life.

- a) Throughout the school year all students will be scheduled to sing in our church's worship services. Children who serve in church primarily participate in singing the hymns and liturgy of the day and providing appropriate anthems in support of worship. Those students in early childhood and elementary grades will do so periodically throughout the year as part of their regular music class.
- b) Students who are members of music groups are given a letter grade based on criteria such as attendance at scheduled events (church services, concerts, etc...) and their participation and behavior in class. Attendance at scheduled events is required and necessary for the success of these ensembles. This policy is defined on each music group's schedule and the information given out at the beginning of the school year.

Commitment is paramount to building a successful music program. The above policy is intended to help students become competent musicians and appreciate the opportunities they have to serve.

### **1.8 Before-care and after-care**

Before-care and after-school child care is available for school-aged children from 7:00 a.m. until 7:45 a.m. and from 3:30 p.m. until 6:00 p.m. Snack time, homework time, and activity time are supervised.

Children in kindergarten through second grade are supervised in the day care center in the educational wing of the church. Older children are supervised in the daycare center or in a classroom in the school depending on the number of students in need of care. Students who are waiting for a ride or miss their transportation are placed in after-school care. Parents will be billed the current after-care fees.

### **1.9 Health Issues**

The school intends to provide a safe environment for each student here at Our Savior. In cases of illness, as a school we are bound by certain guidelines of the Livingston County Health Department. We also require an Emergency Care Plan for each student with a life-threatening health concern such as food allergies (See Appendix B), other allergies, hemophilia, Type 1 Diabetes, heart conditions, seizures, or other serious concerns. This Plan should be signed by an appropriate doctor specialist and submitted to the school office along with specified medication by the first day of school.

#### **1.9.1 Illness**

If your student is ill (sore throat, fever, upset stomach, etc.), please keep him/her home from school. A student may return to school once he/she is fever free for 24 hours without medication. If your child will not be at school (for any reason), please call the school office by 10 AM at 248-887-3836 or email a message to the school office at [schooloffice@oursaviorhartland.org](mailto:schooloffice@oursaviorhartland.org).

- A student will be sent home he/she shows signs of:
  - Diarrhea
  - Vomiting
  - Fever (100 or above)
  - Rash (unless parents bring a note from a physician that the rash is not contagious)
  - Pink eye
  - Any other symptoms that the office considers to possibly be contagious
- Student should stay home for 24 hours after vomiting due to illness.

- A student may return to school once he/she is fever free for 24 hours without medication.

### **1.9.2 Health restrictions**

A student with a communicable disease, spread by casual contact, is denied admission to classes and activities until a physician's statement indicating that attendance is permissible, is provided. Questions regarding communicable diseases will be handled on an individual basis in consultation with the parents, with the student's physician, or with the Livingston County Health Department. Health Department guidelines for management of communicable diseases are available in the school office.

A statement from a physician is required if a student is to be exempted from or restricted in physical education classes for an extended period.

### **1.9.3 Health services**

Livingston County Health Department performs vision and hearing screening annually in alternate grades. Reports are sent to parents if screening indicates a problem.

### **1.9.4 Medication**

If it is necessary for a student to take medication at school, the parent must provide a Medication Authorization form, indicating permission, proper dosage, and time to be given. Medication is to be properly labeled and kept in the school office. By law, staff members cannot give any internal medication, including aspirin/acetaminophen and cough drops, without written parental permission. Under no circumstance should a student keep medication with him.

### **1.9.5 Smoke-free campus/environment**

Our Savior Evangelical Lutheran School is a smoke free campus/environment.

### **1.9.6 Strongly Scented Personal Products**

Due to health issues related to allergy, strongly scented personal products such as perfume, aftershave, strongly scented hand sanitizer, etc., are not to be worn to school.

## **1.10 Safety at school**

Student safety is paramount; therefore:

- No weapons of any kind are permitted in the building.
- Students are not permitted to leave school property without teacher approval.
- Students are not permitted to leave at lunch time and eat elsewhere except for planned class trips.
- Emergency plans are practiced on a regular basis so that in the case of fire, severe weather, an intruder, environmental emergency, or other similar event, our staff and students will be equipped to safely work through the situation.
- Emergency drills are posted on the school website **at the beginning of each school year.**
- In the event of an emergency, please wait to be contacted by school personnel via text, email, or phone call before coming to school.

## **1.11 Parent meetings and activities**

### **1.11.1 Parent seminars**

Parent seminar topics feature educational and spiritual concerns of the highest priority. The program makes every effort to foster communication between school and home toward the goal of mutually nurturing our children to understand and practice their Christian responsibilities. Seminars may be geared toward a single grade level or toward the entire school community.

### **1.11.2 Parent Teacher League (PTL)**

In accordance with PTL by-laws, all parents and teachers of the school and all communicant members of Our Savior Evangelical Lutheran Church belong to the organization. Other parents with children enrolled in any of the educational agencies of the congregation are welcome to attend PTL functions and meetings as well.

The stated goal of the PTL is to “help parents increasingly understand and appreciate their children and to provide parents with the skills needed for Christian child training, as well as to help teachers increasingly understand the needs of the Christian home and to extend their influence into the home.”

Financial support for the PTL comes from the generosity of God’s people. The PTL families have an excellent history of generous giving. A number of yearly fellowship projects are held. Any proceeds from these projects are used to support the school programs.

PTL projects are primarily carried out by our school parents. Each family is required to volunteer in various capacities of their choice.

### **1.12 School closings**

School closings and delays are announced via email and a group text message to the parent cell phone numbers provided at Orientation. Please do not call the school or teachers or reply to the group text.

If it becomes necessary for the school to be closed in the course of the school day, parents or guardians will be contacted via group text and email.

In the event of an emergency the children will be evacuated to the nearest safe facility away from the school until the situation is under control. The Headmaster will be responsible for notifying the parents of the nature of the situation and the procedures taken to guarantee the safety of the children. The Headmaster will determine whether the children may return to the building or are to be sent home.

### **1.13 Lunch and food**

Water, milk, and juice are allowed for lunch. Milk is available for sale. Snack-type junk-foods are discouraged.

Pizza is sold for lunch on Fridays as a means to support the eighth grade class trip. Subway is also an option for students one day per week through the PTL.

Lunch is a time of social development for students. Learning to initiate and maintain relationships with peers is an important skill. The policy of our school is that parents do not eat lunch with students during school.

### **1.14 Birthday Celebrations**

It is not necessary for children to provide treats for their classmates on their birthdays. However, parents who wish to do so should make arrangements with the child’s teacher before sending any treats to school and they should not be messy or require any preparation by the teachers. These treats are normally to be distributed during the last 15 minutes of the day. Parents should be conscious of any food allergies in the class before providing a treat.

### **1.15 Recess**

Students have outside recess daily, weather permitting. Teachers are the ones who determine appropriate winter wear for recess.

Recess is a social and physical development time for students. Learning to play with others and resolve conflicts is an important skill. Parents do not attend recess with students.

## **Chapter 2 – Academic**

### **2.1 Early Childhood Center**

The early childhood center of Our Savior includes day care, before- and after-school child care, preschool, and pre-kindergarten. The program is licensed by the State of Michigan and adheres to their requirements and guidelines.

#### **2.1.1 Infant and Day Care**

Care is provided by trained and licensed lead care providers for children beginning at six weeks of age. Christ-centered, theme-based activities are led by care givers. Fees are charged per child. Hours of operation are 7:30 a.m. – 6:00 p.m. There is a separate handbook available that includes infant and daycare guidelines.

#### **2.1.2 Preschool**

Our Savior Evangelical Lutheran School conducts a preschool for children who have reached their third or fourth birthday by September 1. The preschool classroom is located in the early childhood wing of the educational facility. Children in three-year-old preschool attend two morning sessions per week, and four-year-old pre-kindergarten children attend three morning sessions per week. Afternoon sessions are scheduled when enrollment warrants additional sessions.

The preschool program is a Christ-centered program. Jesus Christ and His love and forgiveness are proclaimed as we teach the children and interact with their parents. A balanced program is presented that is developmentally appropriate, includes quiet and active experiences, and allows the children to explore, discover, create, and use their imaginations to build a foundation for learning.

Curriculum includes religion, core subjects, music instruction, and art.

#### **2.1.3 Kindergarten**

The morning kindergarten program offers core curriculum subjects as required by the State of Michigan for children who have reached their fifth birthday by September 1<sup>st</sup>. The afternoon enrichment program is encouraged for all students and is designed to both enhance the material from the morning subjects and to expand the students' understanding of the material in the kindergarten course of study. Important components of the preschool programs—religion, core subjects, music instruction, and art—will continue appropriately in the kindergarten morning program.

### **2.2 Curriculum overview**

Curriculum at Our Savior Lutheran School is grounded on the firm foundation of God's Word, which is the origin, the motivator, and the goal of all true learning. Curriculum materials are chosen that support this goal and that embrace the three-fold values of classical education - truth, goodness, and beauty.

Each class has devotions, prayer, and religious instruction each day. Primary grades begin with the learning of Bible stories and appropriate applications to life, and the memorization of Bible verses, hymns, songs, and prayers. As a student progresses, religious instruction becomes broader and more in-depth, including a systematic awareness of Christian doctrine as found in Scripture and Luther's Small Catechism.

Students receive instruction in all branches of learning required by the State of Michigan. Art, music, and physical education are considered absolutely essential. Consistent efforts are made to employ time-honored methods of instruction, proven materials, and practical equipment. Academic materials are chosen for their excellence and compatibility with Scripture. Religious instruction in no way diminishes our striving for academic goals.

Students are also given the opportunity to participate in choir, computer and technology classes, enrichment programs, and sports.

Our Savior strives to develop the "whole child," preparing a body and mind fit to be a "temple of the Holy Spirit," who nurtures the soul toward salvation.

### **2.2.1 Religion**

Our Savior Evangelical Lutheran School is a primary mission of the congregation of Our Savior Evangelical Lutheran Church. The school is in place to teach the Christian faith through the Law and Gospel of God's Word while simultaneously being coupled with excellent academics. The Christian faith is this – that God has chosen to reach out in love to a sinful and fallen world. Paul speaks succinctly in Romans 5 that "while we were still sinners, Christ died for the ungodly." Paul indicates that God has accomplished salvation for this world through the life, death, and resurrection of His Son, Jesus. This is the irreducible core, the nerve center, the heart and soul of the Christian faith. The Religion curriculum is designed precisely to ensure that students and their families are provided with what is necessary to know and believe in this same Lord Jesus Christ as their Savior, and by this same faith, to be rescued from sin and everlasting condemnation. By this same faith, the students and families will receive what is necessary to live in faithfulness to God and to serve their neighbor with joy. In all areas of study, the students come into contact with this Gospel; however, through the Religion curriculum, the students will interact with the Holy Scriptures and learn the precise doctrines of the Christian faith in-depth. Additionally, through the many opportunities for private and corporate prayer, devotions, and worship, students will be encouraged to live freely as Christians amongst peers, expressing their joy in worship and service to God and others in all aspects of life in this world. By the power of the Spirit through God's Word, students will respond to Him in faith and grow to live in Christian hope as mature adults.

### **2.2.2 Language Arts**

The written and spoken word is used daily to teach Jesus Christ as the Savior. To communicate this Gospel, students must understand the inner workings of language to become proficient speakers and writers of the English language. Our phonics based approach is an integral part of our curriculum. Students will be given every opportunity to become accomplished readers of great books and to develop a lifelong love of the written word. Furthermore, children must learn and understand the rules of language and how to use these to express and communicate their thoughts and ideas clearly. A lifelong love of reading the written word will enable these learners to be able to better understand, communicate, and defend their faith. Students will develop a rich vocabulary through the study and practices of word origin, usage, antonyms, and synonyms. The reading curriculum is reinforced by recreational reading designed to promote and encourage lifelong reading, to build higher order thinking skills, and to improve reading fluency.

Additionally, writing is a key element to our comprehensive language arts program, and students will write on a consistent basis. Students will be immersed in the various writing styles, including but not limited to: fiction, non-fiction, poetry, essays, short stories, and most importantly, the Holy Scriptures. Within these writing styles students will broaden their writing skills across the curriculum.

### **2.2.3 Latin**

Latin is introduced in grade 2 and studied in grades 3-8. Latin is a systematic study of language and contributes to the understanding of English grammar and the mastery of English vocabulary. These tools lead to clarity and precision of thought and of expression, both verbal and written. With this command of language, students are being prepared to communicate compellingly and winsomely.

#### **2.2.4 Mathematics**

God gives to each of us our reason and our senses. These abilities enable us to discover and investigate to understand the mathematical aspects of God's creation. Therefore, we believe that mathematical learning consists of experiences which enable students to become engaged, flexible thinkers and problem solvers. A student's knowledge and understanding of mathematics is established through practice, repetition, and the use of manipulatives. The mathematical areas covered include: numbers and operations, patterns and functions, algebra, geometry, measurement, data analysis, and probability. Students will also learn essential problem solving skills to be used in their daily lives. Mathematics taught from a Christian perspective prepares students to understand and practice Godly reason and sense to live a successful and God-pleasing life within God's world.

#### **2.2.5 Science**

An important goal of science is to teach the wonder of God's creation. All science taught at Our Savior is taught from the perspective that God is Creator and the laws of science flow from His creative and preserving power. Through laboratory work, observation, and lectures in earth science, biological science, and physical science, students learn the facts of science and appreciate God's control of all things in nature.

#### **2.2.6 Social Studies**

Social studies, taught from a Christian perspective, allows for students to better understand how God desires for people to live as knowledgeable citizens, committed to supporting the ideas and values of democracy and equality. With the study of geography, history, and people through the lens of Biblical perspective, students will be prepared for thoughtful, active, responsible, and productive citizenship in an ever-changing world.

#### **2.2.7 Music Education**

Our Savior Lutheran School believes that music is a gift from the Lord to be used in His service and as a means of proclaiming His Gospel. Students at Our Savior are expected and encouraged to use their God-given abilities to grow in their understanding of the knowledge and skills outlined in our curriculum. Students receive instruction through regular music classes, performance ensembles, and inclusion of music across the curriculum. Through music study, students are taught essential musical concepts and are given ample opportunity to develop and refine their instrumental and singing abilities. Students engage in various musical activities including but not limited to critical listening, moving, reading music, notating, improvising, and creating original music. During these formative years, it is important that children be given various ways to increase and improve their musical skills and understanding, which ultimately provides enrichment for both themselves and those with whom they interact. The music curriculum at Our Savior is intended to equip students with lifelong tools they can use to communicate the Gospel and to praise their Lord with reverent hearts in greater service to His people and the world.

#### **2.2.8 Art Education**

Art is a means of visual communication, used to express our thoughts, beliefs, and values. Art education provides an understanding of human experiences and a means for learning to respect others' ways of thinking and expressing themselves. It also provides an expressive and analytical method of problem-solving and a mode of communicating personal thoughts as a vehicle for self-expression.

#### **2.2.9 Physical Education**

Physical education is an integral part of the curriculum. The Lord has given each child different gifts, and we strive for development and application of body control, endurance, team concepts, fairness, and fun. The body is a "temple of the Holy Spirit" and is instructed accordingly.

**Fifth** through eighth grade students must bring a change of clothes for PE class. Students in other grades do not change for PE. Gym clothes must be of dress code length, and if spandex is worn, the spandex must be plain and covered by shorts of appropriate length.

### **2.2.10 Computer and Technology**

Many aspects of technology are important in our society today. A Christian's goal is to use technology as a tool for good stewardship of time and talents. These tools help our students to learn more effectively and teachers to instruct students efficiently.

### **2.2.11 Sex Education**

Our sexuality is a unique gift from God and demands that sex education be taught from a Christian, Biblical perspective. Teachers give the Christian view of sexuality as it occurs incidentally in the curriculum (especially in religion, science, literature, current events, etc.). When the subject does come up in the course of a class, teachers stay within the boundaries of the information determined to be age-appropriate for the students in each grade by a group of synodical educators convened to prepare sex education materials for Christian children. Boys and girls are together for these discussions.

Teaching elementary and middle school-aged children about sexuality is best handled in the home. The use of the highly acclaimed Concordia Sex Education Series, which provides information about the social-psychological aspects of human sexuality, is helpful in this process. Most importantly, it does so from a distinctly Christian point of view, in the context of our relationship to the God who created us and redeemed us in Jesus Christ. The school makes this material available to parents to accomplish the following objectives:

- a) To help the student realize that sex is a gift of God and to realize that only God gives life.
- b) To help the student realize that the sex drive is natural, instilled in men and women to be used in marriage.
- c) To equip students with the proper terminology and moral values with which they can intelligently and honestly discuss their problems now and later in life.
- d) To establish an open channel of communication between students and teachers, and students and parents, so that a greater respect and understanding develops about the role of man and woman in God's creation.
- e) To make students aware that the family unit is one created by God to give life and love to children.
- f) To realize that parenthood is the privilege of sharing in a miracle.
- g) To help children understand and be able to cope with the changes occurring at adolescence.
- h) To help students achieve a wholesome respect for their own bodies and the bodies of others.

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." I Cor. 6:19-20

### **2.2.12 Honor Roll**

An Honor Roll for grades six through eight is posted each quarter. Letter grades are recorded on the 4.0 system. (i.e., A=4.0 points, A-=3.67, B+=3.33, etc.) Those students earning a grade point average of 3.5 to 3.74 will be on the Honor Roll. Those scoring from 3.75 to 3.99 will be on the High Honor Roll. A student receiving a 4.0 average is honored with an All A status. A grade of D, F, or U, or a 4 or 5 in "effort" for the quarter prevents a student from being on the above lists. Only core academic subjects are used in computation of grade point averages.

The eighth grade valedictorian and salutatorian shall have the highest and second highest grade point averages computed from quarterly report cards as issued in grades six through eight, as well as meeting all of the eighth grade graduation requirements.



At the end of the school year, an honors assembly is held, recognizing students in all grades for various achievements during the school year.

### **2.2.13 Homework**

Homework is an integral part of the education process which enhances learning, teaches responsibility, and provides practice for skills learned in the classroom. Amounts of homework vary with grade level and with topics being studied. Parents are expected to provide their child encouragement, a dedicated, quiet space for study, and adequate time to complete their homework each night.

### **2.2.14 Late work**

In the primary grades, assertive discipline procedures are followed when assignments are not turned in on time.

In grades 2-8, the student may be required to complete the assignment during recess. Each day that an assignment is late, an additional 10-25% may be deducted, depending on grade level and teacher discretion. The third day the score may be a zero, but the student is still required to complete the assignment. To encourage student responsibility, teachers usually do not request late work. It is solely the student's responsibility to turn in late work. Parents are encouraged to regularly check the Gradebook function in Sycamore to monitor homework submissions and grades of their student. In some cases, homework notices will be sent home with the student to be returned the following day with parent signature.

## **2.3 Academic progress**

### **2.3.1 Report cards**

Formal reports are issued quarterly. A checklist system with comments is used at the primary level. Letter grades for academic achievement and a number from a five-point scale indicating a level of effort are given in the middle and upper grades. Social and emotional growth is also evaluated. Parents can monitor their child's academic progress via Sycamore's website.

### **2.3.2 Parent - Teacher conferences**

Parent-Teacher conferences are held for each student after the first quarter and early spring. Additional conferences may be requested by the teacher or the parent at any time. The teacher may contact a student's parents if there is concern that a student is not doing his best work. Parents should not expect that teachers will be available to confer during school hours.

### **2.3.3 Achievement tests**

Our Savior administers the Iowa Assessments (IA) to first through eighth graders each spring. Teachers evaluate the results and use them to make individual or class adjustments as necessary. The results also help to monitor year-to-year progress for individual students and classes. Results are shared with parents, but it should be understood that such tests are only one small part of the total evaluation of a child's progress.

### **2.3.4 Promotion - Retention**

Promotion occurs when a student demonstrates competencies required by the curriculum and the faculty.

Retention is considered if expected competencies are not shown. Decisions involve the parents, teacher(s) of the child and Headmaster. Teachers of the next level and the pastor may also be involved. Every effort is made toward mutual agreement.



If, in marginal situations, the parents choose promotion after the faculty has suggested retention, the child is promoted and details will be recorded in the child's record. If the faculty feels that retention is the only option and the parents do not agree, the parents may seek a review before the School Board, whose decision will be final.

Retention considerations may be made at any time during the school year. Parents are made aware of such considerations before March with the goal of resolution by May 1.

### **2.3.5 Graduation requirements**

To receive a diploma from Our Savior Evangelical Lutheran School, a student shall:

- a) Pass grade 8 with a grade point average of at least 2.0
- b) Complete all major assignments satisfactorily (i.e. term papers, science projects)
- c) Exhibit positive character traits and a Christian attitude
- d) Have had no major disciplinary actions, including excessive detentions (being placed on probation), suspension, or expulsion
- e) Follow school policies

If a student does not meet the graduation criteria, (s)he shall receive a certificate of attendance.

### **2.3.6 Graduation fees**

All eighth grade students are assessed a graduation fee that covers the cost of diplomas, gowns, and other related items.

## **2.4 Library**

Our Savior maintains a library, which grows as books are added by faculty choice and by donations which are screened. Parent volunteers staff the library, and catalog, shelve, and generally run activities. Regular times are determined for library use. Children may purchase books for the library as part of their Baptism birthday celebration and have them appropriately marked. If a book is damaged or lost, a fine results equal to each book's value.

If a parent objects to a library book, a written complaint is submitted to the Headmaster for review. The Headmaster examines the book in question in consultation with the School Board and a decision is made. The book may be left in circulation, be removed from school shelves altogether, or removed from the library and added to an appropriate classroom library. The Headmaster will notify the person bringing the objection of the decision.

## **2.5 Assistance programs**

### **2.5.1 Resource room**

The Lord loves variety and has created His children accordingly. The resource room aids students who learn in ways that are not always possible in the regular classroom. Learning support is available upon consultation between teacher, Headmaster, and parent for those students who can use a "boost" in a particular subject.

### **2.5.2 Support services**

Livingston Educational Services Agency (LESA) provides support for students with identified special needs. If a parent feels their child is struggling in school, they should contact the teacher, the Headmaster, or the Special Education Director at Hartland Schools.

## **Chapter 3 – Extra Curricular Activities**

### **3.1 Athletics**

#### **3.1.1 Interscholastic sports philosophy**

The goal for the junior varsity level (generally fifth and sixth graders) is to teach and develop the basic skills necessary for each sport. All players play in practices and in games, as long as they are meeting the requirements to do so. When the junior varsity teams are participating in tournaments, the goal is to be as competitive and successful as possible. In doing so, it will be the coach's decision as to who will play and whether or not to substitute at any time during the game.

The goal for varsity level (generally seventh and eighth graders) is to continue the education and development of the sport skills to give the athlete an opportunity to continue participating in that sport upon leaving Our Savior. We will try to be as competitive and successful as possible at all times. The students who comprise the team will earn their spots through meeting the necessary requirements, working hard, and further developing their individual skills. It will be the coach's decision as to who will play, and what substitutions will take place during each game. This philosophy will be followed for all games and tournaments.

#### **3.1.2 Participation opportunities**

Students have the opportunity to compete in team sports generally from grades five through eight. Team sports and/or club sports are offered depending upon interest and number of students. Sports available for boys: soccer, basketball, and track. Sports available for girls: volleyball, basketball, and track.

#### **3.1.3 Commitment**

Athletes are expected to be committed to their team. All athletes should attend each practice, game, and tournament that has been scheduled for that season unless otherwise noted (tournament team). Parents of an athlete must inform the coach or the athletic director if their child will miss a practice, game, or tournament.

#### **3.1.4 Manageability of numbers**

If a large number of students want to participate in a sport, adjustments are made by the athletic director. For example, at the junior varsity level, one team may split into two separate teams. At the varsity level, a limited number of players, based on tryouts, may make the team. With a limited number of students the varsity and junior varsity teams may be merged to form a varsity team.

#### **3.1.5 Athletic forms**

An athlete is not allowed to practice or play in any game until a signed permission form has been turned in to the coach or athletic director.

#### **3.1.6 Michigan Concussion Law**

Michigan concussion laws went into full effect on June 30, 2013. Public Acts 342 and 343 of 2012, apply to school athletic activities, which include organized practices or competitions, after-school activities, and also physical education classes that are part of a school curriculum. Before a student may participate in an athletic activity, the school must:

- a) provide educational materials on the nature and risks of concussions to each student athlete participating in athletic activities and his/her parent or guardian.
- b) obtain a signed acknowledgment from the student athlete and his/her parent/guardian.
- c) maintain the receipt in a permanent file for duration of the student's participation in athletic activities or until the student is 25.

The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance from an appropriate health professional before he or she can return to physical activity.

### **3.1.7 Participation restrictions**

A student who has missed over a half day at school may not participate in athletic activities that day.

If a student is consistently left waiting following an athletic activity, the privilege to participate in that activity will be revoked.

### **3.1.8 Conduct for athletes**

Athletes represent themselves, the team, and Our Savior. Athletes are expected to act in an appropriate, Christian manner. Conduct, behavior, and language of athletes are monitored at practices, games, tournaments, and during school.

### **3.1.9 Suspension from team**

If an athlete is not behaving in an appropriate manner or academic effort is lacking, penalties can include temporary or permanent suspension from the team. Suspensions are determined by the athletic director.

A one-game suspension results from an after-school detention or an unexcused absence from a team activity.

A two week suspension results from three after-school detentions or three unexcused absences from team activities in a forty-five day period. Each additional detention or unexcused absence results in two additional weeks of suspension.

### **3.1.10 Athletic eligibility**

To participate on an athletic team, a student's grades must be satisfactory. A student is ineligible for two weeks if the student has an F or two D's or less than a C average on a report card. The player should attend all practices, but may not participate in games, tournaments, or meets during those two weeks. Significant progress must be made towards a C average in order for the student to be declared eligible. The teacher, coach, athletic director, Headmaster, and parent will confer and make the final decisions regarding academics and sports participation.

### **3.1.11 Uniforms**

Uniforms should be clean. Return laundered (machine washed with a mild detergent and line dried) uniforms no later than seven days following the last game of the season to the athletic director.

### **3.1.12 Awards**

Each team member that meets or displays the following expectations will receive a certificate:

- a) attendance at games and practices,
- b) a good attitude throughout the entire season, and
- c) good Christian sportsmanship and character.

### **3.1.13 Athletes**

Each team member is expected to:

- a) play, speak, and act as a Christian athlete.
- b) be committed to the team.
- c) maintain academic and behavioral requirements of Our Savior.
- d) show respect to teammates, classmates, coaches, opponents, and all officials.
- e) inform the coach or athletic director of absences during the season.

- f) inform the athletic director of detentions.
- g) follow the school campus wear guidelines for all practices.

### **3.1.14 Coaches**

A coach is expected to:

- a) speak and act as a Christian.
- b) show respect to athletes, parents, opponents, and all officials.
- c) provide a tentative season schedule prior to the first game of the season.
- d) inform athletes and parents of any changes to the schedule as soon as possible.
- e) complete a concussion awareness on-line training program.

Practices are for team members only. Siblings and other family members cannot be included in practices. Only team members/coaches are allowed on court and involved in warm-up at games. Only team members are allowed on benches during games. Any complaints regarding the opposing team, players, parents, or game officials should be handled through the coach or athletic director.

### **3.1.15 Parents**

Parents are expected to:

- a) support the team as a Christian parent.
- b) show respect for coaches, athletes, opponents, and all officials.
- c) inform coaches or athletic director of their child's absences for games or practices.
- d) return forms and uniforms in a timely manner.
- e) pick up their child from practice and games in a timely manner.
- f) inform coaches or athletic director of any special driving or pick-up requests for away games.
- g) handle complaints regarding the opposing team, players, parents, or game officials in a proper manner, preferably through the athletic director.

## **3.2 Other activities**

### **3.2.1 After-School Activities**

A variety of after-school activities are offered as available. These include staff-run activities; school endorsed parent-run activities; and school endorsed activities run by an outside party. Some activities have a fee and others are run at no charge. The following scenarios may impact a student's eligibility to participate in after-school activities.

A student who has missed over a half day at school may not participate in after-school activities that day.

If a student is consistently left waiting following an after-school activity, the privilege to participate in that activity will be revoked. We wish to respect the time of volunteers and staff.

If a participant is not behaving in an appropriate manner, the privilege of participation in that activity may be rescinded.

An after-school detention may result in the loss of participation privileges in that week's after-school activities, excluding music activities (handbells and piano) and paid activities run by an outside party (such as Archery or Tae Kwon Do).

All after-school activities are suspended during disciplinary probation.

A student's grades must be satisfactory to participate in after-school activities; otherwise, time and attention needs to be given to studies instead. A student is ineligible for two weeks if the student has an F or two D's or less than a C average on a report card. Significant progress must be made towards a C

average in order for the student to be declared eligible. The teacher, coach, athletic director, Headmaster, and parent will confer and make the final decisions regarding academics and extra-curricular participation.

### **3.2.2 Outdoor education**

In Michigan there are many opportunities to learn about the Lord's creation. Periodically, students will be taken to a variety of outdoor experiences, such as local Metroparks. The highlight of our program is Outdoor Camp which is conducted every year for students in grades six through eight. Parents need to be aware that there is an additional fee for outdoor camp.

### **3.2.3 Field trips**

The locations for field trips are selected based on various criteria such as educational value and distance. Generally classes visit museums, science centers, or educational attractions that are located in major metropolitan cities. Because Hartland is near major metropolitan cities, the faculty is sure to take extra care to see to the safety of the children and chaperones. Therefore, the availability/feasibility of safe, secure facilities and personnel is carefully considered before selecting a location. All field trips are overseen by the School Board.

Students in Preschool and Pre-K must be accompanied by a parent on a field trip. Any parent who wishes to chaperone in Kindergarten and 1<sup>st</sup> grade will be encouraged to attend. Teachers may limit chaperones for 2<sup>nd</sup>-8<sup>th</sup> grade classes depending upon the field trip destination in order to accomplish educational purposes. Only children who are students in the field trip class attend field trips.

### **3.2.4 Eighth grade class trip**

The eighth grade class trip is a major undertaking and responsibility on the part of the teacher, the parent chaperones, and the school. Students must meet all of the graduation requirements to participate in the class trip.

### **3.2.5 Chaperone guidelines**

A well-rounded, varied educational program may require that students leave school property. Field trips, sporting events, and outdoor education necessitate the assistance of parents as drivers and chaperones. The teacher or teachers conducting the event will have full responsibility for all arrangements, details, and decisions which need to be made during the course of the event.

Parents have been very willing and helpful in the past and continued support and cooperation is anticipated. Our programs could not function without parent involvement. To allow for everything to be done in good order, it is necessary for all adults accompanying the group to read and sign the Driver/Chaperone Guidelines form before each event that happens off school property.

## **3.3 Class parties**

Class parties held during school hours for special occasions add a spark to the usual routine and may be planned in good taste. The teacher involved is responsible for planning or is to be fully aware of what is planned. Class parties are parties for the class, and may involve one or two parent helpers. Parents involved must share plans with the teacher, or if the party is of a surprise nature, plans must be shared with the Headmaster at least one day prior. Swimming parties will not be sponsored by the school. Parents are encouraged to get to know one another and organize parties for classmates outside of school hours.

## Chapter 4 – Expectations

### 4.1 Classroom expectations

Classroom expectations vary from grade to grade. Individual teaching styles allow for a variety of learning experiences to take place. In the upper grade classes, where a number of teachers interact with the students, expectations are cooperatively developed by the teachers so that there is a sense of continuity.

### 4.2 Inappropriate items

Materials brought to school that do not pertain to academic activities such as toys, digital devices including smart watches and wearable exercise devices, or alternative forms of media, are held by the teacher and are returned at the discretion of the teacher.

Students are not allowed to use cell phones, watches, or other cellular devices during the school day. Calls from the office phone are allowed for circumstances such as sport schedule changes, illness, need for a change of clothes, or any other situation deemed necessary by the office. Calls for forgotten assignments, papers, and gym clothes, or to make arrangements to go to a friend's house after school, are not allowed. Students are not to use a cell phone during a school closing, lock-down, or other emergency situation.

### 4.3 Campus wear

Neatness in dress and appearance reflect our status as the redeemed children of God through Christ Jesus. Scripture speaks to this topic as well in the following passages: I Timothy 4:12; I Peter 3:3-4; 1 Corinthians 10:31. Our appearance also exerts a positive influence on the behavioral and educational environment of our school.

Dress code for Kindergarten through 8<sup>th</sup> grade students is outlined below. Teachers may request specific attire for school functions such as music performances, field trips, or outdoor education. On special occasions, such as Spirit Day, school-wide campus wear modifications will be announced.

#### 4.3.1 Uniform Dress Code:

Our Savior Lutheran School seeks to provide an atmosphere for learning that reflects the virtues of Truth, Goodness, and Beauty, which are the hallmarks of classical education. Students should seek to dress and groom themselves so to reflect the academic learning environment of the school and to uphold these virtues in their daily lives. However, parents are ultimately responsible for making sure that students follow the Uniform Dress Code.

- Shirts - Dress, Polo, or oxford shirts only; long or short sleeves, in any solid color. No logo except for Our Savior Lutheran School. Shirts must have a collar and must be tucked in at all times. No sheer shirts or blouses are to be worn.
- Pants - Students may wear solid, neutral colored uniform dress or khaki style pants. Pants must be worn at the waists/**no** sagging. Belts must be worn with pants that have belt loops (Kindergarten and preschool students exempt).
- Shorts - Students may wear solid, neutral colored walking shorts for classes. Hemline of shorts must be within 3 inches of the knees. Other items such as cut-offs, biker shorts, sweats, blue-jean shorts, spandex shorts, or any other type that is judged by the school to be inappropriate will not be allowed.
- Skirts - Girls may wear solid, neutral colored skirts, culottes, jumpers, or skorts and the hemline must be within 3 inches of the knee. Ladies may wear tights, leggings, and long socks along with skirts and must also be solid, neutral color; white or off-white also acceptable for tights, leggings, and socks.

- Sweaters or fleece pullovers and zip ups with only OSLS logos may be worn over a uniform shirt.
- Footwear - All pupils are to wear socks. Regular school shoes with rubber soles or clean athletic shoes are to be worn. Heels on all footwear must be one inch or less and shoes must be tied. Not allowed: flip flops, Crocs, slippers, or any type of footwear that is deemed unsafe or inappropriate for school.
  - Students are required to have a clean pair of gym-appropriate shoes at school for physical education class, indoor recess, and indoor sports. A student's gym shoes should be clean and must not be worn outside.
- Choristers - Primary, Junior, and Senior Choristers should wear black pants or skirts, and long- or short-sleeved white oxfords or blouses for performances.

This Uniform Dress Policy is to be followed when children are members of a group representing the school on field trips and at special programs and services, unless specific instructions are given for a specific activity.

The school reserves the right to determine the appropriateness of clothing items. In general, clothing is to be clean, appropriately sized, modest in fit, and in good repair and all clothing must be worn as it was made to be worn.

#### **4.3.2 Spirit Wear**

Periodically throughout the year the Headmaster will announce Spirit Wear days where clothing other than school uniforms will be permitted. On these days students may wear OSLS related items such as polos, t-shirts, fleece pullovers, athletic jerseys, and hoodies with no logo allowed except for OSLS. Hood must be kept down off the head while in the school building. Blue jeans without holes or frays will also be permitted. No pajama pants or sweat pants are allowed.

#### **4.3.3 Hair Styles**

Students are expected to keep their hair clean, well groomed, and traditionally cut. Hair for gentlemen should be no longer than collar length in the back and no longer than the earlobes on the sides. Unnatural hair colors are not permitted. Any hairstyles that cause disruption to the classroom will be addressed on an individual basis.

#### **4.3.4 Miscellaneous**

- No hats are to be worn in class.
- Make-up is reserved for eighth grade girls and it is to be moderate and in good taste.
- Jewelry (including piercings, ears only) is allowed if it is not a distraction or safety issue.
- Costume wear, including animal headbands, are only appropriate on special dress days.
- Temporary, semi-permanent, or permanent tattoos are not permitted.

Any jewelry, hair, shoes, or other clothing item that disrupts or detracts from the educational process will not be allowed.

#### **4.3.5 Winter**

Once cold weather sets in, hats, gloves, and boots should be brought to school each day to be available for outdoor activities because of the changeable nature of Michigan weather.

All students are required to wear boots in inclement weather. To protect the school's interior, boots will be kept in the hallway and not worn in the classroom.

#### **4.3.6 Campus wear violations**

Teachers are the final judges in matters of campus wear violations. If the teacher determines that an infraction has occurred, the student is sent to the school office. If the situation cannot be corrected in school, parents are called and are responsible for changing the appearance or dress of the student.

Violating campus wear guidelines is considered an infraction against classroom rules.

#### **4.4 Discipline philosophy**

Every student is expected to exhibit a Christian spirit in his daily living, both in and out of school. This is evidenced in the way the student goes about his work and play, interacts with other students, and responds in a respectful, obedient manner to those in authority.

The Fourth Commandment states, "Honor your father and your mother." In the Large Catechism, Luther offers:

Out of the authority of parents all other authority is derived and developed. Where a father is unable by himself to bring up his child, he calls upon a schoolmaster to teach him; if he is too weak, he enlists the help of his friends and neighbors; if he passes away, he confers and delegates his authority and responsibility to others appointed for the purpose... Thus all who are called masters stand in the place of parents and derive from them their power and authority to govern. In the Scriptures they are all called fathers because in their responsibility they act in the capacity of fathers and ought to have fatherly hearts toward their people.

In keeping with the Fourth Commandment and Luther's explanation, teachers seek to discipline students with "fatherly hearts," in a manner deemed appropriate to the time and situation at hand.

Discipline is an act of Christian love. Not to discipline a student when necessary is to neglect responsibility toward that student and to the other students in that class.

#### **4.5 Student Conduct and Discipline**

The role of discipline at Our Savior Lutheran School is to create and maintain an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property, so that members of the school will be allowed to pursue learning without distraction and wasted time. In addition, discipline at the school ought always to uphold the essential values established by God's Word and professed in our curriculum. The school recognizes that the good conduct of students in the school promotes their education on campus. This requirement will also promote good behavior off campus and prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

##### **4.5.1 General classroom rules**

Here are some examples of classroom rules that all classrooms should follow. Teachers may establish additional parameters appropriate to grade level.

- a) Show respect for teachers, chaperones, students, guests, and property
- b) Follow instructions the first time they are given
- c) Raise your hand to speak
- d) Use assigned time for homework completion
- e) Strive to keep a neat workspace

##### **4.5.2 Academic honesty**

In addition to the general classroom rules, academic honesty is expected. Cheating is an effort to receive credit for someone else's work. Examples of this include:

- a) Plagiarism is the use of another's work, words, or ideas without giving the person proper credit. It is considered a form of theft, a breach of honesty in the academic community.



- b) Homework that is exchanged or done cooperatively during free time, before school, or other times
- c) Using materials prepared by students from previous years
- d) Use of materials such as notes or books during tests, exams, or quizzes without permission
- e) Communication of any type during tests, exams, or quizzes
- f) Telephone or digital/virtual conversations in which homework is exchanged or done cooperatively
- g) Doing homework during class on its due date

#### 4.5.3 Violation of rules

Teachers may modify consequences to fit the circumstances of any infraction short of extreme misconduct. Listed below are the normal consequences for an infraction of general classroom rules and also for cheating. Parents are informed if a third infraction occurs in a single day.

Infractions per day	Consequence
1	Warning
2	Lose part or all of 1 recess
3	45 minute detention next day
4	60 minute detention next day
5	Visit to Headmaster

If a student is caught cheating, parents are informed and a meeting may be requested. Consequences for cheating may also include a zero (0%) grade for the infraction or an F for the quarter grade.

#### 4.5.4 Extreme misconduct

Misconduct that exhibits a wanton disregard for the Christian interests of the church and school is considered extreme. Examples of extreme misconduct may include willful disrespect, use of profane language, lying, verbal or physical fighting, and bullying.

If an offense appears to be extreme misconduct, the following steps are followed:

- a) Parents are contacted as soon as practical by their child with teacher or Headmaster supervision.
- b) In that conversation, a mandatory meeting is arranged, preferably the same day, but no later than the following day, with the parents, Headmaster, teacher, and student.
- c) If determined necessary, the Headmaster isolates the student.
- d) The teacher provides a brief, written account of the event which is available to the Headmaster and parents.

If the meeting concludes that extreme misconduct has occurred, consequences may include:

- Providing a verbal and written apology to the offended
- Writing an account on the impact of misbehavior
- Loss of privileges, such as recesses and eating lunch with the class
- Community service within the school or church
- Detention
- Disciplinary probation
- Suspension
- Expulsion in extreme situations

In circumstances deemed transcendent of this policy—that is, incidents requiring swift and immediate action to secure the wellbeing of students and the community at large (such as suicidal behavior, the

possession of a weapon, the possession or distribution of illegal substances, and the like)—the pastor, Headmaster, or acting authority is granted discretion to deviate from the above procedures.

#### **4.5.5 Detention**

During a detention, the student is under teacher supervision and is given work to accomplish. Detention fees are \$10 for a 30 minute or greater detention. Siblings and other carpool partners must be picked up at the regular dismissal time.

A detention period begins immediately after school dismissal and concludes as determined by the number of infractions. A parent, or appointed adult, is to pick up the student at the end of the detention period, or a parental note is needed to allow a student to participate in a school activity after detention.

#### **4.5.6 Disciplinary probation**

If a student earns three after-school detentions in a forty-five school day period from the date of the first detention, the student is placed on a two week disciplinary probation. This situation requires communication with the family, Headmaster, pastor, teacher, and all involved. The student is ineligible for extra-curricular activities while on probation. Each additional detention while on probation is an additional two weeks. Disciplinary probation may also occur in cases of extreme misconduct and the length is based on the seriousness of the offense. Disciplinary probation is administered by the Headmaster.

#### **4.5.7 Suspension**

Suspension is a serious consequence, and the circumstances leading toward a suspension are carefully and prayerfully weighed, considering what is truly best for the student. Suspension usually results after repeated efforts to deal with a student's poor behavior have failed.

If a student earns six detentions in a forty-five school day period from the date of the first detention, the student is suspended for three days. In cases of extreme misconduct, suspension may occur and the length is based on the seriousness of the offense. Suspension is administered by the Headmaster.

When a suspension occurs, the student remains isolated until a parent picks the student up. The student is ineligible for extra-curricular activities while on suspension. Suspension means the student is not allowed in the school, and an in-school suspension is considered by the Headmaster only in unusual situations.

#### **4.5.8 Expulsion**

Before expulsion occurs, the counsel of faculty, pastor, and School Board is sought by the Headmaster, and they are informed of related considerations and actions.

If more than six detentions occur in a forty-five day period, or if a student is suspended twice in a school year, expulsion is discussed with the parents, faculty, pastor, and School Board. A third suspension usually results in expulsion. In cases of extreme misconduct, expulsion may occur before the third suspension. Expulsion is administered by the Headmaster.

Expulsion is for the remainder of a school year. If a family desires that the student be re-enrolled, re-enrollment is considered by faculty, pastor, and the School Board. For such a request to be granted, the student should demonstrate repentance and a commitment toward living the Christian life.

## Appendix A



### **Student Worship Attendance Policy**

The purpose of Our Savior Evangelical Lutheran School is to serve as an extension of our congregation in teaching the Word of God's Law and Gospel. Our goal is that all of our students and their families will know Jesus Christ as their Lord and Savior within the setting of academic excellence. With this purpose in mind, since our school's beginning, it has been our practice to track the church and Sunday school attendance of all students.

*Why track the church (Divine Service) and Sunday school attendance of member and non-member families?*

In thankfulness to the Lord for allowing us to be the stewards of a Christian school, the members of Our Savior Evangelical Lutheran Church accept the responsibility with sincere hearts desiring to be faithful to Christ. Because a Christian school is a unique Gospel mission and mechanism existing within the structure of academics, the church has the opportunity to track church and Sunday school attendance in order to ensure and encourage that the lambs (and their families) are being fed (Matthew 18:5-6; Mark 10:14-15; John 21:15) with the Word of the Gospel and the Holy Sacraments for the forgiveness of sins which strengthens their hearts of faith in Jesus leading to eternal life.

*Doesn't it go without saying that because these families are seeking Christian education for their children that they will also seek to be faithful to Christ and seek the fullest measure of His grace provided in Holy Worship?*

Not necessarily, not when we consider that the sinful nature exists within the context of a sinful world besieged by the devil and his minions. With this in mind, we need only consider an example of a class during the 2009-10 school year in which member students attended worship as little as 30% of the time.

Consider the following from Hebrews 10:23-25:

"Let us hold fast the confession of our hope without wavering, for he who promised is faithful. And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near."

The writer to the Hebrews, inspired by the Holy Spirit, makes it clear that the forgiven sinner needs to remain connected to Christ in Holy Worship but that the sinful nature wages war against this connection to the vine (John 15:5-6). The Holy Spirit, therefore, calls for the Church to “consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another”.

In his Large Catechism, Luther writes of membership in the Church:

“Of this community I also am a part and member, a participant and co-partner in all the blessings it possesses. I was brought to it by the Holy Spirit and incorporated into it through the fact that I have heard and still hear God’s Word, which is the first step in entering it. Before we had advanced this far, we were entirely of the devil, knowing nothing of God and of Christ. Until the last day the Holy Spirit remains with the holy community or Christian people. Through it he gathers us, using it to teach and preach the Word. By it he creates and increases sanctification, causing it daily to grow and become strong in the faith and in the fruits of the Spirit.

Further we believe that in this Christian church we have the forgiveness of sins, which is granted through the holy sacraments and absolution as well as through all the comforting words of the entire Gospel. Toward forgiveness is directed everything that is to be preached concerning the sacraments and, in short, the entire Gospel and all the duties of Christianity. Forgiveness is needed constantly, for although God’s grace has been won by Christ, and holiness has been wrought by the Holy Spirit through God’s Word in the unity of the Christian church, yet because we are encumbered with our flesh we are never without sin.

Therefore everything in the Christian church is so ordered that we may daily obtain full forgiveness of sins through the Word and through signs appointed to comfort and revive our consciences as long as we live. Although we have sin, the Holy Spirit sees to it that it does not harm us because we are in the Christian church, where there is full forgiveness of sin. God forgives us, and we forgive, bear with, and aid one another.” [Theodore G. Tappert, *The Book of Concord: The Confessions of the Evangelical Lutheran Church* (Philadelphia: Fortress Press), 417.]

One opportunity to “aid one another” (or as it was given in Hebrews, “stir up one another”) within the organized context of a day school is to provide a *Church and Sunday School Attendance Policy*.

#### **Attendance Policy:**

- a) Each school family is required to maintain a regular church and Sunday school attendance of at least 50%.\*
- b) Classroom teachers will keep a record of weekly church and Sunday school attendance. Quarterly reports are submitted to the pastor for review.
- c) If attendance below the required level has been addressed by the pastor, one month will be given to the parents to remedy the issue. If after one month, the level of attendance has not been remedied, it may result in the student(s) being unenrolled.

\*It is reasonable to assume that if a school family desiring faithfulness to Christ through Christian education is unable to attend worship a minimum of 50% of the time, then a serious spiritual concern and/or need exists. It is the duty of the pastor of this congregation to serve the families connected with this church and school and to offer them spiritual care during such times in order that the Law of God may be revealed and that Jesus Christ and His Gospel may shine brightly as the source of our forgiveness, comfort, and strength. It is the hope that this process will help to make the pastor aware of crucial opportunities where evangelism and pastoral care may be needed.

## Appendix B

### **Food Allergy Policy** ***Our Savior Lutheran School and Daycare***

#### **Preamble:**

According to the Centers for Disease Control (CDC), food allergies are a growing food safety and public health concern that affect an estimated 4-6% of children in the United States. Data shows these statistics are on the rise. In 2018, here at Our Savior Lutheran School (OSLS), approximately 6% or one in 16 children had food allergies. The staff at Our Savior Lutheran School and early care and education (ECE) programs seek to provide a safe environment for each child, including those with life-threatening food allergies.

This policy was created based on guidelines provided by the U.S. Department of Health and Human Services, the Centers for Disease Control and Prevention, the FDA Food Safety Modernization Act, and the Michigan Department of Education Food Allergy Guidelines for Michigan Schools. This policy adopts a coordinated approach that is based on effective partnerships between the Our Savior Lutheran staff, parents, and the child's doctor. Close working relationships can help ease anxiety among parents, build trust, and improve the knowledge and skill of school or ECE program staff members. This policy focuses on risk mitigation and prevention, and it describes the nature of the approaches that will be taken to carry out this intention.

It is important to note that the school building is also used for various church and community events and it is not possible to guarantee an absence of allergens or provide protection against airborne allergies. However, plans will be in place to handle, to the best possible extent, any unintentional encounters with allergens. In addition, actions or threats by other children that may purposefully endanger the safety of an allergen-sensitive child will not be tolerated.

#### **Coordinated Approach – Staff Education:**

Our Savior Lutheran School will educate any staff, substitute teachers, and parent volunteers in a role of responsibility in the case that a student has an allergic reaction requiring emergency response. All staff and parent volunteers will be made aware of the students who have documented food allergies. Staff will be informed of the *Emergency Care Plan* and trained in administration of epinephrine auto-injectors. Staff training will occur at the required intervals for first aid training and includes the following:

- An overview of food allergies and anaphylaxis
- How to reduce the risk of an allergic reaction
- How to identify symptoms of an allergic reaction, including anaphylaxis

- How to respond to food allergy emergencies including quick access to emergency resources such as medication and the epinephrine auto-injector
- How to properly use an epinephrine auto-injector
- Proper documentation after responding to an allergy incident including
  - Time and location of the incident
  - Allergen that triggered the reaction (if known)
  - If epinephrine was used and the time it was administered
  - Notification of parents and EMS
  - Staff members who responded to the emergency
- Policies on bullying and harassment and how they apply to children with food allergies

#### **Coordinated Approach - Parent Responsibilities:**

Communication is key to ensuring a safe environment for students with food allergies. Prior to the start of each school year, parents will provide the school with a completed *Emergency Care Plan (ECP)* developed and signed by the child's physician, along with all needed epi pens and other treatments specified by the *ECP*. This *ECP* must be documented on the form provided by the school. It will include the following:

- Specification of all known allergens
- The previously exhibited sensitivity level of the allergy and anticipated severity of allergic reaction {Note: sensitivity levels are known to change over time.}
- Symptoms exhibited and risk to child safety when an allergic reaction occurs
- Action to be taken if the child begins to exhibit symptoms of an allergic reaction
- Emergency contact numbers and physician contact numbers.

Parents will provide "safe alternative snacks" for their child when needed for special occasions and celebrations involving food. The parent should work with the child's teacher to have this snack available if needed. The school strives to educate and to create a culture amongst families which will do its best to accommodate food allergen sensitivities on these occasions. The responsibility ultimately lies with the parent of the allergen-sensitive child partnering with staff to provide safe food items. Again, communication is key and should be initiated by staff, all parents who send food into the school, and the parent of the allergen-sensitive child in order to ensure a safe environment.

Parents will update the school and appropriate staff on changes in a child's *Emergency Care Plan* or diagnosis, including new allergies or an allergy that has been outgrown, and will provide replacements for expired medications and/or new medication as needed.

#### **Policy Implementation Procedure:**

Various settings exist where food will be present. The following describes how the food allergen policy will be implemented in each setting.

I. Cafeteria Policy:

- An “allergen restricted” table will be provided as a designated safe space for children with allergies
  - The table must be washed with soap and water or an appropriate all-purpose cleaning agent and a clean towel (ie., when cleaning the cafeteria, this table must be cleaned first) after use and prior to the lunch period.
  - The table will be clearly identified as an “allergen restricted” table. No food on the designated list of allergens, which will be defined based upon student needs, should be present at the “allergen restricted” table.
- Children will wash their hands with soap and water before and after they eat snack or lunch. Hand sanitizer gel and wipes are proven ineffective in removing food allergens.

## II. Classroom Policy:

- A classroom will be designated as “allergen restricted” when the *Emergency Care Plan* of one of its students documents a level of risk of severe anaphylactic reaction. This means that food containing the identified allergen should not be brought into the classroom. This does not refer to foods that “may contain traces of” or “have been processed in a facility.” We cannot mandate that all foods brought in for personal consumption be clearly labeled as “allergy safe,” since we are unable to control what may be used in the home and can possibly cause inadvertent cross-contamination.
- Communication of an allergen free classroom includes, but is not limited to, the following types:
  - A letter in the orientation packet.
  - An updated letter sent home with the students should the enrollment of a child with a risk of severe anaphylactic reaction enroll after the start of the school year.
  - A reminder on the door of the allergen free classroom that lists unpermitted foods.
- Communication with parents of allergic students will be maintained regarding birthday treats/party food items so that parents have the option to provide safe alternatives.
  - Parents of allergic students will be given the option to coordinate food items for classroom parties (ie., become “classroom moms”), or provide safe food alternatives for their child.
  - Upon request, parents will be provided labels/ingredient lists of items purchased from a store.
- In general, in all classrooms, snacks will be sent from home for each individual child, rather than having a community snack provided on a regular basis. (Classroom celebrations would be an exception to this.)

## III. School Event Policy (Field Trips, After School Activities):

- School-sponsored events and field trips will be consistent with food allergy policies, with a coordinated effort to include all children with food allergies.
- Rapid access to epinephrine auto-injectors will be available on field-trips, and staff and responsible parent volunteers will be trained in their administration.
- When food will be part of a school-sponsored event, at a minimum, an “allergen restricted” area will be present. Every effort will be made to avoid known food allergens. Labels will be made available to parents upon request. However, if food is being brought from homes, cross-contamination may have taken place.

- At after-school activities, a responsible adult will be aware of each *Emergency Care Plan*, have access to required epi pen and other treatments, and be asked to communicate with a parent when food is being provided.

#### IV. PTL Events (Special Lunches, After-school PTL events)

- The PTL President and Executive Council have agreed to follow the OSLS food allergy policy and will plan all events consistent with the policy.
- When food will be part of a PTL-sponsored event, an “allergen restricted” area will be provided. In this “allergen restricted” area, every effort will be made to avoid known food allergens. Labels will be made available to parents upon request. However, if food is being brought from homes, cross-contamination may have taken place.
- Treatment for a food allergy reaction, including epinephrine auto-injectors, will be provided and administered by the parent.
- The special lunch coordinator will be made aware of the children with food allergies. It is the responsibility of the parent to review the menu to determine if their child can participate. The coordinator will provide a list of ingredients and labels upon request. The parent will communicate with the coordinator if needed to implement processes during food preparation that mitigate the risk of cross-contamination as agreed upon with the parent.

#### V. Daycare

- Daycare operations will be consistent with food allergy policies.
- A child registered in the daycare will also be required to provide an *Emergency Care Plan*.
- Daycare-provided snacks will be in compliance with a child’s *Emergency Care Plan*. Daycare workers will initiate communication with the parent when food safety questions arise.
- Handwashing before and after eating will be done by all children.
- Lunch and snacks brought from home will be given at a table washed with soap and water and with sufficient separation from other children who have food containing the allergen. Food sharing will not be allowed due to the possibility of cross-contamination in homes. The daycare is not equipped to provide protection against airborne allergens.



## Appendix C

Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation. Our Savior takes bullying very seriously and will not tolerate bullying in any form. Concerns expressed by students, staff or parents are investigated and results communicated. Sometimes what is seen as bullying is simply conflict resulting in unacceptable behavior and this is addressed differently. In all our endeavors we are committed to safeguarding and promoting the welfare of all members of the community.

### Bullying vs. Conflict

*What is Conflict?* **Conflict** is a struggle between two or more people who appear to have different goals or desires. Conflict occurs during interactions with others, who may not agree about the things we want, what we think, or what we want to do. Most conflicts arise in the moment, because people of the same relative amount of power see the same situation from two different points of view.

*What is Bullying?* **Bullying** is a single significant act or a pattern of acts by one or more students directed at another student. It exploits an imbalance of power and involves engaging in written or verbal expression (including through electronic means) or physical conduct that:

- has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- materially or substantially disrupts the educational process or the orderly operation of a classroom or school; or
- infringes upon the rights of the victim at school; and
- includes cyberbullying.

### Responsibilities of the Student

Students shall:

- Reject, refrain from, and report bullying or bullying behavior directed toward others in the school, whether it occurs within the school building, traveling to and from events, or by electronic means.

### Responsibilities of Staff (including adult school volunteers):

Staff and Adult Volunteers shall:

- Provide a safe and secure environment for all students free from bullying.
- Act upon, respond, attend to and follow up on any incidents of bullying that are reported to them or come to their attention through other indirect means.

### Responsibilities of Bystanders

Do the Right Thing:

- Don't be a silent witness. You would want someone to have your back if you were the one being bullied.
- Don't watch and laugh. That is worse than doing nothing.
- If it is too hard to speak out, send an anonymous note to school staff.
- Be assertive, not aggressive. Fighting does not help anyone.
- Invite the person being targeted to leave the situation with you.
- Encourage the target to get help from someone, like a pastor, teacher, or other adult who can help.

#### Responsibilities of Parents

Parents shall:

- Monitor students' electronic activity to identify possible bullying behavior that may in turn affect students in the school environment.
- Be good communicators by verbally informing teacher or Headmaster of possible bullying behaviors, especially through electronic means.

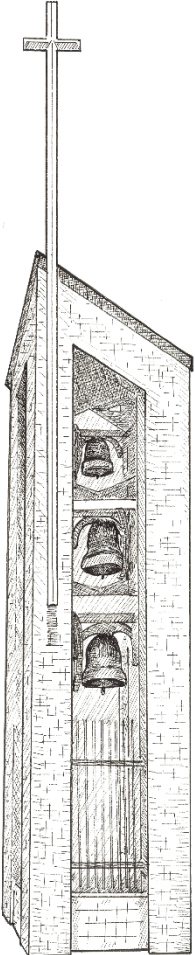
#### Responsibilities of the Headmaster

The Headmaster shall:

- Carry out an investigation upon any report of bullying from students, teachers, or parents.
- Carry out disciplinary measures according to the School Handbook, paragraph 4.5.

## Appendix D

### Handbook Agreement for Parents *Our Savior Lutheran School*



**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the School Handbook and discussed its policies with my student.

I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the School Handbook.

I understand that the standards of the school do not tolerate dishonor to the Holy Trinity and the Word of God, disrespect to the personnel, volunteers, or students of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate services at any time. I understand that this Handbook does not contractually bind Our Savior Evangelical Lutheran Church and School and is subject to change without notice by decision of Our Savior's governing body, the Church Council and its School Board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
*Signature of Mother*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (Please print)*

\_\_\_\_\_  
*Signature of Father*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name (Please print)*

**\*\*Please return to the school office at Orientation or no later than the first day of school**

*Being a member congregation and school of the Lutheran Church-Missouri Synod, the policies and procedures of Our Savior Evangelical Lutheran School are: 1) in full agreement with the doctrinal positions of the LCMS, 2) in full compliance with the doctrinal practices of the LCMS, and thereby 3) of the confession that the Word of God, or the Bible, is the sole norm for faith and practice, being divinely inspired, inerrant, and immutable in meaning. While school policies and procedures are revisited regularly, there may be a lag time between the changing of a church policy and the subsequent aligning of a school policy. In order to maintain faithfulness to Christ and His Word, in all cases the church's policies supersede that of the published school policies.*